

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 19 March 2013.

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 19 March 2013

Present

- Councillor C Mead (Chairperson)
- Councillor F Borg
- Councillor A Chanthivong
- Councillor G Greiss
- Councillor P Hawker
- Councillor R Kolkman
- Councillor P Lake
- Director Business Services - Mr M Sewell
- Director City Works - Mr J Hely
- Manager Assets and Supply Services - Mr G Mitchell
- Acting Manager Communications and Marketing – Ms A King
- Acting Manager Customer Service - Mr P Macdonald
- Acting Manager Financial Services – Mr A Butcher
- Acting Manager Governance and Administration – Mrs B Naylor
- Manager Human Resources - Mr B Clarence
- Acting Manager Information Management and Technology – Mrs S Peroumal
- Manager Property Services - Mr J Milicic
- Acting Manager Waste and Recycling Services – Mr L Atkinson
- Coordinator Facility Maintenance – Mr W Miller
- Executive Assistant – Mrs K Peters

Apology Nil

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. COMMUNICATIONS AND MARKETING

1.1 Australia Day 2013 post event report

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To advise Council of the Australia Day celebrations that took place at the Greg Percival Community Centre and Hallinan Park, Ingleburn as well as Koshigaya Park, Campbelltown on Saturday 26 January 2013.

Report

Council held its annual Australia Day celebrations on Saturday 26 January 2013.

The Australia Day civic ceremony in Ingleburn commenced at 9.00am, with morning tea available from 8.00am. The hall at the Greg Percival Community Centre was used for the civic ceremony and provided seating for 250 guests.

Prior to the presentation of the Australia Day Awards, the cadets from the training ship, *Kanimbla*, presented the flags and the national anthem was performed by the Ingleburn RSL and Campbelltown Community Pipes and Drums.

The 2013 award categories included Citizen of the Year, Young Citizen of the Year, Sportsperson of the Year and Community Group Initiative of the Year. There were 52 nominations across the four categories, an increase of 10 on 2012 nominations.

Following the presentation of the awards, the Mayor conducted a citizenship ceremony for 64 people who now proudly call Australia home.

Support was received from the Ingleburn Country Women's Association, who provided a free morning tea, with the Lions Club of Ingleburn providing their traditional free sausage sizzle after the official ceremony. Both proved very popular.

Council's events staff ran a number of free activities in Hallinan Park following the conclusion of the citizenship ceremony from 11.00am to 1.00pm. The activities included lamington making, a thong throwing competition, egg and spoon races and a jumping castle.

Entertainment in the park was provided by the Macarthur Country Music Club. Approximately 500 people participated in the activities.

The afternoon event held in Koshigaya Park proved to be very popular. The Rotary Club of Ingleburn ran a BBQ at Koshigaya Park from 4.00pm until 6.00pm. During this time, they provided a free sausage sizzle to more than 1000 event attendees. Council's event staff ran a free lamington making activity from 4.00pm until 5.30pm.

A free carnival was available from 4.00pm until 9.30pm, which proved very popular with steady numbers all night. There were 22 stallholders at the event, which was an increase on the previous year, and included food, drinks, merchandise and information based stalls.

A staged entertainment program continued through the night, featuring local performers and well-known Sydney bands.

Entertainment throughout the afternoon was a hit with the crowd. Seven young people took part in the Youth Talent Quest which kicked off the staged entertainment, followed by Chrissy's Island Family and the Aussie Kids Show. Musical acts such as The Kamis, Hits and Pieces and Let's Groove Tonight kept the energy high all night and the event concluded with a huge fireworks display, at which time the crowd numbers were at their highest.

Police and security guards reported that the event was incident free.

Positive feedback has been received about the event.

The event was delivered within the budget of \$64,600 as adopted as part of the 2012-2013 operational plan.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 March 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 39

That the Officer's Recommendation be adopted.

2. GOVERNANCE AND ADMINISTRATION

2.1 Amendment to the 2013 Council Meeting Calendar

Reporting Officer

Director Business Services

Attachments

Amended 2013 Council meeting calendar (distributed under separate cover)

Purpose

To advise, and seek Council's endorsement, of an amended 2013 meeting calendar.

Report

Council at its meeting of 20 November 2012 adopted a meeting calendar for 2013.

In adopting the calendar, the meeting dates for October 2013 were determined on the basis that the Local Government Conference was generally held in the last week of October.

Advice has recently been received, noting that due to the formation of one association: Local Government NSW, the annual conference will now be held at the Sydney Town Hall from 1-3 October 2013.

An amended meeting calendar has been prepared to reflect the change of conference dates.

The calendar is presented for adoption by Council.

Officer's Recommendation

That the amended 2013 Meeting Calendar, as attached, be adopted.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 March 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 39

That the Officer's Recommendation be adopted.

