

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 12 April 2016.

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 12 April 2016

Present

Councillor C Mead (Chairperson)
Councillor F Borg
Councillor A Chanthivong
Councillor R Kolkman
Councillor P Lake
Director Business Services - Mr M Sewell
Acting Director City Works - Mr K Lynch
Acting Manager Assets and Supply Services - Mr W Miller
Manager Financial Services - Mrs C Mears
Manager Governance and Risk - Mrs M Dunlop
Manager Human Resources - Mr B Clarence
Manager Information Management and Technology - Mrs S Peroumal
Manager Property Services - Mr J Milicic
Executive Assistant - Mrs D Taylor

Apologies (Mead/Kolkman)

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

CARRIED

Also in Attendance

At the conclusion of the Community Services Committee Meeting the following Councillor attended the Corporate Governance Committee meeting:

His Worship the Mayor, Councillor Hawker

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. GOVERNANCE AND RISK

No reports this round

2. PROPERTY SERVICES

2.1 Walkway Closure Application - Rudge Place Ambarvale

Reporting Officer

Manager Property Services

Attachments

1. Locality Plan (contained within this report)
2. Map outlining bus stops (contained within this report)
3. Copies of letters supporting the closure (to be tabled – confidential due to privacy)

Purpose

To seek Council approval for the closure of the walkway situated between 5 and 6 Rudge Place, Ambarvale.

Report

Council has received a request, from an adjoining owner, for the closure of the walkway located between 5 and 6 Rudge Place and Nurra Reserve, Ambarvale. Information relating to the walkway closure application process and associated fees has been provided to all owners adjoining the walkway.

Council's walkway closure application fee has been received and one of the two adjoining owners has confirmed their willingness to purchase all the walkway land and advised their acceptance of the terms, conditions and fees associated with such process.

In accordance with Councils adopted procedures a trial closure of the subject walkway was conducted for a period of three weeks from 15 February 2016 to 4 March 2016. Council advertised the proposed closure in the local newspapers, posted notices in the subject walkway, sent letters to utility authorities, local bus companies, local police and 22 residents surrounding the subject walkway seeking written submissions.

The application was referred to Council's Technical Services Section and the following concerns were raised by Council staff in respect to the proposed closure:

- the walkway serves as a minor overland flow path
- the overland flow path must remain in the future if the walkway is converted to private ownership
- should the walkway be closed a drainage easement and restriction as to user will be required in favour of Council
- any fences across the line of the easement must be designed to allow floodwaters to pass unrestricted
- any proposed landscaping within this parcel of land shall not cause any restriction to flows and shall be on a non-erodible nature
- the owner will not be permitted to build any permanent structures over the easement and no materials are to be stored in the easement that will restrict the overland flow path or access to the easement
- the owner will be responsible for the safety of any persons or animals in proximity to the easement during a flood event
- under the terms of the easement should Council require access to the easement at any time in the future the owner must remove and restore the fence if requested and maintain clear access to the easement at all times
- repairs required due to damage done to the fences constructed across the easement as a result of overland flow of water will be at the expense of the owner
- the existence of the underground drainage pipe may impact on the location and design of any new building works which must comply with Section 4.17 of Councils Sustainable City Development Control Plan Volume 2.

Similar information as above is outlined in Councils information package and mentioned in a letter to the adjoining owner wishing to purchase the subject walkway land. Upon agreeing to proceed with the proposed closure the interested party accepted the conditions and restrictions that would be placed on the subject land if it was closed.

Public Submissions

Support

The submissions in favour of the closure from the correspondents mention the following concerns in support of the closure application:

- anti-social behaviour
- graffiti
- use of bollards in walkway to access adjoining property
- syringes left in walkway.

Council received advice from the Campbelltown Local Area Command with three reported incidences recorded over the past three years. Police also receive numerous complaints regarding trail bikes in Nurra Reserve where walkways are used by local riders to escape detection by police. In general police support the closure of the subject walkway.

Objections

There was no correspondence received objecting to the proposed closure.

It should be noted that there was no correspondence received from the bus company in respect to the proposed closure.

Summary

It is proposed that should Council resolve to close the subject walkway the owner of 6 Rudge Place will purchase the entire walkway land. It will be necessary to take measures to protect the drainage function of the walkway.

Such protective measures will include registering an easement on title and noting a restriction as to user which will prevent modification of surface levels. The purchasers will also be required to erect fencing of a nature that will not restrict water flow.

Given that no correspondence was received objecting to the proposed closure of the subject walkway and in general the local police support the closure of the subject walkway it is recommended that the walkway be closed, subject to NSW Trade and Investment Crown Lands' approval, and sold to the adjoining owner who indicated their willingness to purchase the walkway land.

Officer's Recommendation

1. That Council support the closure of the walkway connecting 5 and 6 Rudge Place and Nurra Reserve, Ambarvale.
2. That all persons having written to Council be advised of Council's decision.
3. That the applicants wishing to purchase the subject walkway be advised that a drainage easement will be required over the full width of the walkway with a Restriction as to User to prevent alteration of the surface levels.
4. That an application be made to NSW Trade and Investment, Crown Lands for approval to close the subject walkway.
5. That following approval from Crown Lands and upon closure of the walkway, the land be classified as operational land in accordance with Section 31(2) of the *Local Government Act 1993*, as amended.
6. That subject to NSW Trade and Investment, Crown Lands' approval to close the subject walkway, that Council approve the sale and creation of any necessary easements to allow the transfer of the walkway land.
7. That all documentation associated with the proposed walkway closure be executed under the Common Seal of Council, if required.

Committee's Recommendation: (Kolkman/Lake)

That the Officer's Recommendation be adopted.

