

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 14 May 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 14 May 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
- Manager Executive Services - Mr N Smolonogov
- Acting Manager Financial Services - Mr A Butcher
- Acting Manager Governance and Administration - Mrs B Naylor
- Acting Manager Human Resources – Ms N Minns
- Manager Property Services - Mr J Milicic
- Acting Manager Waste and Recycling Services - Mr E Karpik
- 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 Website Statistics - January-March 2013

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with information on the visitation patterns for Council's website during the January to March 2013 quarter.

History

Council's redeveloped website went live on 7 May 2012.

The new site provides increased functionality, easier access to frequently accessed information, and a new look and feel, reflective of Council's commitment to providing efficient and reliable service to its customers.

As part of the redevelopment project, a permanent Website Administrator was appointed to monitor the site, support users, liaise with the vendor, and provide training to staff as required. A Web Steering Committee was also formed, to help guide the strategic direction of the website and to report to Executive with regard to ongoing improvements.

Report

Council's redeveloped website provides a range of information on programs, initiatives, services and events that can be accessed by visitors. With a strong customer service focus, it was designed with easy navigation and web friendly content.

Using Google Analytics, statistics can be obtained on the usage patterns of the website, including information about the total number of visits, most commonly accessed pages and how users are accessing the site.

Since its launch a year ago, the website has had more than 757,000 visits, with more than 460,000 of these being 'unique' visitors who accessed the site only once during the period, and the balance reflecting return visitors.

During the three month period from 1 January to 31 March 2013, the total number of visits to Council's website was 236,533, with 60% of these being new visitors to the site, and the remainder being return visitors. The visitation during this period equates to an average of 78,844 visits per month.

Statistical data indicates that the average number of pages viewed during a visit to the site was 2.54, with the average duration spent on the site being 2.32 minutes.

A breakdown of total visits per month, including the top five pages viewed throughout each month (excluding the home page), is listed below. The number of visitors accessing the site via a mobile device (including tablets) is also indicated, with 22.4% of all site visits being made from a mobile device.

Month	Total site visits	Visits using mobile device	Most popular page views during month
January	80,251	19,784	Library – 14,922 Positions vacant information – 7,686 Kerbside clean up information – 7,640 Current positions vacant – 6,552 Dogs and cats for sale – 4,737
February	73,811	15,194	Library – 13,593 Positions vacant information – 7,725 Current positions vacant – 6,756 Kerbside clean up information – 6,152 Dogs and cats for sale – 3,498
March	82,471	18,029	Library – 14,687 Positions vacant – 10,169 Current positions vacant – 9,696 Kerbside clean up information – 6,949 Challenge Walk – 5,107
Total visits	236,533	53,007	

In order of popularity, the 20 most commonly visited pages on the site during the reporting period were:

1. Home page
2. Library
3. Positions vacant
4. Current positions vacant
5. Need a kerbside clean up
6. Dogs and cats for sale
7. Small dogs and puppies for sale
8. Animal Care Facility
9. Challenge Walk
10. Medium dogs for sale
11. Campbelltown Arts Centre
12. Campbelltown Sports Stadium
13. Large dogs for sale
14. Lost dogs

15. Contact us
16. Eagle Vale Central
17. What's on
18. Careers
19. Macquarie Fields Leisure Centre
20. Ongoing casual employment opportunities

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

1. Challenge Walk entry form – 1,230
2. When do my bins get emptied document – 665
3. Campbelltown Sustainable City Development Control Plan 2009 (Part 3) – 587
4. Challenge Walk map – 569
5. Campbelltown Urban Area Local Environmental Plan zoning maps – 511.

The majority of visitors (46%) accessed the website via a Google, Bing or Yahoo search, with direct access to the home page or another specific Council website page being the second most common way of reaching the site (41%).

Website improvements

Council staff continue to work closely with the developers of the website to improve the performance and functionality of the site.

In an effort to improve the user experience, there have been a number of functionality improvements made since the site was launched. This includes:

- the development of an online entry and application form solution for regular Council initiatives, such as the Fisher's Ghost Art Award, Australia Day Awards, Garden Competition and Nature Photography Competition
- the addition of an online job application process
- increased options for online customer requests (reporting graffiti, potholes and damaged signs)
- the development of a slideshow (image gallery) function and ability to add video content
- the provision of online surveys
- the addition of downloadable zoning maps as part of the Campbelltown (Urban Area) LEP 2002.

Since the launch of the website, Council has encouraged feedback from users in order to ensure the needs of customers are being met, and that the site remains user-friendly.

Feedback from Councillors and the community has been incorporated through enhancements to the site, including:

- the addition of a link to Council's business papers from the home page Latest News area
 - the inclusion of Council meeting dates in the Latest Events calendar
 - the addition of a link to report anti-social behaviour in the 'I want to...' menu
 - the addition of a page to advise of available Council-owned commercial property leases in the Business section
 - the addition of a link to reporting graffiti on a number of pages of the site.
-

A number of other changes are currently being considered in response to recent feedback, and these will be advised in future reports.

Other Council sites

Council also has two additional websites - Fisher's Ghost and Visit Macarthur.

During the reporting period of January to March, the Fisher's Ghost site attracted 1,352 visits, compared to 25,788 visits during the previous reporting period, which included the duration of the festival itself. This is reflective of the time of year, with visitation anticipated to gradually increase throughout the year, peaking in the lead up to the annual festival in November.

The Visit Macarthur website attracted 4,258 visits from January to March. The site was recently redeveloped, with the new site launched on 19 February, providing much more functionality and mobile device compatibility. A comprehensive promotional campaign has helped raise awareness of the new site.

eNewsletters

Council's corporate eNewsletter was launched in June 2012, and complements the existing quarterly residential newsletter (letterbox delivery), Council's Facebook pages, and various other communication methods.

The eNewsletter is distributed via email on the first Wednesday of each month and is aimed at keeping subscribers updated on events, Council initiatives, things to do and places to visit, as well as directing traffic to the website through links to further information. There are currently more than 350 subscribers.

Council's Visitor Information Centre also produces a monthly eNewsletter dedicated to providing information about what's on across the Macarthur region. The What's On in Macarthur eNewsletter commenced in November 2012 and currently has more than 200 subscribers. The publication is also distributed to 120 local tourism operators and 135 visitor information centres each month.

The Campbelltown Arts Centre eNewsletter that was established in March 2012 to provide up-to-date information about the centre's programs has a current subscription base of more than 900. This is supported by an opt-in commercial galleries database and arts organisations database.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 May 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 95

That the Officer's Recommendation be adopted.

1.2 Ingleburn Alive Festival post event report

Reporting Officer

Acting Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with the outcomes of the Ingleburn Alive Festival held on Saturday 9 March 2013.

