

# Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 3 December 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 3 December 2013**

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**Present**

His Worship the Mayor, Councillor C Mead (Chairperson)  
Councillor F Borg  
Councillor G Greiss  
Councillor P Hawker  
Councillor P Lake  
Director Business Services - Mr M Sewell  
Acting Director City Works - Mr G Mitchell  
Acting Manager Assets and Supply Services – Mr W Miller  
Acting Manager Business Assurance - Mr C Taylor  
Acting Manager Communications and Marketing - Ms A King  
Acting Manager Customer Service - Mr P Macdonald  
Manager Emergency Management and Community Services – Mr R Blair  
Manager Executive Services - Mr N Smolonogov  
Manager Financial Services - Mrs C Mears  
Acting Manager Governance and Administration - Mrs B Naylor  
Manager Property Services - Mr J Milicic  
Internal Auditor - Ms M Brockwell  
Executive Assistant - Mrs K Peters

**Apology (Lake/Borg)**

That the apologies from Councillors Dobson and Kolkman be received and accepted.

**CARRIED**

**Note:** Councillor A Chanthivong has been granted a leave of absence from Council, incorporating all formal Council and Committee meetings until Tuesday 12 August 2014.

**Election of the Chairperson**

In the absence of the Chairperson, Councillor Dobson, His Worship the Mayor, Councillor Mead chaired the meeting.

**Acknowledgement of Land**

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

**DECLARATIONS OF INTEREST**

There were no Declarations of Interest at this meeting.

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## **1. COMMUNICATIONS AND MARKETING**

**No reports this round**

## **2. GOVERNANCE AND ADMINISTRATION**

### **2.1 Amendment to the 2014 Council Meeting Calendar**

#### **Reporting Officer**

Acting Manager Governance and Administration

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#### **Attachments**

Amended 2014 Council meeting calendar (distributed under separate cover - to view a copy of this attachment, contact Council's Corporate Support Coordinator on 4645 4405)

#### **Purpose**

To advise, and seek Council's endorsement, of an amended 2014 meeting calendar.

#### **Report**

Council at its meeting held 12 November 2013 adopted a meeting calendar for 2014.

In adopting the calendar, the meeting dates for 2014 were determined on the basis that the Local Government Conference was generally held in the first week of October.

Advice has recently been received, advising that the 2014 Local Government NSW Annual Conference will be held in Coffs Harbour from 19 - 21 October 2014.

An amended meeting calendar has been prepared to reflect the confirmation of the conference dates. The calendar is presented for adoption by Council.

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

That the amended 2014 Council meeting calendar be adopted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

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## 2.2 2014 Sub Committee Meeting Dates

### Reporting Officer

Acting Manager Governance and Administration

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### Attachments

Nil

### Purpose

To advise Council of the 2014 meeting dates for Council sub committees, Audit committee, citizenship ceremonies and MACROC Board Meetings.

### Report

Council is represented on seven internal sub committees, audit committee and the MACROC Board. Councillors are also invited to attend Council's citizenship ceremonies held throughout the year.

In preparing the meeting schedule detailed below, every effort has been made to eliminate clashes between sub committee meetings, MACROC Board meetings, audit committee and citizenship ceremonies.

Sub committees generally meet on a bi-monthly or quarterly basis on a designated evening or afternoon.

The following meeting calendar has been prepared for 2014 and is presented to Council for consideration.

<b>Community Safety Sub Committee</b>  <b>Thursday at 12.30pm</b> 13 February 8 May 31 July 6 November	<b>Campbelltown Arts Centre Sub Committee</b>  <b>Wednesday at 6.00pm</b> 5 March 4 June 3 September 3 December
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<p><b>Audit Committee</b></p> <p><b>Tuesday at 5.00pm</b>                  25 February                  17 June                  14 October</p>	<p><b>Heritage Protection Sub Committee</b></p> <p><b>Thursday at 6.00pm</b>                  20 February                  22 May                  21 August                  20 November</p>
<p><b>Innovation and Performance Sub Committee</b></p> <p><b>Monday at 6.00pm</b>                  5 May                  3 November</p>	<p><b>Sports Liaison Sub Committee</b></p> <p><b>Wednesday at 6.00pm</b>                  26 February                  3 September</p>
<p><b>The following Sub Committee's meet as required:</b></p> <ul style="list-style-type: none"> <li>- Australia Day Awards</li> <li>- Glenalvon</li> </ul>	
<p><b>MACROC Board Meetings</b></p> <p><b>Wednesday at 7.00 pm</b>                  26 February                  28 May                  13 August                  26 November</p>	<p><b>Citizenship Ceremony</b></p> <p><b>Monday at 6.30pm</b>                  26 January                  10 March                  14 April                  19 May                  30 June                  11 August                  29 September                  3 November                  8 December</p>

To assist with security measures all evening sub committee meetings held at the Civic Centre will commence at 6.00pm and conclude by 7.30pm.

Council is also represented on various statutory authorities and other organisations. When advice is received regarding the meeting dates, notification will be forwarded to all Councillors.

### **Officer's Recommendation**

That the sub committee meeting calendar for 2014 be adopted.

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

That the sub committee meeting calendar for 2014 be adopted subject to the commencement times of the Citizenship ceremonies being amended to 6.00pm.

**CARRIED**

**Council Meeting 10 December 2013 (Mead/Hawker)**

That the Committee's Recommendation be adopted.

**Council Resolution Minute Number 273**

That the Committee's Recommendation be adopted.

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## **2.3 Local Government Election 2012**

### **Reporting Officer**

Acting Manager Governance and Administration

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### **Attachments**

1. Report of the Electoral Commissioner (to be tabled - to view a copy of this attachment, contact, Council's Corporate Support Coordinator on 4645 4405)
2. Campbelltown City Council - election summary (contained in this report)
3. Service Charter (to be tabled - to view a copy of this attachment, contact, Council's Corporate Support Coordinator on 4645 4405)

### **Purpose**

To advise Council of the release of the NSW Electoral Commissioner's Report on the Local Government Election 2012.

### **Report**

The NSW Electoral Commissioner has released to the NSW Parliament, and the NSW Government, the report on the conduct of the 2012 Local Government Elections.

The report highlights the challenges experienced in providing the electoral service to all councils, as well as covering the performance of the electoral commission.

A copy of the full report (915 pages) is available on:

[http://elections.nsw.gov.au/\\_data/assets/pdf\\_file/0006/132684/LGE2012\\_Report\\_-\\_PROOFED\\_FINAL.pdf](http://elections.nsw.gov.au/_data/assets/pdf_file/0006/132684/LGE2012_Report_-_PROOFED_FINAL.pdf)

Council at its meeting of 15 October 2013 resolved that alternative options to the conduct the 2016 election be investigated. Following a comprehensive review of the Electoral Commissioners report and alternative options for the running of the 2016 election, a further report will be presented to Council.

### **Officer's Recommendation**

That the information be noted.

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**Committee's Recommendation: (Lake/Greiss)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 2

# Campbelltown City Council Report

### Election Summary

Poll declared by Saturday, 15 September, 2012

### Councillor elections, successful candidates

Councillor name	Party Affiliation
BORG, Fred	Totally Locally Committed Party
BRTICEVIC, George	Australian Labor Party (NSW Branch)
CHANTHIVONG, Anoulack	Australian Labor Party (NSW Branch)
DOBSON, Sue	Community Service "Environment" Save Campbelltown Koalas
GLYNN, Wal	Australian Labor Party (NSW Branch)
GREISS, George	Liberal Party of Australia New South Wales Division
HAWKER, Paul	Liberal Party of Australia New South Wales Division
KOLKMAN, Rudi	Australian Labor Party (NSW Branch)
LAKE, Paul	Community First Team
LOUND, Darcy	Totally Locally Committed Party
MATHESON, Alana	Liberal Party of Australia New South Wales Division
MEAD, Clinton	Liberal Democratic Party
OATES, Meg	Australian Labor Party (NSW Branch)
ROWELL, Ted	Liberal Party of Australia New South Wales Division
THOMPSON, Bob	Bob Thompson's Independent Team

For full details of results see website –  
[www.pastvtr.elections.nsw.gov.au/LGE2012/campbelltown-city-council.html](http://www.pastvtr.elections.nsw.gov.au/LGE2012/campbelltown-city-council.html)

For a breakdown of voting by Vote Type (Ordinary, Declared Institution/Pre-poll, Postal, Provisional/Silent) see the *Councillor Election* page of the above website, on the *Final Results* tab select *04 - Enrolment and Voting by Aggregated Vote Type Report*.

### Enrolment

<b>Total Electors</b>	<b>97,031</b>
Residential roll	97,021
Non-residential roll	10
SmartRolled Electors (30/7/11 – 30/7/12)	10,975

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## Participation and Informality

Participation rate	84.6%
Formal votes	74,316
Informal votes	7,765
Total votes	82,081
Informality rate	9.5%

## Failure to Vote

Penalty Notices Issued	12,246
Rate of Failure to Vote <sup>26</sup>	12.7%

## Election Costs

### Total Cost of the Campbelltown City Council 2012 Election

\$553,687.00

Cost per elector

\$5.72

### Campbelltown City Council Statutory Advertising Campaign Expenditure

Nominations	\$2,863.54
Candidates and polling places	\$7,735.25
Uncontested elections	\$0.00
Results	\$1,431.77
<b>TOTAL</b>	<b>\$12,030.56</b>

## Election Services

### Elector Enquiry Centre

The Elector Enquiry Centre answered 1,193 calls from postcodes within Campbelltown City Council area.

### NSWEC Website

There were 4,316 unique visitors to Campbelltown City Council election web page.

### Braille Ballot Papers

No braille ballot papers were requested or printed.

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<sup>26</sup> Percentage of Penalty Notices Issued to Enrolment (as shown on Authorised Roll)

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## Returning Officer

Andrew Bzadough

Returning Officer's Office

Campbelltown Returning Officer's Office  
Campbelltown Civic Hall  
91 Queen Street  
Campbelltown NSW 2560

## Staffing

Office Manager	1
Senior Office Assistant	0
Office Assistants	29
Polling Place Managers	41
Polling Place Assistants	0
Deputy Polling Place Managers	19
Declaration Vote Issuing Officer	18
Election Officials	166
Council Count Manager	0
Part Day Election Officials	22
<b>Total Staff</b>	<b>296</b>

## Polling Places

Pre-poll Centres	3
Declared Institutions	3
Election day Polling Places	42

Pre-poll centre locations

Campbelltown Returning Officer's Office, Ingleburn Pre-Poll, Sydney Town Hall

Polling place locations

For 2012 map and polling places see –

[www.pastvtr.elections.nsw.gov.au/LGE2012/campbelltown-city-council.html](http://www.pastvtr.elections.nsw.gov.au/LGE2012/campbelltown-city-council.html)

## Advertising

Statutory Campaign

The Council requested that the statutory advertisements be placed in the following press:

Macarthur Advertiser  
Macarthur Chronicle

## Candidates

### Nominations withdrawn

No Councillor nominations were withdrawn.

### Councillor Candidates

Total Candidates	102
Female Candidates	30
Male Candidates	72

### Names of all candidates

Councillor Candidates	Party Affiliation
ANIS, Mary	Christian Democratic Party (Fred Nile Group)
ANIS, Sarah	Christian Democratic Party (Fred Nile Group)
ANTUNOVIC, Steve	-
ASSAL, Michael	Christian Democratic Party (Fred Nile Group)
BESHAY, Marina	Liberal Party of Australia New South Wales Division
BORG, Athina	Totally Locally Committed Party
BORG, Fred	Totally Locally Committed Party
BRASSIL, Greg	-
BROADBRIDGE, Colin	Christian Democratic Party (Fred Nile Group)
BRTICEVIC, George	Australian Labor Party (NSW Branch)
BURRASTON, Rhett	-
CASAS, Alan	-
CHANTHIVONG, Anoulack	Australian Labor Party (NSW Branch)
CHEW, John	Liberal Party of Australia New South Wales Division
CHOPPING, Cathy	Community First Team
COCKER, Brad	Community Service "Environment" Save Campbelltown Koalas
COLLINS, Trent	-
COTTER, Josh	Liberal Party of Australia New South Wales Division
CUNNINGHAM, Bob	Bob Thompson's Independent Team
CUNNINGHAM, Keith	Liberal Party of Australia New South Wales Division
DOBSON, Sue	Community Service "Environment" Save Campbelltown Koalas
DRAPER, Tammy	-
EDWARDS, Mandy	-
ELLIOTT-HALLS, Samantha	Australian Democrats (NSW Division)
FALIA, Michael	-
FORD, Roger	Bob Thompson's Independent Team
FOSTER, Julie	Totally Locally Committed Party
FRUEAN, Mal	Australian Labor Party (NSW Branch)
FUENTES, Julio	Bob Thompson's Independent Team
GALIELL, Tofick	-
GEORGE, Ralph	Liberal Party of Australia New South Wales Division

GHALY, Mina	Community Service "Environment" Save Campbelltown Koalas
GLYNN, Wal	Australian Labor Party (NSW Branch)
GOUHAR, Sara	Christian Democratic Party (Fred Nile Group)
GREISS, George	Liberal Party of Australia New South Wales Division
HANNA, Isaac	Christian Democratic Party (Fred Nile Group)
HAWKER, Paul	Liberal Party of Australia New South Wales Division
HURTADO, Sandra	Community Service "Environment" Save Campbelltown Koalas
ISLAM, Muhammed	-
JARRAH, Taufik Campbelltown Koalas	Community Service "Environment" Save
KADIR, Robert	Totally Locally Committed Party
KELLY, Iain	Community First Team
KELLY, Kevin	Australian Labor Party (NSW Branch)
KHAN, Tamrez	-
KOLKMAN, Rudi	Australian Labor Party (NSW Branch)
KOZMAN, Fady	Christian Democratic Party (Fred Nile Group)
LAKE, Paul	Community First Team
LAUL, Brian	Totally Locally Committed Party
LAWS, Robert	Liberal Party of Australia New South Wales Division
LAY, Rosalina	Community Service "Environment" Save Campbelltown Koalas
LLOYD, Katrina	Liberal Democratic Party
LOUND, Darcy	Totally Locally Committed Party
LUNA, Nusrat	-
MAHER, Jessica	-
MANNIS, Terry	Community First Team
MANOTO, Rey	Australian Labor Party (NSW Branch)
MARANTZ, Cherie	Totally Locally Committed Party
MATHESON, Alana	Liberal Party of Australia New South Wales Division
McKAY, Allan	Totally Locally Committed Party
MEAD, Clinton	Liberal Democratic Party
MEAD, Dian	Liberal Democratic Party
MELVILLE, Alex	Liberal Party of Australia New South Wales Division
MORCOMB, Alan	Bob Thompson's Independent Team
MORRISON, Warren	Totally Locally Committed Party
MULLANE, Michael	Bob Thompson's Independent Team
OATES, Meg	Australian Labor Party (NSW Branch)
PAREEZER, Jennifer	-
PARNHAM, Anne	Community First Team
PERUMAL, Adrian	-
POTTS, Gary	-
RAHMAN, Syed	-
RAMSAY, John	Christian Democratic Party (Fred Nile Group)
RAMSAY, Sarah	Christian Democratic Party (Fred Nile Group)
REDONDO, Chris	Bob Thompson's Independent Team
RIXON, Brett	Community Service "Environment" Save Campbelltown Koalas
ROSE, Kimberley	-
ROUEN, Nicholas	Liberal Democratic Party
ROUEN, Sam	Liberal Democratic Party

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ROUEN, Timothy	Liberal Democratic Party
ROWELL, Ted	Liberal Party of Australia New South Wales Division
SARAO, Jaspal	-
SARKER, Abul	-
SCOPE, Joe	Community Service "Environment" Save Campbelltown Koalas
SHORTLAND, Darryl	Totally Locally Committed Party
SIMPSON, Gerald	Community First Team
SINGH, Raj	Bob Thompson's Independent Team
SMITHERS, Wayne	Community Service "Environment" Save Campbelltown Koalas
STANLEY, Bill	-
STEWART, Ian	Totally Locally Committed Party
STEWART, Stephen	Community First Team
TABLANTE, Enrico	Community Service "Environment" Save Campbelltown Koalas
THOMPSON, Bob	Bob Thompson's Independent Team
THOMPSON, Jason	Bob Thompson's Independent Team
TOTH, Carole	-
TOTH, Gabor	-
TREE, Teresa	Community First Team
TURNER, Les	Totally Locally Committed Party
TURVEY, Michael	Liberal Democratic Party
USOPE, Linda	Community First Team
WHITE, Gareth	Liberal Democratic Party
WOOD, Annamaria	Community First Team
YOUNG, Kristi	-



## **2.4 Minutes of the Economic Development Working Party Meeting held on 21/11/13**

### **Reporting Officer**

Director Business Services

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### **Attachments**

Minutes of the Economic Development Working Group meeting held on Thursday 21 November 2013 (contained within this report)

### **Purpose**

To seek Council's endorsement of the minutes of the Economic Development Working Group meeting held on Thursday 21 November 2013.