CARRIED

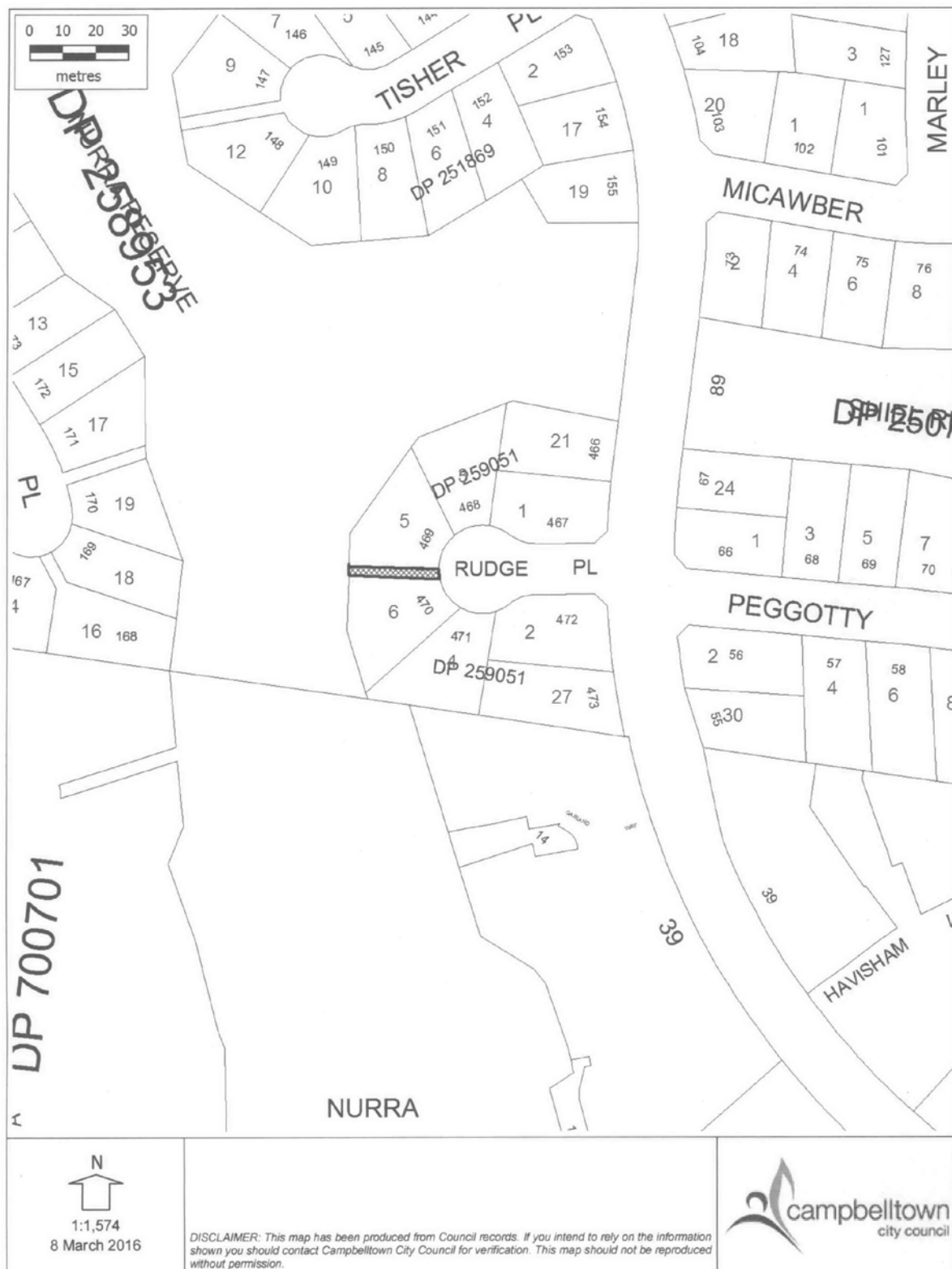
Council Meeting 19 April 2016 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 57

That the Officer's Recommendation be adopted.

ATTACHMENT 1



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metres

AMBARVALE
PUBLIC
SCHOOL

WOODHOUSE DRIVE

JARNDYCE DRIVE

DICKENS DRIVE

TISHER DRIVE

CHEERIE DRIVE

WEGO DRIVE

MICAWBER DRIVE

PEGGOTTY DRIVE

MARLEY DRIVE

ST RE ET DRIVE

GRIDE DRIVE

TRENT DRIVE

MILVAY DRIVE

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3. FINANCIAL SERVICES

3.1 Investment report - February 2016

Reporting Officer

Manager Financial Services

Attachments

Investment portfolio performance for the month of February 2016 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for February 2016.

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* requires a monthly investment report be presented to Council.

Council's Investment Portfolio as at 29 February 2016 stood at approximately \$114m. 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	February
Council Managed Funds	3.13%
Benchmark: AusBond Bank Bill Index	2.28%

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	February
Council Managed Funds	3.24%
Benchmark: AusBond Bank Bill Index	2.22%

Council's portfolio as at 29 February 2016 is diversified with 69% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 26% 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	29 February
Short term at call	\$1,023,496
0 – 3 months	\$42,059,706
3 – 6 months	\$54,757,802
6 – 12 months	\$6,289,738
12 months +	\$10,000,000

All investments are placed with approved deposit taking institutions. No funds are placed with any unrated institutions. Any funds placed with institutions that have a BBB long term rating have maturity lengths in the short term of up to twelve months, effectively A-2 rated, in accordance with Council's investment policy.

Credit exposure (S&P Long Term / Short Term Rating)	29 February
Long AAA to AA- / Short A-1	64%
Long A+ to A- / Short A-1	29%
Long BBB+ to BBB- / Short A-2	7%

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 March meeting in line with market expectations.

The statement of monetary policy accompanying the decision was relatively unchanged from recent months citing continued low inflation and growth in labour costs continuing to be subdued. The Board judged that it is reasonable for further growth in the economy, albeit slower than expected and for inflation to remain close to target which indicates there is scope for further easing should it be appropriate.

Other global central banks including US Federal Bank, Bank of Japan, the European Central Bank and others have reduced rates either close to zero, at zero or negative which some economists believe is suggestive of interest rates in Australia moving lower rather than higher in the medium term.