Report

The Ingleburn Alive Festival was held on Saturday 9 March. This is the 13th year that Council has run this event, which offers the community a day of activities, free entertainment, carnival rides, street stalls and a fireworks display.

The festival took place in the Ingleburn CBD, with most activities held in and around Oxford Road, between Cumberland and Ingleburn Roads. A fireworks display was held at Milton Park to mark the end of the festival.

Festivities commenced at 11.00am with the St Peter's Anglican Primary School Band, before the event was officially opened by the Mayor. A presentation of plaques and certificates was made to sponsors to acknowledge their contribution to the event which was followed by a morning tea, hosted in the Greg Percival Community Centre for VIPs and sponsors.

The stage provided more than nine hours of free family entertainment and included more than 16 different performances, including local dance groups, children's entertainment and bands. This year's event featured the third annual Ingleburn Alive Battle of the Bands, which offered an opportunity for local youth bands to gain performance experience, with the winner playing a 30 minute set at the event and being awarded prize money of \$500. This competition drew a strong crowd and was well received by the audience.

Highlights of the line-up included Peppa Pig, Dan Ewing from Home and Away, One Wild Night and the Enormous Horns.

More than 100 street stalls lined Oxford Road, with many of these comprising local community groups and businesses.

The grounds of Ingleburn Public School once again hosted the Free Family Fun Fest that offered camel rides, a petting zoo, inflatable games and a slide. Games and displays by the Combined Christian Churches Group proved popular, along with wheelchair basketball and, for the first time, wheelchair quidditch demonstrations from Macarthur Disability Services.

The carnival extension proved to be very successful, with the Oxford Road area behind the stage being used to host additional rides and attractions.

The media and publicity plan included a printed program, banners in the Ingleburn CBD, bus shelter advertising, a radio campaign and feature articles and advertisements in both local papers.

Sponsors of this year's event were Patrick and Tina Vitocco, Nova Employment, OCTEC Employment Services, Rotary Club of Ingleburn, Ingleburn RSL Club, Ingleburn Centre and Cr Anoulack Chanthivong. In-kind support was received from C91.3FM and Channel Nine.

Crowds remained consistently strong throughout the day, with the highest attendance levels being noted between 12.00pm and 2.00pm, and then again from 6pm until the conclusion of the event at 8.30pm.

In the lead up to the event, regular communication took place with individuals and organisations who have been involved with this event previously to gain community input and feedback on proposed inclusions. Social media was also used, with questions being posed through Facebook as an additional means of community consultation.

The event was delivered within a budget of \$65,200 as adopted as part of the 2012-2013 operational plan. An outline of expenditure and income is provided below.

Expenditure

Entertainment	\$19,190
Contractor/services (includes cleaning, AV, banner installation)	\$19,338
Staffing and overtime	\$14,965
Equipment hire/infrastructure	\$11,699
Free activities (petting zoo, inflatables, camels, etc)	\$4,440
Advertising	\$4,516
Security and first aid	\$4,492
Fireworks	\$3,000
Food and beverages	\$608

Income

Stallholder fees	\$7,990
Commission on carnival rides	\$5,100
Sponsorship	\$4,900

Officer's Recommendation

That the 2014 Ingleburn Alive Festival be held on Saturday 15 March from 11.00am to 8.30pm.

Committee's Recommendation: (Borg/Chanthivong)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 May 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 95

That the Officer's Recommendation be adopted.

Note: Councillor Mead asked that his name be recorded in opposition to the resolution in regard to Item 1.2 - Ingleburn Alive Festival post event report.

2. GOVERNANCE AND ADMINISTRATION

2.1 National Broadband Network

Reporting Officer

Director Business Services

Attachments

Nil

Purpose

To inform Council of a recent consultation meeting held between representatives of the NBN Co Limited (NBN Co) and Council staff, regarding the roll out of the National Broadband Network (NBN) through the Campbelltown Local Government Area.

Report

The National Community Relations Advisor for the NBN Co attended Council to advise that the rollout of the NBN for certain suburbs with the Campbelltown Local Government Area is approaching. The NBN Co has requested Council's assistance in the planning phase and consultation period for this project, to ensure that adequate infrastructure is provided in accordance with potential development through Council's planning instruments. Council senior officers were in attendance to gain an understanding of the impact of the rollout and any requirements that Council may be able to assist with in terms of planning.

It was highlighted that NBN Co see local government as playing a unique and critical role in both informing NBN Co about potential local issues as well as requirements and assisting in the development and dissemination of community education and publicity. It is important that future development is understood in the planning phase to adequately provide the technical infrastructure for new development opportunities.

The construction phase of the NBN rollout will commence in June 2013 and is expected to take up until December 2015. Suburbs that will be included in this phase can be accessed through the following website www.nbnco.com.au. Suburbs include Airds, Ambarvale, Blair Athol, Blairmount, Bradbury, Campbelltown, Claymore, Eagle Vale, Englorie Park, Glen Alpine, Kentlyn, Leumeah, Rosemeadow, Ruse, St Helens Park and Woodbine.

It is intended to keep Council informed through briefing nights of the ongoing progress of the NBN rollout and any issues that may arise during this period.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 May 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 95

That the Officer's Recommendation be adopted.

3. PROPERTY SERVICES

No reports this round

4. FINANCIAL SERVICES

4.1 Quarterly Budget Review Statement as at 31 March 2013

Reporting Officer

Acting Manager Financial Services

Attachments

Quarterly Budget Review Statement for the period 1 January 2013 to 31 March 2013

Purpose

A quarterly financial review has been conducted on the original income and expenditure estimates presented in the 2012-2013 budget. The adjustments relating to the review of the original budget allocations are presented for Council's consideration.

Introduction

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

Report

In accordance with Clause 203 of the *Local Government (General) Regulations 2005*, the Responsible Accounting Officer is required to prepare a quarterly budget review of income and expenditure estimates and submit a report to Council. The QBRS must also include an opinion of the Responsible Accounting Officer concerning the financial position of Council. This report provides an overview of the results of the financial review for the quarter ended 31 March 2013.

In June 2012, Council adopted a balanced budget for 2012-2013. There is no proposed change to the budget result in this review.

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

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

The following items are detailed with corresponding adjustments recommended following the completion of the quarterly financial review:

Planning directorate (1110) - \$25,000 increase in expenditure

There have been several reviews undertaken by consultants over the financial year. These reviews were not anticipated when the original budget was prepared and this adjustment provides the necessary funds.

