

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 20 October 2015.

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 20 October 2015

Present

Councillor C Mead (Chairperson)
Councillor F Borg
Councillor S Dobson
Councillor G Greiss
Councillor R Kolkman
General Manager - Ms L Deitz
Director Business Services - Mr M Sewell
Manager Emergency Management and Facility Services - Mr R Blair
Manager Executive Services - Mr N Smolonogov
Manager Financial Services - Mrs C Mears
Manager Governance and Risk - Mrs M Dunlop
Manager Human Resources - Mr B Clarence
Manager Operational Services - Mr A Davies
Manager Property Services - Mr J Milicic
Manager Waste and Recycling Services - Mr P Macdonald
Business Review and Improvement Officer - Mr C Taylor
Executive Assistant - Mrs K Peters

Apology (Greiss/Borg)

That the apology from Councillors Chanthivong and Lake be received and accepted.

CARRIED

Acknowledgement of Land

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

Also in Attendance

At the conclusion of the Community Services Committee meeting the following Councillors attended the Corporate Governance Committee for the remainder of the meeting.

Councillor Brticevic
Councillor Glynn
Councillor Hawker
Councillor Lound
Councillor Oates
Councillor Rowell
Councillor Thompson

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. GOVERNANCE AND RISK

1.1 Draft Meeting Calendar for 2016

Reporting Officer

Manager Governance and Risk

Attachments

Draft Meeting Calendar for 2016 (contained within this report)

Purpose

To submit for Council's consideration a draft meeting calendar for 2016.

Report

The draft meeting calendar for 2016 proposes that meetings continue to be held on Tuesday evenings on a consistent week each month as follows:

- 1st Tuesday of the month - Briefings
- 2nd Tuesday of the month - Committee meetings
- 3rd Tuesday of the month - Council meeting
- 4th Tuesday of the month - Briefings

The draft meeting calendar for 2016 provides for the first Committee Meeting to be held on Tuesday 9 February and the first Council Meeting to be held on Tuesday 16 February.

Under section 365 of the *Local Government Act 1993*, a council is required to meet at least 10 times each year. The draft calendar provides for seven meetings to be held prior to the 2016 Local Government Elections.

The 2016 Local Government Elections are scheduled to be held on 10 September 2016. Given previous experience, the new Council would be expected to be sworn in by late September 2016. At this time a new meeting schedule would be presented to Council allowing for the scheduling of further council meetings in the months of October, November and December 2016.

It has been Council's practice to delegate to the Mayor and General Manager the power to deal with urgent items of business that would normally be considered by Council during the period between Local Government Elections and the first meeting of the new Council, a further report in this regard will be presented to Council closer to the 2016 election.

Officer's Recommendation

That the draft meeting calendar for 2016 as outlined in the attachment be adopted.

Committee's Recommendation: (Greiss/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 October 2015: (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 196

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Meetings Calendar 2016													
S	M	T	W	T	F	S	S	M	T	W	T	F	S
January							February						
31					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29					
March							April						
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				
May							June						
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		
July							August						
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				
September							October						
1	2	3	4	5	6	7	30	31					
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30	31					23	24	25	26	27	28	29
November							December						
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

 Committee Meetings
  Council Meetings
  Briefings/Extraordinary Meetings
  Briefing Nights
  LGA Conference
  Public Holidays

1.2 Proposed operating hours during the Christmas holiday period 2015-2016

Reporting Officer

Manager Governance and Risk

Attachments

Nil

Purpose

To seek the approval of Council of the proposed operating hours over the 2015-2016 Christmas and New Year holiday period.

Report

For a number of years Campbelltown City Council has reduced opening hours during the Christmas/New Year period in line with community usage and expectation during this time of year.

It is proposed that the Council offices and Depot will close at 1.00pm on Thursday 24 December 2015 and will remain closed for the period between Boxing Day and New Year's Day public holidays, that is, 29 - 31 December 2015 (inclusive). The Council offices and Depot will reopen at 8.30am on Monday 4 January 2016. Staff will be required to take annual leave or flexi leave from Tuesday 29 December - Thursday 31 December 2015.

Council employees are employed under the Local Government (State) Award 2014 with additional benefits being provided through Authorised Statements relating to flexible working arrangements. Under Clause 21D(v) of the Award, Council may direct an employee to take annual leave by giving at least four weeks prior notification in a period of annual close-down of up to and including four weeks.