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: (Lake/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 19 April 2016 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 57

That the Officer's Recommendation be adopted.

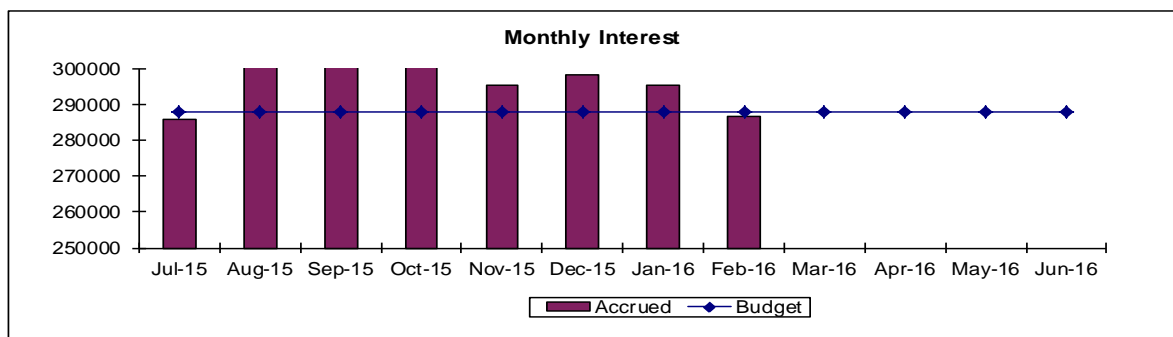
ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO

February 2016

Benchmark AusBond Bank Bill Index
Portfolio Balance \$114,130,741.56

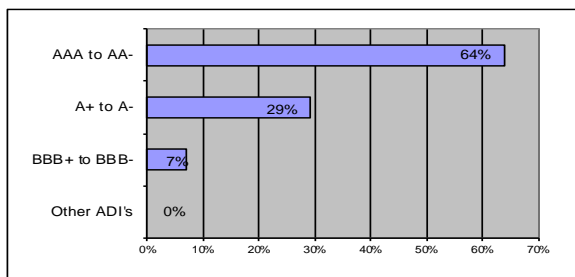
Monthly Performance	Return (mth)	Return (pa)
AusBond Bank Bill Index	0.18%	2.28%
Total Portfolio	0.25%	3.13%
<i>Performance to Benchmark</i>	+ 0.07%	+ 0.85%
Portfolio - Direct Investments	0.25%	3.13%
<i>Performance to Benchmark</i>	+ 0.07%	+ 0.85%
Short Term Call Account	0.19%	2.40%



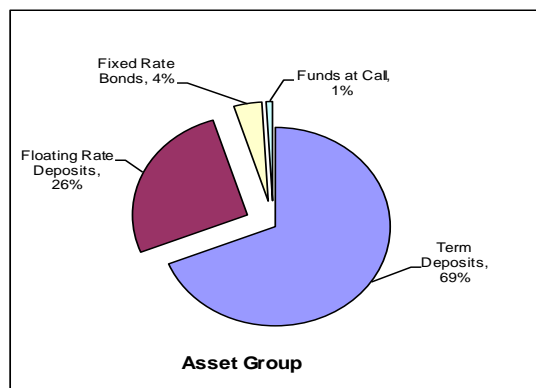
Year to Date Performance Credit Exposure (S&P Long Term Rating)

Rolling 12 Month Period
3.24% Council Managed Funds
2.22% Benchmark

Interest Budget to Actual
Average Budget to Period \$2,302,467
Actual Accrued to Period \$2,382,365



Portfolio Diversity



			%
NAB Funds at Call	\$ 1,023,495.61	AA-	1%
NSW Treasury	\$ 2,810,000.00	AA+	2%
National Australia Bank	\$ 44,152,446.48	AA-	39%
ANZ Bank	\$ 3,500,000.00	AA-	3%
Westpac Bank	\$ 4,000,000.00	AA-	4%
Commonwealth Bank	\$ 5,000,000.00	AA-	4%
Bank Western Australia	\$ 12,311,757.97	AA-	11%
AMP Bank	\$ 5,051,972.60	A+	4%
Suncorp Metway	\$ 13,184,492.18	A+	12%
Rural Bank	\$ 6,000,000.00	A-	5%
Bank of Queensland	\$ 9,063,710.96	A-	8%
Credit Union Aust	\$ 3,000,000.00	BBB+	3%
ME Bank	\$ 5,032,865.76	BBB+	4%
	\$ 114,130,741.56		100%

3.2 Monthly Rates Summary

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 29 February 2016.

Report

Rates and Charges levied for the period ending 29 February 2016 totalled \$97,326,310 representing 100% of the estimated annual budget income.

Rates and Charges collected to the end of February totalled \$69,846,723. In percentage terms, this amount represents 70.2% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 67.9%.

The third instalment of rates and charges fell due on Sunday 28 February 2016, payments made on 29 February 2016 were accepted as being received in time. Following the receipt of payments, a review of the preferred payment methods has revealed that 46% of ratepayers have chosen to pay over the internet or phone via BPAY. Secondary to this is payment at Australia Post agencies with 31% along with credit card payments representing 19% of all instalment payments.

Debt recovery action during the month involved the issue of 40 Statements of Claim and 11 Writs. Council officers continue to provide assistance to ratepayers experiencing difficulty in settling their accounts, including the monitoring of 309 accounts with a total arrears balance of \$405,408 who have made suitable payment arrangements.