2.2 Revised Policy - Parks and Reserves Names

Reporting Officer

Director Business Services

Attachments

Revised Policy - Parks and Reserves Names

Purpose

To seek Council's endorsement of the revised Policy - Parks and Reserves Names.

History

Council adopted a Policy for the naming of public reserves in 1989 to comply with the *Geographical Names Act 1966* and the guidelines issued by the Geographical Names Board.

Report

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

The Policy provides the criteria for the naming of Parks and Reserves within the Campbelltown Local Government Area.

The current review has recommended no changes and the attached Policy is submitted to Council for adoption.

Officer's Recommendation

1. That the revised Parks and Reserves Names Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2016.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 26 March 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 39

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY
Policy Title	Parks and Reserves Names	
Related Documentation		
Relevant Legislation/ Corporate Plan	<i>Geographical Names Act 1966</i>	
Responsible Officer	Director Business Services	

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

Objectives

To guide the naming of public reserves so that the official name can be assigned as a place name under the *Geographical Names Act 1966*.

To provide for the allocation of names to parts of public reserves which are used for a special purpose or associated with a sporting sponsor, in a manner which will not cause confusion with the official name.

Policy Statement

This Policy details the criteria and procedures to be followed in the naming of public reserves or parts of public reserves within the Campbelltown Local Government Area.

Scope

This policy covers the naming of all public reserves in the Campbelltown Local Government Area

Legislative Context

Geographical Names Act 1966

Principles

1. Council allocation of names

- a) Accept names of parks and reserves already in common use.
- b) New parks and reserves to be named after past residents and land grantees of the locality in which the park or reserve is located, or aboriginal names from the local dialect.
- c) If insufficient names of past residents, land grantees or aboriginal names from the local dialect are available, parks and reserves be named after the street from which the park or reserve achieves access.
- d) Where a name is to be allocated to a particular part of a park or reserve or a sponsor's name is to be used, the designation be restricted to Oval, Field, Gardens, Memorial Gardens, Playground, etc.

Campbelltown City Council

- e) Notwithstanding clauses 1(a), 1(b), 1(c) and 1(d) above, a name may be allocated to an unnamed park or a park named pursuant to clause 1(c) to mark an important occasion or relationship.
- f) The designation of the official name is to be Park or Reserve, whichever is the more euphonious with the preferred name, provided where neither is considered to be euphonious other designations, ie sports complex, may be used in lieu.

2. Geographical Names Board assignment of names

Only names which have been allocated pursuant to clauses 1(a), 1(b) and 1(e) be submitted to the Geographical Names Board to be assigned as place names in accordance with the *Geographical Names Act 1966*. Any naming proposals submitted by Council to the Geographical Names Board should be in accordance with the Board's Guidelines.

Responsibility

Director Business Services is responsible for the regular review of this Policy to ensure that the criteria and procedures regarding the naming of public reserves is appropriate.

Effectiveness of this Policy

The Policy will be reviewed in accordance with Council's adopted procedure for Policy Development and Review to ensure the criteria and general requirements comply with the requirements of the Geographical Names Board.

END OF POLICY STATEMENT

2.3 Disclosure of Pecuniary Interest Amendment

Reporting Officer

Director Business Services

Attachments

Copy of the Form of Special Disclosure of Pecuniary Interest

Purpose

To advise Council of an amendment to the pecuniary interest disclosures that allows for an exemption from compliance in relation to the adoption of principal local environmental plans.

Report

Councillors in dealing with the principal Local Environmental Plan (LEP) or a substantial change to Council's principal planning instrument have always had difficulty due to the ownership of land that is affected by these instruments and therefore conflicts of interest.

The Division of Local Government has advised of amendments to Section 451 of the *Local Government Act 1993* that deals with the declaration of conflicts of interest. These amendments are reflected in Council's Code of Conduct which allows Councillors to provide the appropriate notification of conflicts of interest enabling Councillors to participate in the dealing of reports associated with the adoption of Council's LEP.

The declaration of interest is a special disclosure and must be made on the prescribed form which is attached to this report. This disclosure must be made before the commencement of the Council or committee meeting and must be recorded in the minutes of that meeting.

Should any Councillor have difficulty with the prescribed form please contact either the Director Planning and Environment or the Director Business Services who will provide further assistance.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Chanthivong/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 March 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 39

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Circular to Councils

Circular No. 12-28
Date 10 August 2012
Doc ID. A285530

Contact Investigations Team
02 4428 4100
dlg@dlg.nsw.gov.au

SPECIAL DISCLOSURE OF PECUNIARY INTERESTS FORM

Purpose

The purpose of this Circular is to advise general managers and councillors of the commencement of the exemption from compliance with requirements of the pecuniary interest provisions at meetings in relation to the adoption of principal local environmental plans.

