

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 10 May 2016.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

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Minutes of the Corporate Governance Committee held on 10 May 2016

Present

Councillor G Greiss (Chairperson)
Councillor F Borg
Councillor S Dobson
Councillor R Kolkman
Director Business Services - Mr M Sewell
Director City Works - Mr W Rylands
Acting Manager Assets and Supply Services - Mr W Miller
Manager Emergency Management and Facility Services - Mr R Blair
Manager Financial Services - Mrs C Mears
Manager Governance and Risk - Mrs M Dunlop
Manager Information Management and Technology - Mrs S Peroumal
Manager Operational Services - Mr A Davies
Manager Property Services - Mr J Milicic
Executive Assistant - Mrs K Peters

Apology (Kolkman/Borg)

That the apology from Councillors Chanthivong, Lake and Mead be received and accepted.

CARRIED

Election of Chairperson

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

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. GOVERNANCE AND RISK

1.1 Local Government New South Wales Board Elections

Reporting Officer

Manager Governance and Risk

Attachments

1. Short Minute of Order in the matter of the election of office for LGNSW (contained within this report)
2. Australian Electoral Commission Election Notice (contained within this report)
3. Letter to the Mayor from LGNSW regarding the Election of the Board of Directors (contained within this report)

Purpose

To update Council on the election for positions on the Board of Local Government New South Wales.

History

Local Government New South Wales (LGNSW) is an organisation of employers registered under the *Fair Work (Registered Organisations) Act 2009 (Cth)*.

At the election for offices of the LGNSW, conducted in conjunction with the Association's Annual Conference on 12 October 2015, an irregularity occurred, whereby the voting delegates from Hawkesbury City Council were wrongly included on the Rural/Regional roll of voters rather than the Metropolitan/Urban. The causative issue was one of document control.

The error had the potential to affect the result of the ballot for Vice Presidents and Directors, where the outcome was close and the wrong assignation of the Hawkesbury City Council delegates could have been critical. The error did not affect the ballot for the offices of President or Treasurer as all delegates voted for those positions.

The ballot was conducted by the Electoral Commissioner, an office established by s 18 of the *Commonwealth Electoral Act 1918 (Cth)*. When the error was discovered, the Australian Electoral Commission (AEC) made an application to the Federal Court of Australia and sought that an inquiry be conducted into the election.

Report

The inquiry into the election of the Board of LGNSW was heard in the Federal Court of Australia on 29 March 2016.

The Court determined that the positions of President and Treasurer and three Directors were not impacted by the irregularity because of the size of their respective primary votes.

As such, from 5 April 2016 the Board of LGNSW comprises:

President: Cr Keith Rhoades
Treasurer: Cr Scott Bennison
Directors: Cr Mazhar Hadid, Cr Leo Kelly, and Cr Ben Shields.

The Court declared the election of 13 board members void and that a new ballot be conducted by a secret postal ballot for the following positions:

- Vice President Metropolitan/Urban
- Vice President Rural/Regional
- Directors from a Metropolitan/Urban council (5)
- Directors from a Regional/Rural council (6).

The decision of the Federal Court is included at attachment 1 to this report. The Court determined that the only candidates eligible for the vacant positions are those who stood for them in 2015.

In accordance with the decision of the Court, the AEC issued the Notice of Election (attachment 2) on 15 April 2016. The ballot will be conducted by post. Ballot material will be posted to 'voting delegates' of eligible member councils (Ordinary Members) as defined by the rules of the Association and Members of the Board on Thursday, 9 June 2016. The ballot will close on Thursday, 30 June 2016 at 10.00am (AEST).

Campbelltown City Council is entitled to nine voting delegates for the 2016 election of vacant positions on the LGNSW Board of Directors, the same number of delegates as was allocated for the 2015 ballot. The voting delegates nominated by Council resolution for the 2015 ballot were Councillors Borg, Glynn, Greiss, Hawker, Kolkman, Matheson, Mead, Oates and Rowell.

Council must provide the name and postal address of the nominated voting delegates to LGNSW by 12.00noon, Thursday, 2 June 2016. No changes to voting delegates will be accepted after this time. As only one nomination form may be completed for each member council, Council officers will coordinate the submission of the nomination form.

LGNSW has provided advice to each member council of the number of voting delegates that they are entitled to and instructions regarding the registration of nominated delegates (attachment 3).

Officer's Recommendation

That Council nominate the nine voting delegates for postal ballot for the LGNSW Election of the Board of Directors.

Committee's Recommendation: (Kolkman/Greiss)

That the Councillors appointed as the nine voting delegates for the 2015 ballot being Councillors Borg, Glynn, Greiss, Hawker, Kolkman, Matheson, Mead, Oates and Rowell, be again nominated as the delegates for the 2016 postal ballot for the Local Government NSW Board Elections.

