

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 16 April 2013.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

ITEM	TITLE	PAGE
1.	COMMUNICATIONS AND MARKETING	4
1.1	Macarthur Regional Tourism Strategy and Action Plan 2012 - 2015 - First Year Milestones	4
2.	GOVERNANCE AND ADMINISTRATION	8
	No reports this round	8
3.	PROPERTY SERVICES	8
3.1	Variation to Deed of Agreement with TransGrid	8
4.	FINANCIAL SERVICES	11
4.1	Investment Report - March 2013	11
4.2	Monthly Rates Summary	15
4.3	Sundry Debtors Report - March 2013	20
4.4	Pensioner Rebate Concession	26
5.	BUSINESS ASSURANCE	29
	No reports this round	29
6.	HUMAN RESOURCES	29
	No reports this round	29
7.	INFORMATION MANAGEMENT AND TECHNOLOGY	29
	No reports this round	29
8.	GENERAL BUSINESS	29
8.1	Swimming pool regulations in Compass Magazine	29
21.	CONFIDENTIAL ITEMS	30
21.1	Grant of Easement to Endeavour Energy - Pinaroo Reserve, Bradbury	30

Minutes of the Corporate Governance Committee held on 16 April 2013

Present

Her Worship the Mayor, Councillor S Dobson
Councillor F Borg
Councillor A Chanthivong
Councillor G Greiss
Councillor P Hawker
Councillor R Kolkman
Councillor P Lake
General Manager - Mr P Tosi
Acting Director Business Services - Mr J Milicic
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
Manager Executive Services - Mr N Smolonogov
Acting Manager Financial Services - Mr A Butcher
Acting Manager Governance and Administration - Mrs B Naylor
Acting Manager Information Management and Technology - Mrs H Brown
Acting Manager Waste and Recycling Services - Mr E Karpik
Coordinator Facility Maintenance Services - Mr W Miller
Executive Assistant - Mrs D Taylor

Apology (Kolkman/Chanthivong)

That the apology from Councillor Mead be received and accepted.

CARRIED

Also in Attendance

Councillor C Mead - for part of the meeting
Following the completion of the Community Services Committee meeting,
Councillors D Lound and G Brticevic attended the Corporate Governance
Committee meeting.

Election of Chairperson

In the absence of the Chairperson, Councillor Mead, Councillor Greiss was elected to Chair the meeting.

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

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

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Councillor Hawker - Item 21.1 - Grant of Easement to Endeavour Energy - Pinaroo Reserve, Bradbury - Councillor Hawker advised that he lives in close proximity to this location and that he will leave the room and not take part in debate nor vote on the matter.

Non Pecuniary – Less than Significant Interests

Councillor Chanthivong advised that he is an employee of Transport NSW and if he considers there may be a perceived conflict necessitating him to declare an interest, he will do so and if appropriate, leave the room.

Councillor Greiss - Item 21.1 - Grant of Easement to Endeavour Energy - Pinaroo Reserve, Bradbury - Councillor Greiss advised that he is an employee of Energy Australia which is part of the NSW energy network, along with Endeavour Energy.

1. COMMUNICATIONS AND MARKETING

1.1 Macarthur Regional Tourism Strategy and Action Plan 2012 - 2015 - First Year Milestones

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Nil

Purpose

To update Council on the Macarthur Regional Tourism Strategy and Action Plan 2012 - 2015, including the first year milestones achieved.

History

Council adopted the Macarthur Regional Tourism Strategy and Action Plan 2012 – 2015 at its meeting on 6 March 2012. This report will outline some of the key milestones achieved to date.

Report

The Macarthur Regional Tourism Strategy is a collaboration between Campbelltown City Council and Camden Council. The plan provides guidance for the future direction of tourism within Macarthur with both short term and longer term goals. All of the actions outlined in the plan will work towards the achievement of the following vision for the region:

That the Macarthur region is a well recognised and well regarded tourism region offering a diverse range of experiences. It is our aim to build on Macarthur's existing tourism assets and improve the visitor experience.

The aim for 2012 was to continue on with the achievements of the previous Macarthur Tourism Action Plan (2008 – 2011) and further increase opportunities to promote Macarthur through the support of local events, marketing and publicity, advertising, trade shows and online promotion.