Issue

- An amendment has been made to section 451 of the *Local Government Act 1993*. This amendment provides for a councillor who has a pecuniary interest in a principal environmental planning instrument (applying to the whole or a significant part of the council's area), to participate in the discussion of and vote on the instrument, provided that they make a special disclosure.
- A special disclosure in relation to the interest must be made before the commencement of the council meeting or the council committee meeting, and must be recorded in the minutes of the meeting.
- From 10 August 2012, the special disclosure must be in the form prescribed, and contain the information required, by the Regulation.
- A word version of the prescribed form is provided on the Division's website at: *Directory of Policy Advice for Councils: Pecuniary Interest: Other Resources: [Special Disclosures Form](#)*.

Action

General Managers should bring this Circular to the attention of councillors. It is suggested that General Managers, through their planning staff, should provide assistance to councillors to complete the information in the form that relates to the zoning of the properties in which the councillors have an interest.

A handwritten signature in blue ink that reads 'Ross Woodward'.

Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

Local Government (General) Regulation 2005

Schedule 3A Form of special disclosure of pecuniary interest

(Clause 195A)

Local Government Act 1993

Form of Special Disclosure of Pecuniary Interest

- 1 The particulars of this form are to be written in block letters or typed.
- 2 If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Special disclosure of pecuniary interests

by *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at a meeting of the *[name of council or council committee (as the case requires)]*

to be held on the day of 20 .

Pecuniary interest	
Address of land in which councillor or an associated person, company or body has a proprietary interest (<i>the identified land</i>) ¹	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> Associated person of councillor has interest in the land. <input type="checkbox"/> Associated company or body of councillor has interest in the land.

Matter giving rise to pecuniary interest²	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ³ [Tick or cross one box]	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor [Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]	

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

¹ Section 443 (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative⁴ or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

² Section 442 of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448 of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).

³ A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section 443 (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest—see section 448 (g) (ii) of the *Local Government Act 1993*.

⁴ **Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

3. PROPERTY SERVICES

3.1 Vacant Property Leases on Council's Website

Reporting Officer

Manager Property Services

Attachments

Nil

Purpose

To consider the feasibility of advertising vacant property leases on Council's website.

History

Council at its meeting of 20 November 2012 resolved that a report be presented to Council investigating the feasibility of advertising vacant property leases on Council's website.

Report

Advertising for vacant commercial property leases is currently undertaken by real estate agents engaged on Council's behalf to market the properties. This includes advertising on existing commercial property websites which have the ability to provide information on the number of hits and referrals to agents.

Council's new website officially went 'live' in May 2012 providing enhanced functionality, look and improved keyword searching capabilities.

In relation to the potential use of Council's website to be utilised for the advertisement of vacant property leases, a search across the website has been undertaken from May 2012 to determine whether visitors to Council's website have attempted to find any content on vacant property leases. This analysis resulted in zero keyword searches for content concerning leases, rentals, properties for lease.

With regard to advertising any Council property either for sale or for lease, it is still considered best practice to adopt an open and transparent advertising and marketing campaign in the first instance utilising a real estate agent with market knowledge. A real estate agent affords added value in terms of advertisement and utilises several avenues of media including:

- Signage and Signboard upon the property or premises
 - Professional Photography
 - Brochures for distribution to leads
 - Newspapers advertisements within the real estate classified section
-

- Website advertising across major real estate websites which may include any of the following: realestate.com.au, domain.com.au and realcommercial.com.au
- eBrochures targeting interested parties who have requested specific search criteria matching property or premises specifications and price range.

Generally a party interested in a commercial lease in a certain area within a certain price range would contact the local real estate agency or recognised property website to ascertain the current property listings that meet a specified search criteria. The agent thereon manages any subsequent property viewings and gathers any other necessary information including intended use of the property, interested parties financial capacity and proposed commercial terms and conditions which can then be provided to Council for its consideration.

In order to provide for advertising of Council's vacant commercial property leases a reference will be included on Council's website which will identify any vacant Council owned properties available for commercial lease and the real estate agents contact details.

Although it is proposed to provide advertising of vacant commercial property leases on Council's website the use of real estate agencies and advertising on specifically designated property websites is still considered to provide the greatest level of advertising exposure available to Council.

Accordingly it is recommended that Council advertise vacant commercial property leases on its website and provide the real estate agents contact details.

Officer's Recommendation

That Council advertise vacant commercial property leases on Council's website whilst providing the appointed real estate agents contact details.

Committee's Recommendation: (Mead/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 March 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 39

That the Officer's Recommendation be adopted.

3.2 Revised Policy - Closure and Sale of Walkways

Reporting Officer

Manager Property Services

Attachments

Revised Policy – Closure and Sale of Walkways

Purpose

To seek Council's endorsement for a revised Policy covering the Closure and Sale of Walkways.

History

The revised Policy originally titled Closure of Pathways off Blind Ended Roads was adopted by Council on 20 June 1989 and reviewed 30 June 1992. This Policy is due for review in accordance with the Records and Document Management Policy.