### **Report**

Detailed below are the recommendations of the Economic Development Working Group. Council officers have reviewed the recommendations and these are now presented for Council's consideration.

The recommendations that require an individual resolution of Council are detailed in the officer's recommendation.

### **Recommendations of the Economic Development Working Group**

#### **Reports listed for consideration**

##### **4.1 Economic Development Working Group - Terms of Reference:**

1. That the development of a Terms of Reference be deferred and Mr Graham Larcombe, Director at Strategic Economics be invited to address the Economic Development Working Group to assist in the development of a Terms of Reference.
2. That a report be presented for the consideration of the Economic Development Working Group detailing the relationship between Campbelltown City Council and small business.

##### **4.2 Small Business Friendly Councils Pilot Program:**

That Council be requested to register an interest with the NSW Small Business Commissioner regarding the Small Business Friendly Councils Pilot Program.

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**4.3 Shop Small November:**

That Council be requested to register its participation in the 2014 Shop Small initiative.

**6.1 Small Business Consultative Committee:**

That Council be requested to register an interest with The Australian Competition and Consumer Commission in relation to participation in the Small Business Consultative Committee.

**Officer's Recommendation**

1. That the minutes be noted.
2. That in regard to item 4.2 Small Business Friendly Councils Pilot Program, Council be requested to register an interest with the NSW Small Business Commissioner regarding the Small Business Friendly Councils Pilot Program.
3. That in regard to item 4.3 Shop Small November, Council be requested to register its participation in the 2014 Shop Small initiative.
4. That in regard to item 6.1 Small Business Consultative Committee, Council be requested to register an interest with The Australian Competition and Consumer Commission in relation to participation in the Small Business Consultative Committee.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

### **Minutes of the Economic Development Working Group Meeting**

**Held Thursday 21 November 2013 in Committee Room 3**

Meeting Commenced: 6.05pm

#### **1. Acknowledgement of Land**

An Acknowledgement of Land was presented by the Chairperson, Councillor Lake.

#### **2. Attendance and Apologies**

**Attendance:** Councillor Paul Lake - Chairperson  
Councillor Clinton Mead - Mayor  
Councillor Wal Glynn  
Councillor George Greiss  
Councillor Fred Borg

**Also in Attendance:** Jeff Lawrence - Director Planning & Environment  
Michael Sewell - Director Business Services  
Jane Worden - Executive Support

**Apologies:** Councillor Rudi Kolkman  
Paul Tosi - General Manager

#### **Working Group's Recommendation: (Greiss/Borg)**

That the above apologies be accepted.

**CARRIED**

#### **3. Election of Chairperson**

In the absence of the Mayor Councillor Clinton Mead at the commencement of this meeting, the Economic Development Working Group elected Councillor Paul Lake to Chair the meeting.

#### **4. Declarations of Interest**

There were no Declarations of Interest made at this meeting.

#### **5. Reports**

##### **5.1 Economic Development Working Group - Terms of Reference**

###### **Reporting Officer**

Director Business Services

###### **Purpose**

That the Economic Development Working Group establish Terms of Reference to guide the future direction of strategies in attracting small business to the Campbelltown Local Government Area.

**History**

Council at its meeting of 23 April 2013 adopted the following Resolution:

1. That Council establish a working group to develop opportunities to attract small business to Campbelltown Local Government Area and enhance the economic development of existing business.
2. That the working group is to comprise of any interested Councillor, the General Manager, the Director Business Services and Director Planning and Environment and is to report progress no later than the Council meeting in December 2013.

**Report**

Discussions have been held with Mr Graham Larcombe, Director Strategic Economics at the Strategic Economics Group to help determine a way forward to assist the Economic Development Working Group in preparing Terms of Reference for its activities. The Terms of Reference would guide the preparation and implementation of strategies focused on achieving the goal of attracting and promoting small business within the Campbelltown Local Government Area.

Mr Larcombe has forwarded information in relation to other Local Government Areas that have implemented some form of an Economic Development Working Group. A copy of the various business alliances and economic development advisory boards is attached to this report for the consideration of the members of Economic Development Working Group to assist in gaining some understanding of initiatives from other councils.

These various options in relation to business alliances and economic development advisory boards may not meet the specific objectives of Council's resolution however are provided for Councillors to gain an understanding of what may potentially be included in a Terms of Reference document to address the needs of the original Council resolution.

Mr Larcombe will assist the Economic Development Working Group in facilitating conversations around the development of a Terms of Reference.

**Officer's Recommendation**

That Terms of Reference be developed by the Economic Development Working Group.

**Working Group's Recommendation: (Borg/Greiss)**

1. That the development of a Terms of Reference be deferred and Mr Graham Larcombe, Director at Strategic Economics be invited to address the Economic Development Working Group to assist in the development of a Terms of Reference.
2. That a report be presented for the consideration of the Economic Development Working Group detailing the relationship between Campbelltown City Council and small business.

**CARRIED****5.2 Small Business Friendly Councils Pilot Program****Reporting Officer**

Director Business Services

**Purpose**

For the Economic Development Working Group to consider correspondence received from the NSW Small Business Commissioner.

#### **Report**

Correspondence has been received from the Office of the NSW Small Business Commissioner regarding a pilot program of small business friendly councils. The pilot program aims to:

- recognise those councils that are implementing best practice initiatives for working with small businesses; and
- increase the number of councils that are working proactively to assist small businesses.

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

That the Economic Development Working Group considers recommending to Council that it register an interest with the NSW Small Business Commissioner regarding the Small Business Friendly Councils Pilot Program.

#### **Working Group's Recommendation: (Glynn/Greiss)**

That Council be requested to register an interest with the NSW Small Business Commissioner regarding the Small Business Friendly Councils Pilot Program.

#### **CARRIED**

### **5.3 Shop Small November**

#### **Reporting Officer**

Director Business Services

#### **Purpose**

To assist the Economic Development Working Group in considering a proposal for Council's participation in the Shop Small initiative during November 2013.

#### **History**

Councillor Greiss at the Ordinary Meeting of Council held on 12 November 2013, enquired via a Question Without Notice if it is practicable for Council to assist with the promotion of the 'Shop Small Month' campaign which is being undertaken during November 2013 to encourage people to reconnect with small business within the Local Government Area.

#### **Report**

Shop Small is an initiative of American Express which is a nationwide movement that will bring together support from the business community, governments and consumers, encouraging them to support small businesses in their communities.

Shop Small was officially launched to the national press on 31 October 2013 and will run for the entire month of November. More information in relation to Shop Smart is available by visiting <http://shopsmallaustralia.com> and clicking on the 'About' section.

Campbelltown City Council has been approached to participate in this initiative and has been provided with a toolkit that offers assistance, ideas and marketing assets such as logos and images. However due to the timing of the consideration to participate in this initiative, Council's

participation may be limited to generic postings regarding the Shop Smart initiative on Council's Facebook page.

**Officer's Recommendation**

That the Economic Development Working Group considers Council's participation in the Shop Small initiative during the month of November 2013 through generic postings via Council's Facebook page.

**Note:** Due to the timing of this meeting it was agreed that Council not participate in the 2013 Shop Small initiative however the Economic Development Working Group expressed interest in Council participating in the 2014 Shop Small initiative.

**Working Group's Recommendation: (Griess/Glynn)**

That Council be requested to register its participation in the 2014 Shop Small initiative.

**CARRIED**

**6. General Business**

**6.1 Small Business Consultative Committee**

Council's Director Business Services advised the Working Group of correspondence that has been received from The Australian Competition and Consumer Commission (ACCC) in relation to a call for expressions of interest for the Small Business Consultative Committee (SBCC).

The ACCC has a number of advisory committees that provide advice and information relating to the ACCC's responsibilities under the Competition and Consumer Act 2010, including the SBCC.

The SBCC was established to inform the ACCC on issues relating to small businesses and the Act. The ACCC looks to the SBCC to provide feedback on emerging issues or market developments that may be of concern to small businesses, and strategies and networks to help enhance the ACCC's communication with the small business community. The SBCC meets at least twice each year.

It was noted by the Working Group that the ACCC is calling for expressions of interest from individuals and organisations that are willing to serve on the SBCC for 2014 and 2015. The Working Group discussed the application and selection process and what is expected of SBCC Members.

Expressions of Interest for participation on the SBCC should include a brief application and must be lodged by 5pm on Friday, 22 November 2013.

**Working Group's Recommendation: (Borg/Greiss)**

That Council be requested to register an interest with The Australian Competition and Consumer Commission in relation to participation in the Small Business Consultative Committee.

**CARRIED**

Councillor Paul Lake  
**Chairperson**

Meeting Concluded: 6.55pm

## **2.5 UWS Medical Scholarship**

### **Reporting Officer**

Director Business Services

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### **Attachments**

Nil

### **Purpose**

To present a report for Council to consider increasing the amount of the UWS Medical Scholarship.

### **History**

Council for a number of years has provided scholarships to the University of Western Sydney to provide a gateway for students to access higher education through participating in a degree at the Campbelltown Campus of the University of Western Sydney.

In previous years, Council allocated a sponsorship in memory of Ian Slade Porter OAM, who was the General Manager from 1988 – 1999. There were other small scholarships that were available for various degrees, however on the opening of the Medical School, Council in 2008 made a decision to combine the various scholarships excluding the Ian Slade Porter scholarship for the purpose of a scholarship for students participating in a medical degree.

### **Report**

At the briefing night held on Tuesday 29 October 2013, representatives from the University of Western Sydney provided a presentation to Council on the various issues related to students that are studying to attain a medical degree. Some of these issues related to the cost of HECS, textbooks and other peripheral devices required for students to successfully complete their studies.

Given the pressure associated with a medical degree, it is difficult for students to hold down any form of employment to help subsidise costs associated with a medical degree, especially as they are expected to be placed within hospitals to gain practical experience associated with the particular specialities related to their degree.

As highlighted by Dr Karuna Keat there is a dual benefit in providing a scholarship giving local students the opportunity to study medicine which may provide doctors for the area in the future. As part of the evaluation criteria eligible students must have resided in the Campbelltown Local Government Area for at least 12 months prior to commencing study at the University of Western Sydney.

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The representatives of the University have indicated that most medical scholarships are a minimum of \$5000 per annum, given the costs associated with students participating at this level.

It is requested that Council consider increasing the medical scholarship from \$3000 per annum to \$5000 per annum for students that are successful in being allocated the Campbelltown City Council Medical Scholarship. It is also requested that Council consider renaming the Campbelltown City Council Medical Scholarship to the Brenton Banfield Medical Scholarship hosted by Campbelltown City Council.

### **Officer's Recommendation**

1. That Council increase the UWS Medical Scholarship to \$5000 per annum.
2. That Council rename the Campbelltown City Council Medical Scholarship to the Brenton Banfield Medical Scholarship hosted by Campbelltown City Council.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

**Note:** Councillor Mead asked that his name be recorded in opposition to the resolution in regard to Item 2.5 - UWS Medical Scholarship.

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### **3. PROPERTY SERVICES**

#### **3.1 Minto Heights Rural Fire Services**

##### **Reporting Officer**

Manager Property Services

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##### **Attachments**

Location map (contained within this report)

##### **Purpose**

To seek Council approval to enter into a new lease with the Department of Planning and Infrastructure (Minister Administering the Environmental Planning and Assessment Act) for the relocation of the Minto Heights Rural Fire Brigade from its existing location further south along Hansens Road, Minto and the surrender of the existing lease.

##### **History**

Council currently has a lease from the Department of Planning and Infrastructure (DPI) for a period of 99 years which commenced on 16 October 1981, for the existing site of the Minto Heights bushfire station at Hansens Road, Minto.

This existing site is situated on Lot 1 DP 702780 and has an area of approximately 1600 square metres which is zoned 5(a) Special Uses "A" Bushfire Brigade under IDO No. 13. This lease is due to expire on 15 October 2080.

##### **Report**

The NSW Rural Fire Service has developed a strategic plan outlining future needs and requirements for Rural Fire Services and its application to the Campbelltown community. An outcome of this plan has identified the consolidation of Varroville RFS which operates from the Council depot and Minto Heights RFS Brigades, into a new brigade entity in a location best suited to meet community and service expectations.

A site further south along Hansens Road, Minto which is owned by DPI has been identified as the preferred site.

This site forms part of Lot 1 DP 593558 and is known as 15 Hansens Road, Minto Heights and is zoned part 6(b) Open Space Regional under IDO No. 13 and 5(b) Special Uses Arterial Roads under Campbelltown LEP 2002.

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The proposed area to facilitate the new bushfire brigade building is approximately 16,220 square metres. Under the provisions of SEPP Infrastructure 2007, a bushfire brigade station would be permitted on this site provided a development application is submitted and approved for the use.

The RFS Macarthur has previously identified that the subject site has the most potential for the following reasons:

- a) block size sufficient for unimpeded footprint planning of the station development
- b) capacity for expansion areas and integrated land uses, eg training ground
- c) ability to provide accesses to both Westmoreland and Hansens Road.

This proposed site is also considered to be a superior site to the existing Minto Heights Rural Fire Brigade Station, given that the existing station is immediately surrounded by heavy vegetation that could potentially compromise the use of the station in any hazardous events in the Minto Heights area.

### **Proposed lease terms**

The Department of Planning and Infrastructure have provided Council with a draft Deed of Agreement for Lease which identifies the following general terms and conditions:

1. costs – Council to pay lessor costs
2. assignment – although the lease would be in Council's name, there is provision of occupation by the RFS
3. rental – will be nominal \$1 per annum if demanded
4. term – 25 years (it should be noted that although Council sought a longer term of 99 years, it was advised by Department of Planning and Infrastructure that under its, current policy it provides leases only up to 25 years
5. permitted use – construction and use of a rural fire station
6. outgoings – Council would be responsible to pay all outgoings which would involve the recovery of a significant proportion of costs to be recovered through arrangements with RFS Macarthur
7. maintenance – all maintenance of building and land to be undertaken by Council with arrangements to be made with RFS for cost recovery
8. public purpose – DPI have included a clause if they require the land for a public purpose they can terminate the lease (it should be noted that part of this land is included within the reservation for the future Georges River Parkway).

Should the Deed of Agreement for Lease and the Lease be adopted for the proposed new site, the termination/surrender of the 99 year lease over the existing Minto Heights RFS Brigade site would be required. This would also require removing the existing improvements on this site.

Accordingly, it is recommended that Council provide approval to enter into a Deed of Agreement for Lease and the Lease of the proposed new site, of the Minto Heights RFS Brigade on the terms outlined in this report.

