

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 14 July 2015.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

ITEM	TITLE	PAGE
1.	GOVERNANCE AND RISK	3
1.1	Audit Committee Update	3
1.2	Insurance Renewals 2015-2016	16
1.3	Loan to Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated	20
1.4	24 Hour Fight Against Cancer Macarthur	23
2.	PROPERTY SERVICES	26
	No reports this round	26
3.	FINANCIAL SERVICES	26
3.1	Investment report - May 2015	26
3.2	Monthly Rates Summary - May 2015	30
3.3	Sundry Debtors Report - May 2015	35
3.4	Revised Unclaimed Money Policy	41
3.5	Revised Partial Property Transfer Policy	43
3.6	Revised Cashier Shortages Policy	46
4.	HUMAN RESOURCES	49
	No reports this round	49
5.	INFORMATION MANAGEMENT AND TECHNOLOGY	49
	No reports this round	49
6.	GENERAL BUSINESS	49
6.1	Accessible Facilities	49
23.	CONFIDENTIAL ITEMS	49
	No reports this round	49

Minutes of the Corporate Governance Committee held on 14 July 2015

Present

His Worship the Mayor, Councillor P Lake
Councillor C Mead (Chairperson)
Councillor F Borg
Councillor A Chanthivong
Councillor S Dobson
Councillor G Greiss
Councillor P Hawker
Councillor R Kolkman
Acting Director Business Services - Mrs C Mears
Director City Works - Mr W Rylands
Acting Manager Assets and Supply Services - Mr W Miller
Manager Emergency Management and Facility Services - Mr R Blair
Manager Executive Services - Mr N Smolonogov
Acting Manager Financial Services - Mrs C Gavin
Manager Governance and Risk - Mrs M Dunlop
Manager Human Resources - Mr B Clarence
Manager Property Services - Mr J Milicic
Manager Waste and Recycling Services - Mr P Macdonald
Executive Assistant - Mrs D Taylor

Apology Nil

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

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

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Councillor Borg – Item 1.4 – 24hr Fight Against Cancer Macarthur – Councillor Borg advised that he is the Chairperson of the 24hr Fight Against Cancer Macarthur Committee and that he will not take part in debate nor vote on the matter.

Non Pecuniary – Less than Significant Interests

Nil

Other Disclosures

Nil

1. GOVERNANCE AND RISK

1.1 Audit Committee Update

Reporting Officer

Director Business Services

Attachments

Minutes of the Audit Committee Meeting held on 9 June 2015 (contained within this report)

Purpose

To provide an update on the outcomes of the 9 June 2015 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 other 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 – 9 June 2015

The minutes of the Audit Committee meeting held 9 June 2015 are attached and the following were considered.

4.1 Status of Internal Audit Plan

That the Committee notes the information contained in the Status of Internal Audit Plan report.

4.2 Report on Follow up of Implementation of Internal Audit recommendations

That the Committee note the information contained in the follow up Implementation of Internal Audit recommendations report.

4.3 Internal Audit Report on Asset Management – Plant and Equipment

That the Committee note the information contained in the Internal Audit Report on Asset Management – Plant and Equipment report.

4.4 Internal Audit Report on Inventory Management

That the Committee note the information contained in the Internal Audit Report on Inventory Management report.

4.5 Draft 2015-2018 Strategic Internal Audit Plan

That the Audit Committee approve 2015-2018 Strategic Internal Audit Plan.

4.6 Draft Internal Audit and Audit Committee Annual Report 2014-15

That the Audit Committee approves:

1. That the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2015 be approved.
2. That the Independent Chair of the Audit Committee be delegated to approve the final Audit Committee and Internal Audit Annual Report for submission to the Corporate Governance Committee.

4.7 Report on revisions to Audit Committee Charter

That the Audit Committee approve the revisions to Council's Audit Committee Charter.

4.8 Report on revisions to the Internal Audit Charter

That the Audit Committee approve the revisions to Council's Internal Audit Charter.

5.1 Audit Reporting

That the information be noted.

5.2 Training for newly elected Committee Representatives

That the information be noted.

Officer's Recommendation

That Council adopt the Audit Committee meeting minutes of 9 June 2015.

Committee's Recommendation: (Lake/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Audit Committee Meeting

Held Tuesday 9 June 2015 in Committee Room 2

Meeting Commenced: 4.32pm

1. Attendance and Apologies

Attendance: Bruce Hanrahan - Chairperson
Robert Rofe - Independent member
Councillor Paul Lake - Mayor
Councillor Ted Rowell - Deputy Mayor
Councillor Clinton Mead - Chair Corporate Governance Committee

Also in Attendance: Lindy Deitz - Acting General Manager
Michael Sewell - Director Business Services
Deborah Goodyer - Internal Auditor
Jane Worden - Executive Support

Apology: Nil

2. Declarations of Interest

There were no Declarations of Interest made at this meeting.

3. Minutes of the Previous Meeting

Minutes to the 10 March 2015 Audit Committee meeting

Reporting Officer

Director Business Services

Purpose

To confirm the minutes of the 10 March 2015 Audit Committee meeting.

Report

The minutes of the previous Audit Committee meeting held on 10 March 2015 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: (Hanrahan/Rofe)

That the information be noted.

CARRIED

4. Reports

4.1 Status of Internal Audit Plan

Reporting Officer

Internal Auditor

Purpose

To provide an update to the Audit Committee on the current status of internal audit work undertaken in accordance with the approved Strategic Audit Plan.

History

The Audit Committee approved the rolling 2013-2016 Strategic Audit Plan in June 2013. A review of this Plan was undertaken and an updated 2014-2017 Strategic Audit Plan was approved by the Audit Committee in June 2014.

Report

The attached report outlines the status of individual audits approved as part of the Strategic Audit Plan.

The Asset Management audit and Inventory Management audit which were commenced by the former auditor have been completed and are reported to this meeting.

As a result of the Council's former Internal Auditor terminating employment with Council in October 2014, audits from the 2014-2015 financial year have been set aside and considered for inclusion in the draft Strategic Internal Audit Plan for 2015-2018.

The plan has been developed in consultation with management using risk assessment and discussion of specific areas of concern.

Officer's Recommendation

That the Committee note the Report on Status of the Internal Audit Plan.

Sub Committee's Recommendation: (Rofe/Rowell)

That the Committee note the information contained in the Status of the Internal Audit Plan report.

CARRIED

4.2 Report on Follow up of Implementation of Internal Audit recommendations

Reporting Officer

Internal Auditor

Purpose

To report on progress towards implementing the recommendations from previous internal audits which are outstanding.

History

Internal audits are conducted in accordance with the approved Internal Audit Plan each year. The findings from each internal audit are reported to the Audit Committee in the form of report detailing the individual issues identified, their implications; recommendations for improvement; management agreed actions with target dates for implementation; and the staff member assigned responsibility for implementation.

Report

The attached report on Follow Up is Management's update on implementation of recommendations made in internal audits performed to date. It includes a summary table of audits with outstanding actions, showing the total number of recommendations made, those fully implemented and those outstanding. Detailed schedules of progress on outstanding recommendations are included providing reason(s) for non-implementation within agreed timeframes, as well as any requests for revision of the target dates.

This report represents a significant improvement in implementation of recommendations from previous audits with satisfactory responses and action taken by responsible officers for both:

- Development Assessments, and
- Fees and Charges

This outcome has resulted from the first stages in establishing a new program of follow up activities to improve monitoring, reporting and verifying implementation of audit recommendations.

Officer's Recommendation

That the Committee notes the follow up report on Implementation of Internal Audit recommendations.