Report

The revised Policy has been updated to comply with current Legislation and Council practices.

Changes to the Policy include:

- Application of Policy to include all walkways not just Blind Ended Roads
- A more concise framework concerning responsibility of parties
- Establishment of Principals governing walkway closures
- Definition of what constitutes a walkway under the Policy.

Summary

Council has adopted a Records Management Policy with adopted procedures for Policy development and review. The review of all Council Policies is in accordance with the Records Management Procedures relating to the Policy Review date. The attached Policy is recommended to Council for adoption.

Officer's Recommendation

1. That the revised Policy for Closure and Sale of Walkways be adopted.
2. That the Policy review date be set at 1 April 2016.

Committee's Recommendation: (Lake/Greiss)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 26 March 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 39

That the Officer's Recommendation be adopted.

ATTACHMENT 1

	POLICY
Policy Title	Closure and Sale of Walkways
Related Documentation	General Information for Applicants on Proposed Walkway Closure and Sales Procedures
Relevant Legislation/ Corporate Plan	<i>Road Act 1993</i> <i>Local Government Act 1993</i>
Responsible Officer	Manager Property Services

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

Objectives

To establish a consistent method and standard approach for the community and Council as to the circumstances under which walkways can be formally closed.

To provide an overview to the process required to formally close a walkway, define any subsequent sale process that might stem from the formal closure and articulate the responsibility for all parties involved.

Policy Statement

Council acknowledges that under certain circumstances the need may arise to consider the closure of a walkway in the best interest of its community. This Policy seeks to ensure that the community is appropriately informed about the rights and obligations of the various parties involved in a walkway closure.

Scope

This Policy applies to all members of the community seeking walkway closure(s) and all members of staff involved in the consideration of walkway closure applications.

Definitions

Walkways are typically a dedicated public right of passage connecting public areas such as a right of passage between two roads or a right of passage between a road and park/reserve.

In addition to providing a public right of passage walkways may also be used for overland drainage flow and the location of utility services.

Legislative Context

Council has under its control various walkways pursuant to Section 7 (4) of the *Roads Act 1993*. Council can under certain circumstances apply to the Minister of Lands to have walkways formally closed pursuant to Part 4 of the *Roads Act 1993*.

Council has the authority to sell formally closed walkways to the adjoining landowners pursuant to Part 2 of the *Local Government Act 1993*.

Principles

1. Investigation by the relevant Departments of Council to determine if the walkways are required for operational purposes and to determine any conditions relating to their closure if not required by Council.
 2. All costs associated with pursuing a walkway closure and sale are to be paid by the applicant(s).
 3. All adjoining owners must indicate their support for a closure in writing to Council. Council may also consider any special circumstances regarding the closure of walkways.
 4. In the case where four owners adjoin a walkway, there must be at least two owners willing to purchase the land, one owner from each end of the walkway for Council to consider an application to close the walkway.
 5. Public notification to allow public submission on the proposal and a 3 week closure trial period will occur prior to the Council considering a report to close and sell a walkway.
 6. The Minister for Primary Industries (Crown Land) is authorised to formally close walkways through the provisions of the *Roads Act 1993*. Council independently has no legislative provision to formally close a walkway and must rely on the Minister for Primary Industries (Crown Lands) to do so.
 7. The effect of a walkway closure is a walkway becomes land, a commodity that can be purchased by adjoining owners.
 8. The relevant Council sections and service authorities will be notified to determine if the walkway can be closed and if easements or service relocations are required to be created upon closure of walkway.
 9. An independent real estate valuer determines the sale price of land.
 10. Land sold to an adjoining owner is required to be consolidated with the adjoining owners land through a consolidation survey. The consolidation survey is a requirement of the adjoining owner to whom the land is sold.
 11. Applicants should refer to "General Information for Applicants on Proposed Walkway Closure and Sales Procedures" that articulates the responsibility for all parties involved.
-

Responsibility

The application of this Policy is the responsibility of the Manager Property Services.

Effectiveness of this Policy

This policy will be reviewed in three years to ensure its continuing suitability and effectiveness. Records of reviews shall be maintained.

END OF POLICY STATEMENT

4. FINANCIAL SERVICES

4.1 Investment report - February 2013

Reporting Officer

Acting Manager Financial Services

Attachments

Investment Portfolio Performance as at 28 February 2013

Purpose

To provide a report outlining Council's investment portfolio performance for the month of February 2013.

Report

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

Council's Investment Portfolio as at 28 February 2013 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 by more than 100 basis points for the reporting period.

Monthly Annualised Return	February
Council Managed Funds	4.58%
Benchmark: 90 Day Bank Bill Index	2.69%

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	February
Council Managed Funds	5.15%
Benchmark: 90 Day Bank Bill Index	3.67%

Council's portfolio as at 28 February 2013 is diversified with 68% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 23% in floating rate notes which gives Council a set margin above either 30 or 90 day bank bills, 8% in fixed rate bonds, 1% in funds in a short term at call account and a National Australia Bank offset facility which expires in 2014.