Ratepayers who purchased property since the February instalment notices have been issued a 'Notice to new owner' letter. During the month, 19 of these notices were sent to ratepayers advising them of the amount unpaid on their account and the amount levied in annual rates and charges.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 19 April 2016 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 57

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	54,454,576.61	1,422,780.07	560,634.04	56,035,655.23	38,705,958.68	17,329,696.55	297,542.35	17,627,238.90
BUSINESS	436,057.49	17,751,310.64		59,249.62	18,246,617.75	13,148,751.18	5,097,866.57		5,097,866.57
BUSINESS - IND	100.30	0.00		0.00	100.30	5.17	95.13		95.13
FARMLAND	0.00	597,545.27	884.79	3,240.86	599,901.34	513,592.91	86,308.43	148,551.17	234,859.60
MINING	0.00	23,937.48		0.00	23,937.48	23,937.48	0.00		0.00
LOAN	75,640.51	3,055.29		1,646.81	80,342.61	10,719.66	69,622.95	26,632.39	96,255.34
INFRASTRUCTURE	206,769.81	5,682,095.15		7,206.22	5,896,161.18	4,101,385.21	1,794,775.97	16,959.90	1,811,735.87
F5 ACCESS RAMPS	379.22	0.00		0.00	379.22	0.77	378.45		378.45
TOTAL	\$3,142,670.23	\$78,512,520.44	\$1,423,664.86	\$632,067.55	\$80,883,095.11	\$56,504,351.06	\$24,378,744.05	\$489,685.81	\$24,868,429.86
GARBAGE	674,774.34	18,321,825.50	836,865.88	25,159.92	18,184,893.88	12,590,983.32	5,593,910.56		5,593,910.56
STORMWATER	49,776.92	1,042,286.45		342.80	1,092,406.17	751,388.69	341,017.48		341,017.48
GRAND TOTAL	\$3,867,221.49	\$97,876,632.39	\$2,260,530.74	\$657,570.27	\$100,160,395.16	\$69,846,723.07	\$30,313,672.09	\$489,685.81	\$30,803,357.90

Total from Rates Financial Transaction Summary	30,313,347.05
Overpayments	-490,223.76
Difference	-212.91

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	522,128.14
Rate accounts greater than 12 months less than 18 months in arrears	87,988.58
Rate accounts greater than 18 months in arrears	16,877.78
TOTAL rates and charges under instruction with Council's agents	\$626,994.50

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	53,878,600	54,278,600	54,454,577	(175,977)	100.32%
BUSINESS	17,935,000	17,585,000	17,751,311	(166,311)	100.95%
FARMLAND	459,900	609,900	617,047	(7,147)	101.17%
MINING	23,900	23,900	23,937	(37)	100.16%
INFRASTRUCTURE	5,631,700	5,631,700	5,682,095	(50,395)	100.89%
SUB TOTAL	77,929,100	78,129,100	78,528,967	(399,867)	100.51%
INTEREST CHARGES	238,000	238,000	162,486	75,514	68.27%
LEGAL COSTS RECOVERED	840,000	840,000	495,085	344,915	58.94%
PENSIONERS - Sec 575	(1,837,700)	(1,837,700)	(1,883,985)	46,285	102.52%
PENSIONERS - Sec 582	(389,800)	(389,800)	(376,545)	(13,255)	0.00%
PENSIONERS SUBSIDY	1,010,735	1,010,735	1,036,192	(25,457)	102.52%
SUB TOTAL	(138,765)	(138,765)	(566,768)	428,003	408.44%
DOMESTIC WASTE CHARGES	17,621,100	17,621,100	17,796,535	(175,435)	101.00%
COMMERCIAL WASTE CHARGES	444,600	444,600	525,291	(80,691)	118.15%
STORMWATER MNGMNT	1,138,000	1,138,000	1,042,286	95,714	91.59%
	19,203,700	19,203,700	19,364,112	(160,412)	100.84%
GRAND TOTALS	96,994,035	97,194,035	97,326,310	(132,275)	100.14%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	69.07%	71.08%		
BUSINESS	72.06%	74.07%	RATES	71.97%
FARMLAND	85.61%	85.95%	WASTE	68.72%
INFRASTRUCTURE	69.56%	72.18%	STORMWATER	72.09%
ALL RATES	69.86%	71.97%	TOTAL RATES & CHARGES	71.86%

ATTACHMENT 3

RATES STATISTICS

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Feb-15
Rate Notices	50,454	56		121			16						
Electronic - DoH	5,427												
Instalment Notices				43,741			42,834						
Electronic - DoH				5,389			5,417						
Missed Instalment Notices			8,315			7,866							
- Pensioners > \$15.00			586			554							
Notice to new owner	105	51	41	21	56	49	47	19					26
7-day Letters - Council issued			2,073			2,023							
- Pensioners > \$500.00			170			181							
7-day Letters - Agent issued			581				633						
Statement of Claim	209	29	13	220	18	11	262	40					19
Judgments	16	40	19	12	64	3	11	64					32
Writs	11	29	17	9	11	18	14	11					4
eRates	1,543	1,601	1,611	1,640	1,654	1,660	1,685	1,699					1,368
Arrangements	351	298	373	396	471	355	402	309					313

3.3 Sundry Debtors Report - February 2016

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 29 February 2016 (contained within this report)
2. Ageing of sundry debts to 29 February 2016 (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 29 February 2016.

Report

Debts outstanding to Council as at 29 February 2016 are \$991,249 reflecting a decrease of \$1,128,028 since January 2016. The ratio of outstanding debts to current invoices has increased from 14% in January to the current level of 37.1%. 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 – February 2016

During the month, 1728 invoices were raised totalling \$858,153. 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 Grant -\$214,724 – The main invoices relate to:

Department of Infrastructure and Regional Development – Lynwood Park artificial turf upgrade project - final payment	\$150,000
NSW Environmental Trust - grant funding for Love Food, Hate Waste - MACROC Macarthur food project	\$24,660 (paid)
Greater Sydney Local Land Services - improving critically endangered vegetation at Scattergood Reserve	\$19,404 (paid)

Land and Building Rentals – \$251,416 – the main invoices relate to:

McDonalds Australia - payment of additional rent in accordance with clause 8 of the existing lease	\$115,724 (paid)
Aldi Foods Pty Ltd – monthly rental Macquarie Fields	\$25,214
Caltex Oil Australia Pty Ltd – monthly rental Macquarie Fields	\$15,974
Mycorp Group Pty Ltd - monthly rental Macquarie Fields	\$13,878