The following arrangements are proposed for the Council offices, Depot, Animal Care facility, Campbelltown Visitor Information Centre, Education and Care Services, Leisure Services, Library Services and the Campbelltown Arts Centre during the Christmas and New Year period this year:

Council Offices and Depot

Date	Times
24 December 2015	8.30am – 1.00pm
25 December 2015 – 3 January 2016	Closed
4 January 2016	Normal hours resume 8.30am-4.30pm

Campbelltown Animal Care Facility

Date	Times
24 December 2015	Open 9.00am-12.00pm
25 - 28 December 2015	Closed
29 December 2015	Open 9.00am-3.00pm
30 December 2015 -1 January 2016	Closed
2 January 2016	Open 9.00am-12.00pm
4 January 2016	Normal hours resume

Campbelltown Visitor Information Centre

Date	Times
24 December 2015	8.30am – 1.00pm
25 December 2015	Closed
26 and 27 December 2015	10.00am - 2.00pm
28 December 2015	Closed
29 December to 31 December 2015	10.00am - 2.00pm
1 January 2016	Closed
2 January to 3 January 2016	10.00am - 2.00pm
4 January 2016	Normal hours resume

Education and Care Services

Service	Closure Date	Opening Date
All Long Day Care Centres	Close 6.00pm - 18 Dec 2015	5 January 2016
Ingleburn Occasional Care Centre	Close of business 18 December 2015 (The centre is not funded to operate during school holiday periods)	27 January 2016
Family Day Care	Office is closed on Public Holidays Christmas Eve - 1.00pm New Year's Eve - 1.00pm	Care continues to be available everyday of the year i.e. care is available on public holidays, overnight and on weekends
Before and After School Care	16 December 2015 (public school closes)	28 January 2016 (public school returns)
Campbelltown City School Holiday Care	This service will operate from 17 to 23 December and 4 to 27 January 2016	
Eagle Vale School Holiday Care	This school holiday care service will operate from 4 January to 22 January 2016	

As is past practice, all Long Day Care and Occasional Care Centres will have one child free day before the children return to allow staff time to prepare and plan for the year.

Leisure Services

Service	Closure Date	Opening Date
Bicycle Education Centre	Close 3.00pm - 20 December 2015	Opens 10.00am - 3 January 2016
Eagle Vale Central and Gordon Fetterplace Aquatic Centre	Close 6.00pm - 24 December 2015	Opens 7.30am - 27 December 2015
	Close 6.00pm - 31 December 2015	Opens 9.30am - 1 January 2016
Macquarie Fields Leisure Centre	Close 6.00pm - 24 December 2015	Opens 9.30am - 26 December 2015
	Close 6.00pm - 31 December 2015	Opens 9.30am - 1 January 2016
Macquarie Fields Indoor Sports Centre	Close 6.00pm - 24 December 2015	Opens 10.00am - 27 December 2015
	Close 6.00pm - 31 December 2015	Opens 8.00am - 2 January 2016

Council's fees and charges for the Leisure Centres identifies that the centres are closed for Christmas and Boxing Day each year. However, Council at its meeting of 14 April 2009 resolved to open either The Gordon Fetterplace Aquatic Centre or the Macquarie Fields Swimming Centre on Boxing Day public holidays. Accordingly, this year Macquarie Fields Leisure Centre will reopen on Saturday 26 December 2015 at 9.30am.

Healthy Lifestyles records indicate that a small number of patrons use the centres on Christmas Eve and New Year's Eve, therefore it is recommended that the centres close earlier on these days.

The Gordon Fetterplace Aquatic Centre and Eagle Vale Central will re-open at 10.00am on Saturday 3 January 2016.

Swimming clubs, swim coaching squads, learn to swim, gymnastics and fitness classes are in recess during this period at all centres.

Library Services

Service	Closure Date	Opening Date
All Libraries	Close 1.00pm - 24 December 2015	Open 9.30am - 4 January 2016
Home library service	Close 18 December 2015	Monday 1 February 2016

Library usage records indicate that a relatively small number of customers use library services during the Christmas/New Year period.

As in previous years it is proposed that library customers and users of the Home Library service will be allowed to borrow an increased number of items for extended loan periods throughout the holiday period from 1 December 2015, returning to normal loan periods and limits from 22 January 2016, for the start of the academic year.

Customers wishing to return material may do so using the return chutes, which are available at all library branches.

Campbelltown Arts Centre

Service	Closure Date	Opening Date
Arts Centre	Close 1.00pm - 24 December 2015	4 January 2016
Cafe	Close 4.00pm - 23 December 2015	15 January 2016

In previous years, Campbelltown Arts Centre has been closed between the Christmas/New Year period as usage records indicate low attendance rates during this time.

Public notice

The amended operating hours will be advertised on Council's website, in the local newspapers and notices will be displayed at Council offices, libraries and the affected services to minimise any inconvenience for members of the public.