Duration Profile	28 February
Short Term at Call	\$1,153,274
1 – 3 Months	\$6,282,712
3 – 6 Months	\$26,585,963
6 – 12 Months	\$21,634,598
12 Months +	\$27,300,000

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

Credit Exposure	28 February
AAA to AA-	85%
A+ to A	5%
A- to BBB-	10%
Other Approved Deposit Taking Institutions	0%

Economic Outlook

The Reserve Bank of Australia Board (RBA) left the cash at its present level of 3.00% when it met on 5 March 2013. The Statement of Monetary Policy is not dissimilar to the previous statement where the RBA reiterated that most economic indicators remain close to trend other than growth which is likely to be below trend over the coming year. Whilst the RBA felt that the current accommodative stance on monetary policy remains appropriate at this time, further adjustments to policy will be assessed as required to foster sustainable growth in demand and inflation consistent with target levels.

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: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 March 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 39

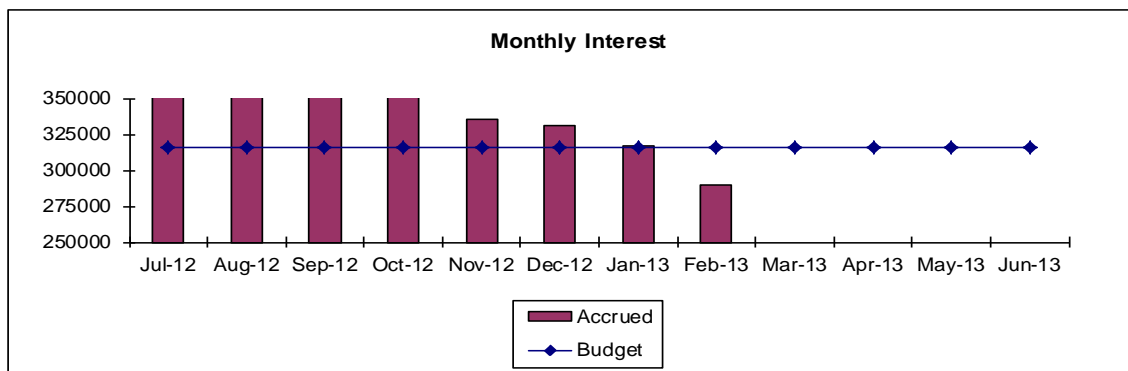
That the Officer's Recommendation be adopted.

ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary February 2013

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$82,956,546.95

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.21%	2.69%
Total Portfolio	0.35%	4.56%
<i>Performance to Benchmark</i>	+ 0.14%	+ 1.87%
Portfolio - Direct Investments	0.35%	4.58%
<i>Performance to Benchmark</i>	+ 0.14%	+ 1.89%
Short Term Call Account	0.26%	3.40%

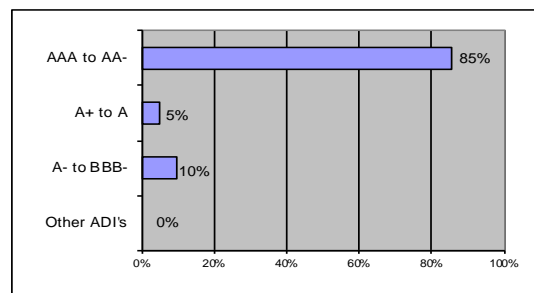


Year to Date Performance

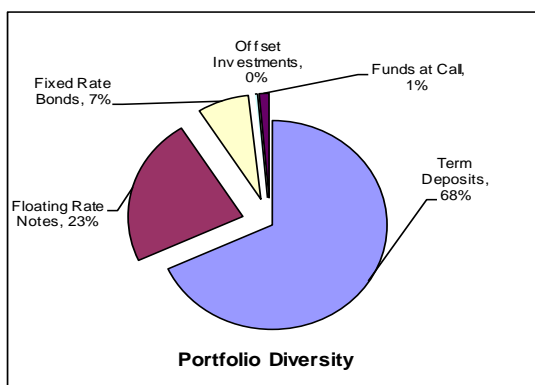
Rolling 12 Month Period
 5.15% Council Managed Funds
 3.67% Benchmark

Interest Budget to Actual \$2,525,000
 Budget to Period \$2,711,259
 Accrued to Period

Credit Exposure



Securities



Institutions

	Amount Invested	% Portfolio
Funds at Call	\$ 1,153,273.61	1%
Suncorp Metway	\$ 4,065,479.52	5%
National Australia Bank	\$22,520,199.55	27%
ANZ Bank	\$ 3,500,000.00	4%
NSW Treasury	\$ 4,140,000.00	5%
Westpac Bank	\$10,944,563.31	13%
St George Bank	\$ 8,552,403.90	10%
Commonwealth Bank	\$12,500,000.00	15%
Bank Western Australia	\$ 7,580,627.06	9%
Bendigo/Adelaide Bank	\$ 3,000,000.00	4%
Rural Bank	\$ 2,000,000.00	2%
Bank of Queensland	\$ 3,000,000.00	4%
Total	\$82,956,546.95	100%

4.2 Monthly Rates Summary - February 2013

Reporting Officer

Acting Manager Financial Services

Attachments

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

Purpose

To provide details of the 2012-2013 Rates and Charges Levy and cash collections for the period ending 28 February 2013.