Waste Services – \$70,869 – The main invoices relate to:

Remondis Australia Pty Ltd – effluent charges December 2015 and January 2016	\$44,058 (paid)
G & W Liquid Waste Services – effluent charges December 2015 and January 2016	\$24,489 (paid)

Sundry – \$61,121 – the main invoices relate to:

OCS Fun Amusements Pty Ltd – New Year's Eve 2015 - commission on carnival rides	\$13,386
DR 100768552 - cost recovery - repair damage to 'Blairmount' wall as a result of the incident on November 2015	\$12,570
Delta Pty Ltd - road occupancy fees Kellicar Road	\$4,772 (paid)
Dr 100769975 – cost recovery- Compliance Notices and Orders issued for unhealthy premise	\$2,024 (paid)

Licence - \$61,250 – the main invoices relate to:

Annual Administration fee – various Shops	\$28,554
-------------------------------------------	----------

Receipts to the value of \$1,986,182 have been received during the period, the most notable in the following areas:

Government and other Grants	\$1,414,421
Land and Building	\$147,206
Various Sundry	\$113,141
Pool Hire	\$54,252
Corporate Administration	\$47,136
Healthy Lifestyles	\$46,047
Shop and Office Rentals	\$38,442
Road and Footpath Registration	\$34,791

Sundry debts outstanding – 29 February 2016

Debts exceeding 90 days of age totalled \$174,125 as at 29 February 2016. The major invoices relating to this balance include:

Description	Date Invoiced	Balance at 29 February 2016
Debtor 10068316.8 - 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	\$4,300
Casper's Baseball Club - electricity charges. Club is experiencing financial difficulty, however have been making irregular payments to reduce the debt. Council continues to communicate with the club and Macarthur Baseball to resolve debt	17/12/12 to 17/06/15	\$6,946

Insight Mercantile Pty Ltd - abandoned motor vehicle. Vehicles have now been taken over and sold by the auction house on behalf of the finance company – legal advice being obtained for Council rights in regard to recovering costs	18/07/14	\$2,799
GE Automotive - abandoned motor vehicle. Vehicles have now been taken over and sold by the auction house on behalf of the finance company – legal advice being obtained for Council rights in regard to recovering costs	05/07/12	\$5,709
Debtor 100739796 - purchase of walkway land adjacent to 17 Sapphire Place, Eagle Vale – with Council's solicitor awaiting registration anticipate payment by end April 2016	10/11/15	\$8,250
Master Woodturning - land value associated with walkway closure adjoining 37 Lancaster Street, Ingleburn. Funds in trust released early March	20/11/14	\$54,129 (paid)
Bastow Civil Constructions - road restoration - various locations The Parkway, Bradbury, sent to Council's debt recovery agents. No contact made from debtor - Statement of Claim has been issued and judgment obtained March 2016	19/08/15	\$14,616
Campbelltown City Kangaroos RLFC – various invoices relating to hire of Campbelltown Football Stadium, field hire and electricity charges. Club representatives made contact with Council in March and is arranging payment, expected beginning March	30/08/15	\$1,725 (paid)
Debtor 10074441.6 – child care fees – contact made with Family and Community Services, change of office and caseworker has delayed payment	07/05/15	\$1,826
Campbelltown Collegians JRLFC – Cloudmaster Floodlighting - seven day letter issued February 2016	14/10/15	\$1,838 (paid)
Debtor 10073212.2 – shop licence inspection fees and legal recovery costs, examination order filed by Council's debt recovery agents. Attended court and arrangement made by debtor \$200 per fortnight. Defaulted on arrangement, bank garnishee ordered December 2015. Account closed with financial institution, awaiting instructions from Council's debt recovery agents	24/09/13	\$3,042
Decadance Dance Studio - permanent hall hirer of Ron Moore Community Centre, hire has been cancelled due to defaulting agreement and seven day letter issued February 2016 no response from debtor, matter has been referred to Council's debt recovery agents and a Letter of Demand has been sent March 2016	03/11/15	\$2,971

Debt recovery action is undertaken in accordance with Council's Sundry Debtors 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 30 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 issue eight letters of demand five for unpaid health licence inspection fees, two for swimming pool inspection fees and one for unpaid hall hire fees of the Ron Moore Community Centre. One statement of claim was lodged for unpaid road restoration and one examination order for unpaid licence fees issued.

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 19 April 2016 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 57

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 February 2016 to 29 February 2016

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/01/2016	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 29/02/2016	% DEBT RATIO
Corporate Administration	51,946	32,857	47,136	37,666	29.49%
Abandoned Items	6,662	0	0	6,662	0.35%
Education and Care Services	30,759	0	7,930	22,829	0.98%
Community Bus	449	460	680	229	0.01%
Sportsground and Field Hire	44,081	15,776	26,028	33,830	5.46%
Government and other Grants	1,543,761	214,724	1,414,421	344,064	12.87%
Public Hall Hire	23,794	15,038	22,352	16,480	1.39%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	77,498	251,416	147,206	181,708	5.63%
Healthy Lifestyles	15,028	36,422	46,047	5,403	0.15%
Library Fines and Costs	0	0	0	0	0.00%
Licence Fees	30,098	61,250	33,424	57,923	1.85%
Pool Hire	78,517	21,257	54,252	45,521	0.39%
Private Works	8,084	0	0	8,084	0.52%
Road and Footpath Restoration	32,801	43,024	34,791	41,034	28.17%
Shop and Office Rentals	23,088	33,939	38,442	18,585	2.17%
Various Sundry Items	191,041	61,121	113,141	139,020	6.42%
Waste Collection Services	0	70,869	330	70,539	6.17%
	2,119,277	858,153	1,986,182	991,249	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 29 February 2016