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It is also recommended that subject to a development application process being undertaken for a proposed new site that if planning approval is obtained, Council also approve the termination/surrender of the 99 year lease over the existing Minto Heights RFS site.

### **Officer's Recommendation**

1. That Council provide approval to enter into an Agreement to Lease with the Minister Administering the Environmental Planning and Assessment Act for the proposed new site of the Minto Heights RFS Brigade to be situated over part of Lot 1 DP 593558 on the terms outlined in this report.
2. That Council provide approval to enter into a Lease with the Minister Administering the Environmental Planning and Assessment Act on the terms outlined in this report subject to planning approval for any development application being obtained.
3. That Council provide approval to terminate/surrender the existing Lease over Lot 1 DP 702780 subject to a Lease being formalised for the new proposed site being part of Lot 1 DP 593558.
4. That all documentation associated with the proposed transactions involving the Agreement to Lease, Lease and termination/surrender of Lease be executed under the Common Seal of Council if required.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

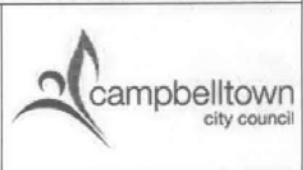
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# ATTACHMENT 1



N  
1:3,456  
21 November 2013

DISCLAIMER: This map has been produced from Council records. If you intend to rely on the information shown you should contact Campbelltown City Council for verification. This map should not be reproduced without permission.



## 4. FINANCIAL SERVICES

### 4.1 Investment report - October 2013

#### Reporting Officer

Manager Financial Services

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#### Attachments

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

#### Purpose

To provide a report outlining Council's investment portfolio performance for the month of October 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 October 2013 stood at approximately \$89m. 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	October
Council Managed Funds	4.16%
Benchmark: 90 Day Bank Bill Index	2.62%

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>October</b>
Council Managed Funds	4.50%
Benchmark: 90 Day Bank Bill Index	2.94%

Council's portfolio as at 31 October 2013 is diversified with 71% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 21% 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>31 October</b>
Short term at call	\$1,176,234
1 – 3 months	\$0
3 – 6 months	\$24,961,581
6 – 12 months	\$54,010,831
12 months +	\$9,000,000

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

<b>Credit exposure</b>	<b>31 October</b>
AAA to AA-	85%
A+ to A	8%
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 at the present level of 2.5% at its meeting held on 5 November, which was as per market expectations. Whilst previously the RBA had announced it was satisfied that the small decrements in the Australian dollar (AUD) were helpful to the economy, the latest monetary statement indicates that the RBA are becoming more concerned that the AUD is still not falling to a level that is consistent with the momentum of the real economy and interest rates. Economists believe that this continued strength of the AUD will mean that the RBA would need to cut the cash rate again, whilst not expected when the Board meets in December, but likely when it meets again in February 2014.

## **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/Greiss)**

That the Officer's Recommendation be adopted.

## **CARRIED**

## **Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

## **Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

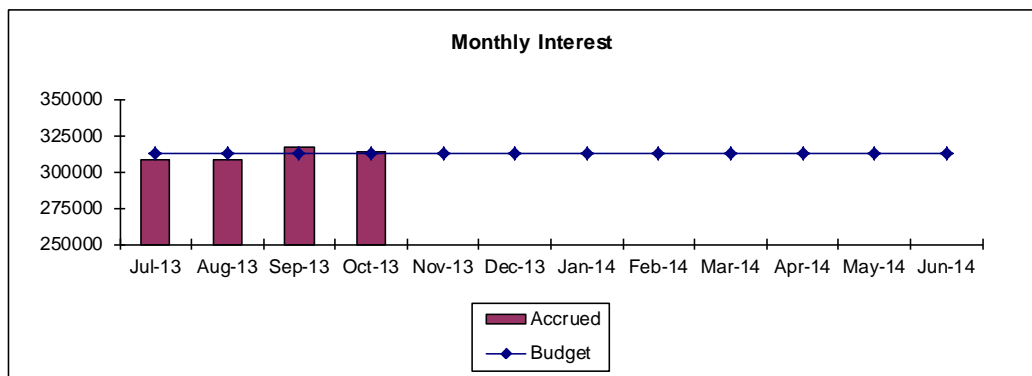
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# ATTACHMENT 1

## CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary October 2013

Benchmark UBS Warburg 90 Day Bank Bill Index  
 Portfolio Balance \$89,148,646.18

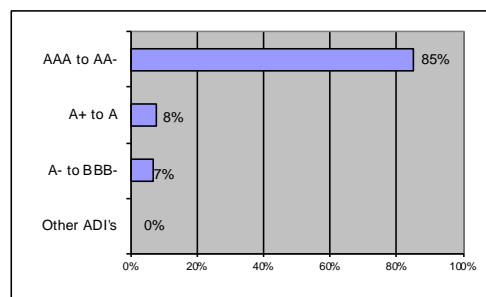
Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.22%	2.62%
Total Portfolio	0.35%	4.14%
<i>Performance to Benchmark</i>	+ 0.13%	+ 1.52%
Portfolio - Direct Investments	0.35%	4.16%
<i>Performance to Benchmark</i>	+ 0.13%	+ 1.54%
Short Term Call Account	0.25%	2.90%



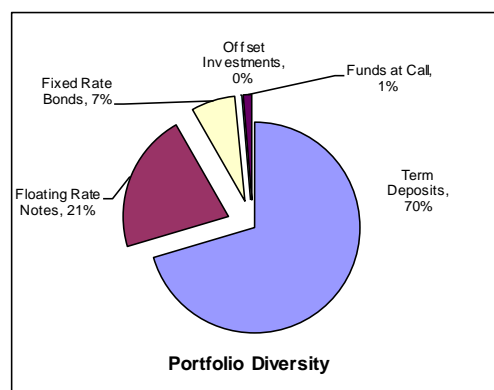
### Year to Date Performance Credit Exposure

Rolling 12 Month Period  
 4.50% Council Managed Funds  
 2.94% Benchmark

Interest Budget to Actual  
 Budget to Period \$1,250,000  
 Accrued to Period \$1,246,513



### Securities Institutions



	Amount Invested	% Portfolio
Funds at Call	\$ 1,176,234.55	1%
Suncorp Metway	\$ 7,144,771.69	8%
National Australia Bank	\$26,615,241.40	30%
ANZ Bank	\$ 3,500,000.00	4%
NSW Treasury	\$ 4,140,000.00	5%
Westpac Bank	\$13,146,338.88	15%
St George Bank	\$ 8,680,681.70	10%
Commonwealth Bank	\$12,500,000.00	14%
Bank Western Australia	\$ 6,245,377.96	7%
Bendigo/Adelaide Bank	\$ 2,000,000.00	2%
Rural Bank	\$ 1,000,000.00	1%
Bank of Queensland	\$ 3,000,000.00	3%
<b>Total</b>	<b>\$89,148,646.18</b>	<b>100%</b>



## **4.2 Monthly Rates Summary - October 2013**

### **Reporting Officer**

Manager Financial Services

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### **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**

This report details the 2013-2014 Rates and Charges Levy and cash collections for the month ending 31 October 2013.

### **Report**

The annual rates and charges levied for the period ending 31 October 2013 totalled \$83,389,370, representing 99% of the budget estimate for 2013-2014.

Rates and charges collected to the end of October totalled \$30,265,119. In percentage terms this amount represents 35.3% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 35.9%.

The November quarterly instalment notices were issued during the month to 42,363 ratepayers representing an increase of 360 above the number issued last year. Information about the Festival of Fishers Ghost was included on the instalment notice as a reminder to residents of the events activities. Ratepayers continue to register to receive their annual and instalment notices via email increasing to 1,331 by the end of October.

Debt recovery action during the month involved the issue of 248 Statements of Claim to ratepayers who had either failed to maintain arrangements or had not responded to previous correspondence. In addition, 19 Judgments were obtained and 9 Writs were served on defaulting payers previously served with a Statement of Claim.

Ratepayers who have recently purchased property and not received an instalment notice are issued a 'Notice to New Owner' letter. This letter advises ratepayers of the annual amount levied and any balance unpaid since settlement occurred. During October, 71 of these notices were sent to ratepayers.

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**Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 273**

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 1/7/2013	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	47,114,513.92	1,305,934.17	313,872.71	48,612,156.56	16,636,573.79	31,975,582.77	345,201.20	32,320,783.97
BUSINESS	468,656.67	15,816,947.70		42,381.99	16,327,986.36	6,188,306.82	10,139,679.54		10,139,679.54
BUSINESS - IND	3,940.83	0.00		49.83	3,990.66	414.38	3,576.28		3,576.28
FARMLAND	12,880.47	363,957.78	884.94	196.06	376,149.37	152,101.45	224,047.92	150,912.46	374,960.38
MINING	0.00	13,929.61		0.00	13,929.61	13,929.61	0.00		0.00
LOAN	243,314.66	4,111,406.09		4,670.81	4,359,391.56	1,506,181.43	2,853,210.13	47,949.30	2,901,159.43
F5 ACCESS RAMPS	764.21	0.00		7.50	771.71	1.60	770.11		770.11
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
<b>TOTAL</b>	<b>\$3,219,301.06</b>	<b>\$67,420,755.10</b>	<b>\$1,306,819.11</b>	<b>\$361,178.90</b>	<b>\$69,694,415.95</b>	<b>\$24,497,509.08</b>	<b>\$45,196,906.87</b>	<b>\$544,062.96</b>	<b>\$45,740,969.83</b>
GARBAGE	735,268.06	15,842,739.13	786,050.40	16,463.03	15,808,419.82	5,428,619.61	10,379,800.21		10,379,800.21
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	51,164.38	897,685.57		854.64	949,704.59	338,990.07	610,714.52		610,714.52
<b>GRAND TOTAL</b>	<b>\$4,005,733.50</b>	<b>\$84,161,179.80</b>	<b>\$2,092,869.51</b>	<b>\$378,496.57</b>	<b>\$86,452,540.36</b>	<b>\$30,265,118.76</b>	<b>\$56,187,421.60</b>	<b>\$544,062.96</b>	<b>\$56,731,484.56</b>

Total from Rates Financial Transaction Summary	56,467,610.01
Overpayments	-263,874.55
Difference	0.00

### ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	788,231.22
Rate accounts greater than 12 months less than 18 months in arrears	69,490.52
Rate accounts greater than 18 months in arrears	48,328.07
<b>TOTAL rates and charges under instruction with Council's agents</b>	<b>\$906,049.81</b>

## ATTACHMENT 2

### COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL RECD.	% RAISED
RESIDENTIAL	46,699,900	46,699,900	47,114,514	(414,614)	100.89%
BUSINESS	15,792,500	15,792,500	15,816,948	(24,448)	100.15%
FARMLAND	415,500	415,500	363,958	51,542	87.60%
MINING	15,000	15,000	13,930	1,070	92.86%
LOAN	4,176,500	4,176,500	4,111,406	65,094	98.44%
TOTALS	67,099,400	67,099,400	67,420,755	(321,355)	100.48%
INTEREST CHARGES	368,900	368,900	73,269	295,631	19.86%
LEGAL COSTS RECOVERED	710,000	710,000	292,251	417,749	41.16%
PENSIONERS - Sec 575	(1,735,300)	(1,735,300)	(1,737,345)	2,045	100.12%
PENSIONERS - Sec 582	0	0	(355,525)	355,525	0.00%
PENSIONERS SUBSIDY	953,500	953,500	955,539	(2,039)	100.21%
SUB TOTAL	67,396,500	67,396,500	66,648,945	747,555	98.89%
DOMESTIC WASTE CHARGES	15,566,800	15,566,800	15,438,928	127,872	99.18%
COMMERCIAL WASTE CHARGES	358,800	358,800	403,811	(45,011)	112.54%
STORMWATER MNGMNT	894,000	894,000	897,686	(3,686)	100.41%
GRAND TOTALS	84,216,100	84,216,100	83,389,370	826,730	99.02%
COLLECTIONS AS A % OF:					
RESIDENTIAL	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED	
BUSINESS	34.22%	35.31%	RATES	35.15%	36.34%
FARMLAND	37.90%	39.12%	WASTE	34.34%	34.27%
LOAN	40.44%	41.79%	STORMWATER	35.69%	37.76%
	34.55%	36.63%	TOTAL RATES & CHARGES	35.31%	36.27%
ALL RATES	35.15%	36.34%			



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## 4.3 Sundry Debtors Report - October 2013

### Reporting Officer

Manager Financial Services

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### Attachments

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

### Purpose

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

### Report

Debts outstanding to Council as at 31 October 2013 are \$1,717,506, reflecting an increase of \$487,862 since September 2013. The ratio of outstanding debts to current invoices has decreased from 36% in September 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 – October 2013

During the month, 1021 invoices were raised totalling \$995,212. 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 – \$348,471 – the main invoices relate to:

State Emergency Services - Operation expenses for Campbelltown State Emergency Services - June 2013 to September 2013	\$22,720
Campbelltown Catholic Club – Contribution towards land rates for Campbelltown Golf Club for 2013-2014	\$47,933
Department of Education and Training - Contribution to Operating Costs for Minto Library from July to September 2013	\$50,641
Division of Local Government - Road Infrastructure Backlog Renewal Program – LIRS 1 interest subsidy	\$99,637

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Government and other grants – \$373,945 – the main invoices relate to:

Roads and Maritime Services – Road repair grant for Ben Lomond Rd, Blaxland Rd and Gilchrist Drive	\$330,000
NSW Rural Fire Service - Grant for 2013-2014 Fire Mitigation works fund	\$15,235

Sportsground and field hire – \$79,013 – the main invoices relate to:

Various sporting groups – ground hire and electricity charges	\$49,812
Total Event and Management Services Pty Ltd – Campbelltown Sports Stadium commission on sales	\$25,194

Receipts to the value of \$507,350 have been received during the period, the most notable in the following areas:

Corporate administration	\$141,761
Road and footpath restoration	\$97,297
Sportsground and field hire	\$71,103
Public hall hire	\$46,704

#### Sundry debts outstanding – 31 October 2013

Debts exceeding 90 days of age totalled \$399,407 as at 31 October 2013. The major invoices relating to this balance include:

Description	Date Invoiced	Balance
NSW Land and Housing Corporation – Campbelltown Arts Centre Aboriginal arts project. Awaiting project commencement in December 2013	25/06/13	\$50,000
Department of Premier and Cabinet – pensioner subsidy claim, payment expected December	28/06/13	\$37,719
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	9/06/10	\$17,356
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

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, 41 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.

Council's agents were instructed to proceed with one Statement of Liquidated Claim for unpaid license fees and three Writs, one for unpaid extra hall hire and cleaning fees and two for unpaid shop licence fees.

