

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 7 February 2012.

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 7 February 2012

Present His Worship the Mayor, Councillor A Chanthivong
Councillor G Greiss (Chairperson)
Councillor F Borg
Councillor S Dobson
Councillor P Lake
Councillor A Rule
Director Business Services - Mr M Sewell
Director City Works - Mr J Hely
Manager Assets and Supply Services - Mr G Mitchell
Manager Business Assurance - Mrs M McIlvenny
Manager Communications and Marketing - Mrs B Naylor
Manager Executive Services - Mr N Smolonogov
Manager Financial Services - Mrs C Mears
Manager Governance and Administration - Ms D Bourke
Manager Human Resources - Mr B Clarence
Manager Property Services - Mr J Milicic
Acting Manager Technical Services - Mr K Lynch
Senior Waste Management Officer - Mr L Atkinson
Executive Assistant - Ms B Buckley

Apology (Rule/Lake)

That the apologies from Councillors Matheson and Hawker be received and accepted.

CARRIED

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

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

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Nil

Non Pecuniary – Less than Significant Interests

Councillor Rule - Item 4.2 - Sundry Debtors Report - December 2011 - Councillor Rule advised that he is a member of the Campbelltown Golf Club.

Councillor Chanthivong - Item 4.2 - Sundry Debtors Report - December 2011 - Councillor Chanthivong advised that he is a member of the Campbelltown Golf Club.

Councillor Rule - Item 5.1 - Quarterly Report Against the 2011-2014 Management Plan - February 2012 - Councillor Rule advised that he is a member of the Campbelltown Golf Club.

Councillor Chanthivong - Item 5.1 - Quarterly Report Against the 2011-2014 Management Plan - February 2012 - Councillor Chanthivong advised that he is a member of the Campbelltown Golf Club.

1. COMMUNICATIONS AND MARKETING

1.1 Council's Website Statistics Report July to December 2011

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To update Council on the visitation patterns of Council's website for the period July to December 2011.

Report

Council's website provides a range of information on programs, initiatives, services and events that can be accessed by visitors, with this to be further enhanced with the launch of a new website in May 2012.

Statistics for the current site provide information about the total number of visits and a summary of the most commonly accessed pages. Statistics regarding the number of times each page is accessed are also available, giving Council a more thorough overview of the most and least regularly utilised information on the site.

During the six month period from 1 July to 31 December 2011, the total number of visits to Council's website was 537,461, with an average of 89,576 visits per month.

In the previous reporting period (1 January to 30 June 2011), there were 526,934 visits to Council's website – indicating an increase in visitation of two percent during the July to December reporting period.

The website visitation rates are often impacted by the number of positions vacant advertised, and/or the timing of major annual events, and will fluctuate accordingly.

A breakdown of visits per month, including the top five pages visited each month, is listed below. The top five excludes visits to the Favourites page or the Google Search function, as these are not reflective of specific page visits or information sourced, and often used by staff to easily access their own section's information.

Month	Total visits	Top five pages visited during month
July	91,865	Current Positions Vacant – 8001 Library – 5897 Dogs for sale (small/puppies) – 5205 Dogs for sale (medium) – 3825 Dogs for sale (large) – 3470
August	94,288	Current Positions Vacant – 8751 Library – 6162 Dogs for sale (small/puppies) – 5140 Dogs for sale (medium) – 3629 Arts Centre – 3573
September	78,083	Current Positions Vacant – 7422 Library – 6067 Dogs for sale (small/puppies) – 4500 Arts Centre – 3794 Dogs for sale (medium) – 3302
October	78,847	Current Positions Vacant – 7996 Library – 5529 Dogs for sale (small/puppies) – 4629 Dogs for sale (medium) – 3356 Arts Centre – 3117
November	100,017	Current Positions Vacant – 8772 Dogs for sale (small/puppies) – 5005 Library – 4884 Arts Centre – 3859
December	94,361	Current Positions Vacant – 6222 Dogs for sale (small/puppies) – 5437 Library – 4710 New Year's Eve – 4574 Dogs for sale (medium) – 3948
Total number of visits for period	537,461	
Average visits per month	89,576	

In order of popularity, the 15 most commonly visited pages on the site during the reporting period were:

- Home page
- Current positions vacant
- Dogs for sale - small/puppies
- Library home page
- Dogs for sale – medium
- Dogs for sale – large
- Contact us/feedback
- Childrens Services – services
- Childrens Services – centre locations

-
- Kittens/cats for sale
 - Services A-Z
 - Campbelltown Arts Centre
 - Kerbside cleanup bookings
 - Lost dogs and cats
 - Animal Care Facility home page.

In order of popularity, the top five downloaded documents for the reporting period were:

- What is zoning? 2(b) Residential Zone information guide (development section)
- Leisure Services Fees and Charges 2011-2012 (leisure services section)
- A guide for job applicants (positions vacant section)
- Related text for HSC English (library section)
- Land Use Application form (development section).

The most popular time that visitors accessed Council's website during the reporting period was between 8.00am and 9.00pm (in excess of 100 visits per hour), with the average visit lasting 3.9 minutes, and the most popular days being Mondays and Tuesdays.