Sub Committee's Recommendation: (Lake/Hanrahan)

That the Committee note the information contained in the follow up Implementation of Internal Audit recommendations report.

CARRIED

4.3 Internal Audit Report on Asset Management – Plant and Equipment

Reporting Officer

Internal Auditor

Purpose

The Internal Audit Report details findings and recommendations from the audit of asset management, focusing on plant and equipment, which 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 included the audit of Asset Management – Plant and Equipment.

Report

Attached is the Concise Report outlining the findings from the internal audit of Asset Management – Plant and Equipment. The audit was undertaken to assess the key processes and controls around the management of plant and equipment. The audit specifically assessed whether:

- there is appropriate approval of P&E acquisitions and disposals
- P&E acquisitions that are above Council's capitalisation threshold of \$1,000 are recorded in Council's asset register
- P&E recorded in the asset register is replaced when required
- P&E is disposed of using a fair and equitable method and that disposed P&E is removed from the asset register
- P&E on the asset register actually exists and is in use at Council (this included sighting of P&E recorded on the asset register)
- the location of P&E, including attractive items, is recorded and there are adequate processes in place to ensure these items are returned on termination of employment.

The audit found that the policies and internal controls for the acquisition, recording and disposal of plant and equipment, including attractive items, require improvement. Deficiencies were identified including the monitoring and recording of plant and equipment and attractive items; and the appropriate disposal of such items.

The overall rating given to this audit is that there is significant exposure. Of the eight recommendations made, six were considered to place Council in a higher than acceptable area of exposure.

An action plan for implementing all recommendations has been developed and agreed by the relevant Managers.

Officer's Recommendation

That the Committee notes the Internal Audit Report on Asset Management – Plant and Equipment.

Sub Committee's Recommendation: (Rofe/Rowell)

That the Committee note the information contained in the Internal Audit Report on Asset Management – Plant and Equipment report.

CARRIED

4.4 Internal Audit Report on Inventory Management

Reporting Officer

Internal Auditor

Purpose

The Internal Audit Report details findings and recommendations from the audit of inventory management which was undertaken in accordance with the approved Internal Audit Plan.

History

The 2013-2014 Internal Audit Plan was approved at the June 2013 Audit Committee meeting and included the audit of Inventory Management.

Report

Attached is the Internal Audit Report outlining the findings from the review of Inventory management. The audit was undertaken to assess the key processes and controls around the management inventory at the council Depot.

The audit specifically assessed whether:

- The process for determining any requirements for goods including the determination of what goods should be kept in stores
- The processes in place for the order of goods, the receipt of delivery of those goods and the issue of goods to sections or units/individuals. In particular this will assess whether there is appropriate segregation of duties, delegations of authority and record keeping.
- Stocktaking procedures, including a recount of some items and a review of the system to ensure stock on hand is appropriately recorded and adjusted.
- Whether Council has appropriate procedures in place to ensure recommendations from ICAC's Operation Jarek report have been addressed. Operation Jarek investigated allegations of corruption against employees from a number of Councils in relation to stores. It is considered appropriate for Campbelltown City Council to ensure risks identified in the Operation Jarek investigation are addressed at this Council.

The review indicated that key controls were operating, except that: there was inadequate written guidance on procedure and documentation standards, segregation controls may be improved by consistent approval of requisitions by finance officers, financial delegations were not established for stocktake adjustments and write off of obsolete stock, and documentary evidence of audits, investigations and adjustments was inadequate.

The overall rating given to this audit is that there is Moderate exposure. Of the seven recommendations made, one was considered to place Council in a higher than acceptable area of exposure.

An action plan for implementing all recommendations has been developed and agreed by the relevant Managers.

Officer's Recommendation

That the Committee notes the Internal Audit Report on Inventory Management.

Sub Committee's Recommendation: (Rofe/Lake)

That the Committee note the information contained in the Internal Audit Report on Inventory Management report.

CARRIED

4.5 Draft 2015-2018 Strategic Internal Audit Plan

Reporting Officer

Internal Auditor

Purpose

The draft 2015-2018 Strategic Internal Audit Plan outlines the planned focus for the internal audit function over the next three years and includes a rolling program of audits to be conducted over the period.

History

The Audit Committee approved the 2014-2017 Strategic Internal Audit Plan at its June 2014 meeting. The plan incorporated a three year rolling program of audits that was developed after consideration of industry risks and risks or concerns identified at meetings held with Directors and Section Managers. The Plan was to be reviewed and updated annually after considering any changes in risks and priorities impacting Council.

Report

The draft 2015-2018 Strategic Internal Audit Plan is a new three year rolling plan that has been developed after consultation with management to incorporate changes in Internal Audit methodology, and the risks and priorities impacting Council since the previous plan was developed.

The assessment of changes in risks and priorities included risk identification meetings held with the Executive, completion of risk assessments across the audit universe, identification of other assurance processes scheduled and the consideration of industry wide risks. The Plan has been revised to reflect this assessment.

The following audits have been established for the first year of the Plan as a result of this process:

- Policy management and gap analysis
- Contract Management
- Accounts Receivable including debt recovery, and
- Child Protection.

The Plan represents a substantial re-work of the previous plan including amendments to the timing of the audits. Several audits have been removed from the Plan including Financial Delegations and Pool Fence Inspections.

The second and third years of the Plan will also be substantially amended to reflect the results of the risk assessments and areas of priority.

A list of audits which have been deferred or highlighted as a potential area of interest will be established for consideration during the next annual review.

Officer's Recommendation

That 2015-2018 Strategic Internal Audit Plan be approved.

Sub Committee's Recommendation: (Rofe/Hanrahan)

That the Audit Committee approve 2015-2018 Strategic Internal Audit Plan.

CARRIED

4.6 Draft Internal Audit and Audit Committee Annual Report 2014-15

Reporting Officer

Internal Auditor

Purpose

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

History

The Audit Committee's Charter requires that by the first meeting after 30 June each year, Internal Audit, via the General Manager, will provide a performance report of:

- the performance of Internal Audit for the financial year, and
- the approved Internal Audit Plan of work for the previous year showing the current status of each audit.

The Charter requires this performance report to be included with the Committee's annual report to Council. The Internal Audit function must also comply with the International Standards for the Professional Practice of Internal Auditing (Institute of Internal Audit), and periodically assess Internal Audit performance against the standards.

Report

The attached report is the Draft Audit Committee and Internal Audit Annual Report required by the Audit Committee Charter. This report covers the activities of Internal Audit and the Audit Committee for the year ended 30 June 2014. The report outlines some of the key achievements during the year, including internal audit reports completed and reviewed by the Committee, and updating of the three year rolling Strategic Audit Plan.

It also covers:

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

Minor amendments to the report will be required to incorporate 'actual' costs for the year ended 30 June 2015.

It is proposed that the Director Business Services submit the final Annual report to the Independent Chair of the Audit Committee for review and approval, with the changes being reported to the next Audit Committee meeting.

Officer's Recommendation

That the Committee approves:

1. That the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2015 be approved.
2. That the Independent Chair of the Audit Committee be delegated to approve the final Audit Committee and Internal Audit Annual Report for submission to the Corporate Governance Committee.

Sub Committee Note: Further to general discussions regarding this report, the Chairperson requested that the final Audit Committee and Internal Audit Annual Report for the year ended 30 June 2015 be submitted to the Chairperson for consideration prior to being submitted to the Corporate Governance Committee.

Sub Committee's Recommendation: (Hanrahan/Rofe)

That the Audit Committee approves:

1. That the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2015 be approved.
2. That the Independent Chair of the Audit Committee be delegated to approve the final Audit Committee and Internal Audit Annual Report for submission to the Corporate Governance Committee.