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

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

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**ATTACHMENT 1**

***DEBTORS SUMMARY 1 October 2013 to 31 October 2013***

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/09/2013	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/10/2013	% DEBT RATIO
Corporate Administration	210,734	348,471	141,761	417,444	24.31%
Abandoned Items	12,770	0	0	12,770	0.74%
Child Care Debts	18,710	0	0	18,710	1.09%
Community Bus	547	315	565	297	0.02%
Sportsground and Field Hire	129,245	79,013	71,103	137,154	7.99%
Government and other Grants	130,191	373,945	0	504,136	29.35%
Public Hall Hire	38,788	47,568	46,704	39,652	2.31%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	61,390	0	3,801	57,589	3.35%
Healthy Lifestyles	2,268	26,810	23,885	5,192	0.30%
Library Fines and Costs	174,497	0	0	174,497	10.16%
Shop Licence Fees	53,362	15,980	18,215	51,127	2.98%
Pool Hire	18,064	18,299	21,097	15,265	0.89%
Private Works	35,822	0	2,580	33,242	1.94%
Road and Footpath Restoration	140,931	7,446	97,297	51,080	2.97%
Shop and Office Rentals	26,566	0	6,376	20,189	1.18%
Various Sundry Items	92,608	23,781	44,523	71,865	4.18%
Waste Collection Services	122,237	53,584	29,441	146,380	8.52%
	<b>1,229,644</b>	<b>995,212</b>	<b>507,350</b>	<b>1,717,506</b>	<b>100%</b>

## ATTACHMENT 2

### AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 October 2013

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	270,565	69,118	5,024	73,480	418,187	25,490
Abandoned Items			1,113	11,658	12,770	11,658
Child Care Debts	18,710				18,710	0
Community Bus	154	54			207	0
Sportsground and Field Hire	45,446	1,042	22,006	69,606	138,101	91,236
Government and other Grants	373,945	42,471		87,720	504,136	87,720
Public Hall Hire	28,685	6,532	627	3,986	39,830	4,011
Health Services				350	350	350
Land and Building Rentals		40,143	361	17,085	57,589	16,721
Healthy Lifestyles	2,305	627	857	914	4,703	287
Library Fines and Costs	174,497				174,497	0
Shop Licence Fees	12,360	5,170	6,530	27,136	51,195	28,221
Pool Hire	3,623	772	426	10,141	14,962	8,911
Private Works			2,064	29,989	32,053	27,925
Road and Footpath Restoration	7,446	2,996		40,638	51,080	15,116
Shop and Office Rentals		17,122	1,076	2,970	21,168	0
Various Sundry Items	6,846	35,906	4,697	23,243	70,692	19,388
Waste Collection Services	53,584	63,260	29,374	492	146,710	492
	<b>958,733</b>	<b>285,213</b>	<b>74,153</b>	<b>399,407</b>	<b>1,717,506</b>	<b>337,525</b>

## **4.4 Quarterly Budget Review Statement as at 30 September 2013**

### **Reporting Officer**

Manager Financial Services

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### **Attachments**

Quarterly Budget Review Statement for the period 1 July 2013 to 30 September 2013  
(contained within this report)

### **Purpose**

A quarterly financial review has been conducted on the original income and expenditure estimates presented in the 2013-2014 budget. The adjustments relating to the review of the original budget allocations are presented for Council's consideration.

### **Introduction**

The current planning and reporting framework for NSW Local Government has a greater focus on financial sustainability. In an effort to achieve consistency in reporting between councils, the Division of Local Government introduced a set of minimum requirements and predefined templates to assist councils in meeting their legislative obligations. Collectively, these documents are known as the quarterly budget review statement (QBRS). The latest QBRS under the reporting framework is attached.

### **Report**

In accordance with Clause 203 of the *Local Government (General) Regulations 2005*, the Responsible Accounting Officer is required to prepare a quarterly budget review of income and expenditure estimates and submit a report to Council. The QBRS must also include an opinion of the Responsible Accounting Officer concerning the financial position of Council. This report provides an overview of the results of the financial review for the quarter ended 30 September 2013.

In June 2013, Council adopted a balanced budget for 2013-2014. There is no proposed change to the budget result in this review.

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

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

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

**Animal Management (1125) - \$25,000 increase in expenditure**

Funding for the refurbishment of the cattery has been provided in the original budget. Since the budget was prepared additional works were required including the provision of grill covers. The additional costs should be offset by an anticipated increase in income from the sale of animals.

**Enhancing Urban Koala Linkages (1252) - \$40,900 increase in expenditure**

Council has been successful in gaining grant funding from the Catchment Management Authority. The grant will fund improvements to the condition of koala habitat within the Smiths Creek Reserve. The works are currently underway and payment for the grant has been received.

**Strategic Planning (1285) - \$31,700 increase in income**

A rezoning application has been received by Council. Due to the infrequent nature of these applications there was no allowance made in the original budget. This budget adjustment allows for the increase in income.

**Arts Centre Programs (1826, 1827) - \$90,000 decrease in expenditure**

In the original budget it was anticipated that the Arts Centre would receive grant funding for various exhibition and theatre programs. Council has been advised that these grants have been unsuccessful; as a result the budget for these programs has been adjusted to match the available funding.

**Eagle Vale Leisure (2000) - \$25,000 increase in income**

The expected income from memberships at the Eagle Vale Leisure Centre is greater than the amount estimated in the original budget. This additional income has been utilised to balance other costs within Healthy Lifestyles.

**Menangle Park Development (2945) - \$2,452,000 increase in income**

As advised to Council previously, a block of land at Menangle Park has been subdivided and sold. This adjustment is to allow for this sale. The proceeds have been transferred to the Development Reserve to fund future investment opportunities.

**Land Acquisition-Development Reserve (2990) - \$1,827,500 increase in expenditure**

As advised to Council previously, Council is in the process of finalising the purchase of land and buildings in Browne Street. This adjustment is to fund the purchase. It is anticipated that the property will be leased and generate income in rental received from tenants, as such the purchase will form part of the Development Reserve and has been funded from the reserve.

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### **Summary**

As reported to Council in previous years, the financial objective has been to budget a surplus to improve Council's liquidity ratio. As Council is aware, the liquidity ratio has improved to a satisfactory level and as such, a balanced budget is proposed for the 2013-2014 financial year.

As per the Responsible Accounting Officer's statement, the 2013-2014 results continue to support Council's sound financial position in the short to medium term. During 2013-2014, Council will review its financial strategy in line with the development of the 10 year Long Term Financial Plan, required by the Integrated Planning and Reporting Framework and determine the most appropriate and financially responsible action for future periods.

### **Officer's Recommendation**

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

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

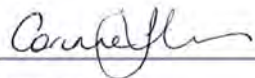
Campbelltown City Council

**Quarterly Budget Review Statement**  
for the period 01/07/13 to 30/09/13

### Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Campbelltown City Council for the quarter ended 30/09/13 indicates that Council's projected financial position at 30/6/14 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:  \_\_\_\_\_

date: 19.11.2013

Corinne Mears  
Responsible Accounting Officer

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Quarterly Budget Review Statement

Campbelltown City Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2013  
**Income & Expenses - Council Consolidated**

(\$000's)	Original Budget 2013/14	Approved Changes			Revised Budget 2013/14	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than QBRs	Sep QBRs	Dec QBRs					
<b>Income</b>									
Rates and Annual Charges	82,044	-	-	-	82,044	(0)	82,044	81,872	
User Charges and Fees	10,088	1	-	-	10,089	27	10,116	3,899	
Interest and Investment Revenues	4,119	-	-	-	4,119	-	4,119	835	
Other Revenues	3,991	(78)	-	-	3,914	(33)	3,881	1,615	
Grants & Contributions - Operating	26,783	296	-	-	27,079	(5,153)	21,927	6,886	
Grants & Contributions - Capital	1,700	29	-	-	1,729	-	1,729	1,784	
Net gain from disposal of assets	-	-	-	-	-	-	-	-	
<b>Total Income from Continuing Operations</b>	<b>128,725</b>	<b>249</b>	<b>-</b>	<b>-</b>	<b>128,974</b>	<b>(5,159)</b>	<b>123,815</b>	<b>96,890</b>	
<b>Expenses</b>									
Employee Costs	58,351	247	-	-	58,597	(262)	58,335	16,881	
Borrowing Costs	899	-	-	-	899	-	899	132	
Materials & Contracts	22,087	2,207	-	-	24,294	97	24,391	4,711	
Depreciation	26,297	-	-	-	26,297	-	26,297	-	
Legal Costs	974	-	-	-	974	3	977	301	
Consultants	526	437	-	-	964	4	968	303	
Other Expenses	31,067	301	-	-	31,368	178	31,546	9,851	
Net Loss from disposal of assets	-	-	-	-	-	-	-	-	
<b>Total Expenses from Continuing Operations</b>	<b>140,201</b>	<b>3,192</b>	<b>-</b>	<b>-</b>	<b>143,393</b>	<b>20</b>	<b>143,413</b>	<b>32,179</b>	
<b>Net Operating Result from Continuing Operation</b>	<b>(11,476)</b>	<b>(2,942)</b>	<b>-</b>	<b>-</b>	<b>(14,419)</b>	<b>(5,179)</b>	<b>(19,598)</b>	<b>64,711</b>	
Discontinued Operations - Surplus/(Deficit)									
<b>Net Operating Result from All Operations</b>	<b>(11,476)</b>	<b>(2,942)</b>	<b>-</b>	<b>-</b>	<b>(14,419)</b>	<b>(5,179)</b>	<b>(19,598)</b>	<b>64,711</b>	
<b>Net Operating Result before Capital Items</b>	<b>(13,176)</b>	<b>(2,972)</b>	<b>-</b>	<b>-</b>	<b>(16,148)</b>	<b>(5,179)</b>	<b>(21,327)</b>	<b>62,927</b>	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/13 and should be read in conjunction with the total QBRs report

Campbelltown City Council

**Quarterly Budget Review Statement**  
for the period 01/07/13 to 30/09/13

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>
1	Additional income from increase in memberships generated in Council's leisure centres.
2	Additional income received from sales and fines of animals. Reduction in Arts Centre income due to anticipated income not received, offset by reduction in expenditure.
3	Increase due to, new grant/contribution funded projects including Enhancing Urban Koala Linkages, On-line Resources and Roads to Recovery and additional rezoning applications. Reduction due to adjustment in FAG as a result of prepaid instalments in the 2012/13 financial year.
4	There have been several staff vacancies in various sections of Council. Some of these savings have utilised to engage consultants/hired personnel, thereby reducing the employee costs.
5	Increase in contractor costs mainly due to new grant funded projects such as the Koala Linkages, Roads to recovery etc.
6	Minor adjustments to expenditure allocations - Funding required for legal advice provided.
7	Due to staff vacancies and unanticipated projects, consultants have been engaged to carry out the required work.
8	Movements in Other Expenses have occurred due to additional use of hired personnel in various Sections, reduction in expenditure on exhibition fees due to loss of grant income and increases due to staff replacement costs and an equipment purchase (which is offset by a transfer from reserves).



**Quarterly Budget Review Statement**  
 for the period 01/07/13 to 30/09/13

Campbelltown City Council  
**Capital Budget Review Statement**

Budget review for the quarter ended 30 September 2013  
**Capital Budget - Council Consolidated**

(\$000's)	Original Budget 2013/14	Approved Changes			Revised Budget 2013/14	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by QBRS	Sep QBRS	Dec QBRS					
<b>Capital Expenditure</b>									
New Assets									
- Plant & Equipment	321	1,215	-	1,536	1,828	1	3,363	2,612	-
- Land & Buildings	-	-	-	-	-	-	-	-	-
- Other	-	-	-	-	-	-	-	-	-
Renewal Assets (Replacement)									
- Plant & Equipment	3,421	-	-	3,421	-	-	3,421	85	85
- Office Equipment/Furniture & Fittings	523	194	-	717	8	2	725	220	220
- Land & Buildings	2,278	2,681	-	4,959	34	3	4,993	813	813
- Roads, Bridges, Footpaths	9,745	3,392	-	13,137	89	4	13,226	4,307	4,307
- Stormwater/Drainage	-	528	-	528	-	-	528	63	63
- Other Assets	360	-	-	360	-	-	360	65	65
Loan Repayments (Principal)	3,776	-	-	3,776	-	-	3,776	192	192
<b>Total Capital Expenditure</b>	<b>20,424</b>	<b>8,011</b>	-	<b>28,434</b>	<b>1,958</b>		<b>30,392</b>	<b>8,357</b>	
<b>Capital Funding</b>									
Rates & Other United Funding	9,933	262	-	10,195	(495)	5	9,700	2,354	2,354
Capital Grants & Contributions	1,700	29	-	1,729	-	-	1,729	1,784	1,784
Reserves:									
- External Restrictions/Reserves	100	2,567	-	2,667	-	-	2,667	675	675
- Internal Restrictions/Reserves	1,071	5,152	-	6,224	-	-	6,224	807	807
New Loans	5,000	-	-	5,000	-	-	5,000	-	-
Receipts from Sale of Assets									
- Plant & Equipment	2,015	-	-	2,015	1	6	2,016	235	235
- Land & Buildings	600	-	-	600	2,452	7	3,052	2,500	2,500
- Other Assets	5	-	-	5	-	-	5	3	3
<b>Total Capital Funding</b>	<b>20,424</b>	<b>8,011</b>	-	<b>28,434</b>	<b>1,958</b>		<b>30,392</b>	<b>8,357</b>	
<b>Net Capital Funding - Surplus/(Deficit)</b>	-	-	-	-	-		-	-	

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/13 and should be read in conjunction with the total QBRS report



**Quarterly Budget Review Statement**  
 for the period 01/07/13 to 30/09/13

Campbelltown City Council  
**Cash & Investments Budget Review Statement**  
 Budget review for the quarter ended 30 September 2013  
**Cash & Investments - Council Consolidated**

	Opening Balance 2013/14	Movement in Reserves		Current Balance 2013/14	Projected Movement Sep Qtr	Projected Year End Balance	Actual YTD figures
		Income/ Expenses	Transfers to/from				
<b>(S'000's)</b>							
<b>Externally Restricted <sup>(1)</sup></b>							
Stormwater Management	242	-	(44)	198	-	198	198
Specific Purpose Grants	6,900	-	(5,477)	1,423	-	1,423	1,423
Specific Purpose Contributions	5,834	-	(663)	5,172	-	5,172	5,172
Developer Contributions - S94	5,786	1,910	(19)	7,676	-	7,676	7,676
Developer Contributions - Other	878	-	-	878	-	878	878
Domestic Waste Management	2,284	-	-	2,284	-	2,284	2,284
Self Insurance Workers Compensation Claims	3,340	-	-	3,340	-	3,340	3,340
<b>Total Externally Restricted</b>	<b>25,264</b>	<b>1,910</b>	<b>(6,203)</b>	<b>20,970</b>	<b>-</b>	<b>20,970</b>	<b>23,465</b>
<sup>(1)</sup> Funds that must be spent for a specific purpose							
<b>Internally Restricted <sup>(2)</sup></b>							
Property Development	12,373	-	-	12,373	-	12,373	12,373
Committed Works	1,856	-	(235)	1,621	-	1,621	1,621
Childcare	-	-	-	-	-	-	-
Self Insurance Workers Compensation Claims	2,495	-	-	2,495	-	2,495	2,495
Replacement of Plant and Vehicles	2,348	-	76	2,424	-	2,424	2,424
Committed Works funded by Loans	2,568	-	(208)	2,360	-	2,360	2,360
Employee Leave Entitlements	10,577	-	-	10,577	-	10,577	10,577
Environmental Sustainability	405	-	-	405	-	405	405
Asset Replacement	15,387	-	911	16,299	-	16,299	16,299
Olympic Ambassador	90	-	5	95	-	95	95
Insurance Claims - Excess	3,784	-	751	4,536	-	4,536	4,536
Local Government Elections	39	-	200	239	-	239	239
Other	125	0	-	125	-	125	125
<b>Total Internally Restricted</b>	<b>52,046</b>	<b>0</b>	<b>1,502</b>	<b>53,548</b>	<b>-</b>	<b>53,548</b>	<b>56,888</b>
<sup>(2)</sup> Funds that Council has earmarked for a specific purpose							
<b>Unrestricted (ie. available after the above Restrictions)</b>	10,328	-	-	21,243	-	21,243	15,408
<b>Total Cash &amp; Investments</b>	<b>87,638</b>			<b>95,761</b>		<b>95,761</b>	<b>95,761</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/13 and should be read in conjunction with the total QBRS report

Campbelltown City Council

**Quarterly Budget Review Statement**  
 for the period 01/07/13 to 30/09/13

**Cash & Investments Budget Review Statement**

**Comment on Cash & Investments Position**

The recommended variations and projected position will not impact on Council's management plan.