1.1 Macarthur Regional Tourism Strategy And Action Plan 2012 - 2015 - First Year Milestones

Key first year outcomes achieved since March 2012 include:

Visit Macarthur tourism website

The Visit Macarthur tourism website was redeveloped during 2012 and went live in February 2013. Along with listing all of the attractions, tours, dining, accommodation and events available in the Macarthur region, the new, smartphone friendly site features the latest functions and capabilities including interactive maps, a route planner, an itinerary builder, filterable lists, site-wide search capabilities and social media integration with Facebook and Youtube. Visitation statistics for Macarthur's tourism website, macarthur.com.au, are obtained using Google Analytics. For the period from 7 May 2012, when Council's redeveloped website went live, until 25 February 2013, the tourism website had more than 17,500 visits.

To complement the tourism website, a Macarthur smartphone app is currently in development. The app will allow users to search for attractions, events and tours that are nearby when they are visiting. It will also provide interactive tour audio with maps and commentary allowing for self-guided tours of popular venues such as the Campbelltown Arts Centre, The Australian Botanic Garden and the Campbelltown Heritage Walk.

Visiting journalists program

The Macarthur visiting journalists program continued throughout 2012, which saw six journalists visit the region including:

- Jenny Baldwin – Gardening Australia Magazine
- Lauren Wright – Southern Highlands News
- Jessica Sanford – House and Garden Magazine
- John Rankin – Seniors Lifestyle
- Alex Harmon – TNT Down Under Magazine
- Aleney de Winter – Out and About with Kids Magazine.

These visits resulted in media coverage in the above publications.

Lifestyle and travel shows were also encouraged to film experiences within the region. Mike Whitney filmed a segment for Sydney Weekender and Steve Jacobs from the Today Show did a live weather cross from the Macarthur region.

Radio interviews promoting local events were coordinated with 2UE – Weekend Breakfast with John Stanley and 2GB – Afternoons with Andrew Moore.

The combination of media releases, journalists visits, radio interviews and lifestyle and travel shows resulted in media coverage to the value of \$2,277,477 reaching an estimated audience of 31,741,369 between February 2012 and January 2013.

1.1 Macarthur Regional Tourism Strategy And Action Plan 2012 - 2015 - First Year Milestones

Tourism trade shows and consumer expos

During 2012, tourism staff attended a range of trade shows to promote the Macarthur region to specific audiences, including:

- Sydney Retirement and Lifestyle Expo – promoting the region for group tours, day trips and short breaks
- Greater Sydney Bridal Expo – promoting wedding ceremony and reception venues in the region
- RSVP – promoting the conferencing and function venues available in Macarthur
- Sydney Adventure and Backpacker Expo – promoting the soft adventure experiences in Macarthur including horse riding, paintball, laser skirmish, sky diving, mountain biking, go karting and joy flights
- Canberra Leisure and Travel Expo – targeting the day trip and short break market from Canberra.

Taste Macarthur

The first annual 'Taste Macarthur' program was launched at AnnanROMA Food and Wine Festival in April 2012. Taste Macarthur is a two week program of special offers and discounts developed in collaboration with cafes and restaurants throughout the region. The aim of the annual program is to encourage visitation to Macarthur's dining venues.

Dharawal National Park

Council's tourism staff have been liaising with the NSW National Parks and Wildlife Service to explore recreational opportunities within the Dharawal National Park. Access, directional signage to the park and within the park, visitor facilities, established walking tracks, tours/hikes and interactive school holiday workshops for children/families were all key issues highlighted by Council staff.

Promotion of Macarthur

An annual program of advertising and editorial features was implemented in 2012. This program targeted key markets utilising a variety of media including WIN TV advertising, editorial features in the Canberra Times, Southern Highlands News, Wollongong Advertiser, Highlands to the Sea, Discover Sydney Guide and the NRMA Go See and Discover Guide.

Publications produced by tourism staff to promote the Macarthur region included the Macarthur Visitor Guide; 101 Things to Do in Macarthur; the Group Tour Ideas Kit and the Campbelltown Heritage Walking Tour Brochure.

Group tours

Group tour bookings continue to be coordinated by the Visitor Centre. There was a 45% increase in tours coordinated by the Visitor Centre in 2012 compared with 2011.

Social media

The Macarthur Facebook page was created in March 2011. The purpose of this page is to promote events, attractions and good news stories about the Macarthur region. It also provides the opportunity for tourism operators to promote their business to our network. By the end of 2012, the Macarthur Facebook page had 425 likes.

The Macarthur Regional Tourism Strategy and Action Plan 2012 – 2015 plays an important role in increasing the destination profile of the region. The continued implementation of the actions and review of the plan on an annual basis will assist in the realisation of the key outcomes.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 23 April 2013 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 63

That the Officer's Recommendation be adopted.