CARRIED

4.7 Report on revisions to Audit Committee Charter

Reporting Officer

Internal Auditor

Purpose

This report provides a revision of the Audit Committee Charter against best practice guidelines and professional standards. The draft document is designed to improve the governance and effectiveness of the Committee and incorporates changes relating to the recent organisational restructure involving internal audit function and associated changes to roles and responsibilities.

History

The Audit Committee was established in October 2010 and since that time the roles and responsibilities of the Committee and its members have evolved with Council's changing organisational structure and governance, risk and assurance activities. As a result, amendments to the Audit Committee Charter have been required from time to time.

Report

The revised draft of the Audit Committee Charter provides for amendments to incorporate roles and responsibilities in accordance with the current Internal Auditor position within the Office of the General Manager. The position functionally reports directly to the Audit Committee and administratively in the day-to-day activities to the General Manager. Some administrative functions are delegated to the Director Business Services.

As a part of the Quality Assurance and Improvement program for internal audit, the charter has also been reviewed against best practice guidelines to enhance its ability to provide good governance and independently review Council activities.

The Internal Audit Guidelines (DLG) and other best practice guidance recommend the committee be comprised of the majority of independent members.

The revisions to the Audit Committee charter provide for recruitment of an additional independent external member to reflect this structure which would coincide with the next round of Council elections and potential changes to committee membership in general.

Officer's Recommendation

That the Committee approve the revisions to Council's Audit Committee Charter.

Sub Committee Note: Further to general discussions relating to proposed committee membership variations within Council's Audit Committee Charter, the Chairperson requested that the final Audit Committee Charter be submitted to the Chairperson for consideration and approval.

Sub Committee's Recommendation: (Rofe/Rowell)

That the Audit Committee approve the revisions to Council's Audit Committee Charter.

CARRIED

4.8 Report on revisions to the Internal Audit Charter

Reporting Officer

Internal Auditor

Purpose

This report provides a revision of the Internal Audit Charter against best practice guidelines and professional standards. The draft document is designed to improve the governance, efficiency and effectiveness of the internal audit function and incorporates assessment against professional standards and changes relating to the roles and responsibilities of the internal audit function in its position within the Office of the General Manager.

History

Internal Audit was established within Council in October 2010 and since that time the roles and responsibilities of the Internal Auditor and the Audit Committee have evolved with Council's changing organisational structure and governance, risk and assurance activities. As a result, amendments to the Internal Audit Charter have been required from time to time.

Report

The revised draft of the Internal Audit Charter provides for amendments to incorporate roles and responsibilities in accordance with the current Internal Auditor position within the Office of the General Manager as well as self-assessment against IIA quality assurance and improvement standards. The position functionally reports directly to the Audit Committee and administratively in the day-to-day activities to the General Manager. Some administrative functions are delegated to the Director Business Services.

Establishment and maintenance of a Quality Assurance and Improvement program for internal audit, has been included in the charter in accordance with standards and best practice guidelines to enhance its ability to meet its obligations and improve performance of internal audit activities.

Officer's Recommendation

That the Committee approve the revisions to Council's Internal Audit Charter.

Sub Committee's Recommendation: (Rofe/Hanrahan)

That the Audit Committee approve the revisions to Council's Internal Audit Charter.

CARRIED

5. General Business

5.1 Audit Reporting

Council's Internal Auditor advised the Committee of proposed changes to the way in which the results of audit reviews will be reported to Council's Audit Committee in the future. It was noted that outcomes of audit reviews undertaken by Council's Internal Auditor will be reported to the Committee in a concise report. This reporting method will be more in line with risk management standards and will reflect more appropriate risk rating categories which will be developed in conjunction with Council's Risk Management Coordinator.

It was also suggested by Council's Internal Auditor that standard agenda items including risk management and fraud and prevention be included on all future Audit Committee agendas to enable reporting on these matters. The Committee indicated their support of these proposals and noted this information.

Sub Committee's Recommendation: (Rofe/Hanrahan)

That the information be noted.

CARRIED

5.2 Training for newly elected Committee Representatives

Councillor Rowell noted that there is currently no training in place regarding the role and responsibilities of Audit Committee members and requested that Council officers investigate appropriate training for new committee members subsequent to the upcoming Mayoral election. The Committee indicated their support of the proposed training and noted this information.

Sub Committee's Recommendation: (Rowell/Hanrahan)

That the information be noted.

CARRIED

Next meeting of the Audit Committee will be held on 20 October 2015 at 4.30pm in Committee Room 2.

Bruce Hanrahan
Chairperson

Meeting Concluded: 5.13pm

1.2 Insurance Renewals 2015-2016

Reporting Officer

Manager Governance and Risk

Attachments

2015-2016 Insurance Register (contained within this report)

Purpose

To inform Council of the 2015-2016 insurance program.

History

Campbelltown City Council is a long-standing member of the Statewide Mutual schemes for NSW local government, established in response to adverse insurance market conditions. Statewide Mutual membership is comprised of 150 local authorities. The chairman and board are elected from the members, with brokerage services provided by Jardine Lloyd Thompson (JLT).

In April 2015, Council commenced the required renewal process for the insurance policies falling due on 30 June 2015.

Report

The insurance program has been renewed for 2015-2016, with receipt of the 2015-2016 Insurance Renewal Report on 18 June 2015. The overall change in premiums and fund contributions from 2014-2015 is approximately \$31,210 or 4.45%, this is considerably lower than the 2015-2016 budgeted figures for the premiums, as previously adopted by Council. A number of the individual policies are discussed below.

Councillor and Officer liability

In recent years the Councillor and Officer liability risk increased significantly in NSW, principally due to investigations by the Independent Commission Against Corruption (ICAC) and high legal defence costs. Although Campbelltown City Council has not been directly involved in these matters, the associated insurance claims and notifications have historically put pressure on premiums. In the past two years premiums have stabilised with an increase of 2.5% in Council's 2015-2016 premium.

Fidelity Guarantee (Crime)

Statewide Mutual advises that the fidelity guarantee scheme has been re-rated and premiums have remained stable with no change for 2015-2016.

Motor Vehicle

The motor vehicle premium has decreased by 0.5% in 2015-2016, mainly due to lower incurred claims costs. There was a slight decrease in the number of notifiable events. Motor Vehicle risk management will continue to be reviewed in 2015-2016 to improve claims data analysis, information gathering and reporting, and driver awareness and training.

Public Liability and Professional Indemnity

The scheme provides coverage for public liability for personal injury, damage to property, products liability, professional negligence, error or omission, breach of duty of care. Member contributions to the scheme have remained relatively stable with a 2.4% increase for 2015-2016.

Council has participated in the Continuous Improvement Pathway (CIP) program with the development and implementation of a Risk Management Action plan. Member participation in the CIP contributes to a risk management incentive bonus, a form of adjustment, which is intended to encourage members of the mutual to commit to risk management best practice.

Property (Industrial Special Risk)

Property insurance value reflects the estimated cost of reconstruction and recovery inputs, and is separate to market or fair value. It should be noted that more than half the overall premium increase for 2015-2016 relates to the increased value of Council's assets due to the Renew-Connect-Revitalise program and in turn increased the Insurable Assets schedule, resulting in a 5% increase in the insurance premium.

The property mutual funds a coordinated building valuation program encompassing all members. Council's 2015-2016 total insured property value is \$461,197,200. Fund year adjustments are subject to annual changes in reported values and fund performance.

Rebates

The incentive rebate scheme rewards continuous improvement and best practice implementation of risk management initiatives, as shown by the quality and execution of risk management action plans.