Development assessment unit (1210) - \$95,000 decrease in expenditure

The legal activity associated with the Development Assessment Unit and the approval of development applications has been less than was originally anticipated when the original budget was prepared. This has resulted in a saving in professional fees. This saving has been utilised to offset other adjustments.

On street parking (1195) - \$60,000 decrease in income

Due to several incidents during the financial year, there have been times when the Rangers service has been operating with less than the usual number of staff in the section. The disruption to normal operations has meant that activity has been less than normal, resulting in a decrease in income.

Building certification unit (1205) - \$75,000 decrease in income

There has been a general downturn in building activity over the previous year. When the original budget was prepared, it was anticipated that there would be an increase in activity over this financial year. The increase is not as great as anticipated, resulting in a decrease in income.

Fisher's Ghost art exhibition (1795) - \$36,300 increase in expenditure

Indigenous art prize tour (1807) - \$40,500 increase in expenditure

The Fisher's Ghost Art Exhibition reached its 50th Anniversary and in celebration of this milestone 80% more artworks were displayed increasing the costs in the exhibition of the display of the exhibition.

The Indigenous Art Prize Tour has incurred additional costs relating to the running and exhibition program. The increased costs have been in the area of freight and cartage of the paintings, artist's fees, printing costs and unexpected legal expenses.

Contribution to emergency services (2393) - \$65,000 decrease in expenditure

Council has received the final invoice for the contribution to the Fire and Rescue Service. The overall contribution is less than what was anticipated in the original budget. This saving has been utilised to offset other adjustments.

Traffic and transport (3085) - \$29,000 increase in income

Due to building/construction activity within the Campbelltown area, there has been an increase in the income received from road occupancy and standing plant fees. This saving has been utilised to offset other adjustments.

Rates-general purpose revenue (3425) - \$117,800 increase in income

During the financial year, there have been fluctuations in the total amount of rates levied. These changes have resulted from valuation objections, changes in ownership due to housing area redevelopments, subdivisions and growth in the number of residencies. Overall, this has resulted in an increase to the total income to be received in rates. This increase in income has been utilised to offset other adjustments in this review.

Summary

As reported to Council in previous years, the financial objective has been to budget a surplus to improve Council's liquidity ratio. As Council is aware, the liquidity ratio has improved to a satisfactory level and as such, a balanced budget is proposed for the 2012-2013 financial year.

As per the Responsible Accounting Officer's statement, the 2012-2013 results continue to support Council's sound financial position in the short to medium term. During 2012-2013, Council will review its financial strategy in line with the development of the 10 year Long Term Financial Plan, required by the Integrated Planning and Reporting Framework and determine the most appropriate and financially responsible action for future periods.

Officer's Recommendation

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

Committee's Recommendation: (Borg/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 May 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 95

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/13 to 31/03/13

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Campbelltown City Council for the quarter ended 31/03/13 indicates that Council's projected financial position at 30/06/13 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____

Date: 15-April-2013

Andrew Butcher
Responsible Accounting Officer

Quarterly Budget Review Statement
for the period 01/01/13 to 31/03/13

Campbelltown City Council
Income and Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2013
Income and Expenses - General Fund

(\$000's)	Original Budget 2012/13	Approved Changes			Revised Budget 2012/13	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by QBRs	Sep QBRs	Dec QBRs					
Income									
Rates and Annual Charges	78,531	-	-	-	78,531	118	78,649	78,647	
User Charges and Fees	9,796	9	(87)	(40)	9,677	6	9,684	8,425	
Interest and Investment Revenues	4,544	-	-	-	4,544	-	4,544	2,459	
Other Revenues	4,299	4	28	(5)	4,326	2	4,328	3,556	
Grants & Contributions - Operating	26,404	228	(4,970)	(2)	21,660	1	21,661	17,014	
Grants & Contributions - Capital	1,795	219	92	-	2,105	-	2,105	2,013	
Net gain from disposal of assets	-	-	-	-	-	-	-	-	
Total Income from Continuing Operations	125,368	459	(4,937)	(47)	120,843	127	120,970	112,114	
Expenses									
Employee Costs	55,495	870	(86)	(264)	56,016	(127)	55,889	41,045	
Borrowing Costs	1,062	-	-	-	1,062	-	1,062	463	
Materials & Contracts	21,879	907	14	9	22,808	28	22,836	14,690	
Depreciation	24,191	-	-	-	24,191	-	24,191	7,369	
Legal Costs	1,242	-	19	(1)	1,260	10	1,270	612	
Consultants	427	450	58	88	1,023	125	1,148	600	
Other Expenses	30,554	193	141	2	30,890	86	30,976	22,967	
Interest & Investment Losses	-	-	-	-	-	-	-	-	
Net Loss from disposal of assets	-	-	-	-	-	-	-	-	
Total Expenses from Continuing Operations	134,850	2,419	146	(166)	137,249	122	137,371	87,746	
Net Operating Result - Continuing Operations	(9,482)	(1,960)	(5,083)	119	(16,406)	5	(16,401)	24,368	
Discontinued Operations - Surplus/(Deficit)									
Net Operating Result from All Operations	(9,482)	(1,960)	(5,083)	119	(16,406)	5	(16,401)	24,368	
Net Operating Result before Capital Items	(11,277)	(2,178)	(5,175)	119	(18,512)	5	(18,506)	22,355	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/13 and should be read in conjunction with the total QBRs report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/13 to 31/03/13

Income and Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	There have been movements, both increases and decreases, in the levying of rates over the financial year. This increase in rate income has resulted from these movements and has been utilised to offset increased costs in other areas.
2	Reduction in income-Divide in Building Inspection Fee activity. Increase in income-Increase in Learn to swim at Campbelltown Pool and Road occupancy fees due to construction of units around CBD.
3	Additional income received from sale and fines of animals, and commission received from events held at the Campbelltown Sports Ground. Reduction in income-Issue of fines for Land Use and On-street Parking.
4	Reduction in income-Divide in Building Construction Certificate, Section 735A Notice and S603 Certificate activity. Increase in income-Issue of rezoning certificate and subsidy for staff training.
5	There have been several staff vacancies in various sections of Council. Some of these savings have utilised to engage consultants/hired personnel, thereby reducing the employee costs.
6	There have been various minor movements between cost centres to reconcile budgets to actual expenditure.
7	Increase in expenditure-Funding required for legal advice provided.
8	Due to staff vacancies and unanticipated projects, consultants have been engaged to carry out the required work. They have been utilised in the Planning, Healthy Lifestyles and Human Resources areas.
9	Movements in Other Expenses have occurred due to additional use of hired personnel, increases in electricity, water and gas charges, exhibition fees and prizemoney paid, valuation fees etc. Part offsetting expenditure increases is a saving in contributions to the Emergency Services and an anticipated reduction in professional fees relating to legal activities.