2. GOVERNANCE AND ADMINISTRATION

No reports this round

3. PROPERTY SERVICES

3.1 Variation to Deed of Agreement with TransGrid

Reporting Officer

Manager Property Services

Attachments

Nil

Purpose

To seek Council approval for a variation to the Deed of Agreement entered into with TransGrid, in respect to proposed land transfer/acquisition of land and creation of easement by TransGrid over part of Council's land known as Kayess Park, Minto.

History

Council at its meeting of 13 March 2013, considered a report in relation to land and easement transfer/acquisition between Council and TransGrid. The following was resolved:

- "1. That Council approve a land transfer of a section of TransGrid land being part of Lot 12 DP 625290 to Council at nil cost to incorporate the existing encroachments.
 2. That Council resolves that it has no objection to TransGrid compulsorily acquiring a section of Council's land forming part of Lot 4 DP 807762.
 3. That Council resolves that it has no objection to TransGrid compulsorily acquiring a drainage easement over part of Council's land being part of Lot 4 DP 807762.
 4. That Council approves a Deed of Agreement to formalise the terms of the land transfer/acquisition and creation of an easement with TransGrid if required.
 5. That Council provide approval for TransGrid to enter onto Council's land to commence construction works in June 2012 if the land transfer and acquisitions have not been finalised.
-

6. That Council provide advice to TransGrid that it has no objection to TransGrid compulsorily acquiring a drainage easement over part of Council's land being part of Lot 4 DP 807762."

Report

Following Council's meeting of 13 March 2012, correspondence was forwarded to TransGrid advising of Council's resolution.

TransGrid agreed to Council's resolution and instructed their solicitor to prepare the Draft Deed of Agreement. Council's administration fee for each of the acquisitions of land and easement interests was also paid by TransGrid.

The Deed of Agreement for Compulsory Acquisition and Transfer of Land with TransGrid was executed by both parties on 4 June 2012. A condition of the agreement was that TransGrid had 12 months from the date of the Deed to prepare the Plan of Acquisition to enable the compulsory acquisition by TransGrid of the Council land and the easement, as well as the transfer of the TransGrid land to Council.

TransGrid have advised that due to the departure of key staff involved in the project and delays in obtaining a suitable tenderer to undertake the necessary works, the Plan of Acquisition will not be finalised and ready for registration by 4 June 2013.

In this respect, TransGrid are seeking Council approval for a variation to the Deed of Agreement. TransGrid have advised they anticipate works will commence at the site in May 2013. It is expected that practical completion will not occur until mid 2014, with the Plan of Acquisition not available for execution and registration until the end of 2014.

It is recommended that Council approve a variation to the existing Deed of Agreement with TransGrid until December 2014, to allow sufficient time for the works to be completed and the Plan of Acquisition to be prepared and registered.

Officer's Recommendation

1. That Council provide approval for a variation to the existing Deed of Agreement with TransGrid on the terms as outlined in the report.
2. That any documentation associated with the variation to the Deed of Agreement be executed under the Common Seal of Council, if required.

Committee's Recommendation: (Lake/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 23 April 2013 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 63

That the Officer's Recommendation be adopted.

At this stage of the meeting, the Chairperson, Councillor Mead arrived and assumed the Chair for the remainder of the meeting.

4. FINANCIAL SERVICES

4.1 Investment Report - March 2013

Reporting Officer

Acting Manager Financial Services

Attachments

Investment portfolio performance as at 31 March 2013

Purpose

To provide a report outlining Council's investment portfolio performance for the month of March 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 31 March 2013 stood at approximately \$85m. 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	March
Council Managed Funds	4.50%
Benchmark: 90 Day Bank Bill Index	3.06%

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

Rolling year to date return	March
Council Managed Funds	5.04%
Benchmark: 90 Day Bank Bill Index	3.54%

Council's portfolio as at 31 March 2013 is diversified with 70% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 22% in floating rate notes which gives Council a set margin above either 30 or 90 day bank bills, 7% 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	31 March
Short term at call	\$1,153,274
1 – 3 months	\$2,147,175
3 – 6 months	\$23,336,915
6 – 12 months	\$31,189,196
12 months +	\$27,300,000

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

Credit exposure	31 March
AAA to AA-	86%
A+ to A	5%
A- to BBB-	9%
Other approved deposit taking institutions	0%

Economic outlook

The Reserve Bank of Australia Board (RBA) left the cash at its present level of 3% when it met on 2 April 2013. The Statement of Monetary Policy has little change to the sentiment from the previous meeting, with the RBA adopting a wait and see approach to assess the impact on the economy of previous easing of monetary policy. The inflation outlook remains subdued which leaves scope for further reductions to the cash rate, however, this may be unlikely unless economic activity deteriorates further.