During 2014-2015 Council received a total rebate across its insurance portfolio of approximately \$98,000. The majority of this rebate was from the Public Liability scheme and while subject to good performance of the entire pool of insured Councils, reflects Council's improved risk management practice over the 2014-2015 period.

Self-Insurance

Financial liabilities may arise from under-excess claims and other risk sources excluded by Council's insurance policies. Council's self-insurance reserve is currently \$4.7m, sufficient to meet known potential liabilities. The reserve may also be used to fund improved enterprise risk management, reducing Council's overall risk exposure, and minimising exposure to insurance cost pressures.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Insurance Register 2015-2016

Coverage	2015-2016		
	Insurer	Excess	Premium (incl. GST)
Professional Indemnity/ Public Liability Public liability for personal injury, damage to property; products liability; professional negligence, error or omission; breach of duty of care	Statewide	\$200,000	\$363,760.34
Property Council building and contents	Statewide	\$10,000	\$532,682.77
Motor Vehicle Diverse 360+ unit vehicle fleet	Statewide	\$10,000	\$75,992.40
Workers Compensation Excess of Loss (XOL)	Liberty International Underwriters	\$1,000,000	\$36,987.50
Casual Hirer's Liability Liability for personal injury or property damage associated with casual hire of Council facilities by unincorporated groups or individuals.	Statewide	\$2,000	\$11,550.00
Marine Hull	Associated Marine Insurers (Zurich)	\$250	\$677.60
Art Works Permanent collection and temporary exhibitions	Axa Art Ins Ltd	\$2,000	\$12,717.50
Councillors' and Officers' Liability Liability incurred through the discharge of duties where there is no wilful wrongdoing or criminality	Zurich	NIL	\$63,889.84
Personal Accident Councillor and officer personal accident and effects when on Council business.	ACE Insurance	NIL	\$2,620.20
Fidelity Guarantee (Crime) Direct financial loss sustained in connection with acts of employee dishonesty	Statewide	1% of claim or \$500	\$11,033.62
Insurance Broker Fee	Jardine Lloyd Thompson	N/A	\$66,127.65
		Total	\$1,196,640.50

1.3 Loan to Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated

Reporting Officer

Manager Governance and Risk

Attachments

Correspondence from Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated (contained within this report)

Purpose

To provide Council with information regarding the request from Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated to extend their current loan facility to \$6,000.

Report

For over 20 years Council has provided an advance to the Campbelltown Macarthur Scottish Pipes and Drums Association for the purposes of upgrading their equipment and cover operational expenses. The Campbelltown Macarthur Scottish Pipes and Drums Association have requested that Council once again extend the loan facility to \$6,000 consistent with the practice in previous years.

The Campbelltown Macarthur Scottish Pipes and Drums Association have provided a community service to the people of Campbelltown and regularly perform at Citizenship ceremonies. Council makes a contribution to the band for their performances at such events via credits against the loan balance. The band has always repaid the loan that has been provided by Council. The current balance of the loan facility is nil.

The band has advised that the advancement of \$6,000 is required to cover running expenses as well as for the upkeep and maintenance of uniforms and equipment.

It is recommended that Council extend the loan facility to Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated by \$6,000 to be repaid over a two year period.

Officer's Recommendation

That Council extend the loan facility to Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated by \$6,000 over a two year period.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1



**CAMPBELLTOWN-MACARTHUR
SCOTTISH PIPES & DRUMS
ASSOCIATION INCORPORATED**

**PO Box 545
CAMPBELLTOWN NSW 2560**

ABN 57 473 501 678

10 June 2015

The Acting General Manager
Campbelltown City Council
Civic Centre Queen Street
CAMPBELLTOWN NSW 2560

JUN17'15 07:58:15 RCVD

Dear Ms Dietz,

I am writing on behalf of the Campbelltown-Macarthur Scottish Pipes and Drums Association Incorporated a not-for-profit organisation servicing the Campbelltown area in particular and the Macarthur Region more widely. Our Association is more commonly known by our band name as the Ingleburn RSL and Campbelltown Community Pipes and Drums and is well known throughout the community for providing traditional Scottish and Celtic musical performance, also with an Australian flavour, at various community events such as the Campbelltown Citizenship ceremonies, Australia Day, ANZAC Day, Vietnam Veterans Day, Fishers Ghost Parade to name a few.

As you may be aware, for a number of years now Campbelltown City Council has generously granted our Association/Band a monetary advance to cover our expenses which we repay in-kind through regular performance at the Campbelltown Citizenship ceremonies and is accounted for by submission of invoices to which Council deducts the relevant amount from the outstanding balance. The current advance has recently been fully repaid.

The purpose of this letter is two-fold: to seek a grant of an advance of \$6,000, which would be used toward the ongoing running expenses of our band, for the upkeep and maintenance of uniforms and equipment, and other associated costs for example community bus hire and other travelling costs to various community and representative events; and to enquire if the previous arrangement for repayment of the monetary advance remains acceptable to Council – previously we have submitted an invoice to Council following each ceremony or engagement at which Council requests our services. It is anticipated that an advance of \$6,000 will encompass requested performances for a two-year period.

Our Association/Band appreciates very much the generous support provided by Campbelltown City Council and we trust that our request for a further monetary advance will be given your favourable consideration.

Should you wish to discuss our request further or to arrange a mutually convenient meeting time, I can be contacted on 0402 344 801 or irslccpd@gmail.com.

Yours sincerely

Mrs Beverley Nixon
Association Honorary Secretary

1.4 24 Hour Fight Against Cancer Macarthur

Reporting Officer

Manager Governance and Risk

Attachments

Correspondence from the 24 Hour Fight Against Cancer Macarthur Inc (contained within this report)

Purpose

For Council to consider a request for sponsorship toward the 24 Hour Fight Against Cancer Macarthur 2015 event.

History

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

Report

A request for sponsorship has been received by the 24 Hour Fight Against Cancer Macarthur Inc toward this year's event, to be conducted at the Campbelltown Athletics Stadium, Leumeah from Saturday 17 October to Sunday 18 October 2015.

The attached correspondence states that more than 1200 local residents participated in last year's event, with fundraising achieving more than \$265,000 towards the charity. Since the inaugural event in 2005, \$3m has been raised.

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

It is proposed that Council provide public liability insurance that relates to the 24 Hour Fight Against Cancer Macarthur 2015 event as well as other minor events held by the 24 Hour Fight Against Cancer Macarthur Inc which has been provided under the public liability insurance coverage in previous years.

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

Officer's Recommendation

That Council provide sponsorship for public liability insurance, venue hire and other costs associated with fundraising activities for the 24 Hour Fight Against Cancer Macarthur 2015.

Having declared an interest in regard to Item 1.4, Councillor Borg left the room and did not take part in debate nor vote on this item.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

At the conclusion of the discussion regarding Item 1.4, Councillor Borg returned to the room for the remainder of the meeting.

Council Meeting 21 July 2015

Having declared an interest in regard to Item 1.4, Councillor Borg left the Chamber and did not take part in debate nor vote on this item.

Council Meeting 21 July 2015 (Greiss/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 139

That the Officer's Recommendation be adopted.

At the conclusion of the discussion regarding Item 1.4, Councillor Borg returned to the Chamber for the remainder of the meeting.

ATTACHMENT 1



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

Clr Paul Lake
Mayor
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

Dear Mayor

I write to request that Campbelltown City Council continue their sponsorship of the 24 Fight Against Cancer Macarthur by covering the insurance indemnity for a 12 month period on events associated with this fundraising venture and by providing security and other services at the Campbelltown Athletics Stadium Leumeah from Saturday 17th October to Sunday 18th October 2015.