Quarterly Budget Review Statement
 for the period 01/01/13 to 31/03/13

Campbelltown City Council
Capital Budget Review Statement

Budget review for the quarter ended 31 March 2013
Capital Budget - General Fund

	Original Budget 2012/13	Approved Changes			Revised Budget 2012/13	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by QBRs	Sep QBRs	Dec QBRs					
Capital Expenditure (\$'000's)									
New Assets									
- Plant & Equipment	92	1,407	2,847	4	-		4,350	3,525	
- Land & Buildings									
- Other									
Renewal Assets (Replacement)									
- Plant & Equipment	3,625	13	30	18	3,686		3,686	2,543	
- Office Equipment/Furniture & Fittings	1,080	847	3	(50)	1,879	5	1,884	1,081	
- Roads, Bridges, Footpaths	11,517	4,116	62	-	15,695	-	15,695	11,598	
- Land & Buildings	1,858	3,970	67	78	5,973	-	5,973	2,179	
- Stormwater/Drainage	-	935	-	-	935	-	935	162	
- Other Assets	385	(26)	-	88	447	-	447	187	
Loan Repayments (Principal)	3,698	-	-	-	3,698	-	3,698	2,016	
Total Capital Expenditure	22,255	11,261	3,009	139	36,664	5	36,669	23,292	
Capital Funding									
Rates & Other Untied Funding	10,392	4,544	20	100	15,057	5	15,062	10,243	
Capital Grants & Contributions	1,795	269	92	-	2,155	-	2,155	2,013	
Reserves:									
- External Restrictions/Reserves	373	1,747	-	-	2,120	-	2,120	424	
- Internal Restrictions/Reserves	1,820	4,701	2,890	32	9,443	-	9,443	4,135	
New Loans	5,000	-	-	-	5,000	-	5,000	5,000	
Receipts from Sale of Assets									
- Plant & Equipment	1,970	0	7	7	1,984	-	1,984	1,470	
- Land & Buildings	900	-	-	-	900	-	900	-	
- Other Assets	5	-	-	-	5	-	5	7	
Total Capital Funding	22,255	11,261	3,009	139	36,664	5	36,669	23,292	
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-	-	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/13 and should be read in conjunction with the total QBRs report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/13 to 31/03/13

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

-
- | | |
|---|--|
| 1 | Transfer of funds to operational budget to fund minor purchase of equipment, and various transfers from operational budgets to fund minor capital purchases. |
| 2 | Additional untied funds utilised to fund capital works. |
-

Quarterly Budget Review Statement
 for the period 01/01/13 to 31/03/13

Campbelltown City Council
Cash and Investments Budget Review Statement

Budget review for the quarter ended 31 March 2013
Cash and Investments - General Fund

(\$000's)	Opening Balance 2012/13	Movement in Reserves			Current Balance 2012/13	Projected Movement Mar Qtr	Projected Year End Result	Actual YTD figures
		Income/ Expenses	Transfers to/from	Works in Kind				
Externally Restricted ⁽¹⁾								
Stormwater Management	505	-	(205)	299	(100)	199	299	
Specific Purpose Grants	7,201	-	(5,929)	1,272	-	1,272	1,272	
Specific Purpose Contributions	4,516	(3)	(452)	4,061	(1,000)	3,061	4,061	
Developer Contributions - S94	5,642	662	(1,449)	5,509	-	5,509	5,509	
Developer Contributions - Other	838	34	-	872	(100)	772	872	
Domestic Waste Management	1,551	-	-	1,551	-	1,551	1,551	
Self Insurance Workers Compensation Claims	6,210	-	-	6,210	-	6,210	7,442	
Total Externally Restricted	26,462	692	(8,035)	19,773	(1,200)	18,573	21,005	
(1) Funds that must be spent for a specific purpose								
Internally Restricted ⁽²⁾								
Property Development	14,169	-	(35)	14,135	1,000	15,135	14,135	
Committed Works	1,357	-	(423)	935	(100)	835	935	
Childcare	79	-	(6)	73	-	73	73	
Self Insurance Workers Compensation Claims	1,500	-	(268)	1,232	-	1,232	7,442	
Replacement of Plant and Vehicles	1,445	-	325	1,770	(400)	1,370	1,770	
Committed Works funded by Loans	5,437	-	(2,860)	2,578	-	2,578	2,578	
Employee Leave Entitlements	8,642	-	-	8,642	400	9,042	8,642	
Environmental Sustainability	60	-	-	60	-	60	60	
Asset Replacement	12,216	-	733	12,950	(1,000)	11,950	12,950	
Olympic Ambassador	90	-	5	95	-	95	95	
Insurance Claims - Excess	3,041	-	629	3,670	-	3,670	3,670	
Local Government Elections	400	-	(361)	39	-	39	39	
Other	109	-	-	109	-	109	109	
Total Internally Restricted	48,546	-	(2,259)	46,287	(100)	46,187	52,497	
(2) Funds that Council has earmarked for a specific purpose								
Unrestricted (ie. available after the above Restrictions)	16,604			20,659		20,640	13,217	
Total Cash and Investments	91,612			86,719		85,400	86,719	

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended 31/03/13 and should be read in conjunction with the total QBR report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/13 to 31/03/13

Cash and Investments Budget Review Statement

Comment on Cash and Investments Position

The recommended variations and projected position will not impact on Council's management plan.

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash and Investment Statement totals \$86,718,551

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/03/13

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

\$ 000's

Cash at Bank (as per bank statements)		1,619,587
Investments on Hand		85,129,568
less: Unpresented Cheques	(Timing Difference)	(77,075)
add: Undeposited Funds	(Timing Difference)	52,960
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(6,488)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
Reconciled Cash at Bank and Investments		86,718,551
Balance as per Review Statement:		86,718,551
Difference:		-

Campbelltown City Council

Quarterly Budget Review Statement
 for the period 01/01/13 to 31/03/13

Key Performance Indicators Budget Review Statement

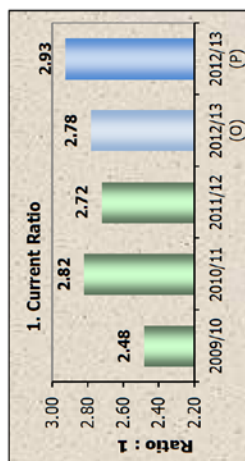
Budget review for the quarter ended 31 March 2013

(\$000's)	Current Projection		Original Budget	Actuals	
	12/13	12/13		11/12	10/11

The Council monitors the following Key Performance Indicators:

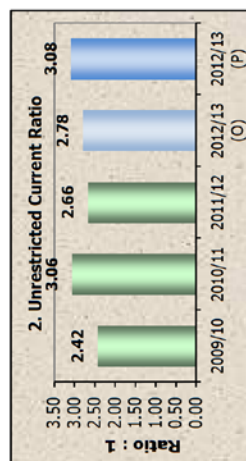
1. Current Ratio					
Current assets	93,384	2.93 : 1	2.78 : 1	2.72 : 1	2.82 : 1
Current liabilities	31,921				

To assess the adequacy of working capital and the ability to satisfy obligations in the short term.