Report

Rates and Charges levied for the period ending 28 February 2013 totalled \$80,965,834 representing 100% of the estimated annual budget income.

Rates and Charges collected to the end of February totalled \$56,531,618. In percentage terms, this amount represents 67.5% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 69.7%.

The third instalment of rates and charges fell due on Thursday 28 February 2013 and following the receipt of payments, a review of the preferred payment methods has revealed that 43% of ratepayers have chosen to pay over the internet or phone via BPay. Secondary to this, is payment at Australia Post agencies with 34% along with credit card payments representing 17% of all instalment payments.

Debt recovery action during the month involved the issue of 11 Statements of Claim and 20 Writs. Council officers continue to provide assistance to ratepayers experiencing difficulty in settling their accounts, including the monitoring of 321 accounts with a total arrears balance of \$394,830 who have made suitable payment arrangements.

It is proposed to encourage ratepayers to register for eRates with a promotional flyer included within the fourth instalment notice due for distribution in April 2013. Ratepayer acceptance of electronic notice delivery, continues to slowly increase. Presently, 1,238 account holders are registered which is above the industry benchmark of 1.8%.

Ratepayers who purchased property since the November instalment notices were issued a 'Notice to new owner' letter. During the month, 32 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/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 March 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 39

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2012	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,584,300.01	44,866,120.24	1,294,786.61	553,765.24	46,709,398.88	31,263,677.25	15,445,721.63	324,288.61	15,770,010.24
BUSINESS	648,124.82	15,100,311.87		71,395.89	15,819,832.58	10,988,055.76	4,831,776.82		4,831,776.82
BUSINESS - IND	14,953.93	0.00		188.69	15,142.62	10,766.07	4,376.55		4,376.55
FARMLAND	-10,530.04	373,824.04	876.56	1,489.50	363,906.94	239,812.32	124,094.62	162,130.89	286,225.51
MINING	0.00	13,422.10		0.00	13,422.10	13,422.10	0.00		0.00
LOAN	244,319.52	4,189,836.96		12,060.73	4,446,217.21	2,967,488.76	1,478,728.45	48,305.29	1,527,033.74
F5 ACCESS RAMPS	2,080.90	0.00		28.37	2,109.27	1,346.88	762.39		762.39
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
TOTAL	53,483,289.26	564,543,515.21	51,295,663.17	5638,928.42	567,370,069.72	545,484,569.14	521,885,500.58	5534,724.79	522,420,225.37
GARBAGE	694,369.27	15,110,583.90	421,994.16	32,921.07	15,415,880.08	10,414,227.94	5,001,652.14		5,001,652.14
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	53,851.29	1,440,572.45		1,842.15	1,496,265.89	632,821.35	863,444.54		863,444.54
GRAND TOTAL	54,231,509.82	581,094,671.56	51,717,657.33	5673,691.64	584,282,215.69	556,531,618.43	527,750,597.26	5534,724.79	528,285,322.05

Total from Rates Financial Transaction Summary	27,911,041.90
Overpayments	-374,280.15
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	656,364.32
Rate accounts greater than 12 months less than 18 months in arrears	189,691.59
Rate accounts greater than 18 months in arrears	28,276.31
TOTAL rates and charges under instruction with Council's agents	5874,332.22

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL BUSINESS	44,722,100	44,722,100	44,866,120	(144,020)	100.32%
FARMLAND MINING	14,996,800	14,996,800	15,100,312	(103,512)	100.69%
LOAN	403,500	403,500	373,824	29,676	92.65%
TOTALS	13,400	13,400	13,422	(22)	100.16%
	4,184,500	4,184,500	4,189,837	(5,337)	100.13%
	64,320,300	64,320,300	64,543,515	(223,215)	100.35%
INTEREST CHARGES	306,100	306,100	176,376	129,724	57.62%
LEGAL COSTS RECOVERED	950,000	950,000	467,733	482,267	49.24%
PENSIONERS - Sec 575	(1,690,000)	(1,690,000)	(1,717,657)	27,657	101.64%
PENSIONERS SUBSIDY	929,500	929,500	944,712	(15,212)	101.64%
SUB TOTAL	64,815,900	64,815,900	64,414,678	401,222	99.38%
DOMESTIC WASTE CHARGES	14,825,000	14,825,000	14,726,749	98,251	99.34%
COMMERCIAL WASTE CHARGES	322,400	322,400	383,835	(61,435)	119.06%
SANITARY INCOME	1,000	1,000	0	1,000	0.00%
STORMWATER MNGMNT	882,000	882,000	1,440,572	(558,572)	163.33%
GRAND TOTALS	80,846,300	80,846,300	80,965,834	(119,534)	100.15%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL BUSINESS	66.93%	69.68%	67.51%	70.47%
FARMLAND	69.46%	72.77%	0.00%	0.00%
LOAN	65.90%	64.15%	42.29%	43.93%
ALL RATES	66.74%	70.83%	67.52%	70.17%