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: (Kolkman/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 23 April 2013 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 63

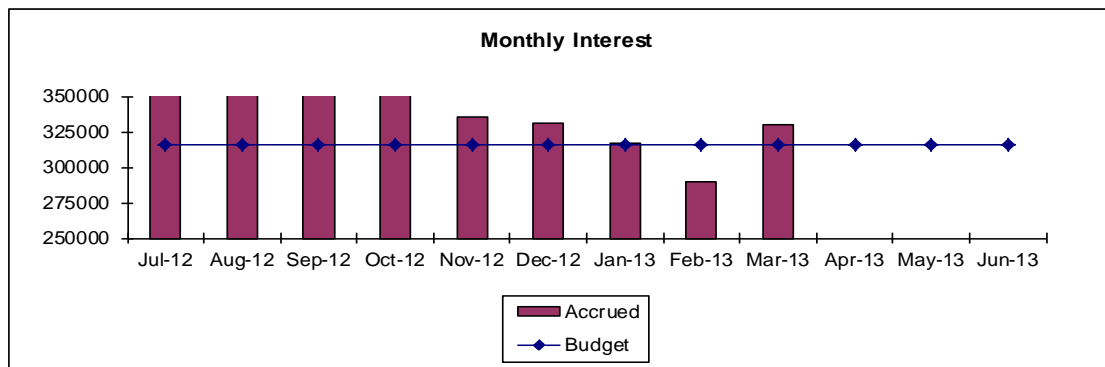
That the Officer's Recommendation be adopted.

ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO Summary March 2013

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$85,129,567.51

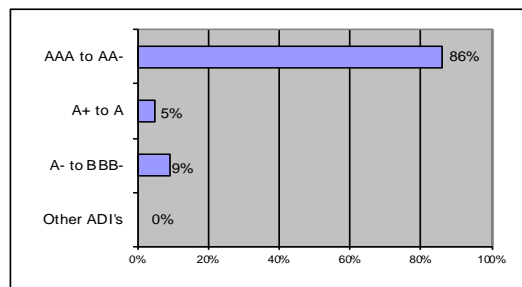
Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.26%	3.06%
Total Portfolio	0.38%	4.48%
<i>Performance to Benchmark</i>	+ 0.12%	+ 1.42%
Portfolio - Direct Investments	0.38%	4.50%
<i>Performance to Benchmark</i>	+ 0.12%	+ 1.44%
Short Term Call Account	0.29%	3.40%



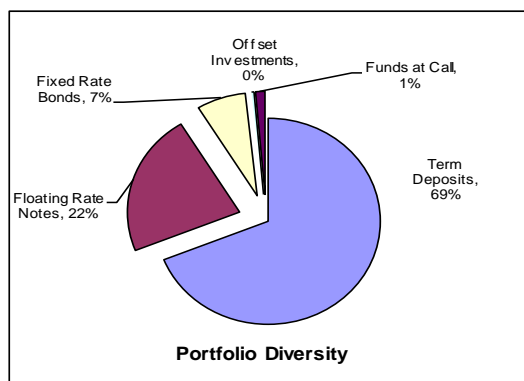
Year to Date Performance Credit Exposure

Rolling 12 Month Period
 5.04% Council Managed Funds
 3.54% Benchmark

Interest Budget to Actual
 Budget to Period \$2,840,625
 Accrued to Period \$3,041,143



Securities Institutions



	Amount Invested	% Portfolio
Funds at Call	\$ 1,156,281.59	1%
Suncorp Metway	\$ 4,065,479.52	5%
National Australia Bank	\$24,547,008.44	29%
ANZ Bank	\$ 3,500,000.00	4%
NSW Treasury	\$ 4,140,000.00	5%
Westpac Bank	\$10,978,629.35	13%
St George Bank	\$ 8,632,558.88	10%
Commonwealth Bank	\$12,500,000.00	15%
Bank Western Australia	\$ 7,609,609.73	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	\$85,129,567.51	100%

4.2 Monthly Rates Summary

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 31 March 2013.