2. Unrestricted Current Ratio					
Current assets less all external restrictions	74,811	3.08 : 1	2.78 : 1	2.66 : 1	3.06 : 1
Current liabilities less specific purpose liabilities	24,283				

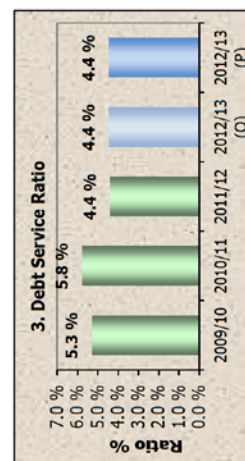
To assess the adequacy of working capital and the ability to satisfy obligations in the short term from the unrestricted activities of Council.



3. Debt Service Ratio					
Debt service cost	4,760	4.4 %	4.4 %	4.4 %	5.8 %
Income from continuing operations*	107,503				

To assess the impact of loan principal and interest repayments on discretionary revenue.

* excluding capital items and specific purpose grants and contributions



Campbelltown City Council

Quarterly Budget Review Statement
 for the period 01/01/13 to 31/03/13

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 March 2013

(\$'000's)	Current Projection Amounts Indicator 12/13	12/13	Original Budget 12/13	Actuals Prior Periods 11/12	10/11
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The Council monitors the following Key Performance Indicators:

4. Rate Coverage Ratio					
Rates and annual charges	78,647	65.0 %	62.6 %	57.7 %	58.2 %
Income from continuing operations	120,970				

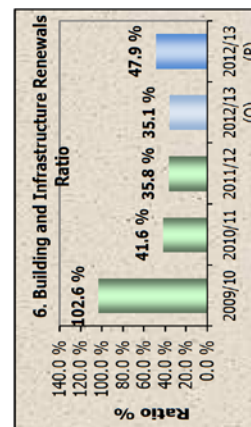
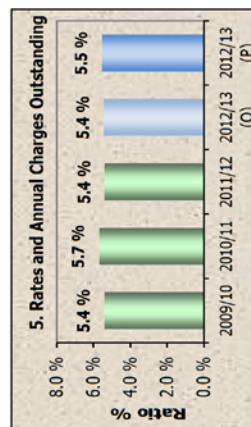
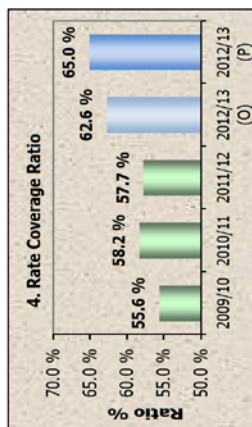
To assess the degree of dependence upon rates and annual charges as well as the security of Council's income.

5. Rates and Annual Charges Outstanding					
Rates and annual charges outstanding	4,334	5.5 %	5.4 %	5.4 %	5.7 %
Rates and annual charges collectible	78,649				

To assess the impact of uncollected rates and annual charges on liquidity and the adequacy of recovery efforts.

6. Building and Infrastructure Renewals Ratio					
Asset renewals	11,598	47.9 %	35.1 %	35.8 %	41.6 %
Depreciation, amortisation and impairment	24,191				

To assess the rate at which assets are being renewed against the rate at which they are depreciating.



Quarterly Budget Review Statement
 for the period 01/01/13 to 31/03/13

Campbelltown City Council

Contracts Budget Review Statement

Budget review for the quarter ended 31 March 2013

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Procurement Process Undertaken	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
EXPENDITURE \$50,000 - \$150,000						
Bibliotheca Pty Ltd	Q12/27 Eagle Vale Library RFID System	Quotations sought through LGP	08/04/13	5 years following installations.	Y	
RMA Contracting Pty Ltd	Q12/31 Demolition of the Staff Training Centre	Public Quotation	09/01/13	To be completed 31/01/13	Y	
EXPENDITURE \$150,000 - \$300,000						
EXPENDITURE > \$300,000						
Crystal Pools Pty Ltd	T12/23 Concrete Works and Waterproofing - Renovation and Reticulation Upgrade at Macquarie Fields 50m Outdoor Pool	Public Tender	15/04/13	Works to be completed 31/10/13	Y	
Crystal Pools Pty Ltd	T12/24 Tiling, Joining and Pool Finishes - Renovation and Reticulation Upgrade at Macquarie Fields 50m Outdoor Pool	Public Tender	15/04/13	Works to be completed 31/10/13	Y	
Ausgroup Pty Ltd	T12/12 Security Services	Public Tender	01/03/13	Until 03/03/15-two 12 month options for extension	Y	1
Stydall Pty Ltd t/as Executive Collections	Q12/33 Debt Recovery	Quotations sought through LGP	26/02/13	Until 14/11/14-two 12 month options for extension	Y	2

Notes:

** Contract Values are commercial in confidence

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/13 to 31/03/13

Contracts Budget Review Statement
Comments and Explanations relating to Contractors Listing

Notes Details

1 Contract Price is per service therefore the contract value is an estimation only

2 The total expenditure should be returned to Council when recovered from the debtor therefore remaining cost neutral.

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/13 to 31/03/13

Consultancy and Legal Expenses Budget Review Statement

Consultancy and Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	606,073	Y
Legal Fees	612,782	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

NA

4.2 Investment report - April 2013

Reporting Officer

Acting Manager Financial Services

Attachments

Investment portfolio performance as at 30 April 2013

Purpose

To provide a report outlining Council's investment portfolio performance for the month of April 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 \$80m. 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	April
Council Managed Funds	4.56%
Benchmark: 90 Day Bank Bill Index	3.04%

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

Rolling year to date return	April
Council Managed Funds	4.95%
Benchmark: 90 Day Bank Bill Index	3.41%

Council's portfolio as at 30 April 2013 is diversified with 67% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 24% 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	30 April
Short term at call	\$1,159,836
1 – 3 months	\$2,155,813
3 – 6 months	\$13,979,472
6 – 12 months	\$34,503,242
12 months +	\$27,300,000

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

Credit exposure	30 April
AAA to AA-	91%
A+ to A	5%
A- to BBB-	4%
Other approved deposit taking institutions	0%

Economic outlook

The Reserve Bank of Australia Board (RBA) reduced the cash rate from 3% to 2.75% at its meeting held early in May. The April statement of monetary policy indicated that the RBA were satisfied that previous interest rate cuts delivered during 2011 and 2012 were having the desired effect and that the economy was likely to grow at close to normal pace over the next year. However, scope for further interest rate cuts may be afforded should growth forecasts move below trend or if inflation remained where it presently sits in the middle of the target range, should it prove necessary to support demand.