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due
Corporate Administration	9,879	6,449	1,645	19,693	37,666
Abandoned Items	0	0	0	6,662	6,662
Education and Care Services	18,710	4,118	0	0	22,829
Community Bus	229	0	0	0	229
Sportsground and Field Hire	14,072	3,842	5,040	10,875	33,830
Government and other Grants	44,064	150,000	150,000	0	344,064
Public Hall Hire	4,638	1,588	4,574	5,680	16,480
Health Services	0	0	0	350	350
Land and Building Rentals	178,190	1,656	943	919	181,708
Healthy Lifestyles	4,037	1,017	153	196	5,403
Licence Fees	34,688	570	3,425	19,240	57,923
Pool Hire	19,700	8,706	16,050	1,066	45,521
Private Works	1,189	0	0	6,895	8,084
Road and Footpath Restoration	22,006	399	0	18,629	41,034
Shop and Office Rentals	9,318	1,225	4,281	3,761	18,585
Various Sundry Items	47,692	3,957	7,212	80,159	139,020
Waste Collection Services	70,539	0	0	0	70,539
	440,274	183,527	193,324	174,125	991,249
					214,051

Previous Month 90+ days
14,872
6,662
0
0
11,340
35,468
3,219
350
0
191
20,172
1,421
8,084
26,280
0
85,992
0
214,051

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. INTERNAL AUDIT

6.1 Audit Committee Update

Reporting Officer

Internal Auditor

Attachments

Audit Committee meeting minutes of 15 March 2016 (contained within this report)

Purpose

To provide an update on the outcomes from the 15 March 2016 Audit Committee meeting.

History

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

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

Report

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

Audit Committee Meeting minutes – 15 March 2016

The minutes of the Audit Committee meeting held 15 March 2016 are attached and the following were considered:

4.1 Report on Internal Audit Progress (including completion of Plan and other audit activities)

That the Committee note the Report on Internal Audit Progress (including completion of Plan and other audit activities).

4.2 Report on Follow up of Implementation of Internal Audit Recommendations

That the Committee notes the Report on Follow up of Implementation of Internal Audit recommendations and approves the extension of target implementation dates as requested.

4.3 Report on Risk Management and Fraud Prevention

That the Committee notes the Report on Risk Management and Fraud Prevention.

4.4 Internal Audit Report on Policy Management and gap analysis

That the Committee notes the Internal Audit Report on Policy Management and gap analysis.

4.5 Internal Audit Report on Grant Application Governance Arrangements

That the Committee notes the Internal Audit Report on Grant Application Governance Arrangements.

4.6 Report on External Audit Update

That the Committee notes the information contained in the Report on External Audit.

5.1 Proposed changes to Local Government Act impacting on Internal Audit and the Audit Committee

That the Committee notes the information.

5.2 2016/2017 Internal Audit Annual Plan

1. That a review of Recruitment and Selection be included in the 2016/2017 Audit Plan.
2. That suggestions for any other additional proposed audits be identified in the 2016/2017 Audit Plan for consideration by the Committee at its meeting to be held 14 June 2016.

5.3 Fit for the Future Reform

That the Committee notes the information.

5.4 Audit Committee Membership

That the Committee notes the information.

Officer's Recommendation

That Council adopt the Audit Committee meeting minutes of 15 March 2016.

Committee's Recommendation: (Chanthivong/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 19 April 2016 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 57

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Audit Committee Meeting

Held Tuesday 15 March 2016 in Committee Room 3

Meeting Commenced: 4.30pm

1. Attendance and Apologies

Attendance: Bruce Hanrahan - Chairperson
Robert Rofe - Independent member
Councillor Paul Hawker – Mayor
Councillor Clinton Mead

Also in Attendance: Lindy Deitz - General Manager
Michael Sewell - Director Business Services
Deborah Goodyer - Internal Auditor
Monique Dunlop – Manager Governance & Risk
Jane Worden - Executive Support

Apologies: Councillor Alana Matheson

Sub Committee's Recommendation: (Hanrahan/Rofe)

That the above apologies be accepted.

CARRIED

2. Declarations of Interest

There were no Declarations of Interest made at this meeting.

3. Minutes to the 20 October 2015 Audit Committee meeting

Reporting Officer

Director Business Services

Purpose

To confirm the minutes of the 20 October 2015 Audit Committee meeting.

Report

The minutes of the previous Audit Committee meeting held on 9 June 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: (Rofe/Hanrahan)

That the information be noted.

CARRIED

4. Reports

4.1 Report on Internal Audit Progress (including completion of Plan and other audit activities)

Reporting Officer

Internal Auditor

Purpose

To provide an update to the Audit Committee on internal audit activities including the current status of work undertaken in accordance with the approved Strategic Audit Plan 2015-2016 and Budget Vs. Actual Audit days.

History

The Audit Committee approved the rolling 2015-2018 Strategic Audit Plan in June 2015. Work commenced on the annual audit plan for 2015-2016 in July 2015. Other activities traditionally undertaken by the internal auditor include assistance with compliance audits, adhoc advice on policy, risk and probity, and special audit or investigation requests.

Report

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

The scheduled Policy Management audit was completed during the second quarter and the Contract management draft report is being considered by management. Fieldwork is due to commence for the Accounts Receivable & debt recovery review and the Child Protection review is in the planning stage.

The General Manager requested review of Grant application governance arrangements was also completed during the second quarter of the year.

Internal Audit has progressed development of the Internal Audit framework and associated Quality Assurance and Improvement program.

Officer's Recommendation

That the Committee note the Report on Internal Audit Progress (including completion of Plan and other audit activities)

Sub Committee's Recommendation: (Rofe/Hawker)

That the information contained in the report on Internal Audit Progress (including completion of Plan and other audit activities) be noted by the Audit Committee.

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 a 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 any non-implementation within agreed timeframes, as well as requests for revision of the target dates.

This report includes progress towards implementation of recommendations made in audits reported to the June 2015 and October 2015 Audit Committees being:

- Asset Management – Plant and Equipment,
- Inventory Management
- Beverage and snack management processes
- Sign shop processes and management
- IT security and access, and
- Planning Reform Fund annual compliance review and certification.

Formal follow up activities to monitor implementation of audit recommendations which exceed the due dates is undertaken as required.