**Investments**

Investments have been invested in accordance with Council's Investment Policy.

**Cash**

The Cash at Bank figure included in the Cash & Investment Statement totals \$95,761,197

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
 The date of completion of this bank reconciliation is 30/09/13

**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

		<b>\$ 000's</b>
Cash at Bank (as per bank statements)		3,780,636
Investments on Hand		92,059,501
less: Unpresented Cheques	(Timing Difference)	(68,166)
add: Undeposited Funds	(Timing Difference)	550,555
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(561,455)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	127
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	
<b>Reconciled Cash at Bank &amp; Investments</b>		<b>95,761,197</b>
<b>Balance as per Review Statement:</b>		<b>95,761,197</b>
Difference:		-

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

NA
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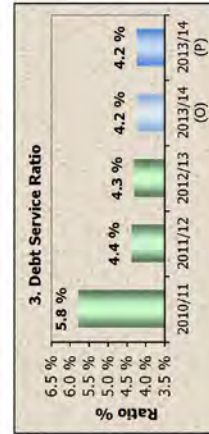
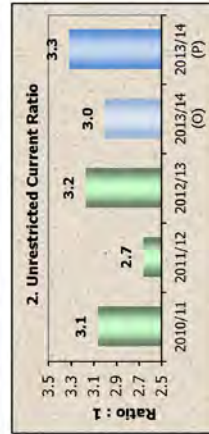
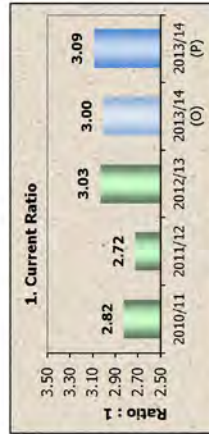
**Quarterly Budget Review Statement**  
 for the period 01/07/13 to 30/09/13

Campbelltown City Council

**Key Performance Indicators Budget Review Statement - Council specific KPI's**

Budget review for the quarter ended 30 September 2013

	Current Projection Amounts Indicator 13/14	13/14	Original Budget 13/14	Actuals Prior Periods 12/13 11/12
<b>(\$'000's)</b>				
<b>1. Current Ratio</b>				
Current assets	103,561		3,00 : 1	3,03 : 1 2,72 : 1
Current liabilities	33,559	3,09 : 1		
To assess the adequacy of working capital and the ability to satisfy obligations in the short term.				
<b>2. Unrestricted Current Ratio</b>				
Current assets less all external restrictions	82,591	3,3 : 1	3,0 : 1	3,2 : 1 2,7 : 1
Current liabilities less specific purpose liabilities	24,917			
To assess the adequacy of working capital and the ability to satisfy obligations in the short term from the unrestricted activities of Council.				
<b>3. Debt Service Ratio</b>				
Debt service cost	4,675	4.2 %	4.2 %	4.3 % 4.4 %
Income from continuing operations*	110,504			
To assess the impact of loan principal and interest repayments on discretionary revenue. * excluding capital items and specific purpose grants & contributions				



**Quarterly Budget Review Statement**  
 for the period 01/07/13 to 30/09/13

Campbelltown City Council

**Key Performance Indicators Budget Review Statement - Council specific KPI's**

Budget review for the quarter ended 30 September 2013

(\$'000's)	Current Projection Amounts 13/14	Indicator 13/14	Original Budget 13/14	Actuals Prior Periods 12/13	11/12
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The Council monitors the following Key Performance Indicators:

<b>4. Rate Coverage Ratio</b>					
Rates and annual charges	82,236	66.4 %	63.7 %	59.9 %	57.7 %
Income from continuing operations	123,815				

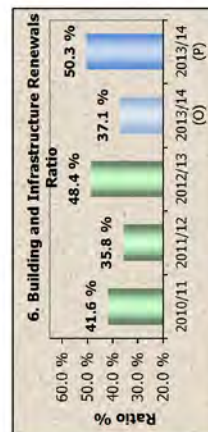
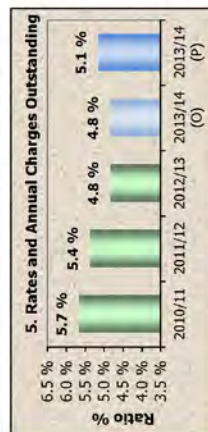
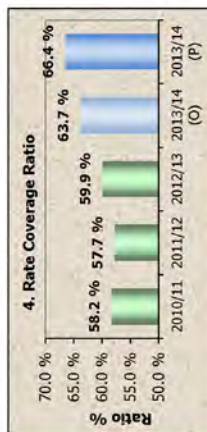
To assess the degree of dependence upon rates and annual charges as well as the security of Council's income.

<b>5. Rates and Annual Charges Outstanding</b>					
Rates and annual charges outstanding	4,221	5.1 %	4.8 %	4.8 %	5.4 %
Rates and annual charges collectible	82,044				

To assess the impact of uncollected rates and annual charges on liquidity and the adequacy of recovery efforts.

<b>6. Building and Infrastructure Renewals Ratio</b>					
Asset renewals	13,226	50.3 %	37.1 %	48.4 %	35.8 %
Depreciation, amortisation and impairment	26,297				

To assess the rate at which assets are being renewed against the rate at which they are depreciating.



**Quarterly Budget Review Statement**  
 for the period 01/07/13 to 30/09/13

Campbelltown City Council

**Contracts Budget Review Statement**

Budget review for the quarter ended 30 September 2013  
**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Procurement Process Undertaken	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
<b>EXPENDITURE \$50,000 - \$150,000</b>						
Borthwick and Pengilly Asphalts Pty Ltd	T13/14A2 Road Pavement Program 2013/2014	Public Tender	01/07/13	until completion	Y	
Downer Edi Works Pty Ltd	T13/14D Road Pavement Program 2013/2014	Public Tender	01/07/13	until completion	Y	
JJ Richards & Sons Pty Ltd	T13/10 Supply, Deliver and Transport Casual Skip Bins	Public Tender	01/07/13	3 years	Y	1
Print Mail Logistics Limited	T13/03 Rate Notice Production	Public Tender	01/07/13	3 years	Y	2
Uplinx Pty Ltd	Q13/12 Cisco Maintenance	LGP Quotation	28/08/13	12 months	Y	
Cliff Fenner Tractor Slashing Pty Ltd	T13/17 Channel Mowing	Public Tender	01/09/13	2 years with 2 x 1 year options	Y	
<b>EXPENDITURE \$150,000 - \$300,000</b>						
SRS Road Services Pty Ltd	T13/14C Road Pavement Program 2013/2014	Public Tender	01/07/13	until completion	Y	
JJ Richards & Sons Pty Ltd	T13/04 Supply and Transport Streetsweeper Waste Bin, Depot Bulk Bin	Public Tender	01/07/13	3 years	Y	1
SITA Australia Pty Ltd	T13/05 Processing and/or Disposal of Gen Waste from Depot Bulk Bin & Casual Skip Bins	Public Tender	01/07/13	3 years	Y	3
Joyland Amusements Pty Ltd	T13/09 Supply and Operate Carnival Rides and Activities	Public Tender	17/09/13	1 year with 2 x 1 year options	Y	4
Evolution Civil Maintenance Pty Ltd	T13/19 Bridge Expansion and Fixed Joints Replacement	Public Tender	16/07/13	until completion	Y	
KONE Elevators Pty Ltd	Q13/09 Lift Maintenance	Selective Quotation	23/08/13	3 years	Y	
Pro-Cut Concrete Pty Ltd	T13/16 Saw Cutting and Coning of Concrete, Brick and Asphalt	Public Tender	29/09/13	4 years	Y	5
<b>EXPENDITURE &gt; \$300,000</b>						
Fulton Hogan Industries Pty Ltd	T13/14A1 Road Pavement Program 2013/2014	Public Tender	01/07/13	until completion	Y	
Roadworx Surfacing Pty Ltd	T13/14B Road Pavement Program 2013/2014	Public Tender	01/07/13	until completion	Y	

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended 30/09/13 and should be read in conjunction with the total OBR report

**Quarterly Budget Review Statement**  
 for the period 01/07/13 to 30/09/13

Campbelltown City Council

**Contracts Budget Review Statement**

Budget review for the quarter ended 30 September 2013  
**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Procurement Process Undertaken	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Larondan Pty Ltd t/as Skipmaster Waste Management	T13/06 Processing and Disposal Only of Streetsweeper Waste	Public Tender	01/07/13	3 years	Y	3
Veolia Environmental Services	T13/07 Supply and Servicing of Frontlift/Rearlift Bins and Disposal of their Contents	Public Tender	01/07/13	3 years	Y	3
John O'Malley and L R Smith t/as Intentus	T13/08 Auditing Services	Public Tender	01/07/13	6 years	Y	6
Amrod Pty Ltd t/a Summit Fencing etc.	T12/22 General Trades - Miscellaneous (Panel Contract)	Public Tender	16/07/13	3 years	Y	5
Nexon Asia Pacific Pty Ltd	T13/18 Wide Area Network	Public Tender	08/10/13	2 years with 2 x 1 year options	Y	
Playrope Pty Ltd	T13/13 Design and Construct Aquatic Play Pad at Macquarie Fields leisure Centre	Selective Tender	11/09/13	unit completion	Y	
C W Concrete Pty Ltd	T13/12A Concrete Works for Council Assets	Public Tender	01/08/13	2 years with 1 x 1 year option	Y	5
IW Contracting Pty Ltd	T13/12B Concrete Works for Council Assets	Public Tender	01/08/13	2 years with 1 x 1 year option	Y	5
Kodi Civil Pty Ltd	T13/12C Concrete Works for Council Assets	Public Tender	01/08/13	2 years with 1 x 1 year option	Y	5
Advanced Constructions Pty Ltd	T13/12D Concrete Works for Council Assets	Public Tender	01/08/13	2 years with 1 x 1 year option	Y	5
Ally Property Services Pty Ltd	T13/12E Concrete Works for Council Assets	Public Tender	01/08/13	2 years with 1 x 1 year option	Y	5
DXCORE Pty Ltd	T13/12F Concrete Works for Council Assets	Public Tender	01/08/13	2 years with 1 x 1 year option	Y	5

**Notes:**

\*\* Contract Values are commercial in confidence

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.





Campbelltown City Council

**Quarterly Budget Review Statement**  
for the period 01/07/13 to 30/09/13

**Consultancy & Legal Expenses Budget Review Statement**

Consultancy & Legal Expenses Overview

<b>Expense</b>	<b>YTD Expenditure (Actual Dollars)</b>	<b>Budgeted (Y/N)</b>
Consultancies	303,697	Y
Legal Fees	301,169	Y

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

**Comments**

Expenditure included in the above YTD figure but not budgeted includes:

**Details**

NA

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## **4.5 NSW Local Infrastructure Renewal Scheme - Round Three**

### **Reporting Officer**

Manager Financial Services

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### **Attachments**

NSW Local Infrastructure Renewal Scheme round three - proposed project listing (contained within this report)

### **Purpose**

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

### **History**

In 2012 TCorp issued a Financial Assessment and Benchmarking Report whereby Council was considered to be in a sound financial position and advised that Council has the capacity to borrow in order to address its infrastructure backlog.

In August 2013, the Division of Local Government issued a circular which informed councils of the outcome of round two of the LIRS. Campbelltown City Council's application was listed amongst the approved projects.

The success of round two of the LIRS resulted in 57 projects by 49 councils being approved to a total value of \$287m. Campbelltown City Council has been approved for \$5m of this amount and the funds are to be used to address the road and building infrastructure backlog, consisting of 22 segments of high profile local roads assessed in poor condition and requiring rehabilitation, and the refurbishment of the Macquarie Fields Swimming Centre.

Council has received the funding agreement from the Division of Local Government which has been executed and was returned before 11 October 2013.

### **Report**

Applications for funding under round three of the LIRS are being encouraged by the Division of Local Government and will be accepted between 19 September and 31 December 2013. The scheme has already unlocked almost \$680m for investment in infrastructure projects for local councils.

Under the guidelines for round three the interest rate subsidy has remained the same as round two at 3%, and also includes funding for councils wanting to develop housing on greenfield estates as well as normal infrastructure backlogs such as roads, bridges, community halls, libraries and the like as per the guidelines. Loan terms are not to exceed ten years.

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Council's 2012-2013 Financial Statements identified an infrastructure backlog of \$29.7m to bring all infrastructure assets up to at least an average standard of which \$20.5m relates to public roads.

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

Accessing loan funding in the current economic climate is an attractive option given that an indicative ten year borrowing rate is presently around 5.6% which after the subsidy is applied, would equate to 2.6% or a saving of approximately \$1.7m in interest repayments over the life of a \$10m ten year loan.

Council's current Debt Service Ratio of 4.30% falls well within the boundaries of the Local Government Financial Health Check performance target of less than 10% for a developed Council.

It is proposed to apply for \$10m in loan funds under round three of the LIRS program for road infrastructure (\$8.5m) and renewal of amenities and change rooms at several sporting fields (\$1.5m) to further address a significant portion of the current backlog.

This additional \$10m, which equates to a total of \$20m applied for under this scheme, would elevate a significant amount of Council's 'poor' conditioned roads to an 'average to good' condition along with capital renewal works to be carried out at Waminda Oval, Bradbury Oval, Lynwood Park and Hollylea Reserve. Improved road networks were a key issue identified by residents in the previous community engagement survey.

Council's Asset Management System, through life cycle modelling processes has selected 208 projects which comprise of 239 road segments suitable for treatment. Assets Management staff have inspected the identified road sections and validated the treatments.