ATTACHMENT 3

RATES STATISTICS

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Feb-12
Rate Notices	48,326	65		285			88						
Electronic - DoH	5,673												
Instalment Notices				42,003			42,014						
Electronic - DoH				5,025			5,602						
Missed Instalment Notices			8,296			7,497							
- Pensioners > \$15.00			478			466							
Notice to new owner	208	74	32	63	35	29	37	32					36
7-day Letters - Council issued			1,716			1,869							
- Pensioners > \$500.00			120			109							
7-day Letters - Agent issued			628				607						
Statement of Claim	212	27	16	233	18	18	252	11					32
Judgments	12	71	17	17	68	12	32	69					52
Writs	23	12	62	12	13	35	37	20					12
eRates	1,154	1,176	1,184	1,200	1,209	1,219	1,223	1,238					1,097
Arrangements	331	318	403	351	298	401	353	321					330

4.3 Sundry Debtors Report - February 2013

Reporting Officer

Acting Manager Financial Services

Attachments

1. Debtors Summary to 28 February 2013
2. Ageing of Sundry Debts to 28 February 2013

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 28 February 2013.

Report

Debts outstanding to Council as at 28 February 2013 were \$1,487,283 reflecting an increase of \$23,185 since January 2013. The ratio of outstanding debts to current invoices has increased from 32% in January to the current level of 43%. 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 2013

During the month, 654 invoices were raised totalling \$655,620. The majority of these are paid within a 30 day period however those that remain unpaid for greater than 90 days are detailed at the end of this report. The most significant invoices raised during the month have been in the following areas:

Land and Building Rentals - \$301,819 - The main invoices relate to:

Telstra Corporation Limited – Land Leases March 2013 to March 2014	\$119,955
McDonalds Australia Limited - Glenquarie Shopping Centre, Macquarie Fields	\$99,797
Nuvezo Pty Ltd - Dumaresq Street Cinema	\$22,229
Glenquarie Hotel Pty Ltd - Glenquarie Shopping Centre, Macquarie Fields	\$18,392
Caltex Oil Australia Pty Ltd - Macquarie Fields	\$15,062
Mycorp Group Pty Ltd - BP Petrol Station, Macquarie Fields	\$13,018

Corporate administration – \$64,598 - The main invoices relate to:

Fairfax Community Newspapers – Sponsorship of Campbelltown City Challenge Walk 2012	\$29,056
Camden Council – Regional Waste Contract and T-Wall Trade Show Display Banners	\$4,037
Tenderlink Australia – SAAS Service December 2012 and January 2013	\$2,204

Road and Footpath Restoration – \$60,034 - The main invoices relate to:

Sydney Water Corporation	\$28,448
Networks Alliance	\$14,330
Jemena Gas Networks (NSW) Ltd	\$12,636

Waste Collection Services - \$52,888 - Invoices relate to:

Remondis Australia Pty Ltd – Effluent removal for October 2012	\$26,793
G & G Waste Services – Effluent removal for October 2012	\$26,095

Receipts to the value of \$632,435 have been received during the period, the most notable in the following areas:

Corporate administration	\$159,108
Various Sundry Items	\$133,295
Land and building rentals	\$121,947
Government and other Grants	\$66,100
Waste collection services	\$26,095
Private Works	\$25,513

Sundry Debts outstanding – 28 February 2013

Debts exceeding 90 days of age totalled \$422,634 as at 28 February 2013. The major invoices relating to this balance include:

Australian Rail Track Corp - ARTC Occupancy Fees: June 2012 to August 2012 in accordance with ARTC Occupancy Schedule currently following up with Property and Support. Payment has been received on 11 March 2013	\$84,257
Department of Trade and Investment - Campbelltown Arts Centre: 2012 Parliament of NSW Aboriginal Art Prize	\$55,000
Transport for NSW - Various Invoices, currently following up with Property and Support	\$37,315
Debtor 68316.9 - Retaining wall between Lot 1451 DP 703487 2 and 4 Brownlow Place, Ambarvale. Debtor is maintaining arrangement to pay \$450 per month as approved by Council	\$20,956
Caltex Petrol Station - Glenquarie Shopping Centre land rental for the month (January 2012). In the process of reconciling the account with Caltex	\$14,353

Debt recovery action is undertaken in accordance with Council's Sundry Debtor Recovery Procedures Policy and commences with the issue of a Tax Invoice. A person or entity may be issued any number of invoices during the calendar month for any business, services or activities provided by Council. At the conclusion of each calendar month a statement of transactions is provided with details of all invoices due and how payments or credit notes have been apportioned. Once an invoice is paid it no longer appears on any subsequent statement.