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: (Greiss/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 May 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 95

That the Officer's Recommendation be adopted.

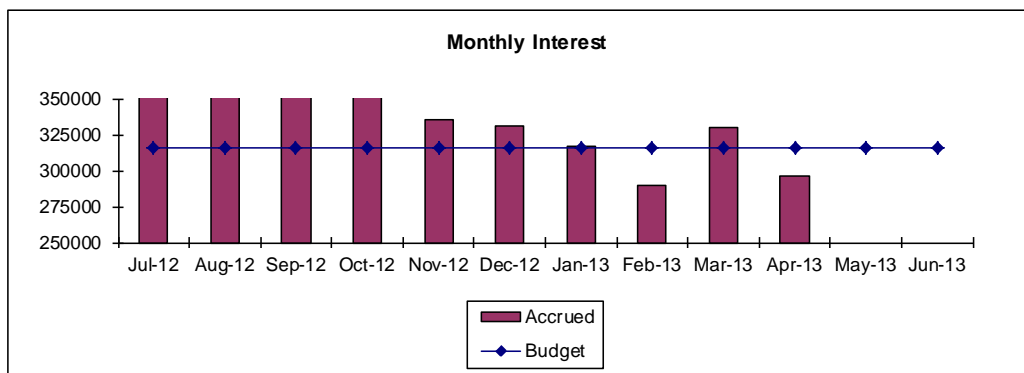
ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO

Summary April 2013

Benchmark UBS Warburg 90 Day Bank Bill Index
 Portfolio Balance \$79,098,363.54

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.25%	3.04%
Total Portfolio	0.37%	4.55%
<i>Performance to Benchmark</i>	+ 0.12%	+ 1.51%
Portfolio - Direct Investments	0.37%	4.56%
<i>Performance to Benchmark</i>	+ 0.13%	+ 1.52%
Short Term Call Account	0.28%	3.40%

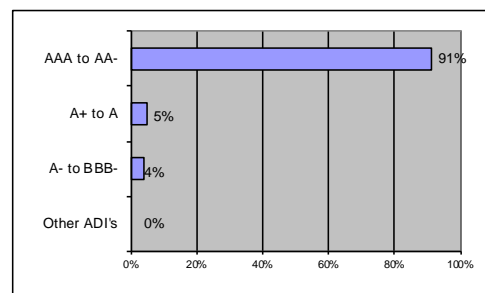


Year to Date Performance

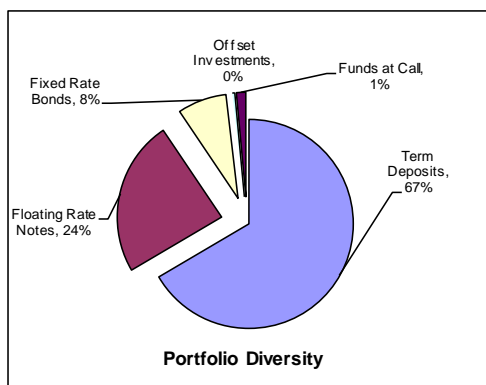
Rolling 12 Month Period
 4.95% Council Managed Funds
 3.41% Benchmark

Interest Budget to Actual
 Budget to Period \$3,156,250
 Accrued to Period \$3,337,050

Credit Exposure



Securities



Institutions

Institution	Amount Invested	% Portfolio
Funds at Call	\$ 1,159,835.96	1%
Suncorp Metway	\$ 4,065,479.52	5%
National Australia Bank	\$ 24,547,008.44	31%
ANZ Bank	\$ 3,500,000.00	4%
NSW Treasury	\$ 4,140,000.00	5%
Westpac Bank	\$ 10,978,629.35	14%
St George Bank	\$ 8,659,062.26	11%
Commonwealth Bank	\$ 12,500,000.00	16%
Bank Western Australia	\$ 6,548,348.01	8%
Bendigo/Adelaide Bank	\$ 3,000,000.00	4%
Rural Bank	\$ -	0%
Bank of Queensland	\$ -	0%
Total	\$ 79,098,363.54	100%

4.3 Monthly Rates Summary - April 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 30 April 2013.

Report

Rates and charges levied for the period ending 30 April 2013 totalled \$80,617,482, representing 99.7% of the total annual budget estimate.

For the period ending 30 April 2013, receipts to the value of \$65,530,104 have been received. In percentage terms, 78.7% of all rates and charges due to be paid have been collected. The amount collected in the same period last year was 78%.

The fourth instalment of rates and charges notices were issued by post on 12 April 2013 to the 41,706 ratepayers who have chosen to pay their account in quarterly instalments. In addition to these, 835 accounts were distributed by email to ratepayers registered for eRates with a fourth instalment amount due.

Debt recovery during the month involved the issue of 251 Statements of Claim on accounts that have continued to remain unattended to, despite requests from Council to either pay the amount due or enter into a satisfactory arrangement to clear the debt. Officers continue to provide advice and assistance to ratepayers experiencing difficulties in finalising their accounts. At present, 398 ratepayers are clearing their accounts through regular payments each week, fortnight or month.

Ratepayers who purchased property since the May instalment notices are issued with a "notice to new owner" letter. During the month, 24 of these notices were sent advising the amount raised by Council in annual rates and charges and balance remaining unpaid.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 May 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 95

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	44,863,354.91	1,309,512.33	742,580.47	46,880,723.06	36,321,200.43	10,559,522.63	328,690.03	10,888,212.66
BUSINESS	648,124.82	15,084,414.23		94,988.43	15,827,527.48	12,746,583.29	3,080,944.19		3,080,944.19
BUSINESS - IND	14,953.93	0.00		216.71	15,170.64	11,007.12	4,163.52		4,163.52
FARMLAND	-10,530.04	373,824.04	876.56	1,919.52	364,336.96	256,626.79	107,710.17	164,300.70	272,010.87
MINING	0.00	13,422.10		0.00	13,422.10	13,422.10	0.00		0.00
LOAN	244,319.52	4,188,865.48		15,053.81	4,448,238.81	3,439,917.30	1,008,321.51	48,953.99	1,057,275.50
F5 ACCESS RAMPS	2,080.90	0.00		32.58	2,113.48	1,353.38	760.10		760.10
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
TOTAL	\$3,483,289.26	\$64,523,880.76	\$1,310,388.89	\$854,791.52	\$67,551,572.65	\$52,790,110.41	\$14,761,462.24	\$541,944.72	\$15,303,406.96
GARBAGE	694,369.27	15,118,221.50	425,216.35	43,413.89	15,430,788.31	12,000,618.33	3,430,169.98		3,430,169.98
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	53,851.29	892,513.84		2,485.71	948,850.84	739,375.23	209,475.61		209,475.61
GRAND TOTAL	\$4,231,509.82	\$80,534,616.10	\$1,735,605.24	\$900,691.12	\$83,931,211.80	\$65,530,103.97	\$18,401,107.83	\$541,944.72	\$18,943,052.55