Conclusion

The proposed hours of Council operations are in line with community expectation for this and reflect similar practice by the business community for this time of year. Given the proposed advertising, it is considered that the proposed reduced opening hours will create minimal impact on Council's customer service levels.

Officer's Recommendation

1. That Council Offices and the Works Depot close on Thursday 24 December 2015 at 1.00pm.
2. That Council Offices and the Works Depot close from Tuesday 29 December - Thursday 31 December 2015 with staff taking annual or flexi leave for these days.
3. That the holiday opening hours for the Council offices, Depot, Animal Care facility, Campbelltown Visitor Information Centre, Education and Care Services, Leisure Services, Campbelltown Arts Centre and Libraries be approved and advertised in local papers, on Council's website and at the relevant centres and services.

Committee's Recommendation: (Borg/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 October 2015: (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 196

That the Officer's Recommendation be adopted.

1.3 Revised Work Health and Safety Policy

Reporting Officer

Manager Governance and Risk

Attachments

Revised Work Health and Safety Policy (contained within this report)

Purpose

To seek the endorsement of Council for the revised Work Health and Safety Policy.

History

The abovementioned policy was adopted by Council on 15 October 2013. The policy addresses the changes to the *Work Health and Safety Act 2011 and Regulations 2011* and is consistent with related WHS documentation.

Report

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

The review of the Policy was undertaken by the Work Health and Safety Unit to ensure the document continues to meet the relevant legislative requirements and is consistent with Council's Work Health and Safety Management System (WHSMS) and as a result of change to the position of General Manager.

The review resulted in a minor change to the document with the inclusion of councillors now mentioned in the policy.

In accordance with recent advice from Local Government NSW, Section 29 of the *Work Health and Safety Act 2011* now imposes a health and safety duty on all persons at a workplace, including councillors.

The Policy has been reviewed and approved by Council's Health and Safety Committees.

Officer's Recommendation

1. That the revised Work Health and Safety Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2018.

Committee's Recommendation: (Dobson/Greiss)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 27 October 2015: (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 196

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Work Health and Safety (WHS)	
Related Documentation	Authorised Statement - Work Health and Safety Management System (DocSet805711) Guideline - Injury Management Program (DocSet3008599) Guideline - Return to Work Program (DocSet3008598) Policy - Occupational Rehabilitation/Injury Management (DocSet1555279) Form - Work Health and Safety (WHS) Definitions Master List (DocSet3254002)	
Relevant Legislation/ Corporate Plan	<i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulations 2011</i> <i>Workplace Injury Management and Workers Compensation Act 1998</i>	
Responsible Officer	General Manager	

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

Objectives

To document Council's commitment to providing and maintaining a safe and healthy work environment for its workers, **councillors** and members of the public, through the effective implementation of the Work Health and Safety (WHS) Policy and Work Health and Safety Management System (WHSMS). The objectives of this policy are:

1. To protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant as is reasonably practicable, and
2. To provide for fair and effective workplace, representation, consultation, co-operation and issue resolution in relation to work health and safety, and
3. To encourage unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting Council and workers to achieve a healthier and safer working environment, and
4. To promote the provision of advice, information, education and training in relation to work health and safety, and
5. To ensure compliance with the Work Health and Safety Act and Work Health and Safety Regulations through effective and appropriate compliance and enforcement measures, and

6. To ensure appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under the Work Health and Safety Act 2011, and
7. To provide a framework for continuous improvement and progressively higher standards of work health and safety, and
8. To maintain and strengthen the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety.

Policy Statement

1. Campbelltown City Council is committed to ensuring the health, safety and welfare of all persons in the workplace.
2. Campbelltown City Council is committed to:
 - a. A Risk Management approach to identify, assess, eliminate and control hazards which have the potential to harm persons in the workplace and ensure consistency with the nature of workplace activities and scale of WHS risks;
 - b. Complying with relevant WHS legislation and other requirements placed upon the organisation or to which the organisation subscribes;
 - c. Establishing measurable Key Performance Indicators (KPI's) and targets for WHS to ensure continuous improvement aimed at elimination of work related illness and injury;
 - d. The provision of appropriate WHS training to all workers
 - e. A consultative process to ensure all workers including where relevant contractors and labour hire workers are included in the decision making where there is an impact on workplace health and safety;
 - f. The dissemination of WHS information to all workers and where relevant contractors, labour hire workers, suppliers, regulatory authorities, visitors and volunteers to the workplace;
 - g. The effective implementation of the Work Health and Safety policy;
 - h. Injury Management and timely return of workers to duties in accordance with the *Workplace Injury Management and Workers' Compensation Act 1998*.
3. Campbelltown City Council will develop, implement and keep under review a WHS Management System for managing health, safety and welfare. This system will be supported by appropriate policies, authorised statements, procedures and forms that are implemented and reviewed on a regular basis.