CARRIED

Council Meeting 17 May 2016 (Greiss/Kolkman)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 76

That the Committee's Recommendation be adopted.

ATTACHMENT 1

SHORT MINUTES OF ORDER

FEDERAL COURT OF AUSTRALIA
DISTRICT REGISTRY: NEW SOUTH WALES
DIVISION: FAIR WORK

NO NSD 53 OF 2016

The application of the **Electoral Commissioner**

In the matter of an election for an office in the **Local Government and Shires Association of New South Wales**

The Court makes the following orders pursuant to s 206(4) of the *Fair Work (Registered Organisations) Act 2009* (Cth):

1. An order declaring that the election of the following persons to the following offices (the **election**) on the Board of Directors of the Local Government and Shires Association of New South Wales (the **Association**) declared 16 October 2016 is void and each such person is declared not to have been elected:
 - (i) Bill Pickering to the office of Vice President Metropolitan/Urban;
 - (ii) Greg Matthews to the office of Vice President Rural/Regional;
 - (iii) Darriea Turley to the office of Director Rural/Regional (2nd elected);
 - (iv) Phyllis Miller to the office of Director Rural/Regional (3rd elected);
 - (v) Lindsay Brown to the office of Director Rural/Regional (4th elected);
 - (vi) Denise Osborne to the office of Director Rural/Regional (5th elected);
 - (vii) Troy Mark to the office of Director Rural/Regional (6th elected);
 - (viii) Ruth Fagan to the office of Director Rural/Regional (7th elected);
 - (ix) Yvonne Keane to the office of Director Metropolitan/Urban (3rd elected)
 - (x) Paul Hawker to the office of Director Metropolitan/Urban (4th elected)
 - (xi) Linda Scott to the office of Director Metropolitan/Urban (5th elected)
 - (xii) Julie Hegarty to the office of Director Metropolitan/Urban (6th elected)
 - (xiii) George Glinatsis to the office of Director Metropolitan/Urban (7th elected);
-

2. An order that the requirement to conduct the election at the Annual Conference of the Association is dispensed with;
 3. An order directing the General Manager of the Fair Work Commission to make arrangements for the conduct of the following steps in the election to be taken:
 - (i) the Returning Officer is to issue an Election Notice for the election for the filling of vacancies arising from the making of Order 1, excluding calling for nominations;
 - (ii) the Association to provide the Returning Officer with a correct roll of voters listing the delegates who have been appointed to represent the Ordinary members of the Association not more than 49 days after the date of the issuing by the Returning Officer of the Election Notice;
 - (iii) the Returning Officer to conduct the election for the offices declared vacant as a postal ballot, commencing not more than 21 days after compliance by the Association with paragraph (ii) and closing not more than 21 days thereafter.
 4. An order that the candidates in the election to be conducted pursuant to Order 3 be restricted to those candidates who stood in the election declared void by Order 1, if still eligible at the date of the issuing of the Election Notice, and any such candidate shall be treated as having nominated for the same office as was the subject of the candidate's nomination in the election declared void by Order 1.
 5. An order that, where the Rules of the Association are silent, the procedure for the conduct of the election be determined by the Returning Officer in a manner that is not inconsistent with those Rules.
 6. An order that the term of office of any person elected in the election to be conducted pursuant to Order 3 shall commence on the date the result of the election is declared and conclude at the conclusion of the Annual Conference of the Association in 2017.
 7. Liberty to apply on 48 hours' notice.
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ATTACHMENT 2

LOCAL GOVERNMENT & SHIRES ASSOCIATION OF NEW SOUTH WALES Election of Board of Directors

ELECTION NOTICE

Fair Work (Registered Organisations) Act 2009

The Federal Court of Australia has ordered a new ballot (NSD53/2016) be conducted for the following Offices:

- **Vice President from a Metropolitan/Urban council**
- **Vice President from a Regional/Rural council**
- **Directors from a Metropolitan/Urban council) (5)**
- **Directors from a Regional/Rural council (6)**

The ballot will be conducted by post. Ballot material will be posted to 'voting delegates' of eligible Ordinary Members as defined by the rules of the Association and Members of the Board on Thursday, 9 June 2016. The ballot will close on Thursday, 30 June 2016 at 10:00 am (AEST).

Ordinary Members of the Association must provide the name and postal address of their voting delegates to the Association by 12:00 noon, Thursday, 2 June 2016. No changes to voting delegates will be accepted after this time.

Voting delegates must be a Councillor of a Council which is an Ordinary Member of the Association, or, if the NSW Aboriginal Land Council is an Ordinary Member, a member of its Board (see rule 37 of the Association's rules).

Within seven days of this Election Notice the Association will advise each Ordinary Member of the number of voting delegates that they are entitled to and issue instructions on how Ordinary Members are to provide the name and postal address of their voting delegates to the Association. Questions on voting delegates can be directed to Adam Dansie, Senior Manager – Industrial Relations on (02) 9242 4142 at the Association.