The majority of visitors access the website directly or via a favourites/bookmark link, with Google being the second most popular access tool.

The redevelopment of Council's website is currently in progress, with the new site scheduled to be launched on 3 May 2012 (coinciding with the anniversary of the proclamation of the City of Campbelltown in 1968). The new site will offer increased functionality, easier access to frequently accessed information, and a new look and feel, reflective of Council's commitment to providing efficient and reliable service to its customers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Rule/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 14 February 2012 (Greiss/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

1.2 Visit Macarthur Website Statistics Report July to December 2011

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To update Council on the usage patterns of the Visit Macarthur website for the period July to December 2011.

History

Council at its meeting on 3 February 2009 resolved that a report be presented at six monthly intervals showing the usage pattern of Council's joint tourism website.

Report

The Visit Macarthur website was launched in July 2006 as a joint initiative between Campbelltown City Council and Camden Council. The site forms a part of Campbelltown Council's existing website, but is accessible from its own URL, www.visitmacarthur.com.au, as well as Council's homepage.

Regular maintenance ensures that visitors can easily and quickly find up to date information on all tourism related operators in the Macarthur region including attractions, events, accommodation, restaurants, shopping centres, function facilities, sporting venues, guided tours and transport providers. The website also provides contact details for the Visitor Information Centres in Campbelltown and Camden, maps and an electronic customer contact/feedback form.

Statistics for the site provide information on the total number of visits to the site, as well as the number of new visitors, return visitors and the average number of pages viewed per visit.

Over the six month period from 1 July to 31 December 2011, the total number of visits to the Visit Macarthur website was 39,793. This is almost an 11 percent increase in visits when compared to the same period last year. Of the 39,793 visits, almost 10,000 are new visitors to the site.

A breakdown of visits per month, as well as the number of total pages viewed, is listed below.

Month	Total Visits	Page Views
July	10,400	25,033
August	6,306	23,972
September	5,006	18,794
October	4,713	17,566
November	6,635	23,294
December	6,733	17,710
TOTAL	39,793	126,369

The busiest period of the week to access the Visit Macarthur site is Tuesday and Friday. The most popular time is between 10.00am and 3.00pm.

The majority of visitors access the website directly or via a favourites/bookmark link. Google is the most popular search engine directing traffic to the website. Further visitors access the site via the links on the Campbelltown City Council, Sydney.com and Australia.gov.au websites.

The Campbelltown Visitor Information Centre often receives feedback about the site via the feedback email facility. Each listing on the site is also checked bi-monthly and changes are implemented as required.

Website statistics reports for the Visit Macarthur website will continue to be presented on a bi-annual basis.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Rule/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 14 February 2012 (Greiss/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

1.3 2011 Campbelltown Christmas Carols - Post Event Report

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To advise Council of the success of the Christmas celebrations held at the Campbelltown Arts Centre on Saturday 3 December 2011.

Report

The 2011 Campbelltown Christmas Carols were held at the Campbelltown Arts Centre on Saturday 3 December, from 6.00pm to 9.30pm.

People of all ages came along to be part of this festive celebration. With more than 25 local performers singing on the night, the crowd was entertained from open to close. This year, the performers were supported by a three piece band and backing vocalists.

The event was hosted by Pat McGeown. Following the official proceedings was the very popular Looney Tunes Christmas Show, an appearance from Santa, and the lighting of the community Christmas tree.

The Campbelltown Christmas Carols were held in association with the Rotary Clubs of Campbelltown and Macarthur Sunrise. Both clubs supported the event by running food and merchandise stalls. Council staff distributed free carols booklets to attendees on the night.

The event was a success and has attracted positive feedback from event attendees and participants with an estimated attendance in excess of 2,000.

Officer's Recommendation

That the 2012 event be held at the Campbelltown Arts Centre on Saturday 1 December.

Committee's Recommendation: (Borg/Rule)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 14 February 2012 (Greiss/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

1.4 2011 New Year's Eve Celebrations - Post Event Report

Reporting Officer

Manager Communications and Marketing

Attachments

1. 2011 New Year's Eve program
2. Copy of newspaper article, Letter to Editor - The Advertiser, 4 January 2012

Purpose

To advise Council of the success of the New Year's Eve celebrations held at Koshigaya Park, Campbelltown on Saturday 31 December, from 7.00pm to 12.30pm.

Report

Thousands of people showed up to what has proven to be one of Campbelltown's most popular events; New Year's Eve.

The event was held at Koshigaya Park, Campbelltown on Saturday 31 December and attracted in excess of 16,000 people.

The night was packed with entertainment and included carnival rides, food and merchandise stalls, and two spectacular firework displays. A staged entertainment program continued through the night, featuring local performers and well-known Sydney bands. The entire crowd was able to view the stage entertainment from a large screen, positioned in the western end of the park.

One of the main entertainment highlights was an appearance from the characters of the famous children's television series, Yo Gabba Gabba, which teaches life lessons through music, song and dance.

Crowd numbers appeared to have increased considerably compared to previous years, with steady attendance and less fluctuation. Police and security guards reported that the event was incident free.