Over 1200 local residents participated last year during the weekend and their efforts, combined with a number of other high profile fundraising events, raised more than \$265,000 for the Macarthur Cancer Therapy Centre and the Paediatric Ambulatory Care Unit both located in Campbelltown Hospital and the Palliative Care Unit and its Outreach Services at Camden Hospital.

It is my pleasure to inform you that, in addition to other sponsorships, this brings the total raised for local cancer care by the 24 Fight Against Cancer Macarthur to more than \$3m in just ten years. I am sure you agree that this is an outstanding achievement by our local residents and businesses and our totally volunteer committee.

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

I look forward to welcoming you at the opening ceremony in October and announcing the details of the continued support of Campbelltown City Council.

Yours sincerely

Clr Fred Borg
Chairperson
9 June 2015

2. PROPERTY SERVICES

No reports this round

3. FINANCIAL SERVICES

3.1 Investment report - May 2015

Reporting Officer

Manager Financial Services

Attachments

Investment portfolio performance for the month of May 2015 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for May 2015.

Report

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

Council's Investment Portfolio as at 31 May 2015 stood at approximately \$94m. 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 AusBond bank bill index benchmark by more than 100 basis points for the reporting period.

Monthly annualised return		May
Council Managed Funds		3.55%
Benchmark: AusBond Bank Bill Index		2.20%

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

Rolling year to date return	May
Council Managed Funds	3.72%
Benchmark: AusBond Bank Bill Index	2.58%

Council's portfolio as at 31 May 2015 is diversified with 64% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 27% in floating rate deposits which gives Council a set margin above either 30 or 90 day bank bills, 6% in fixed rate bonds, 3% in funds in a short term at call account.

Maturity profile	31 May
Short term at call	\$3,253,950
0 – 3 months	\$31,669,290
3 – 6 months	\$22,588,546
6 – 12 months	\$10,500,000
12 months +	\$26,000,000

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

Credit exposure	31 May
AAA to AA-	73%
A+ to A-	22%
BBB+ to BBB-	5%
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% at its meeting of 7 July 2015.

Available information suggests that the Australian economy has continued to grow over the past year, but at a rate somewhat below its longer-term average. With the rate of unemployment showing little change, and a very slow growth in labour costs, inflation is forecast to remain consistent with target.

The Board believes that, under these circumstances, monetary policy needs to be accommodative, and that low interest rates are acting to support borrowing and spending.

Summary

Council's investment portfolio continues to outperform the benchmark of the AusBond 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: (Dobson/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

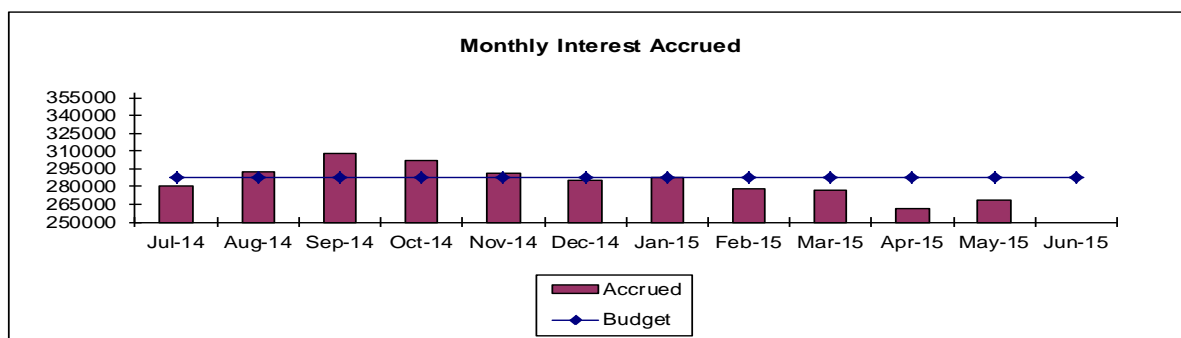
ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO

Summary May 2015

Benchmark AusBond Bank Bill Index
Portfolio Balance \$94,011,785.96

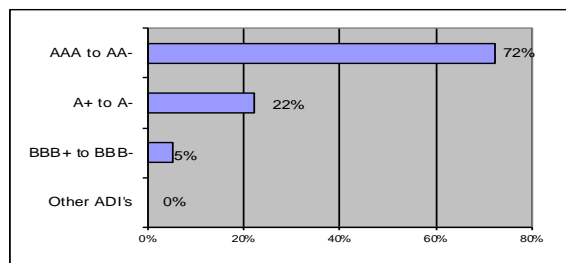
Monthly Performance	Return (mth)	Return (pa)
AusBond Bank Bill Index	0.19%	2.20%
Total Portfolio	0.30%	3.51%
<i>Performance to Benchmark</i>	+ 0.11%	+ 1.32%
Portfolio - Direct Investments	0.30%	3.55%
<i>Performance to Benchmark</i>	+ 0.11%	+ 1.35%
Short Term Call Account	0.20%	2.40%



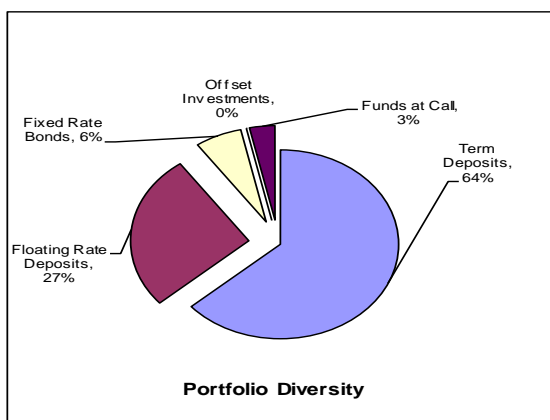
Year to Date Performance Credit Exposure (S&P Long Term Rating)

Rolling 12 Month Period
3.72% Council Managed Funds
2.58% Benchmark

Interest Budget to Actual
Average Budget to Period \$3,162,500
Actual Accrued to Period \$3,130,716



Securities Institutions



	Amount Invested	% Portfolio
NAB Funds at Call	\$ 3,253,950.47	3%
NSW Treasury	\$ 2,225,000.00	2%
National Australia Bank	\$ 33,774,299.13	36%
ANZ Bank	\$ 3,500,000.00	4%
Westpac Bank	\$ 5,318,811.20	6%
Commonwealth Bank	\$ 6,500,000.00	7%
Bank Western Australia	\$ 13,404,563.52	14%
AMP Bank	\$ 4,000,000.00	4%
Suncorp Metway	\$ 6,035,161.64	6%
Macquarie Bank	\$ 3,000,000.00	3%
ING Bank	\$ 2,000,000.00	2%
Rural Bank	\$ 2,000,000.00	2%
Bank of Queensland	\$ 4,000,000.00	4%
Peoples Choice CU	\$ 2,000,000.00	2%
ME Bank	\$ 3,000,000.00	3%
	\$ 94,011,785.96	100%

3.2 Monthly Rates Summary - May 2015

Reporting Officer

Manager Financial Services

Attachments

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

Purpose

To provide details of the 2014-2015 Rates and Charges Levy and cash collections for the period ending 31 May 2015.

Report

Rates and charges levied for the period ending 31 May 2015 totalled \$93,425,316 representing 99.65% of the budget estimate.

Receipts collected to the end of May totalled \$83,635,281. In percentage terms this amount represents 87.8% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 89.5%.