Report

Rates and charges levied for the period ending 31 March 2013 totalled \$83,811,349 representing 99.6% of the total annual budget estimate.

For the period ending 31 March 2013, receipts to the value of \$62,720,170 have been received. In percentage terms, 75.3% of all rates and charges due to be paid have been collected. The amount collected in the same period last year was 75.6%.

Debt recovery action during the month involved the issue of 1966 seven day letters to ratepayers with two or more instalments outstanding and a combined balance exceeding \$500. Towards the end of March, a review of matters still outstanding resulted in 774 accounts being referred to Council's recovery agents for a second letter of demand. Aside from penalty interest, no additional costs have been incurred at this stage.

Missed instalment notices were issued to 7476 ratepayers that appeared to have overlooked payment by the 28 February 2013 instalment. Council officers continue to provide assistance to ratepayers experiencing difficulty in settling their accounts. This includes the monitoring of 454 ratepayers with a total arrears balance of \$574,742, and who have made suitable payment arrangements.

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 23 April 2013 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 63

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	44,880,588.52	1,300,997.04	603,350.24	46,767,241.73	34,656,479.10	12,110,762.63	326,287.96	12,437,050.59
BUSINESS	648,124.82	15,100,311.87		78,397.12	15,826,833.81	12,296,003.61	3,530,830.20		3,530,830.20
BUSINESS - IND	14,953.93	0.00		201.62	15,155.55	10,766.07	4,389.48		4,389.48
FARMLAND	-10,530.04	373,824.04	876.56	1,688.85	364,106.29	255,324.34	108,781.95	163,126.86	271,908.81
MINING	0.00	13,422.10		0.00	13,422.10	13,422.10	0.00		0.00
LOAN	244,319.52	4,190,972.36		13,757.98	4,449,049.86	3,295,369.78	1,153,680.08	48,601.37	1,202,281.45
F5 ACCESS RAMPS	2,080.90	0.00		30.31	2,111.21	1,346.88	764.33		764.33
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
TOTAL	\$3,483,289.26	\$64,559,118.89	\$1,301,873.60	\$697,426.12	\$67,437,960.67	\$50,528,711.88	\$16,909,248.79	\$538,016.19	\$17,447,264.98
GARBAGE	694,369.27	15,115,974.29	423,502.48	38,607.33	15,425,448.41	11,487,443.80	3,938,004.61		3,938,004.61
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	53,851.29	891,912.37		2,176.26	947,939.92	704,014.15	243,925.77		243,925.77
GRAND TOTAL	\$4,231,509.82	\$80,567,005.55	\$1,725,376.08	\$738,209.71	\$83,811,349.00	\$62,720,169.83	\$21,091,179.17	\$538,016.19	\$21,629,195.36

Total from Rates Financial Transaction Summary	21,204,850.86
Overpayments	-424,344.50
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	1,293,037.19
Rate accounts greater than 12 months less than 18 months in arrears	160,501.35
Rate accounts greater than 18 months in arrears	23,565.13
TOTAL rates and charges under instruction with Council's agents	\$1,477,103.67

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL RECD.	% RAISED
RESIDENTIAL	44,722,100	44,722,100	44,880,589	(158,489)	100.35%
BUSINESS	14,996,800	14,996,800	15,100,312	(103,512)	100.69%
FARMLAND	403,500	403,500	373,824	29,676	92.65%
MINING	13,400	13,400	13,422	(22)	100.16%
LOAN	4,184,500	4,184,500	4,190,972	(6,472)	100.15%
TOTALS	64,320,300	64,320,300	64,559,119	(238,819)	100.37%
INTEREST CHARGES	306,100	306,100	203,726	102,374	66.56%
LEGAL COSTS RECOVERED	950,000	950,000	501,609	448,391	52.80%
PENSIONERS - Sec 575	(1,690,000)	(1,690,000)	(1,725,376)	35,376	102.09%
PENSIONERS SUBSIDY	929,500	929,500	948,957	(19,457)	102.09%
SUB TOTAL	64,815,900	64,815,900	64,488,035	327,865	99.49%
DOMESTIC WASTE CHARGES	14,825,000	14,825,000	14,731,992	93,008	99.37%
COMMERCIAL WASTE CHARGES	322,400	322,400	383,982	(61,582)	119.10%
SANITARY INCOME	1,000	1,000	0	1,000	0.00%
STORMWATER MNGMNT	882,000	882,000	891,912	(9,912)	101.12%
GRAND TOTALS	80,846,300	80,846,300	80,495,921	350,379	99.57%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	74.10%	77.22%		
BUSINESS	77.69%	81.43%	RATES	78.27%
FARMLAND	70.12%	68.30%	SANITARY	0.00%
LOAN	74.07%	78.63%	STORMWATER	78.93%
ALL RATES	74.93%	78.27%	TOTAL RATES & CHARGES	78.38%