### **Officer's Recommendation**

1. That Council submit a formal application for \$10m of subsidised borrowing under round three of the Local Infrastructure Renewal Scheme.
2. That, if successful, the funding agreement be executed as per the LIRS guidelines.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

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# ATTACHMENT 1

ProjectID	Road Name	From	To	Nos of Road Segment	Renewal Treatment	Suburb	Area (m2)	Estimated Cost
1	Aberdeen Road	Duncansby Crescent [north]	Public Reserve	1	Surfacing Renewal	St Andrews	2150	\$59,136.00
2	Adelaide Avenue	Darwin Road	Brisbane Road	1	Surfacing Renewal	Campbelltown	518	\$2,851.20
3	Airds Road	Essex Street	Essex Street	1	Surfacing Renewal	Minto	5670	\$187,110.00
4	Airdsley Lane	Green Lane	End Cul-de-sac	1	Surfacing Renewal	Bradbury	758	\$20,842.25
5	Albany Avenue	Darwin Road	Brisbane Road	1	Surfacing Renewal	Campbelltown	535	\$2,940.30
6	Alliott Street	Campbellfield Avenue	Guise Road	2	Surfacing Renewal	Bradbury	2614	\$86,248.80
7	Andora Place	Gledswood Place	End Cul-de-sac	1	Surfacing Renewal	Glen Alpine	254	\$6,990.50
8	Angle Road	Lambert Place	End Uncompleted Road	1	Surfacing Renewal	Leumeah	1478	\$48,787.20
9	Anthony Drive	Cleopatra Drive	Montague Place	2	Surfacing Renewal	Rosemeadow	6877	\$226,934.40
10	Argyle Place	Clarence Street	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	548	\$18,077.40
11	Ariel Place	Hamel Crescent	End Cul-de-sac	1	Surfacing Renewal	Rosemeadow	372	\$10,238.25
12	Arnold Street	Burns Road	Barrie Place	1	Surfacing Renewal	Leumeah	467	\$5,139.20
13	Badgally Road	North Steyne Road	Freeway	1	Surfacing Renewal	Campbelltown	2777	\$91,634.40
14	Baker Place	Plowman Road	End Cul-de-sac	1	Surfacing Renewal	Minto	184	\$6,058.80
15	Bangalla Avenue	Kooloona Crescent	St Johns Road	1	Surfacing Renewal	Bradbury	582	\$19,212.60
16	Bannockburn Avenue	Tobermory Avenue	Glashiels Avenue	1	Surfacing Renewal	St Andrews	1418	\$38,989.50
17	Bellinger Road	Nambucca Street	Paroo Street	1	Surfacing Renewal	Ruse	360	\$11,880.00
18	Belltrees Close	Heritage Way	End Cul-de-sac	2	Surfacing Renewal	Glen Alpine	2484	\$68,310.00
19	Belmont Road	Canterbury Road	Balimo Place	1	Surfacing Renewal	Glenfield	2632	\$86,856.00
20	Bensley Road	End Cul-de-sac	Mentha Place	1	Surfacing Renewal	Macquarie Fields	2820	\$31,020.00
21	Beverley Road	Chamberlain Street	Tyler Street	1	Surfacing Renewal	Campbelltown	950	\$31,350.00
22	Bimbadeen Avenue	Kalyan Avenue	Akuna Avenue	1	Surfacing Renewal	Bradbury	1058	\$11,642.40
23	Bimbadeen Avenue	The Parkway	Barooga Avenue	1	Surfacing Renewal	Bradbury	1714	\$18,849.60
24	Bland Street	Lewis Street	End Cul-de-sac	1	Surfacing Renewal	Bradbury	791	\$26,103.00
25	Bloxland Road	Campbelltown Road	Roundabout	1	Surfacing Renewal	Campbelltown	2457	\$81,081.00
26	Bocking Avenue	Phelps Crescent	Bradbury Avenue	1	Surfacing Renewal	Campbelltown	1911	\$21,021.00
27	Bogan Place	Nymboida Crescent	End Cul-de-sac	1	Surfacing Renewal	Ruse	271	\$7,441.50
28	Bosavi Street	Harrow Road	End Uncompleted Road	1	Surfacing Renewal	Glenfield	759	\$25,053.60
29	Boyd Street	Malachite Road	Emerald Drive	1	Surfacing Renewal	Eagle Vale	1650	\$54,450.00
30	Boynorn Avenue	Twingleton Avenue	Trotwood Avenue	1	Surfacing Renewal	Ambarvale	1856	\$61,261.20
31	Bradfield Street	Dowling Street	Franklin Street	1	Surfacing Renewal	Leumeah	535	\$5,880.60
32	Broughton Street	Macquarie Avenue	Stewart Street	1	Surfacing Renewal	Campbelltown	1136	\$37,474.80
33	Bylong Place	Kanimbia Street	End Cul-de-sac	1	Surfacing Renewal	Ruse	1247	\$13,717.00
34	Caley Road	Lewin Crescent	Coachwood Crescent	2	Surfacing Renewal	Bradbury	1373	\$7,550.40
35	Campbellfield Avenue	Pine Avenue [north]	Fern Avenue	1	Surfacing Renewal	Bradbury	1524	\$16,764.00
36	Campbellfield Avenue	The Parkway	Jacaranda Avenue	1	Surfacing Renewal	Bradbury	1992	\$65,736.00
37	Canberra Crescent	Darwin Road	Brisbane Road [south]	1	Surfacing Renewal	Campbelltown	589	\$3,238.40
38	Cary Grove	Redfern Road	Suggart Field Road	1	Surfacing Renewal	Minto	2442	\$80,586.00
39	Cassia Place	Eucalyptus Drive	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	554	\$15,246.00
40	Cestrum Avenue	Cotulla Place	Mimulus Place	1	Surfacing Renewal	Macquarie Fields	466	\$15,384.60
41	Chevrolet Place	Bugatti Drive	End Cul-de-sac	1	Surfacing Renewal	Ingleburn	763	\$8,395.20
42	Clareville Close	Warriewood Street	T-junction	1	Surfacing Renewal	Woodbine	576	\$15,840.00
43	Cleaver Place	Copperfield Drive	End Cul-de-sac	1	Surfacing Renewal	Ambarvale	885	\$27,561.60
44	Clement Place	Bugatti Drive	End Cul-de-sac	1	Surfacing Renewal	Ingleburn	608	\$21,415.68
45	Coachwood Crescent	Sassafras Close	Jacaranda Avenue	1	Surfacing Renewal	Bradbury	2940	\$16,170.00
46	Collaroy Road	Ettalong Place	Queenscliff Drive	1	Surfacing Renewal	Woodbine	1534	\$50,608.80
47	Columbia Street	Epping Forest Drive	Colorado Street	2	Surfacing Renewal	Kearns	3636	\$99,990.00
48	Coolabah Place	Eucalyptus Drive	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	749	\$24,710.40

ProjectID	Road Name	From	To	Nos of Road Segment	Renewal Treatment	Suburb	Area (m2)	Estimated Cost
49	Cooradilla Place	The Parkway	End Cul-de-sac	1	Surfacing Renewal	Bradbury	769	\$25,360.50
50	Copperfield Drive	Julius Road	Fitzgibbon Lane	1	Surfacing Renewal	Rosemeadow	780	\$25,740.00
51	Coraki Avenue	Yemora Street	End Cul-de-sac	1	Surfacing Renewal	Campbelltown	333	\$10,982.40
52	Cress Place	Geranium Avenue	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	655	\$23,063.04
53	Grinum Place	Fifth Avenue	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	209	\$5,750.25
54	Croft Place	Creigan Road	End Cul-de-sac	1	Surfacing Renewal	Bradbury	567	\$18,711.00
55	Cumberland Road	Chester Road	Norfolk Street	2	Surfacing Renewal	Ingleburn	3080	\$101,653.20
56	Dawes Place	Sirius Street	End Cul-de-sac	1	Surfacing Renewal	Ruse	568	\$15,609.00
57	DeLaunay Street	Morgan Street	Amilcar Street	1	Surfacing Renewal	Ingleburn	1454	\$15,998.40
58	Diamond Place	Emerald Drive	End Cul-de-sac	1	Surfacing Renewal	Eagle Vale	979	\$26,928.00
59	Dickens Road	Garland Way	Copperfield Drive	13	Surfacing Renewal	Ambarvale	840	\$27,720.00
60	Dickens Road	Jarndyce Avenue	Rudge Place	4	Surfacing Renewal	Ambarvale	3324	\$109,692.00
61	Dickens Road	Woodhouse Drive	Wegg Place	1	Surfacing Renewal	Ambarvale	12036	\$497,772.00
62	Dobell Road	Longstaff Way	Julian Way	1	Surfacing Renewal	Claymore	673	\$22,215.60
63	Durham Street	Minto Road	Surrey Street	1	Surfacing Renewal	Minto	1870	\$65,838.08
64	Eagleview Road	Jersey Parade	Ben Lomond Road	1	Surfacing Renewal	Minto	8894	\$48,919.20
65	Edith Avenue	Third Avenue	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	422	\$13,939.20
66	Emerald Drive	Dolomite Place	Moonstone Place	1	Surfacing Renewal	Eagle Vale	1971	\$65,049.60
67	Epping Forest Drive	Sauternes Place	Chasselas Avenue	1	Surfacing Renewal	Eschol Park	3498	\$115,434.00
68	Fairweather Place	Boyd Street	End Cul-de-sac	1	Surfacing Renewal	Eagle Vale	1325	\$36,432.00
69	Fenton Crescent	Ivers Place	Norton Place	1	Surfacing Renewal	Minto	511	\$14,058.00
70	Fenton Crescent	Merryweather Close	Penrose Street	1	Surfacing Renewal	Minto	504	\$13,860.00
71	Fern Avenue	Campbellfield Avenue	Evergreen Avenue	1	Surfacing Renewal	Bradbury	781	\$25,779.60
72	Fiona Place	Gertrude Road	End Cul-de-sac	1	Surfacing Renewal	Ingleburn	812	\$22,324.50
73	Fletcher Street	Benham Road	Guernsey Avenue	1	Surfacing Renewal	Minto	2310	\$63,525.00
74	Florence Avenue	Moreton Road	End Cul-de-sac	1	Surfacing Renewal	Minto Heights	3059	\$16,825.60
75	Forbes Place	Rudd Road	End Cul-de-sac	1	Surfacing Renewal	Leumeah	922	\$10,137.60
76	Foreman Street	Blenheim Place	Railway Parade	1	Surfacing Renewal	Glenfield	1387	\$15,259.20
77	Fraser Street	Atchison Road	Adrian Street	1	Surfacing Renewal	Macquarie Fields	2484	\$68,310.00
78	Frontignan Street	Chasselas Avenue	Grenache Place	1	Surfacing Renewal	Eschol Park	1346	\$44,431.20
79	Fullwood Place	Dobell Road	End Cul-de-sac	1	Surfacing Renewal	Claymore	1303	\$35,838.00
80	Fyfe Place	Harrow Road	End Cul-de-sac	1	Surfacing Renewal	Glenfield	251	\$2,758.80
81	Gannon Close	Mclaughlin Close	End Cul-de-sac	1	Surfacing Renewal	Bradbury	310	\$8,525.00
82	Genty Street	Moore Street	Lindesay Street	1	Surfacing Renewal	Campbelltown	1197	\$6,582.40
83	Georges River Road	Hamilton Road	Riverview Road	1	Surfacing Renewal	Kentlyn	3822	\$21,021.00
84	Georgiana Crescent	Tremlow Crescent	Throsby Way	1	Surfacing Renewal	Ambarvale	4108	\$22,591.80
85	Gidley Crescent	Read Way	Davies Way	1	Surfacing Renewal	Claymore	1714	\$47,124.00
86	Gilchrist Drive	Bridge Joint [north]	Kellcar Road - Prescribed	1	Surfacing Renewal	Campbelltown	2501	\$82,539.60
87	Gimlet Place	Melaleuca Drive	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	548	\$6,025.80
88	Gipps Street	Macleay Street	End Cul-de-sac	1	Surfacing Renewal	Bradbury	883	\$9,715.20
89	Glen Alpine Drive	Bidura Close	Mount Huon Circuit	1	Surfacing Renewal	Glen Alpine	1672	\$45,980.00
90	Gloucester Street	Windsor Street	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	1432	\$7,877.10
91	Goulburn Street	Macintyre Crescent	End Cul-de-sac	1	Surfacing Renewal	Ruse	1574	\$17,311.80
92	Grahame Avenue	Foreman Street	End Cul-de-sac	1	Surfacing Renewal	Glenfield	554	\$6,098.40
93	Gray Place	Guise Road	End Cul-de-sac	1	Surfacing Renewal	Bradbury	389	\$12,830.40
94	Grose Place	Jamison Street	End Cul-de-sac	1	Surfacing Renewal	Ruse	619	\$3,405.60
95	Guernsey Avenue	Durham Street	Fletcher Street	2	Surfacing Renewal	Minto	5291	\$174,596.40
96	Guildford Place	Carrington Circuit	End Cul-de-sac	1	Surfacing Renewal	Leumeah	314	\$8,624.00

ProjectID	Road Name	From	To	Nos of Road Segment	Renewal Treatment	Suburb	Area (m2)	Estimated Cost
97	Guise Road	Donaldson Street	Alliott Street	1	Surfacing Renewal	Bradbury	173	\$1,900.80
98	Guise Road	Jaranda Avenue	Jaranda Avenue	2	Surfacing Renewal	Bradbury	4687	\$51,559.20
99	Hobart Avenue	Waminda Avenue	Paterson Street	1	Surfacing Renewal	Campbelltown	587	\$6,461.40
100	Hopping Road	Radcliffe Street	Sackville Street	1	Surfacing Renewal	Ingleburn	908	\$29,957.40
101	Hovea Place	Astella Street	Lantana Street	1	Surfacing Renewal	Macquarie Fields	829	\$22,792.00
102	Huon Place	Owen Stanley Road	End Cul-de-sac	1	Surfacing Renewal	Glenfield	231	\$6,352.50
103	Iras Place	Cleopatra Drive	End Cul-de-sac	1	Surfacing Renewal	Rosemeadow	255	\$7,007.00
104	Ivanhoe Street	Phoenix Avenue	End Cul-de-sac	1	Surfacing Renewal	Ingleburn	706	\$23,284.80
105	Jaranda Avenue	Cedar Avenue	Macleay Street	1	Surfacing Renewal	Bradbury	2489	\$82,130.40
106	Jade Place	Emerald Drive	End Cul-de-sac	1	Surfacing Renewal	Eagle Vale	218	\$6,006.00
107	Kable Road	Caley Road	Bow Bowling Crescent	1	Surfacing Renewal	Bradbury	966	\$10,630.40
108	Kapala Avenue	The Parkway	Elgata Crescent [north]	1	Surfacing Renewal	Bradbury	714	\$7,854.00
109	Karri Place	Jaranda Avenue	End Cul-de-sac	1	Surfacing Renewal	Bradbury	697	\$19,173.00
110	Kerema Place	Fawcett Street	End Cul-de-sac	1	Surfacing Renewal	Glenfield	993	\$10,920.80
111	Kialba Road	Rose Street	End Uncompleted Road	1	Surfacing & Pavement Renewal	Campbelltown	1748	\$115,394.40
112	Kidd Place	Loughurst Road	End Cul-de-sac	1	Surfacing Renewal	Minto	323	\$3,556.30
113	Kingsclaire Street	Rudd Road	Brudenell Avenue	1	Surfacing Renewal	Leumeah	1938	\$10,659.00
114	Kippara Place	The Parkway	End Cul-de-sac	1	Surfacing Renewal	Bradbury	1100	\$36,313.20
115	Kiriwina Place	End Cul-de-sac	Harrow Road	1	Surfacing Renewal	Glenfield	733	\$8,058.60
116	Knight Place	Ohlsen Road	End Cul-de-sac	1	Surfacing Renewal	Minto	1231	\$33,858.00
117	Kullaroo Avenue	Akuna Avenue	Weemala Crescent [south]	1	Surfacing Renewal	Bradbury	1604	\$52,945.20
118	Kullaroo Avenue	Weemala Crescent [north]	Briar Road	1	Surfacing Renewal	Bradbury	428	\$14,137.20
119	Laurel Place	Eucalyptus Drive	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	871	\$28,749.60
120	Lawson Street	Valley Road	Macquarie Avenue	2	Surfacing Renewal	Campbelltown	2779	\$30,564.60
121	Leigh Crescent	Boyd Street [east]	Boyd Street [west]	1	Surfacing Renewal	Claymore	1409	\$38,753.00
122	Lewin Crescent	Caley Road	End Cul-de-sac	1	Surfacing Renewal	Bradbury	570	\$18,796.80
123	Lillas Place	Guernsey Avenue	End Cul-de-sac	1	Surfacing Renewal	Minto	1180	\$6,490.00
124	Lois Lane	Durham Street	Minto Road	1	Surfacing Renewal	Minto	706	\$7,762.04
125	Lysander Avenue	Theseus Circuit [south]	Pyramus Circuit [east]	1	Surfacing Renewal	Rosemeadow	640	\$21,120.00
126	Lytton Place	Dan Street	End Cul-de-sac	1	Surfacing Renewal	Campbelltown	614	\$3,378.10
127	Mackenzie Place	Epping Forest Drive	End Cul-de-sac	1	Surfacing Renewal	Kearns	1534	\$42,174.00
128	Madley Street	Gipps Street	Jaranda Avenue	3	Surfacing Renewal	Bradbury	2910	\$32,014.40
129	Madang Place	Bosavi Street	End Cul-de-sac	1	Surfacing Renewal	Glenfield	577	\$6,349.20
130	Mamre Crescent	Greengate Road [west]	Greengate Road [east]	1	Surfacing Renewal	Airds	1153	\$31,696.50
131	Manning Street	College Road	Hastings Place	1	Surfacing Renewal	Campbelltown	686	\$3,775.20
132	Maserati Drive	Chester Road	Morris Place	2	Surfacing Renewal	Ingleburn	2430	\$80,190.00
133	Mela Place	Eucalyptus Drive	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	619	\$20,433.60
134	Memphis Street	Victoria Road	End [Kaysess Park]	1	Surfacing Renewal	Minto	750	\$24,750.00
135	Menus Place	Cleopatra Drive	End Cul-de-sac	1	Surfacing Renewal	Rosemeadow	352	\$9,677.25
136	Merritt Place	Eucalyptus Drive	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	304	\$1,669.80
137	Mica Place	Malachite Road	End Cul-de-sac	1	Surfacing Renewal	Eagle Vale	338	\$9,295.00
138	Milton Crescent	Middleton Road	End Cul-de-sac	1	Surfacing Renewal	Leumeah	462	\$5,082.00
139	Minchinbury Terrace	End Cul-de-sac	Wynn Street	1	Surfacing Renewal	Eschol Park	2491	\$68,508.00
140	Minchinbury Terrace	Hardy Street	End Cul-de-sac	1	Surfacing Renewal	Eschol Park	2614	\$71,874.00
141	Minto Road	Surrey Street	Kent Street	1	Surfacing & Pavement Renewal	Minto	4332	\$285,912.00
142	Mississippi Crescent	Epping Forest Drive	Amur Place	1	Surfacing Renewal	Kearns	1310	\$36,036.00