Officer's Recommendation

That the Committee notes the Report on follow up of Implementation of Internal Audit recommendations and considers approval of extension of target implementation dates as requested.

Sub Committee's Recommendation: (Rofe/Mead)

That the Committee notes the information contained in the report on follow up of Implementation of Internal Audit recommendations and approves the extension of target implementation dates as requested.

CARRIED

4.3 Report on Risk Management & Fraud Prevention

Reporting Officer

Internal Auditor

Purpose

To report on internal audit activities in assessing and improving Council's risk management, fraud and corruption prevention frameworks, systems and controls.

History

Internal audit activity has previously included assessment and management of risks (including fraud) specifically related to individual audit projects rather than by dedicated report.

The following elements of risk management are required to be assessed and monitored by Internal Audit:

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
- Review the impact of the risk management framework on its control environment and insurance arrangements.
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

Internal Audit is also responsible for evaluating the potential for occurrence of fraud, and how Council manages fraud risk.

Report

Since the October 2015 Audit Committee meeting, Internal Audit has reviewed and assessed:

- Council's policy management system including any gaps or deficiencies in particular areas of policy.
- Governance of grant applications for existence of appropriate risk management controls and findings indicate that risk management is not sufficiently considered in the grant application process.
- Risk management associated with each stage of the contract management lifecycle – key findings include significant deficiencies in ongoing contractor management.

Overall, internal audit activities have increasingly focused on ensuring that business processes integrate risk management and fraud prevention into their processes and recommendations for improvement are made in internal audit reports.

Additionally, Council's Risk management Coordinator has commenced work on an Enterprise Risk Management (ERM) framework in line with AS/NZ ISO31000:2009 – Risk Management Principles & Guidelines to systematically manage all types of risk across the organisation.

Whilst Council manages risk continuously, especially in areas such as Work Health & Safety; Council currently does not have a systematic process for identifying and assessing business or "enterprise" risk. A formal ERM framework establishes a foundation for which leaders and managers can identify risks which might otherwise affect the ability for the organisation to achieve its objectives.

Internal Audit proposes to work with the Risk Management Coordinator to integrate the principles and procedures of the developing ERM framework into internal audit activities.

Officer's Recommendation

That the Committee notes the report on Risk Management and Fraud Prevention.

Sub Committee's Recommendation: (Mead/Hawker)

That the information contained in the report on Risk Management and Fraud Prevention be noted by the Audit Committee.

CARRIED

4.4 Internal Audit Report on Policy Management and gap analysis

Reporting Officer

Internal Auditor

Purpose

The Internal Audit Report details findings and recommendations from the audit of Policy Management and gap analysis which was undertaken in accordance with the 2015/2016 approved Internal Audit Plan.

History

The 2015/2016 Internal Audit Plan was approved at the June 2015 Audit Committee meeting and included the audit of Policy Management and gap analysis.

Report

Attached is the Internal Audit Report outlining the findings from the review of Policy Management and gap analysis.

The audit was undertaken to assess the key processes and controls around Policy Management and gap analysis. The audit specifically assessed:

- Developing and maintaining key policy documents, including; coordination, consistency, consultation, and coverage of all legislative and other corporate areas
- Review and update of existing documents
- Roles and responsibilities including approval delegations
- Accessibility, training and awareness programs
- Record management & document control.

The review indicated that key controls were operating, except that:

- Opportunity to improve management and monitoring of policy management activities, including ensuring appropriate document positioning and ownership, legislative compliance monitoring, quality assurance, and managing documents overdue for review
 - Compliance with the policy management framework was lacking with respect to:
 - persistent delays in review and update of policies and authorised statements by a number of document owners
 - where gaps in policy coverage were identified, there were delays in formal establishment of relevant corporate documents
 - minor issues in storage of some corporate procedures for financial services on sections of the G Drive rather than ECM or the intranet
 - lack of communication of new and updated document requirements to council staff
-

- Gaps in coverage of key corporate areas such as; enterprise risk management, privacy management, business continuity and disaster recovery, and fraud and corruption prevention.

The overall rating given to this audit is that there is Moderate exposure. Of the 9 recommendations made, 4 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 Policy Management and gap analysis.

Sub Committee's Recommendation: (Hanrahan/Rofe)

That the information contained in the Internal Audit Report on Policy Management and gap analysis be noted by the Audit Committee.

CARRIED

4.5 Internal Audit Report on review of Grant Application Governance Arrangements

Reporting Officer

Internal Auditor

Purpose

The Internal Audit Report details findings and recommendations from the audit of Grant Application Governance Arrangements which was undertaken in accordance with a General Manager request, best practice guidelines and council's policy, authorised statements and procedures.

Report

Attached is the Internal Audit Report outlining the findings from the review of Grant Application Governance Arrangements.

The audit was undertaken to assess the key processes and controls around Grant applications. The audit specifically assessed:

- clearly identify that the grant purpose, objectives and desired outcomes align to Council priorities
- consider additional budget requirements, including co-funding, and whole of life costs
- clearly identify roles and responsibilities for approval, sponsorship and ongoing management or monitoring of grant projects/programs, and
- includes adequate record keeping arrangements.

Issues were noted broadly in the areas of registering all grant applications at their inception, identification and central oversight of high risk applications, establishing specific governance and risk management controls in the procedure, and clarifying roles and responsibilities including with respect to various levels of grant application authorities.

The overall rating given to this audit is that there is high exposure. One of the three recommendations made 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 review of Grant Application Governance Arrangements.

Sub Committee's Recommendation: (Hanrahan/Rofe)

That the information contained in the Internal Audit Report on review of Grant Application Governance Arrangements be noted by the Audit Committee.

CARRIED

4.6 External Audit Update

Reporting Officer

Director Business Services

Purpose

To provide the Committee with an update on the interim financial statement audit conducted by Council's external auditors for the year ended 30 June 2016.

Report

During February 2016, Intentus completed their first interim review of Council's operations in relation to their statutory audit of the financial statements of Council for the year ended 30 June 2016. In the auditor's opinion:

The interim audit established that the financial management procedures and systems have been controlled effectively in a manner appropriate for Council's structure and resources.