All debts that age by 60 days or more are charged a Statement Administration fee of \$5.50 per statement. Debtors are contacted by telephone, email or in writing to make suitable arrangements for payment. 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 or demand (or letter of intent) providing debtors with at least ten 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, 10 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: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 26 March 2013 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 39

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 February 2013 to 28 February 2013

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/01/2013	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 28/02/2013	% DEBT RATIO
Corporate Administration	354,096	64,598	159,108	259,585	17.45%
Abandoned Items	10,590	0	0	10,590	0.71%
Child Care Debts	19,586	2,871	0	22,456	1.51%
Community Bus	501	0	412	89	0.01%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	99,410	38,061	24,908	112,563	7.57%
Government and other Grants	227,081	22,000	66,100	182,981	12.30%
Public Hall Hire	26,622	13,799	15,831	24,589	1.65%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	179,371	301,819	121,947	359,243	24.15%
Healthy Lifestyles	6,879	2,394	5,436	3,838	0.26%
Library Fines and Costs	177,416	0	0	177,416	11.93%
Shop Licence Fees	39,618	5,105	5,833	38,890	2.61%
Pool Hire	7,285	20,595	9,683	18,197	1.22%
Private Works	63,901	28,651	25,513	67,038	4.51%
Road and Footpath Restoration	25,283	60,034	18,518	66,799	4.49%
Shop and Office Rentals	17,348	33,313	19,755	30,906	2.08%
Various Sundry Items	203,112	9,493	133,295	79,310	5.33%
Waste Collection Services	45,085	52,888	26,095	71,878	4.83%
	1,464,098	655,620	632,435	1,487,283	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 28 February 2013

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	46,389	53,529	77,947	81,720	259,585	25,921
Abandoned Items	0	0	0	10,590	10,590	10,590
Child Care Debts	22,456	0	0	0	22,456	0
Community Bus	89	0	0	0	89	0
Sportsground and Field Hire	34,140	1,700	5,745	70,978	112,563	28,013
Government and other Grants	22,000	66,000	84,781	10,200	182,981	400
Public Hall Hire	11,957	3,118	2,823	6,691	24,589	4,061
Health Services	0	0	0	350	350	350
Land and Building Rentals	217,418	2,105	118	139,601	359,243	136,664
Healthy Lifestyles	2,394	92	32	1,320	3,838	1,355
Library Fines and Costs	177,416	0	0	0	177,416	0
Shop Licence Fees	4,802	2,578	2,425	29,085	38,890	26,940
Pool Hire	16,454	484	0	1,258	18,197	1,418
Private Works	28,902	0	0	38,137	67,038	38,837
Road and Footpath Restoration	59,101	0	0	7,698	66,799	8,770
Shop and Office Rentals	22,619	7,101	1,151	34	30,906	986
Various Sundry Items	7,159	2,057	45,294	24,800	79,310	24,943
Waste Collection Services	46,349	25,357	0	173	71,878	20,058
	680,210	164,122	220,317	422,634	1,487,283	329,305

5. BUSINESS ASSURANCE

No reports this round

6. HUMAN RESOURCES

No reports this round

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. GENERAL BUSINESS

8.1 Local Government (Early Intervention) 2013 Bill

Committee's Recommendation: (Kolkman/Borg)

1. That Council urgently communicate to Local Government NSW its strong support for the stance the Association has taken in calling upon the NSW State Government to defer consideration of the Local Government (Early Intervention) 2013 Bill to allow the Local Government sector to be consulted on the ramifications of the Bill.
2. That Council write to all local State Members urging them to support Local Government NSW and Campbelltown City Council in their request for consideration of the Bill to be deferred as outlined in Recommendation One of this motion.

CARRIED

Council Meeting 26 March 2013 (Mead/Hawker)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 39

That the Committee's Recommendation be adopted.

8.2 Code of Meeting Practice

Committee's Recommendation: (Mead/Greiss)

That an urgent review of Council's Code of Meeting Practice be undertaken and that Councillors be given the opportunity to workshop any proposed changes in the Code of Meeting Practice at the first available briefing.

CARRIED

Council Meeting 26 March 2013 (Mead/Hawker)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 39

That the Committee's Recommendation be adopted.

21. CONFIDENTIAL ITEMS

No reports this round

There being no further business the meeting closed at 6.25pm.

C Mead
CHAIRPERSON