The fourth instalment of rates and charges became due for payment on 31 May 2015 which this year was a Sunday. A review of the payment channels has revealed that BPay phone and internet payments direct from bank accounts continues to be the preferred method with 47%. Australia Post over the counter remains very strong with 38% along with phone and internet increasing to 11% of all payments. The instalment falling due on a weekend has significantly impacted the rates collection.

Continued efforts are made throughout the year to assist ratepayers in making suitable payment arrangements to clear or minimise their debts. As at the end of May 321 ratepayers with a total arrears balance of \$305,216 have elected to manage their debts with an arrangement.

Ratepayers who purchased property since the issue of the May instalment notices have received a 'Notice to new owner' letter. During the month 29 of these notices were sent advising the amount levied in annual rates and charges and the balance outstanding.

The end of financial year rates process was conducted on Tuesday night 30 June 2015. The amount due to Council in unpaid rates and charges as at 30 June 2015 is 2.96% which is the lowest amount in the last 19 years and exceeds the previous best result last year of 3.14%. This ratio is a measure of the effectiveness of Council's debt recovery policies and the communities willingness and or capacity to pay land rates and charges.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2014	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,229,478.24	52,427,334.52	1,413,878.98	657,504.47	53,900,438.25	46,578,497.78	7,321,940.47	389,782.88	7,711,723.35
BUSINESS	505,760.07	17,253,530.72		72,357.25	17,831,648.04	16,056,751.08	1,774,896.96		1,774,896.96
BUSINESS - IND	2,596.47	0.00		19.15	2,615.62	2,515.32	100.30		100.30
FARMLAND	9,799.71	515,366.30	887.10	1,346.47	525,625.38	465,113.50	60,511.88	371,215.98	431,727.86
MINING	0.00	25,844.26		0.00	25,844.26	25,844.26	0.00		0.00
LOAN	221,327.81	-1,253.28		3,122.04	223,196.57	146,050.54	77,146.03	40,843.40	117,989.43
INFRASTRUCTURE	0.00	5,461,403.83		5,846.26	5,467,250.09	4,766,665.77	700,584.32	38,358.01	738,942.33
F5 ACCESS RAMPS	719.65	0.00		2.88	722.53	343.31	379.22		379.22
TOTAL	\$2,969,681.95	\$75,682,226.35	\$1,414,766.08	\$740,198.52	\$77,977,340.74	\$68,041,781.56	\$9,935,559.18	\$840,200.27	\$10,775,759.45
GARBAGE	672,970.21	17,148,459.94	822,137.01	34,330.09	17,033,623.23	14,648,682.29	2,384,940.94		2,384,940.94
STORMWATER	48,658.95	1,033,816.41		401.89	1,082,877.25	944,817.63	138,059.62		138,059.62
GRAND TOTAL	\$3,691,311.11	\$93,864,502.70	\$2,236,903.09	\$774,930.50	\$96,093,841.22	\$83,635,281.48	\$12,458,559.74	\$840,200.27	\$13,298,760.01

Total from Rates Financial Transaction Summary	12,569,905.21
Overpayments	-728,854.80
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	536,904.82
Rate accounts greater than 12 months less than 18 months in arrears	76,018.67
Rate accounts greater than 18 months in arrears	10,686.24
TOTAL rates and charges under instruction with Council's agents	\$623,609.73

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	51,874,900	52,469,900	52,427,335	42,565	99.92%
BUSINESS	17,321,100	17,253,100	17,253,531	(431)	100.00%
FARMLAND	407,200	407,200	515,366	(108,166)	126.56%
MINING	15,200	25,200	25,844	(644)	102.56%
INFRASTRUCTURE	5,414,300	5,485,300	5,461,404	23,896	99.56%
TOTALS	75,032,700	75,640,700	75,683,480	(42,780)	100.06%
INTEREST CHARGES	348,200	272,200	191,042	81,158	70.18%
LEGAL COSTS RECOVERED	840,000	840,000	583,888	256,112	69.51%
PENSIONERS - Sec 575	(1,774,400)	(1,819,400)	(1,857,333)	37,933	102.08%
PENSIONERS - Sec 582	(370,000)	(370,000)	(379,570)	9,570	0.00%
PENSIONERS SUBSIDY	975,920	975,920	1,021,533	(45,613)	104.67%
SUB TOTAL	75,052,420	75,539,420	75,243,040	296,380	99.61%
DOMESTIC WASTE CHARGES	16,805,600	16,805,600	16,715,815	89,785	99.47%
COMMERCIAL WASTE CHARGES	372,600	372,600	432,645	(60,045)	116.12%
STORMWATER MNGMNT	897,000	1,032,000	1,033,816	(1,816)	100.18%
GRAND TOTALS	93,127,620	93,749,620	93,425,316	324,304	99.65%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	86.42%	88.84%		
BUSINESS	90.05%	93.06%	RATES	89.90%
FARMLAND	88.49%	90.25%	WASTE	85.42%
INFRASTRUCTURE	87.19%	87.28%	STORMWATER	91.39%
ALL RATES	87.26%	89.90%	TOTAL RATES & CHARGES	89.88%

ATTACHMENT 3

RATES STATISTICS

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	May-14
Rate Notices	50,437	77		279			165						
Electronic - DoH	5,499												
Instalment Notices				43,095			42,533			41,000			
Electronic - DoH				5,499			6,237			5,371			
Missed Instalment Notices			7,695			7,734			6,705				
- Pensioners > \$15.00			507			485			448				
Notice to new owner	202	86	37	80	38	41	51	26	22	48	29		31
7-day Letters - Council issued			1,818			2,058			2,054				
- Pensioners > \$500.00			138			97			134				
7-day Letters - Agent issued			583				553		635				
Statement of Claim	213	34	14	231	17	13	229	19	26	237	28		29
Judgments	18	63	22	14	72	6	18	32	41	21	112		117
Writs	17	39	23	5	13	21	17	4	49	35	49		51
eRates	1,356	1,359	1,361	1,364	1,366	1,367	1,367	1,368	1,369	1,370	1,372		1,349
Arrangements	364	303	395	406	473	391	381	313	412	458	311		319

3.3 Sundry Debtors Report - May 2015

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 31 May 2015 (contained within this report)
2. Ageing of sundry debts to 31 May 2015 (contained within this report)

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 31 May 2015.

Report

Debts outstanding to Council as at 31 May 2015 are \$3,274,929, reflecting an increase of \$251,436 since April 2015. The ratio of outstanding debts to current invoices has increased from 10% in April to the current level of 71%. 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 – May 2015

During the month, 1208 invoices were raised totalling \$1,462,176. The majority of these are paid within a 30 day period. The most significant invoices raised during the month have been in the following areas:

Corporate Administration – \$567,013 – the main invoices relate to:

Commonwealth Bank of Australia - PC equipment finance	\$349,564
Office of Local Government - Road and Building Infrastructure Renewal Program	\$176,403
Claude Outdoor - advertising rights illuminated street signs	\$12,996
NSW Basketball Association Limited - recovery of outgoings	\$7,497
Campbelltown District Netball Association - recovery of outgoings	\$5,349

Government and other Grants – \$359,948 – the invoice relates to:

Department of Trade and Investment - Rosemeadow Sports Complex, floodlight and fencing upgrade and Minto Indoor Sports Centre extension	\$198,000
Department of Infrastructure and Regional Development - milestone 2 and 3 payment for Fullwood Reserve amenities upgrade project	\$120,000
Cancer Institute NSW - Evidence to Practice Grant for shade provision	\$27,500
Roads and Maritime Services - Log Book Run, Choose Right Buckle Right, GLS Workshop grants and Road Safety Officer program funding	\$10,983