There were two matters noted where there are opportunities for Council to further improve its internal control environment being:

- voiding of receipts, and
- approval of weekly pay detail reports.

Management have reviewed audit recommendations and provided satisfactory management action plans.

Officer's Recommendation

That the Committee notes the report.

Sub Committee's Recommendation: (Hanrahan/Hawker)

That the information contained in the External Audit Update report be noted by the Audit Committee.

CARRIED

5. General Business

5.1 Proposed changes to Local Government Act impacting on Internal Audit and the Audit Committee

Council's Internal Auditor provided the Committee with an update in relation to proposed changes to the Local Government Act which will impact on Council's Internal Audit and Audit Committee. It was noted by the Committee that the Local Government Internal Audit Network (LGIAN) has had robust discussion on the proposed changes with concerns being identified in relation to:

- the proposal to 'require the information reported in the Annual report to be endorsed as factually correct' by the Audit Committee. It was noted that there is no indication as to what this will entail and whether this will be a function of management, Internal Audit or External audit, and
- the proposed terms of reference for a mandated Internal Audit function are extremely broad as outlined in the amendment, and may potentially impact independence of the function.

The Committee were advised that the Institute of Internal Audit has been involved in comment on the proposed changes, and the LGIAN is hopeful that this consultation process will provide a final legislative framework in keeping with the professional standards which balances accountability with suitable assurance mechanisms.

Council's Director Business Services advised the Committee that he participated in a webinar facilitated by the Office of Local Government in relation to the proposed Phase 1 amendments to the Local Government Act outlined in Towards New Local Government Legislation Explanatory Paper: proposed Phase 1 amendments and noted that during this webinar it was suggested that the NSW Auditor General's Department would auspice external auditor functions under the new legislation.

Sub Committee's Recommendation: Hawker/Rofe

That the information be noted.

CARRIED

5.2 2016/2017 Internal Audit Annual Plan

Council's Internal Auditor suggested to the Committee that a review of Recruitment and Selection be moved forward to the 2016/2017 Audit Plan. The Committee were advised that although Council has systems and processes in place, there is no overarching policy or authorised statement that draws the framework together, and there have been several recruitment actions indicating there may be room for improvement. The Committee noted this proposal and approved this request.

The Committee requested that any suggested inclusions for the 2016-2017 Internal Audit Annual Plan received from Council's management team be identified in the Plan and circulated for consideration by Committee members prior to the next Audit Committee meeting.

Sub Committee's Recommendation: (Hanrahan/Rofe)

1. That a review of Recruitment and Selection be included in the 2016/2017 Audit Plan.
2. That suggestions for any other additional proposed audits to be identified in the 2016/2017 Audit Plan for consideration by the Committee at its meeting to be held on 14 June 2016.

CARRIED

5.3 Fit for the Future Reform

The Committee made enquiries in relation to the progression of the NSW Government's Fit for the Future Reform. It was noted by the Committee that Campbelltown City Council was recommended to stand-alone. Council's Director Business Services advised the Committee that Campbelltown was required to develop an improvement proposal to demonstrate how Council currently meets or will improve its financial performance against the financial benchmarks to become fit for the future.

Campbelltown City Council's improvement proposal was submitted to the Independent Pricing and Regulatory Tribunal on 30 June 2015. Further to this, it was noted by the Committee that Council is now required to re-submit a performance improvement proposal for re-assessment by May 2016 and is currently awaiting guidelines from the Office of Local Government in relation this proposal.

Sub Committee's Recommendation: (Rofe/Hawker)

That the information be noted.

CARRIED

5.4 Committee Membership

The Mayor Councillor Hawker advised the Committee that due to the work commitments of Committee member Councillor Alana Matheson it is difficult for Councillor Matheson to attend the Audit Committee meetings and therefore investigations in relation to a replacement delegate for Councillor Matheson are underway. It was noted that the Committee will be provided with an update in relation to any proposed membership changes to the Audit Committee.

Sub Committee's Recommendation: (Hawker/Hanrahan)

That the information be noted.

CARRIED

Next meeting of the Audit Committee will be held 14 June 2016 at 4.30pm in Committee Room 2.

Bruce Hanrahan
Chairperson

Meeting Concluded: 5.05pm

7. GENERAL BUSINESS

7.1 Bicycle Education and Road Safety Centre

Committee's Recommendation: (Lake/Kolkman)

That a report be presented investigating the feasibility of hiring out bicycles and helmets to people attending Council's Bicycle Education and Road Safety Centre.

CARRIED

Council Meeting 19 April 2016 (Mead/Lake)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 57

That the Committee's Recommendation be adopted.

7.2 Gregory Hills Service NSW Centre

Committee's Recommendation: (Lake/Kolkman)

That Council write to the Minister for Finance and Services requesting the provision of toilet facilities at the Gregory Hills Service NSW Centre and that a copy of the letter also be sent to Member for Camden, Mr Chris Patterson MP, Member for Macquarie Fields, Mr Anoulack Chanthivong MP and Member for Campbelltown, Mr Greg Warren MP.

CARRIED

Council Meeting 19 April 2016 (Mead/Lake)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 57

That the Committee's Recommendation be adopted.

7.3 Local Newspaper advertising

Committee's Recommendation: (Lake/Mead)

That a comprehensive review be conducted and reported to Council in relation to advertising including the local media with a view to providing a more cost effective outcome. This review should include the frequency of advertising as it relates to the local media as well as the content and design of advertising taking into account legislative requirements.

CARRIED

Council Meeting 19 April 2016 (Mead/Lake)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 57

That the Committee's Recommendation be adopted.

Confidentiality Motion: (Borg/Kolkman)

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

24. CONFIDENTIAL ITEMS

24.1 Creation of Easements at Lark Hill, 92 Fern Avenue, Bradbury

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: (Lake/Mead)

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 6.02pm.

C Mead
CHAIRPERSON