Positive feedback has been received about the event, including a letter from a local resident published in the Daily Telegraph.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Rule/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 14 February 2012 (Greiss/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

ATTACHMENT 1



NEW YEAR'S EVE *2011*

KOSHIGAYA PARK, CAMPBELLTOWN

STAGE PROGRAM

7pm	Welcome by MC Pat McGeown
7.05pm	Kung Fu Panda
7.40pm	High School Musical 2
8pm	Lauren Azar
8.25pm	Yo Gabba Gabba
8.55pm	Welcome by Mayor of Campbelltown, Cr Anoulack Chanthivong
9pm	FIREWORKS
9.10pm	The Hughes Brothers
10pm	Boogie Fever
11pm	One Hit Wonders
Midnight	FIREWORKS
12.10am	One Hit Wonders

Plus

- Carnival rides
- Food stalls
- Merchandise
- and much more!



This is a drug and alcohol free event



campbelltown
city council

ATTACHMENT 2

Superb event

The New Year's Eve celebrations were yet another great event in Campbelltown.

The organisers are to be commended on their presentation of one of the truly family-oriented events in our city.

The crowd this year was significantly up on last year. There was a great family atmosphere and from our perspective, not one incident of drunkenness or antisocial behaviour.

Getting out of the mall parking lots could have been a nightmare had not a spirit of co-operation and good humour prevailed.

No impatient hooting or abuse; people simply being friendly and helpful.

Once again the focal point — the fireworks — were superb.

Brian Wyer, Ruse

2. GOVERNANCE AND ADMINISTRATION

No reports this round

3. PROPERTY SERVICES

No reports this round

4. FINANCIAL SERVICES

4.1 Investment Report - November/December 2011

Reporting Officer

Manager Financial Services

Attachments

Investment Portfolio Performance as at 31 December 2011

Purpose

To provide a report outlining Council's investment portfolio performance for November and December 2011.

Report

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

Council's Investment Portfolio as at 31 December 2011 stood at approximately \$83m. Funds are currently being managed both by Council staff and Fund Managers and are in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and Council's Investment Policy.

Portfolio Performance

Directly managed investments show an outperformance of the 90 day bank bill index benchmark of between 50 and 100 basis points for the reporting periods.

Monthly Annualised Return	November	December
Council Managed Funds	5.60%	5.73%
Local Government Fixed Out Cash Fund	4.92%	Funds Redeemed
Benchmark: 90 Day Bank Bill Index	4.71%	4.69%

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 twelve months.

Rolling Year to Date Return	November	December
Council Managed Funds	5.92%	5.95%
Local Government Fixed Out Cash Fund	5.36%	Funds Redeemed
Benchmark: 90 Day Bank Bill Index	4.91%	4.88%

Council's portfolio as at 31 December 2011 is diversified with 71% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 19% in floating rate notes which give Council a set margin above either 30 or 90 day bank bills, 9% in funds in a short term at call account and 1% in a National Australia Bank offset facility which expires in 2014.

All investments are placed with Approved Deposit Taking Institutions. No funds are placed with any unrated institutions.

Credit Exposure	December
AAA to AA-	84%
A+ to A	16%
A- to BBB-	0%
Other Approved Deposit Taking Institutions	0%

As reported to Council previously the revised Ministerial Investment Order does not allow for investments to be held with Local Government Financial Services (LGFS). Whilst initially this did not affect funds managed within the Fixed Out Cash Fund (FOCF) as they were placed prior to the release of the revised investment order and as such grandfathered. The Board of LGFS subsequently conducted a review of its operations and concluded that LGFS should cease providing any deposit taking services, included the FOCF from the end of November 2011. Funds totalling some \$12.5m have now been returned to Council, which represents 100% return of capital and interest accrued for November.

Council staff, in consultation with Council's Financial Advisor, Spectra Financial Services, recently undertook a review of Council's investment portfolio, in particular, the current policy settings and the redeployment of the FOCF funds. As a result, indicative pricing is now being sought from the four major banks for fixed rate bonds with maturities of 3 – 5 years. This approach will compliment Council's portfolio which is predominately in shorter dated fixed rate term deposits and longer dated floating rate notes.

A report will also be submitted to Council shortly on the review of the investment policy, the changes of which are minimal.

Economic Outlook

As anticipated the official cash rate was reduced by 25 basis points to 4.25% when the Reserve Bank Board (RBA) met in December 2011. Market sentiment is mixed as to whether there will be further easing in February 2012. In the media statement issued, the RBA acknowledged that there was not a strong need to cut rates in November; however the European economy still placed risks on the global economy.

Summary

Council's investment portfolio continues to outperform the benchmark of the 90 day bank bill index. The Local Government Investment Guideline leaves little scope for the enhancement of Council's investment portfolio with the various investment products being offered. However, to enhance the portfolio, advantage is taken on the length of maturity of the investment given the rating of the institution as well as reviewing any new investment products offered in consultation with Council's Financial Advisor, Spectra Financial Services.