ATTACHMENT 3

RATES STATISTICS

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	Mar-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			7,017				7,110
- Pensioners > \$15.00			478			466			459				599
Notice to new owner	208	74	32	63	35	29	37	32	19				15
7-day Letters - Council issued			1,716			1,869			1,860				1,797
- Pensioners > \$500.00			120			109			106				109
7-day Letters - Agent issued			628				607		774				679
Statement of Claim	212	27	16	233	18	18	252	11	15				23
Judgments	12	71	17	17	68	12	32	69	39				44
Writs	23	12	62	12	13	35	37	20	72				51
eRates	1,154	1,176	1,184	1,200	1,209	1,219	1,223	1,238	1,241				1,121
Arrangements	331	318	403	351	298	401	353	321	454				454

4.3 Sundry Debtors Report - March 2013

Reporting Officer

Acting Manager Financial Services

Attachments

1. Debtors summary to 31 March 2013
2. Ageing of sundry debts to 31 March 2013

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 31 March 2013.

Report

Debts outstanding to Council as at 31 March 2013 were \$1,326,870, reflecting a decrease of \$160,413 since February 2013. The ratio of outstanding debts to current invoices has decreased from 43% in February to the current level of 26%. 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 – March 2013

During the month, 1001 invoices were raised totalling \$1,246,212. 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 - \$350,542 - The main invoices relate to:

Crown Castle Australia Pty Ltd – annual land lease	\$205,859
Aldi Stores (A Limited Partnership) – monthly rental	\$44,128
Glenquarie Hotel Pty Ltd – Glenquarie Shopping Centre, Macquarie Fields	\$24,018
Nuvezo Pty Ltd – Dumaresq Street Cinema	\$22,229
Caltex Oil Australia Pty Ltd – Macquarie Fields	\$15,062
Optus Mobile Pty Limited – rents and leases	\$14,039

Corporate administration – \$271,258 - The main invoices relate to:

Capital Finance Australia Ltd – sale of computer equipment March 2013	\$217,558
Liverpool City Council – Macarthur Zone catering	\$6,362
Camden Council – Macarthur Zone catering	\$6,362
Eschol Park Little Athletics – contributions towards awning extension at Eschol Park	\$5,775
Ontrac Lifestyle Management – Mount Annan Challenge Walk 2013 sponsorship	\$4,400

Government and other grants – \$187,000 - The main invoices relate to:

Roads & Maritime Services – Cleopatra Reserve Ambarvale Cycleway	\$110,000
Australian Council for the Arts – various programs	\$77,000

Road and footpath restoration – \$93,964 - The main invoices relate to:

Sydney Water Corporation	\$33,444
Macarthur Triathlon Club – extension and upgrade of triathlon track	\$14,330
Jemena Gas Networks (NSW) Ltd	\$13,379

Waste collection services - \$85,618 - Invoices relate to:

G & G Waste Services – effluent removal for December 2012	\$47,540
Remondis Australia Pty Ltd – effluent removal for December 2012	\$38,069

Receipts to the value of \$1,406,626 have been received during the period, the most notable in the following areas:

Land and building rentals	\$552,606
Corporate administration	\$376,867
Government and other grants	\$182,681
Sportsground and field hire	\$83,606
Road and footpath restoration	\$40,535
Various sundry items	\$39,145

Sundry debts outstanding – 31 March 2013

Debts exceeding 90 days of age totalled \$305,609 as at 31 March 2013. The major invoices relating to this balance include:

Department of Trade and Investment - Campbelltown Arts Centre: 2012 Parliament of NSW Aboriginal Art Prize	\$55,000
Camden District Cricket Association - invoice carried over to pathway aged balance, debtor disputing account although some payment has been made on aged balance	\$22,705
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	\$20,500
Caltex Petrol Station - Glenquarie Shopping Centre land rental for the month (January 2012). In the process of reconciling the account with Caltex	\$14,353
OCS Fun Pty Ltd - Fishers Ghost Carnival 2012 - waste services – invoice has been disputed, breakdown of costs has been issued	\$13,938
Caspers Baseball Club - 2010-2011 winter sports hire: Mary Brookes Reserve (St Helens Park) and AGL electricity account - seven day letter sent in February 2012. Arrangement made to have debt cleared by September 2013	\$8,295

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 of the overdue debt. Where a suitable arrangement is not achieved or not maintained as agreed, a seven day letter is issued referencing referral to Council's debt recovery agents.