ProjectID	Road Name	From	To	Nos of Road Segment	Renewal Treatment	Suburb	Area (m2)	Estimated Cost
143	Mona Vale Place	Queenscliff Drive	End Cul-de-sac	1	Surfacing Renewal	Woodbine	1642	\$54,172.80
144	Moonstone Place	Emerald Drive	End Cul-de-sac	1	Surfacing Renewal	Eagle Vale	1735	\$47,718.00
145	Moreton Road	Hansens Road	Florence Avenue	1	Surfacing Renewal	Minto Heights	4429	\$24,358.40
146	Morris Place	Maserati Drive	End Cul-de-sac	1	Surfacing Renewal	Ingleburn	240	\$7,920.00
147	Motu Place	Harrow Road	End Cul-de-sac	1	Surfacing Renewal	Glenfield	425	\$4,672.80
148	Mount Sugarloaf Drive	Nepean Towers Avenue	Englorie Park Drive	3	Surfacing Renewal	Glen Alpine	6552	\$216,216.00
149	Myra Place	Bradley Street	End Cul-de-sac	1	Surfacing Renewal	Ingleburn	634	\$6,969.60
150	Myrtle Street	Hansens Road	End Cul-de-sac	1	Surfacing Renewal	Minto Heights	3387	\$37,259.20
151	Norman Crescent	Gruner Way	Duterreau Way	1	Surfacing Renewal	Claymore	1192	\$35,746.92
152	North Steyne Road	Curly Curl Place	Whale Place	1	Surfacing Renewal	Woodbine	1392	\$45,936.00
153	Olympic Court	The Parkway	End Cul-de-sac	1	Surfacing Renewal	Bradbury	936	\$30,888.00
154	Packard Close	Maserati Drive	End Cul-de-sac	1	Surfacing Renewal	Ingleburn	476	\$15,708.00
155	Paper Bark Place	Rosewood Drive	End Cul-de-sac	1	Surfacing Renewal	Macquarie Fields	482	\$15,895.40
156	Parnell Close	Merryweather Close	End Cul-de-sac	1	Surfacing Renewal	Minto	204	\$6,732.00
157	Paterson Street	Valley Road	Mackellar Place	3	Surfacing Renewal	Campbelltown	3201	\$35,211.00
158	Peter Meadows Road	Hansens Road	Georges River Road	1	Surfacing Renewal	Kentlyn	10598	\$58,291.20
159	Peugeot Drive	Rambler Place	Cord Place	1	Surfacing Renewal	Ingleburn	960	\$31,680.00
160	Phelps Crescent	Lewis Street	Booking Avenue	1	Surfacing Renewal	Campbelltown	1690	\$18,585.60
161	Pinaroo Crescent	Mundowry Place	Balook Crescent [north]	1	Surfacing Renewal	Bradbury	697	\$19,173.00
162	Potoroo Avenue	Larapinta Crescent	Kowari Street	1	Surfacing Renewal	St Helens Park	2059	\$56,628.00
163	Raby Road	Campbelltown Road	Stromeferry Crescent - Prescribed	1	Surfacing Renewal	Eagle Vale	1986	\$65,524.80
164	Raby Road	Eschol Park Drive	CIS - Counter	1	Surfacing Renewal	Raby	3056	\$100,861.20
165	Raby Road	Stromeferry Crescent	Freeway	1	Surfacing Renewal	Eagle Vale	1078	\$35,574.00
166	Radcliffe Street	Mcminnes Place	Hopping Road	1	Surfacing Renewal	Ingleburn	446	\$4,910.40
167	Raymond Avenue	Russell Street	Ronald Street	1	Surfacing Renewal	Campbelltown	2530	\$83,476.80
168	Reddall Street	Lindesay Street	Moore Street	1	Surfacing Renewal	Campbelltown	2297	\$75,794.40
169	Richard Avenue	Macquarie Avenue	Raymond Avenue	1	Surfacing Renewal	Campbelltown	1538	\$8,457.90
170	Roma Place	End Cul-de-sac	Bradley Street	1	Surfacing Renewal	Ingleburn	389	\$10,708.50
171	Ronald Street	Lindesay Street	Mclean Road	1	Surfacing Renewal	Campbelltown	1200	\$39,600.00
172	Rowley Place	Merimo Crescent	End Cul-de-sac	1	Surfacing Renewal	Airds	1225	\$13,475.00
173	Russell Street	Randolph Street	Raymond Avenue	1	Surfacing Renewal	Campbelltown	528	\$18,585.60
174	Ruzac Street	Lilian Street	End Cul-de-sac	1	Surfacing Renewal	Campbelltown	625	\$6,879.40
175	Sassafras Close	Coachwood Crescent	End Cul-de-sac	1	Surfacing Renewal	Bradbury	673	\$22,202.40
176	Scott Street	Kendall Street	Browning Avenue	1	Surfacing Renewal	Campbelltown	1736	\$57,281.40
177	Shuttleworth Avenue	Spitfire Drive	Caribou Place	1	Surfacing Renewal	Raby	662	\$21,859.20
178	Simpson Place	Wyangaia Crescent	End Cul-de-sac	1	Surfacing Renewal	Leumeah	488	\$16,117.20
179	Sirus Street	Solander Street	Supply Street	1	Surfacing Renewal	Ruse	996	\$32,868.00
180	Sward Place	Donalbain Circuit	End Cul-de-sac	1	Surfacing Renewal	Rosemeadow	576	\$15,848.25
181	Southdown Place	Goldenham Way	Romney Way	1	Surfacing Renewal	Airds	274	\$3,011.80
182	Stanley Road	Devon Road	Cobham Street	1	Surfacing & Pavement Renewal	Ingleburn	1478	\$97,574.40
183	Stewart Street	Condamine Street	Sturt Street	1	Surfacing Renewal	Campbelltown	807	\$8,872.60
184	Stonny Batter Road	Pembroke Road	Reaghs Farm Road	1	Surfacing & Pavement Renewal	Minto	1536	\$101,376.00
185	Summers Place	St Johns Road	End Cul-de-sac	1	Surfacing Renewal	Bradbury	588	\$16,170.00
186	Swallow Place	End Cul-de-sac	Lorikeet Avenue	1	Surfacing Renewal	Ingleburn	486	\$5,350.40
187	Thames Place	Epping Forest Drive	End Cul-de-sac	1	Surfacing Renewal	Kearns	393	\$10,799.25
188	Thane Close	Donalbain Circuit	End Cul-de-sac	1	Surfacing Renewal	Rosemeadow	515	\$14,157.00



ProjectID	Road Name	From	To	Nos of Road Segment	Renewal Treatment	Suburb	Area (m2)	Estimated Cost
189	The Parkway	Cooradilla Place	Bimbadeen Avenue	2	Surfacing Renewal	Bradbury	1824	\$45,592.80
190	Tobermory Avenue	Mull Place	Stranraer Drive	1	Surfacing Renewal	St Andrews	691	\$19,008.00
191	Tudor Place	Sallsbury Avenue	End Cul-de-sac	1	Surfacing Renewal	Glenfield	376	\$13,242.24
192	Turimetta Avenue	Brudenell Avenue	Homann Avenue	2	Surfacing Renewal	Leumeah	1169	\$29,216.00
193	Turon Place	Corang Street	End Cul-de-sac	1	Surfacing Renewal	Ruse	403	\$4,435.20
194	Valley Road	Colo Place	Paterson Street	3	Surfacing Renewal	Campbelltown	1971	\$41,382.00
195	Victoria Road	Minto Road	End Cul-de-sac	1	Surfacing Renewal	Minto	3544	\$38,984.00
196	Viola Place	Sebastian Avenue	End Cul-de-sac	1	Surfacing Renewal	Rosemeadow	454	\$12,482.25
197	Waler Place	Clydesdale Drive	End Cul-de-sac	1	Surfacing Renewal	Blairmount	479	\$13,183.50
198	Wessex Place	Spitfire Drive	End Cul-de-sac	1	Surfacing Renewal	Raby	530	\$17,503.20
199	Westmoreland Road	Bennett Street	Hansens Road	2	Surfacing Renewal	Minto	4551	\$150,186.96
200	Williamson Road	Sennett Road	Benson Road - Counter	1	Surfacing Renewal	Ingleburn	11946	\$394,218.00
201	Woodhouse Drive	Therry Road	Jagers Place	1	Surfacing Renewal	Ambarvale	1794	\$59,202.00
202	Wordsworth Avenue	Middleton Road	Emerson Street	1	Surfacing Renewal	Leumeah	944	\$5,190.90
203	Wyangala Crescent	Parkhill Avenue	Tabourie Street	1	Surfacing Renewal	Leumeah	2796	\$15,378.00
204	Yarran Place	End Cul-de-sac	Eucalyptus Drive	1	Surfacing Renewal	Macquarie Fields	515	\$14,157.00
205	Yate Place	End Cul-de-sac	Melaleuca Drive	1	Surfacing Renewal	Macquarie Fields	475	\$2,613.60
206	Yell Place	Stromeferry Crescent	End Cul-de-sac	1	Surfacing Renewal	St Andrews	297	\$8,162.00
207	York Road	Memorial Avenue	Aero Road	1	Surfacing & Pavement Renewal	Ingleburn	5782	\$381,638.40
208	Zambezi Place	Severn Place	End Cul-de-sac	1	Surfacing Renewal	Kearns	1080	\$28,314.00
209	Pembury Road	Airds Road	End Cul-de-sac	1	Surfacing Renewal	Minto	4092	\$144,038.40
								\$8,521,776.01

Buildings	Action	Estimated Cost
Waminda Oval	Demolition and reconstruction of Waminda Oval amenities and change rooms to meet Australian and BCA standards	\$450,000
Bradbury Oval	Demolition and reconstruction of Bradbury Oval amenities and change rooms to meet Australian and BCA standards as well as meeting community expectations for events held at the park	\$650,000
Lynwood Park	Demolition and reconstruction of Lynwood Park amenities and change rooms, including sewer upgrade	\$200,000
Hollylea Reserve	Removal and replacement of skate park toilets at Hollylea Reserve which have sustained substantial damage	\$200,000

## **4.6 Establish a monetary scheme for asbestos removal**

### **Reporting Officer**

Manager Financial Services

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### **Attachments**

Nil

### **Purpose**

To provide Council with information outlining the feasibility to establish a monetary/financial deposit scheme for the safe removal and disposal of all asbestos related materials during building demolition work and other relevant activities.

### **History**

Council at the meeting of 23 April 2013, resolution number 72, resolved that a report be presented outlining the feasibility to establish a monetary/financial deposit scheme for the safe removal and disposal of all asbestos related materials during building demolition work and other relevant activities.

### **Report**

Asbestos fibres were used widely in building materials before the mid 1980s. Many buildings built or renovated before this likely contain asbestos cement building materials. In NSW, the use of asbestos was discontinued in all fibro sheets and products by the mid 1980s. After this, asbestos continued to be used principally in friction products and for automotive use in brake and clutch linings.

The manufacture and use of asbestos products was banned nationally from 31 December 2003.

As the automotive parts industry deals with high turnover replacement parts and is an industry that Council has no powers to regulate, the focus of this report is on existing building materials.

With respect to building activities, development and complying development certificate applications for the demolition of existing buildings and/or major elements within are generally required. However, the demolition of internal fixtures and/or fittings or those works that could be constructed as exempt development, is not generally subject to regulation or a Council approval process.

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In response to the purpose of this report, in the case where the Council is made aware of asbestos within a particular building activity such as demolition or alterations, consideration was given to establishing a bond facility to ensure asbestos and asbestos based material was handled and disposed of appropriately. As an example, the applicant would be required to pay in advance of the works, a fixed refundable bond relative to the quantum of material to be removed. The applicant would need to supply Council with sufficient evidence of the proper disposal of the asbestos material prior to the bond being refunded.

Consideration was also given to the establishing of a fixed fee that would be collected on all development applications, regardless of the existence of asbestos or asbestos based materials. The fee would be held in trust and any costs incurred by Council in the remediation and or removal of asbestos related materials, specifically illegal dumping, would be funded from the trust.

However, on further review of the relevant planning legislation, Council has no legal power to enforce the payment of an asbestos related performance bond (or similar), through the current development application process.

Further to this, and notwithstanding any power that the above examples may have brought the Council in its attempt to reduce the occurrences of the mishandling of asbestos and asbestos based materials in approved developments, it is highly likely that renovation works that do not require development consent but do involve the handling and removal of asbestos or asbestos based materials, would be rarely brought to the attention of Council and as such, would not be affected by the taking of such bonds.

Over the last 12 months, Council attended to 12 incidents of illegally dumped asbestos waste products, and of these, 10 were considered to be of a residential origin and two from commercial premises. The cost of remediation and disposal totalled \$18,105.

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

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## **4.7 Write Off of Bad Debts - 2012-2013**

### **Reporting Officer**

Manager Financial Services

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### **Attachments**

Table of debts recommended for write off (contained within this report)

### **Purpose**

To provide a report detailing the amount of debts determined uneconomical to recover.

### **Report**

As part of Council's end of year audit debts totalling \$11,477.42 were presented and examined by Council's external Auditors, Intentus Chartered Accountants. The Auditors expressed an opinion that further action by Council is unlikely to realise recovery of costs and will only incur further fees which will subsequently require write-off.

The debts submitted have undergone extensive recovery procedures with every avenue available to Council being explored and eventually exhausted prior to being referred to the auditors for consideration. The list includes two abandoned motor vehicles, six unpaid shop licence fees, one matter of unpaid swimming squad fees and one incident of damage to public property as a result of a motor vehicle accident.

In many of these cases, the debtors have filed for bankruptcy rendering recovery of the debt unattainable, although in two matters a small dividend was received that has been applied to reducing the debt due. Procedures are in place to secure an incident report form the NSW Police wherever possible, unfortunately in the matter referred for write off this report had not been obtained and efforts to locate the debtor have since been unsuccessful.

It should be noted, Council's authorisation to write off bad debts does not prevent recovery of the debt if future circumstances change. Once written off debtors are noted as bad debtors within Council's corporate systems ensuring they are easily identifiable should the individual or company attempt to transact with Council in the future.

In accordance with accounting standards, Council is required to create a provision for doubtful debts and review that provision at the end of each financial year. For the financial year ending 30 June 2013, the provision balance remains at \$18,318.

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It is recommended that in accordance with Council's external audit advice, the list of debtors included in this report amounting to \$11,477.42 be written off against the provision account.