Regular liaison with Council's external financial advisor assists in monitoring all of the risk factors to maximise Council's return on the investment portfolio while minimising the risk associated with this strategy.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 14 February 2012 (Greiss/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

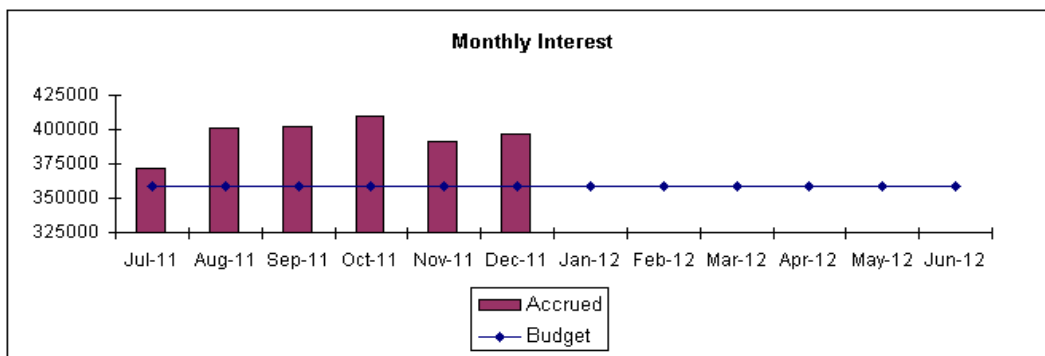
That the Officer's Recommendation be adopted.

ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary December 2011

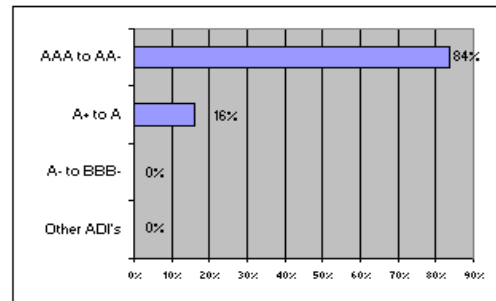
Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$82,974,550.94

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.40%	4.69%
Total Portfolio	0.48%	5.65%
<i>Performance to Benchmark</i>	+ 0.08%	+ 0.96%
Portfolio - Direct Investments	0.49%	5.73%
<i>Performance to Benchmark</i>	+ 0.09%	+ 1.04%
Portfolio - Managed Funds	0.00%	0.00%
<i>Performance to Benchmark</i>	- 0.00%	- 0.00%



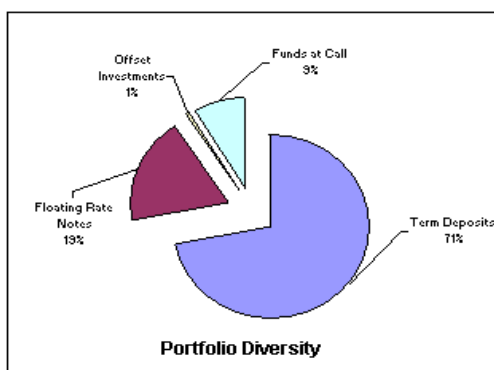
Year to Date Performance Credit Exposure

Rolling 12 Month Period
 5.91% Council Managed Funds
 0.00% Other Managed Funds
 4.88% Benchmark



Interest Budget to Actual
 Budget to Period \$2,150,000
 Accrued to Period \$2,373,965

Securities Institutions



	Amount Invested	% Portfolio
Funds at Call	\$ 7,077,037.62	9%
Suncorp Metway	\$ 6,318,479.54	8%
National Australia Bank	\$ 14,769,797.35	18%
ANZ Bank	\$ 4,091,445.49	5%
NSW Treasury	\$ 4,250,000.00	5%
Westpac Bank	\$ 17,658,826.84	21%
Citibank	\$ 1,029,013.21	1%
St George Bank	\$ 5,199,226.98	6%
Commonwealth Bank	\$ 11,000,000.00	13%
Bank Western Australia	\$ 11,580,723.91	14%
Building Societies	\$ -	0%
Unrated Institutions	\$ -	0%
Total	\$82,974,550.94	100%

4.2 Sundry Debtors Report - December 2011

Reporting Officer

Manager Financial Services

Attachments

1. Debtors Summary
2. Ageing of Sundry Debts to 31 December 2011

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 31 December 2011.

Report

Debts outstanding to Council as at 31 December 2011 were \$2,038,122 reflecting a decrease of \$132,462 since November 2011. The ratio of outstanding debts to current invoices has increased from 21% in November to the current level of 69%. 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.

During the month, 341 invoices were raised totalling \$730,698 and of these, the most significant have been in the following areas:

Various Sundry Items - \$314,039

The main invoices relate to:

Capital Finance Australia Ltd – Computer leases	\$276,459
NSW Rural Fire Service – Kentlyn Brigade Shed and application fees	\$6,422
Arts Centre Café – Annual charges for eftpos terminal, pest sprays, phone charges, water and electricity	\$4,395
Debtor 71486.5 – Child care fees for August to November 2011	\$4,002

Land and Building Rentals - \$74,439

The main invoices relate to:

Aldi Stores – Macquarie Fields	\$21,567
Glenquarie Hotel Pty Ltd – Glenquarie Shopping Centre, Macquarie Fields	\$18,392
Caltex Oil Australia – Macquarie Fields	\$14,874
Mycorp Group Pty Ltd – BP Petrol Station, Macquarie Fields	\$12,610

Sportsground and Field Hire – \$70,829

The main invoices relate to:

Camden District Cricket Association – Summer sportsground hire at various locations within the Local Government Area	\$24,713
Total Event & Management Services Pty Ltd – Campbelltown Sports Stadium events commission	\$16,977
Campbelltown Camden District Cricket Club Inc – Campbelltown Athletics Stadium Hire and Raby sportsground hire	\$6,460
Office Products Depot Macarthur – Campbelltown Sports Stadium Corporate Hospitality	\$3,800

Corporate Administration - \$63,806

The main invoices relate to:

SITA Environmental Solutions – Domestic Waste & Recycling contract, education contribution for 2012	\$55,000
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Receipts to the value of \$863,917 have been received during the period, the most notable in the following areas:

Various Sundry Items	\$281,037
Land and Building Rentals	\$163,541
Corporate Administration	\$127,948
Shop and Office Rentals	\$63,787
Public Hall Hire	\$48,221

Debts exceeding 90 days of age totalled \$282,355 as at 31 December 2011. The major invoices relating to this balance include:

Debtor 68316.9 - Retaining wall between Lot 1451 DP 703487 2 & 4 Brownlow Pl, Ambarvale. Debtor has made arrangements approved by Council to make monthly payments of \$450	\$26,807
Sydney Water - Various road restorations in the Local Government Area	\$5,438
Campbelltown District Netball Association - Contribution for platform at Coronation Park. Arrangement to pay \$5,000 per month commencing July 2011 will result in the debt being liquidated by April	\$11,006
Airds Bradbury Community Centre Inc - Second progress payment for "Airds Youth Centre Improvements". Work completed 18 November 2011. Final claim lodged with State Government in December, payment is expected shortly	\$69,657
NSW Environmental Trust - Urban Sustainability Program, Urban Waterways Initiative Campbelltown Golf Course, Year 3. Payment is expected in the near future in line with revised milestones	\$22,000
Department of Housing – Mowing of open space at Airds and Rosemeadow for July to September quarter. Payment is expected in the near future	\$5,646
Landcom – Edmondson Park South Construction drawing and Environmental review. Payment has now been received	\$7,759

During the month, 12 accounts progressed to recovery action. The defaulting debtors were issued a letter of demand on Council's letterhead advising that if the account was not settled or an appropriate arrangement was not made, the account will escalate to formal legal action through Council's agents.

Council 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: (Rule/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 14 February 2012 (Greiss/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 December 2011 to 31 December 2011

DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/11/2011	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/12/2011	% DEBT RATIO
Corporate Administration	423,248	63,806	127,948	359,106	17.62%
Abandoned Items	2,561	1,493	0	4,054	0.20%
Child Care Debts	18,124	0	0	18,124	0.89%
Community Bus	439	710	678	471	0.02%
Sportsground and Field Hire	30,863	70,829	32,556	69,135	3.39%
Government and other Grants	1,006,032	4,400	8,725	1,001,707	49.15%
Public Hall Hire	66,363	19,063	48,221	37,205	1.83%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	132,866	74,439	163,541	43,765	2.15%
Healthy Lifestyles	7,838	1,746	5,447	4,137	0.20%
Library Fines and Costs	157,404	0	0	157,404	7.72%
Shop Licence Fees	51,092	3,585	31,485	23,192	1.14%
Pool Hire	36,739	13,451	39,317	10,873	0.53%
Private Works	59,819	8,365	4,688	63,496	3.12%
Road and Footpath Restoration	41,236	43,498	21,913	62,821	3.08%
Shop and Office Rentals	20,811	51,879	63,787	8,902	0.44%
Various Sundry Items	86,760	314,039	281,037	119,761	5.88%
Waste Collection Services	67,475	59,396	33,818	93,054	4.57%
	2,171,341	730,698	863,917	2,038,122	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 December 2011

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	59,305	71,032	118,874	109,895	359,106	142,624
Abandoned Items	1,493	0	0	2,561	4,054	2,561
Child Care Debts	18,124	0	0	0	18,124	0
Community Bus	239	132	0	100	471	250
Sportsground and Field Hire	47,226	5,411	8,752	7,747	69,135	8,351
Government and other Grants	4,400	0	973,607	23,700	1,001,707	23,900
Public Hall Hire	6,632	25,333	68	5,173	37,205	17,715
Health Services	0	0	0	350	350	350
Land and Building Rentals	42,146	219	199	1,201	43,765	9,275
Healthy Lifestyles	1,746	761	55	1,576	4,137	1,642
Library Fines and Costs	157,404	0	0	0	157,404	0
Shop Licence Fees	2,867	955	1,575	17,795	23,192	25,940
Pool Hire	9,768	716	246	143	10,873	329
Private Works	9,324	812	275	53,084	63,496	44,299
Road and Footpath Restoration	23,261	12,907	20,026	6,628	62,821	7,984
Shop and Office Rentals	7,766	1,137	0	0	8,902	0
Various Sundry Items	30,207	31,277	5,874	52,403	119,761	42,549
Waste Collection Services	59,066	33,988	0	0	93,054	4,445
	441,540	184,677	1,129,551	282,355	2,038,122	332,213

4.3 Monthly Rates Summary - December 2011

Reporting Officer

Manager Financial Services

Attachments

1. Monthly Rates Summary
2. Budget to Actual Result
3. Rates Statistics

Purpose

This report details the 2011-2012 Rates and Charges levy and cash collections for the period ending 31 December 2011.