Scope

The WHS Policy provisions will be implemented consistently in all areas of business activity and on all sites where business activities are undertaken.

Definitions

Definitions of the words used in this document are available on Form - Work Health and Safety (WHS) Definitions Master List (DocSet3254002). Should you require further clarification in relation to this document, please contact the WHS Unit.

Legislative Context

In accordance with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*, Council has adopted practices that meet these requirements.

Principles

Documentation including Authorised Statements, Procedures, Form, Risk Identifications, Work Method Statements (WMS) and Safe Operating Procedures (SOP) and site specific procedures, to support this policy, are maintained by Council.

Responsibility

The General Manager has assigned to the Work Health and Safety Corporate Representative (WHSCR) the responsibility, authority and accountability for ensuring the WHSMS, including all elements of the WorkCover National Self-Insurers OHS Management System Audit Tool are implemented.

Effectiveness of this Policy

Key Performance Indicators (KPI's) will be identified and targets set to monitor and improve overall WHS performance. These KPI's will be reported monthly and quarterly to Executive. The KPI's will be reviewed annually to review WHS performance and evaluate the effectiveness of the overall WHS Management System.

END OF POLICY STATEMENT

2. PROPERTY SERVICES

No reports this round

3. FINANCIAL SERVICES

3.1 Investment report - August 2015

Reporting Officer

Manager Financial Services

Attachments

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

Purpose

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

Report

Council holds a number of reserves in order to fund significant future liabilities or future objectives. These liabilities include insurance claims, employee leave entitlements and asset replacement. In addition, Council is also required to hold funds that under the *Local Government Act 1993*, are not permitted to be used for any other purposes than those originally collected for. These include developer contributions, specific purpose grants, domestic waste management, contributions and stormwater management funds.

Council invests funds 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 August 2015 stood at approximately \$115m. 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 have consistently outperformed the AusBond bank bill index benchmark.

Monthly annualised return	August
Council Managed Funds	3.13%
Benchmark: AusBond Bank Bill Index	2.04%

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

Rolling year to date return	August
Council Managed Funds	3.55%
Benchmark: AusBond Bank Bill Index	2.45%

Council's portfolio as at 31 August 2015 is diversified with 73% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 22% in floating rate deposits which gives Council a set margin above either 30 or 90 day bank bills, 4% in fixed rate bonds, 1% in funds in a short term at call account.

Maturity profile	31 August
Short term at call	\$1,011,332
0 – 3 months	\$28,951,506
3 – 6 months	\$37,800,765
6 – 12 months	\$41,905,082
12 months +	\$6,000,000

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

Credit exposure	31 August
AAA to AA-	65%
A+ to A-	27%
BBB+ to BBB-	8%
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 1 September 2015 meeting which was as the market expected.

The statement of monetary policy stated that growth has remained below longer term averages for some time and overall the economy is likely to be operating with a degree of spare capacity for some time, with inflationary pressures remaining contained. The RBA judged that leaving the cash rate unchanged was appropriate and future assessments will be made once further economic data becomes available.

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: (Borg/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 October 2015: (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 196

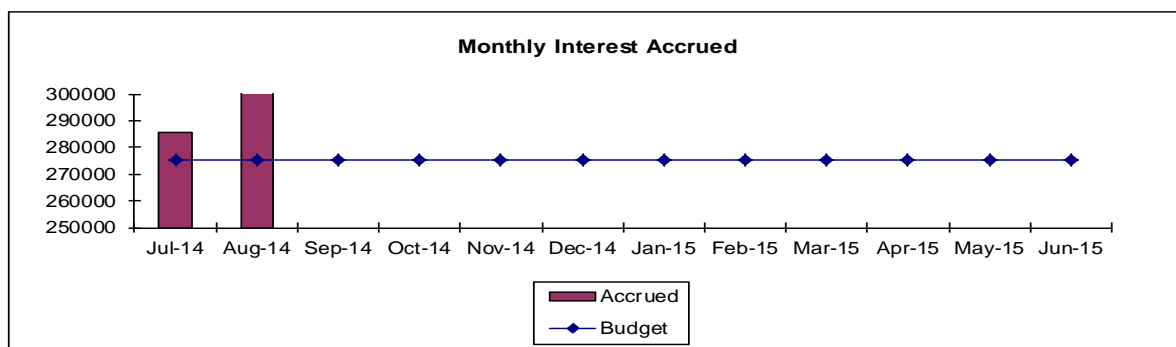
That the Officer's Recommendation be adopted.

ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary August 2015

Benchmark AusBond Bank Bill Index
Portfolio Balance \$115,668,685.25

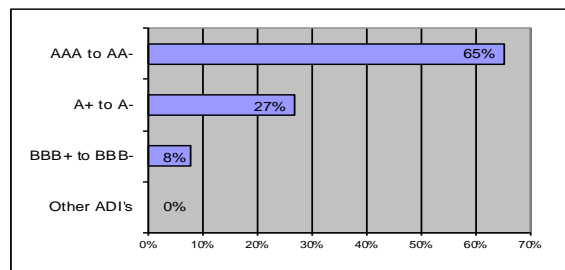
Monthly Performance	Return (mth)	Return (pa)
AusBond Bank Bill Index	0.17%	2.04%
Total Portfolio	0.27%	3.12%
<i>Performance to Benchmark</i>	+ 0.09%	+ 1.09%
Portfolio - Direct Investments	0.27%	3.13%
<i>Performance to Benchmark</i>	+ 0.09%	+ 1.09%
Short Term Call Account	0.20%	2.40%



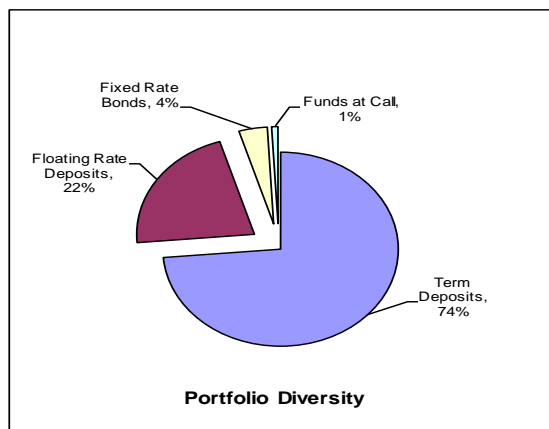
Year to Date Performance Credit Exposure (S&P Long Term Rating)

Rolling 12 Month Period
3.55% Council Managed Funds
2.45% Benchmark

Interest Budget to Actual \$550,617
Average Budget to Period \$592,645
Actual Accrued to Period



Securities Institutions



	Amount Invested	% Portfolio
NAB Funds at Call	\$ 1,011,332.40	1%
NSW Treasury	\$ 2,225,000.00	2%
National Australia Bank	\$ 39,959,209.21	35%
ANZ Bank	\$ 3,500,000.00	3%
Westpac Bank	\$ 5,328,451.17	5%
Commonwealth Bank	\$ 5,000,000.00	4%
Bank Western Australia	\$ 18,435,492.39	16%
AMP Bank	\$ 5,077,863.01	4%
Suncorp Metway	\$ 13,085,326.11	11%
Macquarie Bank	\$ 3,000,000.00	3%
Rural Bank	\$ 2,000,000.00	2%
Bank of Queensland	\$ 8,046,010.96	7%
Peoples Choice CU	\$ 2,000,000.00	2%
Credit Union Aust	\$ 3,000,000.00	3%
ME Bank	\$ 4,000,000.00	3%
	\$ 115,668,685.25	100%

3.2 Monthly Rates Summary - September 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 2015-2016 Rates and Charges Levy and cash collections for the period ending 30 September 2015.

Report

Rates and Charges levied for the month ending 30 September 2015 totalled \$96,479,961 representing 99.47% of the budget estimate for this financial year.

Receipt payments collected to the end of September total \$32,128,182. In percentage terms this amount represents 32.7% of all rates and charges due to be paid. In comparison, the amount collected to 30 September 2014 was 31.9%.

Debt recovery action during the month involved the issue of 8901 missed instalment reminder notices totalling \$2,728,807 to all ratepayers with an outstanding balance less than \$500. Property owners with balances exceeding \$500 received a seven-day letter of demand requesting their urgent attention to payment of the amount due or suitable arrangements to be made.

The seven-day letters were issued to 2243 ratepayers with a total debt of \$2,836,189. Instruction to Council's debt recovery agents Executive Collections was subsequently made to issue a second seven-day letter to 581 ratepayers who had failed to pay the amount due or make suitable arrangements. Interest charges aside, no additional costs have been incurred by these defaulting ratepayers. For those who continue to be in default, the accounts may result in formal recovery action early October 2015. The unpaid balance has been reduced by \$2,196,689 with 1662 ratepayers either paying the amount due in full or reducing their debt to a manageable level.