Total from Rates Financial Transaction Summary	18,437,805.60
Overpayments	-505,246.95
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	923,804.96
Rate accounts greater than 12 months less than 18 months in arrears	137,679.33
Rate accounts greater than 18 months in arrears	18,706.99
TOTAL rates and charges under instruction with Council's agents	\$1,080,191.28

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL RECD.	% RAISED
RESIDENTIAL	44,722,100	44,722,100	44,863,355	(141,255)	100.32%
BUSINESS	14,996,800	14,996,800	15,084,414	(87,614)	100.58%
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	4,188,865	(4,365)	100.10%
TOTALS	64,320,300	64,320,300	64,523,881	(203,581)	100.32%
INTEREST CHARGES	306,100	306,100	223,056	83,044	72.87%
LEGAL COSTS RECOVERED	950,000	950,000	640,832	309,168	67.46%
PENSIONERS - Sec 575	(1,690,000)	(1,690,000)	(1,735,605)	45,605	102.70%
PENSIONERS SUBSIDY	929,500	929,500	954,583	(25,083)	102.70%
SUB TOTAL	64,815,900	64,815,900	64,606,746	209,154	99.68%
DOMESTIC WASTE CHARGES	14,825,000	14,825,000	14,733,746	91,254	99.38%
COMMERCIAL WASTE CHARGES	322,400	322,400	384,475	(62,075)	119.25%
SANITARY INCOME	1,000	1,000	0	1,000	0.00%
STORMWATER MINGMNT	882,000	882,000	892,514	(10,514)	101.19%
GRAND TOTALS	80,846,300	80,846,300	80,617,482	228,818	99.72%
COLLECTIONS AS A % OF:	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED	
RESIDENTIAL	77.48%	80.96%			
BUSINESS	80.53%	84.50%	RATES	78.15%	81.81%
FARMLAND	70.44%	68.65%	SANITARY	0.00%	0.00%
LOAN	77.33%	82.12%	STORMWATER	77.92%	82.84%
ALL RATES	78.15%	81.81%	TOTAL RATES & CHARGES	78.68%	82.00%

ATTACHMENT 3

RATES STATISTICS

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	Apr-12
Rate Notices	48,326	65		285			88						
Electronic - DoH	5,673												41,093
Instalment Notices				42,003			42,014			41,706			
Electronic - DoH				5,025			5,602			5,786			5,973
Missed Instalment Notices			8,296			7,497			7,017				
- Pensioners > \$15.00			478			466			459				
Notice to new owner	208	74	32	63	35	29	37	32	19	24			5
7-day Letters - Council issued			1,716			1,869			1,860				
- Pensioners > \$500.00			120			109			106				
7-day Letters - Agent Issued			628			607			774				
Statement of Claim	212	27	16	233	18	18	252	11	15	251			264
Judgments	12	71	17	17	68	12	32	69	39	21			26
Writs	23	12	62	12	13	35	37	20	72	36			37
eRates	1,154	1,176	1,184	1,200	1,209	1,219	1,223	1,238	1,241	1,256			1,129
Arrangements	331	318	403	351	298	401	353	321	454	398			401

4.4 Sundry Debtors Report - April 2013

Reporting Officer

Acting Manager Financial Services

Attachments

1. Debtors summary to 30 April 2013
2. Ageing of sundry debts to 30 April 2013

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 30 April 2013.

Report

Debts outstanding to Council as at 30 April 2013 were \$1,330,580, reflecting an increase of \$3,711 since March 2013. The ratio of outstanding debts to current invoices has increased from 26% in March to the current level of 36%. 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 – April 2013

During the month, 1010 invoices were raised totalling \$1,337,528. 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:

Corporate administration – \$1,027,893 - The main invoices relate to:

Macarthur Disability Services – sale of Bradbury Community Hall	\$880,000
Landcom – contribution to stage 3 Kabbarli Child Care Centre landscaping	\$51,997
Department of Education & Training – contribution to operating cost at Minto Library from January to March 2013	\$49,310
Fairfax Community Newspapers – Fisher’s Ghost Fun Run 2012	\$6,890
Tabcorp Park – 2013 Mayor’s Charity Race Night, gold sponsorship, and purchase of auction items	\$5,710
Muswellbrook Regional Arts Centre – NSW Aboriginal art prize 2012, exhibition tour	\$3,300

Land and building rentals - \$109,539 - The main invoices relate to:

Glenquarie Hotel Pty Ltd – Glenquarie Shopping Centre, Macquarie Fields	\$24,018
Nuvezo Pty Ltd – Dumaresq Street Cinema	\$22,229
Aldi Stores (A Limited Partnership) – monthly rental	\$22,064
Caltex Oil Australia Pty Ltd – Macquarie Fields	\$15,062
Mycorp Group Pty Ltd – Land rental, BP petrol station	\$13,670
McDonalds Australia Limited – Land rental	\$7,413

Sportsground and field hire – \$53,620 – The main invoices relate to:

Total Event & Management Services Pty Ltd – commission on sales for March 2013	\$19,697
Macarthur District Soccer Football Association – winter season ground hire, various locations	\$4,210
Macarthur Baseball League – 2013 seasonal winter ground hire, various locations	\$3,180
Australian Oztag Association – 2013 seasonal winter ground hire, Victoria Park	\$1,730

Road and footpath restoration – \$33,963 - The main invoices relate to:

Sydney Water Corporation	\$18,016
Odyssey House – road seal works	\$10,000

Shop and office rentals – \$29,601 - The main invoices relate to:

J & R Versteeg Pty Ltd – Arts Centre Café rental, January to March 2013	\$7,566
Campbelltown Amcal Pharmacy – Monthly rental	\$5,278

Receipts to the value of \$1,333,817 have been received during the period, the most notable in the following areas:

Corporate administration	\$930,557
Land and building rentals	\$98,769
Government and other grants	\$77,100
Road and footpath restoration	\$51,881
Sportsground and field hire	\$43,060
Private works	\$32,825

Sundry debts outstanding – 30 April 2013

Debts exceeding 90 days of age totalled \$306,780, 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
Remondis Pty Ltd – effluent for November 2012, in contact with Remondis to recover outstanding amount	\$25,357
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	\$20,000
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 – Fisher’s Ghost Carnival 2012 – waste services – invoice has been disputed, breakdown of costs has been issued	\$13,938

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, two 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 Order for unpaid licence fees.