**Officer's Recommendation**

That the amount of \$11,477.42 be written off as uneconomical to recover.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

Account	Comments	Total Due
707422	Abandoned motor vehicle - Inv 37355 - \$1043.30. Legal action, SOLC issued and Judgement obtained Writ for levy of property total cost of legal action \$959.20 , upon entry found that goods were in poor condition and of no resale value. Debtor is unemployed and a carer, given address is rented through DOH . To pursue account would seem uneconomical as debtor has no money and examination notice would be of no benefit to council.	\$2,002.50
707414	Abandoned motor vehicle - Inv 37050 - \$693.00. Legal action commenced SOLC issued total cost of legal action \$377.60. Unable to locate debtor after extensive searching from Executive Collections ,SOLC expired account uneconomical to pursue.	\$1,070.60
677120	Unpaid shop licence fees - debt recovery commenced. Court payment received for debt and part legal costs.	\$213.76
702183	Unpaid shop licence fees - Company went into liquidation, documents from Hall Chadwick Accountants no dividend at final meeting. Jan 13 received documents from Hall Chadwick Accountants, no dividend declared at final meeting.	\$770.00
712935	Swimming squad fees - Inv 43134 & 43135. Legal action commenced SOLC & Judgement obtained, notified bankrupt.	\$1,124.80
701474	Unpaid shop licence fees - totalling \$850.00. Legal recovery commenced debtor filed for bankruptcy, no dividend.	\$2,453.80
711812	Damage to public property - Inv 41771 motor vehicle accident 20.07.11 reported to police and details obtained of the driver Legal action commenced, SLC issued, unable to locate debtor through skip tracing.	\$2,502.56
699785	Unpaid shop licence fees - company under administration, Proof of Debt forms submitted no dividend.	\$595.00
702654	Unpaid shop licence fees - company under administration, Proof of Debt forms submitted small dividend received.	\$520.00
700781	Unpaid shop licence fees - company under administration, Proof of Debt forms submitted small dividend received.	\$224.40

<b>\$11,477.42</b>
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## **5. BUSINESS ASSURANCE**

### **5.1 Audit Committee Update**

#### **Reporting Officer**

General Manager

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#### **Attachments**

Audit Committee Meeting Minutes – 12 November 2013 (contained within this report)

#### **Purpose**

To provide an update on the outcomes from the 12 November 2013 Audit Committee meeting.

#### **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 – 12 November 2013**

The minutes of the Audit Committee meeting held 12 November 2013 are attached and the following were considered:

##### **4.1 Application of Council's Fees and Charges – Internal Audit Report**

##### **Sub Committee's Recommendation: (Rofe/Mead)**

That the Audit Committee notes the information contained in the Internal Audit Report on the Application of Fees and Charges.

**CARRIED**

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#### **4.2 Internal Audit Actions Log**

##### **Sub Committee's Recommendation: (Mead/Rofe)**

That the Audit Committee notes the information contained in the Actions Log.

**CARRIED**

#### **4.3 Status of Internal Audit Plan**

##### **Sub Committee's Recommendation: (Rofe/Hanrahan)**

1. That the Audit Committee notes the status of the 2012-2013 and 2013-2014 Internal Audit Plan
2. That the Audit Committee approves the following amendments:
  - That the 2013-2014 schedule of audits be amended to postpone the Inventory Management/Stores audit to the 3rd quarter.
  - That the 2013-2014 schedule of audits be amended to postpone the financial delegations audit to the 3<sup>rd</sup> quarter.
  - That the 2013-2014 schedule of audits be amended to postpone the Contract Management audit and the Accounts Payable audit to the 4<sup>th</sup> quarter.
  - That the 2013-2014 schedule of audits be amended to postpone the Customer Response audit to the 2014-2015 year.

**CARRIED**

#### **4.4 Other Internal Audit Activities**

##### **Sub Committee's Recommendation: (Rofe/Dobson)**

That the Audit Committee notes the information contained in the Other Internal Audit Activities report.

**CARRIED**

#### **4.5 External Audit Update**

##### **Sub Committee's Recommendation: (Rofe/Hanrahan)**

That the Audit Committee notes the information contained in the external audit update report.

**CARRIED**

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

That the Council adopt the Audit Committee minutes of 12 November 2013.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 10 December 2013 (Mead/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 273**

That the Officer's Recommendation be adopted.

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# ATTACHMENT 1

## Minutes of the Audit Committee Meeting

Held Tuesday 12 November 2013 in Committee Room 2

Meeting Commenced: 4.30pm

### 1. Attendance and Apologies

**Attendance:** Bruce Hanrahan, Chairperson  
Councillor Clinton Mead, Mayor  
Councillor Paul Lake, Deputy Mayor  
Councillor Sue Dobson, Chairperson Corporate Governance Committee  
Robert Rofe, Independent Member

**Also in Attendance:** Paul Tosi, General Manager  
Michael Sewell, Director Business Services  
Corinne Mears, Manager Financial Services  
Cliff Taylor, Acting Manager Business Assurance  
Michelle Brockwell, Internal Auditor  
Jane Worden, Executive Support

**Apologies:** Nil

### 2. Declarations of Interest

There were no Declarations of Interest made at this meeting.

### 3. Minutes of the Previous Meeting

Minutes to the 19 June 2013 Audit Committee meeting

#### Reporting Officer

Internal Auditor

#### Purpose

To confirm the minutes of the 19 June 2013 Audit Committee meeting.

#### Report

The minutes of the previous Audit Committee meeting held on 19 June 2013 were circulated to all members post meeting and are attached for confirmation that they are an accurate record of the meetings proceedings.

#### Officer's Recommendation

That the minutes be approved.

#### Sub Committee's Recommendation: (Dobson/Mead)

That the minutes of the 19 June 2013 Audit Committee meeting be approved by the Audit Committee.

#### CARRIED

#### **4. Reports**

##### **4.1 Application of Council's Fees and Charges – Internal Audit Report**

###### **Reporting Officer**

Internal Auditor

###### **Purpose**

The Internal Audit Report is a concise report of the findings and recommendations from the audit of the application of Council's fees and charges that was undertaken in accordance with the approved Internal Audit Plan.

###### **History**

The 2012-2013 Internal Audit Plan was approved at the May 2012 Audit Committee meeting and consists of the following audits:

- Customer Service cash control/handling (including petty cash)
- Development Applications
- Fees and Charges (approved change at May 2013 Audit Committee meeting)
- Asset Management

###### **Report**

Attached is the Concise Report outlining the findings from the internal audit of the Application of Fees and Charges.

The audit was undertaken to assess the key processes and controls around a selection of fees and charges and to undertake a data forensics analysis to test whether fees and charges are being applied in accordance with Council's Adopted Fees and Charges.

The overall assessment for the audit concluded that although staff had a good general understanding of the requirements for processing fees and charges, the data forensics analysis was unable to determine whether fees and charges are being appropriately applied due to inconsistencies with how fees are recorded in Council's systems.

A forensic data analysis is a useful tool for identifying potential indicators of fraud or revenue leakage. The volume of anomalies found in this review made it difficult to examine each individual discrepancy. As a result it has been determined that work should be focused on improving the data captured in our systems to enable a more effective data analysis to be performed in the future.

The overall rating given to this audit is that there is significant exposure. The high risk rating given to a number of the findings is not the result of identifying any incorrect or inappropriate practices but rather it relates to problems in the way we are collecting and recording the data. The overall significant result is due to the inability to appropriately conclude due to the gaps in the data. It does not mean we have identified any errors, but rather, we have not been able to determine if there are any errors.

Of the 13 recommendations made, three were considered to place Council in a higher than acceptable area of exposure.

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

That the Committee notes the Internal Audit Report on the Application of Fees and Charges.

**Sub Committee's Recommendation: (Rofe/Mead)**

That the Audit Committee notes the information contained in the Internal Audit Report on the Application of Fees and Charges.

**CARRIED**

**4.2 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. 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 implementation.

**Report**

The attached Action Log is Management's status update on the implementation of recommendations made in internal audits performed to date. It includes a summary table showing the number of recommendations already implemented and a detailed progress update on recommendations that are outstanding.

**Officer's Recommendation**

That the Committee notes the Actions Log.

**Sub Committee's Recommendation: (Mead/Rofe)**

That the Audit Committee notes the information contained in the Actions Log.

**CARRIED**

**4.3 Status of Internal Audit Plan**

**Reporting Officer**

Internal Auditor

**Purpose**

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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 and year one of the 2013-2016 Strategic Audit Plan.

#### **History**

The Audit Committee approved the 2012-2013 Annual Internal Audit Plan in May 2012 and an amendment to the Plan in May 2013.

The Audit Committee approved the 2013-2016 Strategic Audit Plan in June 2013.

#### **Report**

The attached report outlines the status of individual audits approved as part of the Internal Audit Plan for 2012-2013 and the first year of the 2013-2016 Strategic Audit Plan.

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

The Fees and Charges audit is complete and the internal audit report is provided as part of these agenda papers.

The fieldwork for the Development Applications audit is complete and the draft audit report has been issued to Management for comment. 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 reported to Management for consideration.

The Asset Management audit is currently in progress and is expected to be reported to the next Audit Committee meeting.

In addition to the complexities involved with the audit of Development Applications, other audit activities have been performed that have slowed progress in completing the audit plan.

These activities include - audit of the Planning Reform Fund required by NSW Planning and Infrastructure completed for the year ended 30 June 2013 and assisting with data matching for monthly returns since July 2013.

It is also anticipated that recommendations from a recent procurement review may further delay some of the work in the internal audit plan. As a result a number of changes to the timeframes for completing the current program of audits are recommended. Further modifications or consideration of additional resources may be required in the future.

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

That the Committee notes the status of the 2012-2013 and 2013-2014 Internal Audit Plan and that the Committee approves:

1. That the 2013-2014 schedule of audits be amended to postpone the Inventory Management/Stores audit to the 3rd quarter.
2. That the 2013-2014 schedule of audits be amended to postpone the financial delegations audit to the 3<sup>rd</sup> quarter.
3. That the 2013-2014 schedule of audits be amended to postpone the Contract Management audit and the Accounts Payable audit to the 4<sup>th</sup> quarter.
4. That the 2013-2014 schedule of audits be amended to postpone the Customer Response audit to the 2014-2015 year.

**Sub Committee's Recommendation: (Rofe/Hanrahan)**

1. That the Audit Committee notes the status of the 2012-2013 and 2013-2014 Internal Audit Plan.
2. That the Audit Committee approves the following amendments:
  - That the 2013-2014 schedule of audits be amended to postpone the Inventory Management/Stores audit to the 3rd quarter.
  - That the 2013-2014 schedule of audits be amended to postpone the financial delegations audit to the 3<sup>rd</sup> quarter.
  - That the 2013-2014 schedule of audits be amended to postpone the Contract Management audit and the Accounts Payable audit to the 4<sup>th</sup> quarter.
  - That the 2013-2014 schedule of audits be amended to postpone the Customer Response audit to the 2014-2015 year.

**CARRIED**

**4.4 Other Internal Audit Activities**

**Reporting Officer**

Internal Auditor

**Purpose**

To provide the Committee with an update on other internal audit activity.

**Report**

The following is a summary of other activities undertaken by Internal Audit since the last report to the Committee.

**Planning Reform Fund Audit**

The Planning Reform Fund relates to the portion of development application fees required to be passed on to the NSW Department of Planning and Infrastructure (the Department) under the *Environmental Planning and Assessment Act 1979*. The Department requires an annual audit of the monthly Planning Reform Fund returns to be performed. This was recently undertaken by Councils internal auditor for 2012-2013.

**Review of Section 355 Committee**

Council's internal auditor has been assisting with a review of records related to a section 355 Committee that has ceased operation to ensure any outstanding money owing to Council is identified and repaid.

**Training Courses/Seminars attended**

To maintain continuing professional development required as a CPA and keep up to date with the latest internal audit practises, Councils Internal Auditor has attended the following training;

Course/Seminar Name	Duration (Days)	Basic Theme
Local Government Internal Audit Network quarterly conference	1	Topics discussed include use of data analytics in internal auditing and corruption risk management.

**Officer's Recommendation**

That the Committee note the report.

**Sub Committee's Recommendation: (Rofe/Dobson)**

That the Audit Committee notes the information contained in the Other Internal Audit Activities report.

**CARRIED**

**4.5 External Audit Update**

**Reporting Officer**

Director Business Services

**Purpose**

To provide the Committee with the status of the tendering process for external audit services and to provide an update on the second interim audit and the year-end financial statement audit conducted by Council's external auditors for the year ended 30 June 2013.

**Report**

In June 2013, the Morse Group Accountants and Advisors completed their second interim review of Council's operations. The attached report outlines the scope of their second interim visit and the findings and recommendations as a result of their review.

The auditors identified one medium risk area as follows:

- Grant Acquittals – Arts Centre (Medium Risk) – Appropriate documentation to enable the Morse Group to adequately audit the acquittal of numerous grants was not provided and on one occasion resulted in reporting late to the funding body.

The report also includes a status update on findings from the first interim audit.

After a competitive tendering process, the Morse Group were again awarded the contract for providing external audit services to Council. The contract commenced on 1 July 2013 and will expire on 30 June 2019.

The Morse Group recently made the decision to separate its audit practices from its accounting practices. As a result the new firm, Intentus, was created and consists of the partners and staff that previously performed the auditing function within the Morse Group.

A deed of novation was signed by all parties transferring the contract to Intentus.

During August 2013, Intentus conducted their statutory audit of the financial statements of Council for the year ended 30 June 2013. In the auditor's opinion:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2;
- the Council's financial statements:
  - has been prepared in accordance with the requirements of this Division;
  - is consistent with the Council's accounting records;

- presents fairly the Council's financial position, the results of its operations and cash flows; and
- is in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations).
- all information relevant to the conduct of the audit has been obtained; and
- there are no material deficiencies in the accounting records or financial statements that have come to light in the course of the audit.

Council held its annual general meeting on 22 October 2013 where the financial statements and the attached audit reports were presented to Council.

**Officer's Recommendation**

That the Committee notes the report.

**Sub Committee's Recommendation: (Rofe/Hanrahan)**

That the Audit Committee notes the information contained in the external audit update report.

**CARRIED**

**5. General Business**

**5.1 Next meeting of the Audit Committee**

Council's Internal Auditor advised members of the Audit Committee that it is proposed to schedule the next meeting of the Audit Committee in February 2014. It was noted that Audit Committee members will be notified of a confirmed date and time in the near future.

**5.2 Thank You**

The Audit Committee Chairperson thanked members of the Audit Committee for their participation and contributions throughout the year and wished everyone a happy holiday season.

Bruce Hanrahan  
**Chairperson**

Meeting Concluded: 4.55pm



## **6. HUMAN RESOURCES**

**No reports this round**

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

**No reports this round**

## **8. GENERAL BUSINESS**

### **8.1 Campbelltown Sports Stadium - Naming Rights**

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

That a report be presented regarding the possibility of naming rights sponsorship of Campbelltown Sports Stadium.

**CARRIED**

#### **Council Meeting 10 December 2013 (Mead/Hawker)**

That the Committee's Recommendation be adopted.

#### **Council Resolution Minute Number 273**

That the Committee's Recommendation be adopted.

### **8.2 Commercial Ventures in Council facilities**

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

That a report be presented regarding the potential of opening a Café or similar outlet at the HJ Daley Library premises and more broadly any other potential commercial ventures which could be co-located within existing Council owned services.

**CARRIED**

#### **Council Meeting 10 December 2013 (Mead/Hawker)**

That the Committee's Recommendation be adopted.

#### **Council Resolution Minute Number 273**

That the Committee's Recommendation be adopted.

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

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 Arts Centre Cafe Licence Agreement**

#### **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 6.01pm.

C Mead  
CHAIRPERSON

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