Ratepayers who have purchased property since the annual notices were issued, have been issued a 'Notice to New Owner' letter. This letter advises ratepayers the annual amount levied and any balance unpaid since settlement occurred. During September, 41 of these notices were sent to ratepayers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Greiss/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 October 2015: (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 196

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2015	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,443,224.65	54,275,558.90	1,391,900.21	208,542.20	55,535,425.54	17,706,833.85	37,828,591.69	317,532.99	38,146,123.78
BUSINESS	436,057.49	17,584,794.37		16,397.82	18,037,249.68	6,282,644.87	11,754,604.81		11,754,604.81
BUSINESS - IND	100.30	0.00		0.00	100.30	0.00	100.30		100.30
FARMLAND	0.00	593,837.36	884.79	421.00	593,373.57	143,868.03	449,505.54	144,112.44	593,617.98
MINING	0.00	23,937.48		0.00	23,937.48	23,937.48	0.00		0.00
LOAN	75,640.51	2,659.96		1,104.69	79,405.16	6,590.05	72,815.11	27,274.49	100,089.60
INFRASTRUCTURE	206,769.81	5,659,319.06		2,953.30	5,869,042.17	1,881,931.18	3,987,110.99	17,228.88	4,004,339.87
F5 ACCESS RAMPS	379.22	0.00		0.00	379.22	0.00	379.22		379.22
TOTAL	\$3,142,670.23	\$78,140,107.13	\$1,392,785.00	\$229,419.01	\$80,138,913.12	\$26,045,805.46	\$54,093,107.66	\$506,147.90	\$54,599,255.56
GARBAGE	674,774.34	18,243,519.26	824,878.63	10,627.91	18,104,042.88	5,727,850.61	12,376,192.27		12,376,192.27
ST ORMWATER	49,776.92	1,040,394.92		178.28	1,090,350.12	354,525.77	735,824.35		735,824.35
GRAND TOTAL	\$3,867,221.49	\$97,424,021.31	\$2,217,663.63	\$240,225.20	\$99,333,306.12	\$32,128,181.84	\$67,205,124.28	\$506,147.90	\$67,711,272.18

Total from Rates Financial Transaction Summary	67,388,072.01
Overpayments	-323,200.17
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	902,797.11
Rate accounts greater than 12 months less than 18 months in arrears	81,198.13
Rate accounts greater than 18 months in arrears	15,445.03
TOTAL rates and charges under instruction with Council's agents	\$999,440.27

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	53,878,600	53,878,600	54,275,559	(396,959)	100.74%
BUSINESS	17,935,000	17,935,000	17,584,794	350,206	98.05%
FARMLAND	459,900	459,900	613,339	(153,439)	133.36%
MINING	23,900	23,900	23,937	(37)	100.16%
INFRASTRUCTURE	5,631,700	5,631,700	5,659,319	(27,619)	100.49%
TOTALS	77,929,100	77,929,100	78,156,949	(227,849)	100.29%
INTEREST CHARGES	238,000	238,000	72,498	165,502	30.46%
LEGAL COSTS RECOVERED	840,000	840,000	167,727	672,273	19.97%
PENSIONERS - Sec 575	(1,837,700)	(1,837,700)	(1,848,248)	10,548	100.57%
PENSIONERS - Sec 582	(389,800)	(389,800)	(369,416)	(20,384)	0.00%
PENSIONERS SUBSIDY	1,010,735	1,010,735	1,016,536	(5,801)	100.57%
SUB TOTAL	77,790,335	77,790,335	77,196,047	594,288	99.24%
DOMESTIC WASTE CHARGES	17,621,100	17,621,100	17,722,088	(100,988)	100.57%
COMMERCIAL WASTE CHARGES	444,600	444,600	521,432	(76,832)	117.28%
STORMWATER MNGMNT	1,138,000	1,138,000	1,040,395	97,605	91.42%
GRAND TOTALS	96,994,035	96,994,035	96,479,961	514,074	99.47%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	31.88%	32.62%		
BUSINESS	34.83%	35.73%	RATES	33.33%
FARMLAND	24.25%	24.23%	WASTE	31.40%
INFRASTRUCTURE	32.07%	33.25%	STORMWATER	34.08%
ALL RATES	32.50%	33.33%	TOTAL RATES & CHARGES	33.31%

ATTACHMENT 3

RATES STATISTICS

[illegible]

3.3 Sundry Debtors Report - August 2015

Reporting Officer

Manager Financial Services

Attachments

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

Report

Debts outstanding to Council as at 31 August 2015 are \$924,620, reflecting a decrease of \$1,186,907, since July 2015. The ratio of outstanding debts to current invoices has increased from 13% in July to 48% in August. 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, it is also impacted by the amount raised in the current period.