Matters referred to Council's recovery agent are conducted in accordance with relevant legislation and the *Civil Procedures Act 2001*. Formal legal recovery commences with a letter of demand (or letter of intent) providing debtors with at least 10 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, 31 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's agents were instructed to proceed with one Examination Notice for unpaid licence fees, one Writ of Execution for unpaid licence fees and two Warrants of Apprehension also for unpaid licence fees.

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 23 April 2013 (Mead/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 63

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 March 2013 to 31 March 2013

DEBTOR TYPE/DESCRIPTION	ARREARS AT 28/02/2013	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/03/2013	% DEBT RATIO
Corporate Administration	259,585	271,258	376,867	153,976	11.60%
Abandoned Items	10,590	0	0	10,590	0.80%
Child Care Debts	22,456	0	5,775	16,682	1.26%
Community Bus	89	512	356	245	0.02%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	112,563	79,365	83,606	108,322	8.16%
Government and other Grants	182,981	187,000	182,681	187,300	14.12%
Public Hall Hire	24,589	18,929	16,062	27,456	2.07%
Health Services	350	0	0	350	0.03%
Land and Building Rentals	359,243	350,542	552,606	157,178	11.85%
Healthy Lifestyles	3,838	25,057	25,775	3,119	0.24%
Library Fines and Costs	177,416	0	0	177,416	13.37%
Shop Licence Fees	38,890	6,260	8,432	36,718	2.77%
Pool Hire	18,197	53,574	18,883	52,887	3.99%
Private Works	67,038	30,181	24,550	72,669	5.48%
Road and Footpath Restoration	66,799	93,964	40,535	120,228	9.06%
Shop and Office Rentals	30,906	22,464	31,352	22,018	1.66%
Various Sundry Items	79,310	21,490	39,145	61,654	4.65%
Waste Collection Services	71,878	85,618	0	157,496	11.87%
	1,487,283	1,246,212	1,406,626	1,326,870	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 March 2013

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	57,033	5,976	900	90,067	153,976	81,720
Abandoned Items	0	0	0	10,590	10,590	10,590
Child Care Debts	16,682	0	0	0	16,682	0
Community Bus	245	0	0	0	245	0
Sportsground and Field Hire	40,440	75	1,697	66,110	108,322	70,978
Government and other Grants	181,500	0	0	5,800	187,300	10,200
Public Hall Hire	14,076	3,202	2,221	7,957	27,456	6,691
Health Services	0	0	0	350	350	350
Land and Building Rentals	41,207	101,063	339	14,569	157,178	139,601
Healthy Lifestyles	1,574	0	193	1,352	3,119	1,320
Library Fines and Costs	177,416	0	0	0	177,416	0
Shop Licence Fees	5,452	2,620	1,821	26,825	36,718	29,085
Pool Hire	49,219	2,122	328	1,218	52,887	1,258
Private Works	31,370	3,838	0	37,462	72,669	38,137
Road and Footpath Restoration	66,915	45,615	0	7,698	120,228	7,698
Shop and Office Rentals	15,318	5,549	1,151	0	22,018	34
Various Sundry Items	19,821	4,388	2,006	35,440	61,654	24,800
Waste Collection Services	85,288	46,679	25,357	173	157,496	173
	764,122	221,126	36,013	305,609	1,326,870	422,634

4.4 Pensioner Rebate Concession

Reporting Officer

Acting Director Business Services

Attachments

Nil

Purpose

To consider the implications of increasing the pensioner rebate concession by an additional \$50.00 on the 2013-2014 Budget.

History

Council at its meeting held on 26 March 2013, resolved that an urgent report be presented to the next briefing evening and the next Corporate Governance Committee meeting outlining the financial impact on Council of a \$50.00 increase to the rate subsidy for pensioners.

The statutory limit as prescribed in the *Local Government Act 1993* for the pensioner rate subsidy is \$250.00 and was last reviewed in 1989. Prior to this, the statutory limit was \$125.00 per annum.