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Greiss)

That the Officer's Recommendation be adopted.

Amendment: (Greiss/Mead)

1. That the information be noted.
2. That Council review the format of the Sundry Debtors Report to include additional reporting lines for 90 day plus debtors within the ageing report.

CARRIED

Council Meeting 21 May 2013 (Mead/Lake)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 95

That the Committee's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 April 2013 to 30 April 2013

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/03/2013	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 30/04/2013	% DEBT RATIO
Corporate Administration	153,976	1,027,893	930,557	251,313	18.89%
Abandoned Items	10,590	0	0	10,590	0.80%
Child Care Debts	16,682	0	0	16,682	1.25%
Community Bus	245	260	260	245	0.02%
Tennis Court Hire	0	0	0	0	0.00%
Sportsground and Field Hire	108,322	53,620	43,060	118,883	8.93%
Government and other Grants	187,300	4,000	77,100	114,200	8.58%
Public Hall Hire	27,456	7,833	17,817	17,472	1.31%
Health Services	350	0	0	350	0.03%
Land and Building Rentals	157,178	109,539	98,769	167,948	12.62%
Healthy Lifestyles	3,119	28,458	24,534	7,043	0.53%
Library Fines and Costs	177,416	0	0	177,416	13.33%
Shop Licence Fees	36,718	14,930	10,231	41,417	3.11%
Pool Hire	52,887	20,367	10,559	62,695	4.71%
Private Works	72,669	830	32,825	40,675	3.06%
Road and Footpath Restoration	120,228	33,963	51,881	102,309	7.69%
Shop and Office Rentals	22,018	29,601	17,890	33,729	2.53%
Various Sundry Items	61,654	6,233	18,335	49,552	3.72%
Waste Collection Services	157,496	0	0	157,496	11.84%
	1,326,870	1,337,528	1,333,817	1,330,580	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 April 2013

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	131,522	34,703	2,929	82,159	251,313	90,067
Abandoned Items	0	0	0	10,590	10,590	10,590
Child Care Debts	16,682	0	0	0	16,682	0
Community Bus	141	104	0	0	245	0
Sportsground and Field Hire	38,457	21,242	0	59,184	118,883	66,110
Government and other Grants	4,100	110,000	0	100	114,200	5,800
Public Hall Hire	6,422	4,923	1,109	5,017	17,472	7,957
Health Services	0	0	0	350	350	350
Land and Building Rentals	51,649	1,230	100,161	14,908	167,948	14,569
Healthy Lifestyles	5,428	345	0	1,270	7,043	1,352
Library Fines and Costs	177,416	0	0	0	177,416	0
Shop Licence Fees	11,007	1,555	2,030	26,825	41,417	26,825
Pool Hire	16,869	42,891	1,619	1,316	62,695	1,218
Private Works	2,019	1,919	0	36,737	40,675	37,462
Road and Footpath Restoration	47,090	38,275	11,037	5,906	102,309	7,698
Shop and Office Rentals	22,491	9,518	570	1,151	33,729	0
Various Sundry Items	3,686	7,110	3,018	35,738	49,553	35,440
Waste Collection Services	-330	85,618	46,679	25,529	157,496	173
	495,214	359,434	169,153	306,780	1,330,580	305,609

5. BUSINESS ASSURANCE

No reports this round

6. HUMAN RESOURCES

6.1 Rescinded Policy Recognition of Long Service by Council Employees

Reporting Officer

Manager Human Resources

Attachments

Recognition of Long Service by Council Employees Policy

Purpose

To obtain Council approval to rescind the outdated Long Service by Council Employees Policy that has been made redundant, following the transfer of its provisions to an Authorised Statement.

History

The abovementioned policy was adopted by Council on 17 November 1981 and is due for review in accordance with Council's Records and Document Management Policy.

Report

The Recognition of Long Service by Council Employees Policy refers to an internal administrative matter for employees and therefore is no longer required as a policy. An Authorised Statement has been created to replace the policy.

The Authorised Statement – Recognition of Long Service by Council Employees was endorsed by the Executive on 12 September 2012.

Officer's Recommendation

That Council approve to rescind the Long Service by Council Employees Policy that has been made redundant, following the transfer of its provisions to an Authorised Statement.

Committee's Recommendation: (Lake/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 May 2013 (Mead/Lake)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 95

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY
Policy Title	Recognition of Long Service by Council Employees	
Related Documentation		
Relevant Legislation/ Corporate Plan		
Responsible Officer	Manager Human Resources	

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

Objectives

To provide suitable acknowledgement to employees in recognition of their long service to Campbelltown City Council.

Policy Statement

To provide a suitable recognition to employees for their long service to Campbelltown City Council.

Scope

This Policy applies to all employees of Campbelltown City Council.

Legislative Context

Principles

10 Years

That Council present to all employees who have completed ten years continuous service at Council, a suitable gift at a presentation hosted by the Mayor.

20 Years

That Council present to employees, who have completed twenty or more years service, a gift of their choice up to \$300 value.

That the presentation be made at an annual dinner hosted by the Mayor and the dinner attended by Councillors, General Manager, Directors and all staff who have more than twenty years continuous service with Campbelltown City Council.

30 Years

That Council present to employees who have completed thirty or more years continuous service, a gift of their choice up to \$500 value together with a formal Certificate of Service.

That the gift be presented at a dinner hosted by the Mayor and attended by Councillors, General Manager, Directors and all staff who have more than twenty years continuous service at Campbelltown City Council.

40 Years

That Council present to employees who have completed forty or more years continuous service, a gift of their choice up to \$700 value together with a formal Certificate of Service.

That the gift be presented at a dinner hosted by the Mayor and attended by Councillors, General Manager, Directors and all staff who have more than twenty years continuous service at Campbelltown City Council.

Responsibility

The Manager Executive Services is responsible for ensuring that the presentations to staff are managed in accordance with the Policy.

Effectiveness of this Policy

The Policy will be reviewed on a regular basis to ensure that the value of the gifts are commensurate with the length of service.

END OF POLICY STATEMENT

7. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

8. GENERAL BUSINESS

Nil.

21. CONFIDENTIAL ITEMS

No reports this round

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

C Mead
CHAIRPERSON