Invoices Raised – August 2015

During the month, 1036 invoices were raised totalling \$510,017. 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:

Government and other Grants – \$92,552 – these invoices relate to:

Road & Maritime Services – 'Choose Right, Buckle Right' Program funding	\$56,000
Campbelltown Harlequins Jnr Rugby Union Club – Campbelltown Showground fencing	\$36,552

Land and Building Rentals – \$124,139 – the main invoices relate to:

Aldi Foods Pty Ltd - monthly rental at 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	\$15,695
Mycorp Group Pty Ltd - monthly rental Macquarie Fields	\$13,878

Corporate Administration – \$38,795 – the main invoices relate to:

Jemena Gas Networks - contribution to gas mains assessment	\$11,674
Campbelltown District Netball Association - Origin Energy quarterly account for Minto netball courts	\$5,054
Old Town Hall 530A committee – contribution to costs	\$2,200
Eagle Vale/St Andrews Junior Rugby League – cost recovery of electricity and waste collection charges	\$2,265
New Life Building – Standing Plant Bond, works at Coogan Lane Campbelltown	\$10,000

Receipts to the value of \$1,696,924 have been received during the period, the most notable in the following areas:

Government and other Grants	\$1,075,421
Land and Building Rentals	\$195,328
Corporate Administration	\$175,539
Sportsground and Field Hire	\$50,250
Various Sundry Items	\$41,434

Sundry debts outstanding – 31 August 2015

Debts exceeding 90 days of age totalled \$148,943 as at 31 August 2015. The major invoices relating to this balance include:

Description	Date Invoiced	Balance at 31 August 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	\$7,006
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	\$7,569
Insight Mercantile Pty Ltd – abandoned motor vehicle, unable to locate owner of the vehicle. Finance company acknowledges Council's 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 Council's 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

Debtor 74366.6 - Motor vehicle accident at the Animal Care Facility, no response to letters sent. Debtor has now been located and is in negotiation with Council's agent, legal action has commenced with a Statement of Claim being issued	05/06/14	\$1,981
Master Woodturning – account has been paid and held in Marsdens (solicitor) trust account pending the registration of a new deposited plan. The new plan is expected to be registered by October 2015	20/11/14	\$54,129

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, four 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 agent.

Council's agents were instructed to proceed with one Examination Order 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: (Mead/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 27 October 2015: (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 196

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 August 2015 to 31 August 2015

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/07/2015	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/08/2015	% DEBT RATIO
Corporate Administration	339,890	38,795	175,539	203,146	21.97%
Abandoned Items	6,662	0	0	6,662	0.72%
Education and Care Services	18,710	0	0	18,710	2.02%
Community Bus	285	196	112	369	0.04%
Sportsground and Field Hire	79,025	33,923	50,250	62,698	6.78%
Government and other Grants	1,226,119	92,552	1,075,421	243,250	26.31%
Public Hall Hire	19,989	20,184	22,755	17,418	1.88%
Health Services	350	0	0	350	0.04%
Land and Building Rentals	127,036	124,139	195,328	55,847	6.04%
Healthy Lifestyles	2,580	26,199	27,256	1,523	0.16%
Library Fines and Costs	0	0	0	0	0.00%
Licence Fees	46,236	16,122	17,616	44,742	4.84%
Pool Hire	11,055	11,647	10,465	12,237	1.32%
Private Works	10,784	0	0	10,784	1.17%
Road and Footpath Restoration	54,783	35,419	23,110	67,092	7.26%
Shop and Office Rentals	29,206	28,346	37,698	19,853	2.15%
Various Sundry Items	111,164	82,495	41,434	152,225	16.46%
Waste Collection Services	67,088	0	19,939	47,149	5.10%
	2,111,527	510,017	1,696,924	924,620	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 August 2015