Council previously granted an additional rebate of \$20.00 above the \$250.00 statutory limit up to 1996. In 1997, the additional pensioner rebate was eliminated. The proposed increase of \$50.00 would result in a total pensioner rebate of \$300.00 per eligible assessment.

Report

Pensioner rebate concessions are granted in accordance with Section 575 of the *Local Government Act 1993* to all eligible pensioners. An eligible pensioner is a resident and owner of a parcel of land who is the holder of a Pensioner Concession Card (PCC) or a pension from the Department of Veteran Affairs (DVA). In the case of DVA pensioners, conditions apply and are subject to an assessment process within the framework established by the Division of Local Government.

The eligibility criteria is limited to pensioners as described above. Council does not have any access to data that would identify the different types of pensioner (eg aged, supporting parent, disability, etc). Council, at its discretion, may grant additional voluntary rebates to eligible pensioners under Section 582 of the *Local Government Act 1993*.

Under the current funding arrangements, Council is able to claim from the NSW Government, a reimbursement of up to 55% of the statutory \$250.00 annual rebate. The remaining 45% is a cost to Council's annual budget and the estimate for the current financial year is \$770,000.

Council currently grants pensioner concession rebates on 7275 rate accounts. A further rebate of \$50.00 per annum would result in an additional cost to the budget of \$364,000 as there is no extra subsidy for additional voluntary rebates under Section 582 of the *Local Government Act 1993*.

There are two recommended options for Council to consider should Council resolve to implement an additional voluntary pensioner rebate of \$50.00. The proposed increase would also need to be documented and highlighted within the documentation associated with the Integrated Planning and Reporting Framework, especially the Long Term Financial Plan.

The first option is that a number of operational functions be reviewed with a view to reducing proposed programs to provide the necessary amount to fund the increased rebate. These could include areas such as parks improvements, road maintenance, cultural activities, community events and other operational areas. A request would be made for Managers to identify potential areas where programs can be reduced.

Option two proposes that Council forecast a deficit of \$364,000 in the 2013-2014 original budget to accommodate the additional costs associated with the proposed increase in the pensioner rebate. It is recommended that during the 2014 financial year in conducting the quarterly review of Council's Operational Plan and budget, that cost savings be identified to achieve a balanced budget. This is the recommended option for Council to consider should Council wish to proceed.

Officer's Recommendation

1. That Council budget for a deficit of \$364,000 and that a balanced budget be achieved through the identification of cost savings during the 2013-2014 financial year.
2. That the proposed additional pensioner rate subsidy for the 2013-2014 financial year be included within the documents associated with the Integrated Planning and Reporting Framework.

Committee's Recommendation: (Hawker/Greiss)

1. That the proposed budget be adjusted to accommodate the cost of increasing the pensioner rebate by \$364,000 and that a balanced budget be achieved through the identification of cost savings during the 2013-2014 financial year.
2. That the proposed additional pensioner rate subsidy for the 2013-2014 financial year be included within the documents associated with the Integrated Planning and Reporting Framework.

CARRIED

Council Meeting 23 April 2013 (Mead/Greiss)

That the Committee's Recommendation be adopted.

Amendment: (Chanthivong/Brticevic)

1. That as part of the budgetary process, Councillors be informed as to how the \$364,000 can be included in the draft budget process and at what expense to other projects.
2. That a report be presented to Council on the long term financial impact of this policy over the long term.
3. That the proposed additional pensioner rate subsidy for the 2013-2014 financial year be included within the documents associated with the Integrated Planning and Reporting Framework.

LOST

Council Resolution Minute Number 63

That the Committee's Recommendation be adopted.

A **Division** was called in regard to the Resolution for **Item 4.4** - Pensioner Rebate Concession with those voting for the Motion being Councillors Dobson, Greiss, Hawker, Lake, Matheson, Mead, Rowell and Thompson.

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

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 Swimming pool regulations in Compass Magazine

Committee's Recommendation: (Hawker/Borg)

That an edition of the Compass magazine be exclusively reserved for advising residents of the *Swimming Pools Acts 1992* new regulations for swimming pool barriers, and to also address water safety and general pool use.

CARRIED

Council Meeting 23 April 2013

This item was moved forward and dealt with in conjunction with Planning and Environment item 4.2.

Confidentiality Motion: (Lake/Kolkman)

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 Grant of Easement to Endeavour Energy - Pinaroo Reserve, Bradbury

Reason for Confidentiality

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

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

There being no further business, the meeting closed at 6.02pm.

C Mead
CHAIRPERSON