Report

Rates and Charges levied to the period ending 31 December 2011 totalled \$75,894,667 representing 99% of the estimated total annual budget.

Receipts collected to the end of December totalled \$42,508,324. This amount represents 53.9% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 53.6%.

The second quarterly instalment became due for payment on 30 November 2011. An analysis of payments has revealed that 54% of ratepayers prefer to pay their accounts by BPay via internet and telephone. Australia Post continues to remain popular with over the counter payments receiving 32% of all payments made.

Debt recovery action in regard to missed instalments commenced early in December and involved the issue of 9,183 missed instalment reminder notices to all ratepayers with an outstanding balance of less than \$500. This represents an increase of 14% in the number of reminder notices sent in December 2010.

Ratepayers with balances exceeding \$500 received a seven-day letter of demand requesting urgent attention to payment of the amount due or suitable arrangements to be made on or before 19 December 2011. To avoid financial strains on ratepayers over the Christmas holiday period a second seven-day letter was deferred until early January 2012.

Letters were issued to 1,908 ratepayers on 12 December 2011 with the total amount due by ratepayers in arrears at \$2,141,848.

Ratepayers who have purchased property since the instalment notices were issued, are sent a 'Notice to New Owner' letter. This letter advises ratepayers of the annual amount levied and any balance unpaid since settlement occurred. During December, 23 of these notices were sent to ratepayers.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Rule/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 14 February 2012 (Greiss/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2011	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,651,511.85	42,996,278.56	1,273,671.73	484,851.92	44,858,970.60	23,755,901.13	21,103,069.47	386,872.67	21,489,942.14
BUSINESS	468,880.66	14,459,780.47		53,948.52	14,982,609.65	8,274,415.94	6,708,193.71		6,708,193.71
BUSINESS - IND	172,708.36	0.00		3,148.91	175,857.27	153,448.48	22,408.79		22,408.79
FARMLAND	53,259.58	363,430.40	883.57	2,576.61	418,383.02	241,988.48	176,394.54	134,645.38	311,039.92
MINING	0.00	13,051.33		24.67	13,076.00	13,051.33	24.67		24.67
LOAN	251,772.85	4,023,995.74		9,736.42	4,285,505.01	2,278,846.23	2,006,658.78	50,605.65	2,057,264.43
F5 ACCESS RAMPS	24,330.32	0.00		470.89	24,801.21	21,970.58	2,830.63		2,830.63
MAIN STREET	72.86	0.00		0.00	72.86	0.00	72.86		72.86
TOTAL	\$3,622,536.48	\$61,856,536.50	\$1,274,555.30	\$554,757.94	\$64,759,275.62	\$34,739,622.17	\$30,019,653.45	\$572,123.70	\$30,591,777.15
GARBAGE	706,630.61	13,347,264.20	387,632.61	26,452.94	13,692,715.14	7,265,470.26	6,427,244.88		6,427,244.88
SANITARY	0.00	73.21		0.00	73.21	0.00	73.21		73.21
STORMWATER	55,274.31	882,486.79		1,648.68	939,409.78	503,232.02	436,177.76		436,177.76
GRAND TOTAL	\$4,384,441.40	\$76,086,360.70	\$1,662,187.91	\$582,859.56	\$79,391,473.75	\$42,508,324.45	\$36,883,149.30	\$572,123.70	\$37,455,273.00

Total from Rates Financial Transaction Summary	37,141,443.67
Overpayments	-313,829.33
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	667,668.46
Rate accounts greater than 12 months less than 18 months in arrears	54,667.78
Rate accounts greater than 18 months in arrears	33,169.91
TOTAL rates and charges under instruction with Council's agents	\$755,506.15

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	42,819,100	42,819,100	42,996,279	(177,179)	100.41%
BUSINESS	14,484,800	14,484,800	14,459,780	25,020	99.83%
FARMLAND	364,600	364,600	363,430	1,170	99.68%
MINING	13,104	13,104	13,051	53	99.60%
LOAN	4,010,200	4,010,200	4,023,996	(13,796)	100.34%
TOTALS	61,691,804	61,691,804	61,856,537	(164,732)	100.27%
INTEREST CHARGES	240,000	240,000	139,123	100,877	57.97%
LEGAL COSTS RECOVERED	1,100,000	1,100,000	417,168	682,832	37.92%
PENSIONERS - Sec 575	(1,649,996)	(1,649,996)	(1,662,188)	12,192	100.74%
PENSIONERS SUBSIDY	907,498	907,498	914,203	(6,706)	100.74%
SUB TOTAL	62,289,306	62,289,306	61,664,843	624,463	99.00%
DOMESTIC WASTE CHARGES	13,208,604	13,208,604	13,023,363	185,241	98.60%
COMMERCIAL WASTE CHARGES	273,266	273,266	323,901	(50,635)	118.53%
SANITARY INCOME	1,000	1,000	73	927	7.32%
STORMWATER MNGMNT	880,000	880,000	882,487	(2,487)	100.28%
GRAND TOTALS	76,652,176	76,652,176	75,894,667	757,509	99.01%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	52.96%	55.25%		
BUSINESS	55.23%	57.22%	RATES	56.16%
FARMLAND	57.84%	66.58%	SANITARY	0.00%
LOAN	53.18%	56.63%	STORMWATER	57.02%
ALL RATES	53.64%	56.16%	TOTAL RATES & CHARGES	56.28%