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due
Corporate Administration	26,696	94,599	65,006	16,845	203,146
Abandoned Items	0	0	0	6,662	6,662
Education and Care Services	18,710	0	0	0	18,710
Community Bus	299	70	0	0	369
Sportsground and Field Hire	27,876	22,745	135	11,942	62,698
Government and other Grants	64,782	0	178,468	0	243,250
Public Hall Hire	8,333	883	3,740	4,462	17,418
Health Services	0	0	0	350	350
Land and Building Rentals	50,330	5,516	0	0	55,847
Healthy Lifestyles	471	675	57	321	1,523
Licence Fees	11,732	6,115	5,195	21,700	44,742
Pool Hire	10,258	547	158	1,274	12,237
Private Works	1,189	0	0	9,595	10,784
Road and Footpath Restoration	30,566	4,905	30,156	1,466	67,092
Shop and Office Rentals	13,456	5,938	458	0	19,853
Various Sundry Items	66,439	5,480	5,977	74,328	152,225
Waste Collection Services	-330	41,628	5,851	0	47,149
	291,372	189,102	295,202	148,943	924,620
					238,678
Previous Month 90+ days					17,055
					6,662
					0
					0
					6,317
					0
					14,167
					350
					93,316
					411
					16,985
					1,430
					10,784
					152
					0
					71,050
					0

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. GENERAL BUSINESS

6.1 Fit for the Future

Committee's Recommendation: (Kolkman/Borg)

1. That Council provide feedback to the IPART report demonstrating that as a consequence of Government planned and mandated growth, including its upgrading to a Regional City Centre, retains the financial capacity to address all financial benchmarks and therefore it is Fit for the Future under State Government criteria.
2. That the Council note that the General Manager and Mayor have arranged an urgent meeting with the Minister of Local Government to outline its future capacity in addressing the findings of IPART and to seek assurances that Campbelltown will remain an independent Local Government authority and that a report will be provided at the next Ordinary meeting.

CARRIED

Council Meeting 27 October 2015

It was **Moved** Councillor Brticevic, **Seconded** Councillor Lake that report of the General Manager - Item 8.2 - Fit for the Future - be brought forward and dealt with in conjunction with Item 6.1 - Fit for the Future.

Council Meeting 27 October 2015: (Mead/Greiss)

That the Committee's Recommendation be adopted.

Amendment: (Brticevic/Borg)

1. That Council objects to IPART's draft assessment of Campbelltown City Council as 'not fit for the future'.
 2. That Council provides feedback to the IPART report documenting that as a consequence of Government planned and mandated growth, including its upgrading to a Regional City Centre, Council has the capacity to address all financial benchmarks and therefore is Fit for the Future under the State Government criteria.
-

3. That Council provide a response to the Department of Premier and Cabinet by 18 November 2015 reinforcing Council's improvement proposal to stand alone.
4. That Council opposes any merger or forced amalgamation with any other Council.
5. That the Mayor write to the Mayors of our neighbouring councils Liverpool, Camden and Wollondilly reiterating that:
 - a. Council opposes any merger or forced amalgamation; and
 - b. Council does not wish to enter in to any discussions regarding a potential or proposed merger or amalgamation.
6. That the Mayor write to the Member for Campbelltown, Mr Greg Warren, thanking him for his assistance in arranging a prompt meeting with the Minister for Local Government.

Council Resolution Minute Number 196

That the above amendment be adopted.

A **Division** was called in regard to the Council Resolution for Item 6.1 - Fit for the Future with those voting for the Council Resolution being Councillors Borg, Brticevic, Chanthivong, Dobson, Greiss, Hawker, Kolkman Lake, Lound, Matheson, Mead, Oates, Rowell and Thompson.

Voting against the Council Resolution: Nil.

6.2 Audio Recording of Council Ordinary and Extraordinary Meetings

Committee's Recommendation: (Mead/Greiss)

That Council audio record all Ordinary and Extraordinary full meetings of Council and release those recordings with the Minutes of such meetings.

CARRIED

Councillor Borg asked for his name to be recorded in opposition to the recommendation for Item 6.2 – Audio Recording of Council Ordinary and Extraordinary Meetings.

Council Meeting 27 October 2015: (Mead/Greiss)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 196

That the Committee's Recommendation be adopted.

This item was **CARRIED** on the casting vote of the Mayor

A **Division** was called in regard to the Council Resolution for Item 6.2 - Audio Recording of Council Ordinary and Extraordinary Meetings with those voting for the Council Resolution being Councillors Dobson, Greiss, Hawker, Matheson, Mead, Rowell and Thompson.

Voting against the Council Resolution were Councillors Borg, Brticevic, Chanthivong, Kolkman, Lake, Lound and Oates.

Confidentiality Motion: (Greiss/Borg)

That the Committee in accordance with Section 10A 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

23. CONFIDENTIAL ITEMS

23.1 Surrender of Lease for Suite 5, Milgate Arcade, Queen Street, Campbelltown

Reason for Confidentiality

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

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

23.2 Oswald Reserve, Rosemeadow

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.
-

Motion: (Borg/Greiss)

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to re-open the meeting to the public.

CARRIED

There being no further business the meeting closed at 6.07pm.

C Mead
CHAIRPERSON