Various Sundry Items – \$123,834 – the main invoices relate to:

Camden Council - Legal representation for WSN Regional Processing Contract, 1/3 shared cost of Rural Fire Service operating expenses and contribution to RFS 2015 Macarthur Zone Awards Night	\$20,547
Liverpool City Council - 1/3 shared cost of Rural Fire Service operating expenses and contribution to RFS 2015 Macarthur Zone Awards Night	\$16,765
Various debtors - Mayor's Charity Race Night sponsorship	\$24,808
Pax Australia Pty Ltd - road occupancy fee	\$10,757

Land and Building Rentals - \$119,613 - the main invoices relate to:

Aldi Stores - monthly rental Macquarie Fields	\$24,750
Nuvezo Pty Ltd - monthly rental Dumaresq Street Cinema	\$23,797
Glenquarie Hotel Pty Ltd - monthly rental Macquarie Fields	\$20,438
Caltex Oil Australia Pty Ltd - monthly rental Macquarie Fields	\$15,062
Mycorp Group Pty Ltd - monthly rental Macquarie Fields	\$13,696
Macarthur Community Options - monthly rental Campbelltown	\$6,090
NSW Basketball Association Limited - monthly rental Minto	\$4,583

Road and Footpath Restorations – \$118,399 – the invoices relate to:

Silcar Pty Ltd & Thiess Services Pty Ltd - road restorations on various roads within the Local Government Area	\$73,936
Sydney Water - road restorations on various roads within the Local Government Area	\$28,597
Jemena Gas Networks (NSW) Ltd - road restorations on various roads within the Local Government Area	\$14,007

Receipts to the value of \$1,210,740 have been received during the period, the most notable in the following areas:

Corporate Administration	\$370,971
Government and other Grants	\$357,436
Land and Building Rentals	\$148,238
Various Sundry Items	\$81,070
Waste Collection Services	\$78,043

Sundry debts outstanding – 31 May 2015

Debts exceeding 90 days of age totalled \$260,357 as at 31 May 2015. The major invoices relating to this balance include:

Description	Date Invoiced	Balance at 31 May 2015
Debtor 68316.9 - retaining wall between Lot 1451 DP 703487, 2 and 4 Brownlow Place, Ambarvale. Debtor is maintaining arrangement to pay \$450 per month as approved by Council	09/06/10	\$8,357
Casper's Baseball Club - electricity charges. Club is experiencing financial difficulty, however have been making irregular payments to reduce the debt. Council continues to meet with club and Macarthur Baseball to resolve debt	17/12/12 to 17/06/15	\$8,189
Caltex Oil Australia Pty Ltd - dispute over market valuation review, this amount is subject to independent assessment. Independent assessment has been received, Council is currently reconciling this account and any adjustment will be made accordingly	08/02/13 to 02/01/15	\$8,930
Insight Mercantile Pty Ltd – abandoned motor vehicle, unable to locate owner of the vehicle. Finance company acknowledges Councils power to sell an encumbered vehicle. The vehicle has gone to the auctioneer and was not sold at first auction, however will be put up for further auction in an attempt to sell the vehicle and recover the costs	18/07/14	\$2,799
GE Automotive – abandoned motor vehicle, unable to locate owner of the vehicle. Finance company acknowledges Councils power to sell an encumbered vehicle. The vehicle has gone to the auctioneer and was not sold at first auction, however will be put up for further auction in an attempt to sell the vehicle and recover the costs	05/07/12	\$5,709
74366.6 - motor vehicle accident at the Animal Care Facility, no response to letters sent. Continuing with further investigations to locate the debtor	05/06/14	\$1,981
Master Woodturning - Land value associated with walkway closure adjoining 37 Lancaster Street, Ingleburn. Payment is expected in August 2015	20/11/14	\$54,129
Skagias Investments Pty Ltd - road restoration at 6 Lithgow Street, Campbelltown. Paid 16 June 2015	01/12/14	\$4,020 (paid)
McDonalds Australia Limited - additional rent payable for the period 20 December 2013 to 19 December 2014 for Glenquarie McDonalds. Account has been disputed. Councils Solicitor is reviewing the threshold amount calculations prior to pursuing payment.	24/02/15	\$93,293

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 90 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 14 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, 16 accounts 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.

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

Council's agents were instructed to proceed with one Examination Notice for unpaid 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: (Dobson/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 May 2015 to 31 May 2015

DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/04/2015	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/05/2015	% DEBT RATIO
Corporate Administration	44,495	567,013	370,971	240,537	7.34%
Abandoned Items	6,662	0	0	6,662	0.20%
Education and Care Services	18,710	0	0	18,710	0.57%
Community Bus	257	673	168	762	0.02%
Sportsground and Field Hire	34,818	48,014	32,870	49,962	1.53%
Government and other Grants	2,390,536	359,948	357,436	2,393,048	73.07%
Public Hall Hire	19,637	34,573	28,300	25,910	0.79%
Health Services	350	0	0	350	0.01%
Land and Building Rentals	189,290	119,613	148,238	160,665	4.91%
Healthy Lifestyles	9,387	27,748	32,553	4,582	0.14%
Library Fines and Costs	0	0	0	0	0.00%
Licence Fees	41,602	35,395	24,525	52,472	1.60%
Pool Hire	38,499	1,091	20,768	18,822	0.57%
Private Works	12,584	0	450	12,134	0.37%
Road and Footpath Restoration	34,846	118,399	20,549	132,696	4.05%
Shop and Office Rentals	24,385	25,875	14,799	35,460	1.08%
Various Sundry Items	110,392	123,834	81,070	153,156	4.68%
Waste Collection Services	86,479	0	78,043	8,436	0.26%
	3,023,493	1,462,176	1,210,740	3,274,929	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 May 2015

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	210,337	1,403	15,023	13,774	240,537	13,363
Abandoned Items	0	0	0	6,662	6,662	6,662
Education and Care Services	18,710	0	0	0	18,710	0
Community Bus	762	0	0	0	762	0
Sportsground and Field Hire	36,736	4,425	3,858	4,944	49,962	8,814
Government and other Grants	358,048	5,500	2,029,500	0	2,393,048	0
Public Hall Hire	13,606	6,366	2,939	2,999	25,910	3,528
Health Services	0	0	0	350	350	350
Land and Building Rentals	46,228	6,735	5,833	101,868	160,665	8,235
Healthy Lifestyles	2,042	664	33	1,843	4,582	1,691
Licence Fees	25,352	4,460	3,060	19,600	52,472	20,035
Pool Hire	1,129	263	1,006	16,423	18,822	1,628
Private Works	0	0	0	12,134	12,134	12,584
Road and Footpath Restoration	119,118	2,920	2,199	8,459	132,696	7,020
Shop and Office Rentals	17,909	11,497	4,880	1,174	35,460	0
Various Sundry Items	75,114	5,342	2,573	70,127	153,156	70,574
Waste Collection Services	0	8,436	0	0	8,436	0
	885,657	58,011	2,070,904	260,357	3,274,929	154,484

3.4 Revised Unclaimed Money Policy

Reporting Officer

Manager Financial Services

Attachments

Revised Unclaimed Money Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Unclaimed Money Policy.

History

The abovementioned policy was adopted by Council on 15 March 1973 and was last reviewed on 16 July 2013. The policy is now due for review in accordance with the Records and Document Management Policy.

Report

The abovementioned policy has been reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The Unclaimed Money Policy has been reviewed and no changes were required. It is recommended that the policy be adopted and a new review date set.