ATTACHMENT 3

RATES STATISTICS

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	Dec-10
Rate Notices	48,056	175		173									
Instalment Notices				41,808									
Missed Instalment Notices			9,857			8,572							7,467
- Pensioners > \$15.00			603			611							601
Notice to new owner	299	103	18	36	21	23							73
7-day Letters - Council issued			1,701			1,794							1,785
- Pensioners > \$500.00			123			114							121
7-day Letters - Agent Issued			693										
Statement of Claim	278	26	9	272	19	14							12
Judgements	20	61	37	35	72	9							6
Writs	22	14	43	53	11	32							9
eRates	1,029	1,039	1,056	1,066	1,072	1,079							889
Arrangements	381	369	519	336	304	431							393

4.4 Quarterly Budget Review Statement as at 31 December 2011

Reporting Officer

Manager Financial Services

Attachments

Quarterly Budget Review Statements for the period 1 October 2011 to 31 December 2011 (distributed under separate cover)

Purpose

A quarterly financial review has been conducted on the original income and expenditure estimates presented in the 2011-2012 budget. The adjustments relating to the review of the original budget allocations are presented for Council's consideration.

Introduction

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

Report

In accordance with Clause 203 of the *Local Government (General) Regulation 2005*, the Responsible Accounting Officer is required to prepare a quarterly budget review of income and expenditure estimates and submit a report to Council. The QBRS must also include an opinion of the Responsible Accounting Officer concerning the financial position of Council. This report provides an overview of the results of the financial review for the quarter ended 31 December 2011.

In June 2011, Council adopted a balanced budget for 2011-2012. There is no proposed change to the budget result in this review.

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

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

The following major items are detailed with corresponding adjustments recommended following the completion of the first quarter financial review:

Development Assessment Unit (1210) - \$45,000 increase in income

During 2010-2011 Council paid for consultancy work in relation to the Edmondson Park development. Council has subsequently been reimbursed by Landcom in this financial year resulting in this saving to the budget. The saving has been used to offset other areas of expenditure.

Indigenous Art Prize Tour (1807) - \$107,500 increase in income and expenditure

As reported to Council previously, the Arts Centre was successful in attracting the Indigenous Art Prize Tour to Campbelltown. Funding was provided from Arts NSW and Coal and Allied to assist with the tour. This adjustment reflects the additional funding that has been provided.

Footpath Construction Program (3040) - \$150,000 increase in expenditure

Council's original budget included an amount of \$250,000 for the construction of new footpaths. As Council would be aware, there is a significant backlog of proposed works. In an effort to accelerate the program of works and as a result of savings in other areas, an additional amount has been allocated to the Footpath Program in this Financial Review.

Land Acquisition/Sale-Development Reserve (2990) - \$1,900,000 increase in income

Council had originally budgeted an amount of \$600,000 as proceeds from the sale of land in Eschol Park. This sale has been delayed and will not proceed this financial year. Offsetting this is the income received from Railcorp of \$2.5m as a result of the compulsory acquisition of land on Farrow Road. The net proceeds will be transferred to the Development Reserve for use at a future stage. As a result there will be no adjustment required to the overall budget.

Superannuation Contribution (3405) – \$190,000 decrease in expenditure

Longstanding Council employees can be members of the Local Government Retirement Superannuation Scheme; this is a defined benefits scheme. Under the scheme Council is required to contribute to the employee's superannuation. The standard contribution rate is 1.9 times the amount that the employee contributes (within scheme guidelines). As a result of the global financial crisis, councils have been required to contribute at double this rate to make up for the shortfall in the pool of funds. In an effort to make this additional contribution more equitable between councils, Local Government Super has developed a new methodology of calculating the additional contribution. As a result, there will be a saving in superannuation payments this financial year.

Summary

As reported to Council in previous years, the financial objective has been to budget a surplus to improve Council's liquidity ratio. The liquidity ratio has improved significantly and reached a satisfactory level and as such, a balanced budget is proposed for the 2011-2012 financial year.

As per the Responsible Accounting Officer's statement, the 2011-2012 results continue to support Council's sound financial position. During 2011-2012 Council will review its financial strategy in line with the development of the 10 year Long Term Financial Plan, required by the Integrated Planning and Reporting Framework and determine the most appropriate and financially responsible action for future periods.

Officer's Recommendation

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

Committee's Recommendation: (Borg/Rule)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 14 February 2012 (Greiss/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

4.5 NSW Local Infrastructure Renewal Scheme

Reporting Officer

Manager Financial Services

Attachments

Nil

Purpose

To seek Councils approval to apply for the NSW Local Infrastructure Renewal Scheme.

Report

The New South Wales Government's 'NSW 2021' State Plan identifies the need to invest in critical infrastructure. A step towards achieving this is the implementation of a Local Infrastructure Backlog Policy.

The elements of this Local Infrastructure Backlog policy include:

1. Council by Council audit of local infrastructure backlog, to be undertaken by the Division of Local Government, to provide better information on investment needs. The information will be sourced from Council's 10 year asset management plans prepared under the Integrated Planning and Reporting Framework as well as data included in Council's Annual Financial Statements
2. A Local Infrastructure Renewals Scheme (LIRS) which allows for Council's to access interest rate subsidies of 4% to reduce borrowing costs for the purpose of funding infrastructure backlogs. This LIRS is being administered by the Division of Local Government and is valued at \$70m over five years
3. NSW Treasury Corporation financial assessment and benchmarking system to assist Council's asset acquisition and investment management strategies, including providing advice on a Council's capacity to utilise debt when appropriate.

The Division of Local Government has released guidelines on the Local Infrastructure Renewals Scheme (item 2) including detailed information on eligibility requirements and assessment criteria for Council's to consider before deciding whether to apply for assistance under the LIRS.

The timeline for any application is as follows:

- Pre-notification of intention to lodge an application 10 February 2012
 - Application closing date 30 March 2012
-

The Local Infrastructure Renewal Scheme aims to provide a 4% interest subsidy to assist those councils with legitimate infrastructure backlogs to cover the cost of borrowing. The subsidy aims to provide an incentive to councils to make greater use of debt funding to accelerate investment in infrastructure backlogs. Preference will be given to projects/programs with a total cost of at least \$1m.

It is anticipated that there will be two to three rounds of applications for LIRS assistance commencing with a first round in 2011/12. The final round of applications will commence no later than 2013/14, to enable loan drawdown by 30 June 2015. All loans subsidised by the LIRS must have a loan term not exceeding ten years.

Council's 2010-2011 Financial Statements identified an Infrastructure backlog of \$31.799m to bring all assets up to at least an average standard. Over the past six months, Assets and Supply Services have been refining asset modelling data to develop a number of scenarios for the consideration of Council.

If Council were to take advantage of this initiative, borrowings could only be applied for the purpose of funding specific new works, upgrades, or renewal of infrastructure that is of a capital nature. This work would be of a significant nature and would be required to meet the criteria of the Australian Accounting Standards in extending the life of the existing asset.

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

Council's current Debt Service Ratio of 5% falls within the boundaries of the Local Government Financial Health Check performance target of less than 10% for a developed Council.

As an indication, a 4% interest subsidy on a loan of \$1m would equate to a saving of \$21,000 per annum in interest. Over the life of a 10 year loan this results in a total saving of \$213,000.

Council officers are preparing a program of works from the Infrastructure backlog to be presented to Council for consideration prior to submitting a final application.

Officer's Recommendation

1. That Council submit a pre-notification application to the Division of Local Government by 10 February 2012.
2. That a detailed presentation be provided to Council at a Briefing Night prior to the submission of the final application.

Committee's Recommendation: (Rule/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 14 February 2012 (Greiss/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

5. BUSINESS ASSURANCE

5.1 Quarterly Report Against the 2011 - 2014 Management Plan - February 2012

Reporting Officer

Manager Business Assurance

Attachments

Campbelltown City Council 2011-2014 Management Plan Quarterly review October - December 2011 (distributed under separate cover)

Purpose

To advise Council of the progress in undertaking the significant projects detailed in the 2011-2014 Management Plan.

History

It is a requirement of the *Local Government Act 1993*, that Council receive a quarterly report against the activities in the Management Plan.

Report

In 2011, Council adopted the 2011-2014 Management Plan. The Management Plan outlines the services, functions and projects that Council will undertake during 2011-2014.

This report provides an update on the projects outlined in the Plan. The report format is currently being reviewed to accommodate reporting against the corporate performance indicators in the Plan.

In summary, 95% of the projects outlined in the plan are on track or completed. Projects completed throughout the October-December quarter included, The Festival of Fisher's Ghost, Fisher's Gig and the installation of the new VOIP telephone system. A small number of projects have not been completed due to a number of circumstances and are subject to ongoing monitoring. These are:

Upper Georges River Urban Sustainability Project
Comment: Grant funds - extension for project approved

Urban Sustainability Project Campbelltown Golf Course

Comment: Six month extension, completion date August 2012. On ground works to be completed June 2012

Upgrade to Macquarie Fields Swimming Centre

Comment: Ongoing strategy to upgrade Council pools. Additional funds in 2012-2013

Open space and community facilities review

Comment: Review to be presented to Council in the near future

Leumeah pedestrian overbridge

Comment: Negotiations for track possession with State Rail have been ongoing

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Rule)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 14 February 2012 (Greiss/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

6. HUMAN RESOURCES

No reports this round

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Rule/Lake)

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to exclude the public from the meeting during discussions on the items in the Confidential Agenda, due to the confidential nature of the business and the Committee's opinion that the public proceedings of the Committee would be prejudicial to the public interest.

CARRIED

21. CONFIDENTIAL ITEMS

21.1 Compulsory Acquisition of Council Land - Farrow Road - By RailCorp

Reason for Confidentiality

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

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

There being no further business the meeting closed at 6.19pm.

G Greiss
CHAIRPERSON