Officer's Recommendation

1. That the revised Unclaimed Money Policy as attached to this report be adopted.
2. That the Policy review date be set at 21 July 2018.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Unclaimed Money	
Related Documentation	Procedures for Unclaimed Monies	
Relevant Legislation/ Corporate Plan	<i>Taxation Administration Act 1996</i> <i>Local Government Act 1993</i>	
Responsible Officer	Manager Financial Services	

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

Objectives

To comply with the *Taxation Administration Act 1996* regarding Council's obligations to administer and remit unclaimed monies to the NSW Office of State Revenue.

Policy Statement

Council will before the end of the financial year review all specific accounts relating to unclaimed monies that have had no activity for a period of six years and forward these amounts onto the NSW Office of State Revenue.

Scope

To ensure Council meets its statutory obligation to remit stale payments to the NSW Office of State Revenue. Stale payments are expected not to exceed more than 10 transactions per annum.

Definitions

Nil

Legislative Context

Taxation Administration Act 1996
Local Government Act 1993 Sections 593 and 720

Principles

These accounts relate to the following:

- Electoral Nomination
- Overpayments
- Proceeds for sale of property for unpaid rates
- Bonds
- Unpresented Cheques
- Deposits
- Unknown receipts
- Legal Proceedings
- Trust Account Funds

Responsibility

Revenue Accountant and Manager Financial Services

END OF POLICY STATEMENT

3.5 Revised Partial Property Transfer Policy

Reporting Officer

Manager Financial Services

Attachments

Revised Partial Property Transfer Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Partial Property Transfer Policy.

History

The abovementioned policy was adopted by Council on 2 September 2008 and was last reviewed on 16 July 2013. The policy is now due for review in accordance with the Records and Document Management Policy.

Report

The abovementioned policy has been reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The Partial Property Transfer Policy has been reviewed and no changes were required. It is recommended that the policy be adopted and a new review date set.

Officer's Recommendation

1. That the revised Partial Property Transfer Policy as attached to this report be adopted.
2. That the Policy review date be 21 July 2018.

Committee's Recommendation: (Dobson/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Partial Property Transfer	
Related Documentation	Nil	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Strata Schemes (Freehold Development) Act 1973</i> <i>Strata Schemes (Leasehold Development) Act 1986</i> <i>Strata Schemes Management Act 1996</i> <i>Real Property Act 1900</i>	
Responsible Officer	Manager Financial Services	

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

Objectives

To maintain accurate records of transfers of the title in land to expedite notification of Council's business and activities to new property owners.

Policy Statement

This policy is designed to maintain accurate records of land titles. This includes adjustment of records upon receipt of written notification from solicitors or conveyancers regarding transfer of title prior to official notification from the NSW Land Titles Office.

This policy is designed to be used in support of relevant legislation.

Letters received from the solicitor or conveyancer acting on behalf of the purchasers must include the following details to comply.

1. Statement requesting Council records be changed due to a sale or transfer of land.
2. New owner/s full name(s).
3. Full property description, including all Lot and Deposited Plan (DP) numbers.
4. Full mailing address for the service of notices.
5. Date of sale.

If the content of the written notification appears accurate and reliable the transfer will be flagged "PARTIAL". All partial transfers will be subject to a monthly review process and altered to "SALE" when and only when Council receives official notification from the NSW Land Titles Office.

Transfers that are not completed within a three-month period are to be followed up with the purchaser's solicitor or conveyancer until the matter is completed to the satisfaction of Council.

Scope

This policy applies to all property land transfer requests made upon settlement where Council receives appropriate notification from a solicitor or conveyancer acting on behalf of the purchaser.

Definitions

Notification provides a means of delivery of a written message in regards to statutory requirements and providing accurate up to date information.

Owner In relation to land other than Crown land includes;
"(i) every person who jointly or severally, whether at law or in equity, is entitled to the land for any estate of freehold in possession, and
(ii) every such person who is entitled to receive, or is in receipt of, or if the land were let to a tenant would be entitled to receive, the rents and profits of the land, whether as beneficial owner, trustee, mortgagee in possession, or otherwise, and
(iii) in the case of land that is the subject of a strata scheme under the Strata Schemes (Freehold Development) Act 1973 or the Strata Schemes (Leasehold Development) Act 1986, the owners corporation for that scheme constituted under the Strata Schemes Management Act 1996, and
(iv) in the case of land that is a community, precinct or neighbourhood parcel within the meaning of the Community Land Development Act 1989, the association for the parcel, and
(v) every person who by this Act is taken to be the owner..."
as defined by the Local Government Act 1993.

Property Land that is within the Campbelltown local government area and subject to the Real Property Act 1900.

Legislative Context

Local Government Act 1993
Strata Schemes (Freehold Development) Act 1973
Strata Schemes (Leasehold Development) Act 1986
Strata Schemes Management Act 1996
Real Property Act 1900

Principles

The Manager Financial Services will be responsible for administering the principles and that appropriate steps are taken to maintain the integrity of data used in changing Council's records.

Responsibility

The Manager Financial Services may delegate their responsibility to the Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy

Key performance Indicators

1. maintain a one-month review of all "pending" transfers.
2. ensure any transfers incomplete (subject to the elapsing of a three-month period) are successfully followed up and completed.

END OF POLICY STATEMENT

3.6 Revised Cashier Shortages Policy

Reporting Officer

Manager Financial Services

Attachments

Revised Cashier Shortages Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Cashier Shortages Policy.

History

The abovementioned policy was adopted by Council on 26 April 1983 and was last reviewed on 16 July 2013. The policy is now due for review in accordance with the Records and Document Management Policy.

Report

The abovementioned policy has been reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The Cashier Shortages Policy has been reviewed and no changes were required. It is recommended that the policy be adopted and a new review date set.

Officer's Recommendation

1. That the revised Cashier Shortages Policy as attached to this report be adopted.
2. That the Policy review date be set at 21 July 2018.

Committee's Recommendation: (Borg/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY
Policy Title	Cashier Shortages	
Related Documentation	Nil	
Relevant Legislation	Nil	
Responsible Officer	Manager Financial Services	

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

Objectives

Reimbursement of shortages in cash handling at all Council facilities.

Policy Statement

1. That all shortages be recorded, with no make up required from the employee subject to a satisfactory explanation being given on each occasion that a shortage occurs.
2. That if regular incidence of shortages occurs or unsatisfactory explanations are given, the employee involved is to be transferred to other duties.

Scope

This policy applies to all staff that handle cash in the form of floats for the purposes of giving change and petty cash for reimbursement of minor out of pocket expenses.

Definitions

Employee Any person conducting official duties on behalf of Council and remunerated through wages or salary on either a full time or part time basis.

Shortage A difference that is less than the amount recorded in Council's financial management system with the amount physically held as a float or as petty cash.

Legislative Context

Nil

Principles

The Manager Financial Services will be responsible for administering the principles and that appropriate steps are taken to maintain the appropriate checks and balances in the integrity of all cash floats recorded in Council's financial records.

Responsibility

The Manager Financial Services may delegate responsibility to the Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy

Key performance indicators:

Minimal exposure in lost income due to shortages in the reconciliation of cash and petty cash floats.

END OF POLICY STATEMENT

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. GENERAL BUSINESS

6.1 Accessible Facilities

Committee's Recommendation: (Hawker/Greiss)

That a report be presented investigating the feasibility of Council developing a map that indicates accessible parking, toilets and other accessible facilities and locations in the Campbelltown and Ingleburn CBDs.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 138

That the Committee's Recommendation be adopted.

23. CONFIDENTIAL ITEMS

No reports this round

There being no further business the meeting closed at 5.43pm.

C Mead
CHAIRPERSON