The count of the ballot will commence after the ballot closes at 10:00 am (AEST), 30 June 2016, at the Australian Electoral Commission, **Level 10, 59 Goulburn Street. Haymarket NSW 2000.**

Candidates may appoint a scrutineer to represent him/her in accordance with the rules of the Association. Appointments of scrutineers must be in writing and received by the Returning Officer **before** 10:00 am (AEST), Thursday, 30 June 2016.

The roll of voters may be inspected during normal business hours at the office of the Returning Officer from 6 June 2016.

Note: A copy of the AEC's election report can be obtained from the organisation or from me after the completion of the election.

Renee Damasena
Returning Officer
Telephone: (02) 9375 6361
15 April 2016



ATTACHMENT 3



Our ref: R16/0006
Further contact: Adam Dansie

15 April 2016

Cr Paul Hawker

Dear Cr Hawker,

Local Government and Shires Association of New South Wales – Election of Board of Directors

The purpose of this letter is to provide you with important information about the election of persons to the Board of the Association.

You will recall that the Association asked the Australian Electoral Commission ("AEC") to seek an Election Inquiry immediately after the Board election held at our 2015 Annual Conference, because an error caused a voting irregularity.

On 29 March 2016 the Federal Court of Australia ("Court") made an order declaring that the election of 13 persons on the Board of Directors of Association declared on 16 October 2015 void and each such person not to have been elected. The offices of President and Treasurer were unaffected, and the Court determined that three other directors were not impacted by the irregularity because of the size of their respective primary votes. A copy of the Court's judgement is available at the following link: <http://www.lgnsw.org.au/files/imce-uploads/127/federal-court-judgement-2016.pdf>.

The Fair Work Commission has directed the AEC to conduct a fresh election for the affected positions, and in accordance with the Court's orders the election will be by secret postal ballot. The vacant positions are:

- Vice President (Metropolitan/Urban council)
- Vice President (Regional/Rural council)
- Five (5) Directors (Metropolitan/Urban council)
- Six (6) Directors (Regional/Rural council)

The only candidates eligible for these positions are those who stood for them in 2015. A nomination for election may be withdrawn by a candidate, provided that notice of withdrawal in writing is received by the Returning Officer no later than seven (7) days before the holding of the ballot.

The AEC's Notice of Election, issued on 15 April 2016, is available at the following link http://www.lgnsw.org.au/files/imce-uploads/79/2016_Election_Notice.pdf.

Allocation of voting delegates

The formula for calculating the number of voting delegates is provided for in Rule 23 of the Association's Rules.

The number of voters that each Ordinary member is entitled to is set out in the table at Annexure A.

Eligibility requirements to be a voting delegate

Voting delegates must be a Councillor of a Council which is an Ordinary Member of the Association, or, in the case of the NSW Aboriginal Land Council, a member of its Board – see rule 37(a) of the Association's rules.

In addition to the foregoing, a Director (whether office bearer or not) shall have a right to vote in elections for the Board next occurring, in addition to any right to vote in such elections arising from being a delegate for a member – see rule 37(d) of the Association's Rules.

An Administrator of a Council that is an Ordinary member, shall not be eligible for nomination or election as a member of the Board nor be entitled to vote in any such election – see rule 37(b) of the Association's rules.

How to nominate voting delegates

Each Ordinary member must nominate its voting delegate(s) for the postal ballot by **12:00 noon on Thursday 2 June 2016**. No changes to voting delegates will be accepted after this time.

Nominations must include the full name and postal address (including street address or PO Box number, suburb, state and postcode) for each voting delegate and indicate whether the address for each voting delegate is a workplace address.

A Director must submit the following details to member.services@lgnsw.org.au.

Full name and postal address (including street address or PO Box number, suburb, state and postcode) and indicate whether the address is a workplace address.

Important note: Only one nomination form may be completed for each Ordinary member. It is important that you have all of the required information (full names and postal addresses for each nominated voting delegate) before completing the form.

Questions on voting delegates should be directed to Adam Dansie, Senior Manager – Industrial Relations on (02) 9242 4142.

Yours sincerely



Cr Keith Rhoades AFSM
President



Annexure A for 2016 Board Elections

Ordinary members' voting delegations for the 2016 election to vacant positions on the Board of Directors of the Association.

Ordinary member	Number of voters for voting in the election of Board of Directors
Aboriginal Land Council	9
Albury City Council (R/R)	4
Armidale Dumaresq Council (R/R)	3
The Council of the Municipality of Ashfield (M/U)	4
Auburn City Council (M/U)	5
Ballina Shire Council (R/R)	3
Balranald Shire Council (R/R)	1
Bankstown City Council (M/U)	10
Bathurst Regional Council (R/R)	3
Bega Valley Shire Council (R/R)	3
Bellingen Shire Council (R/R)	2
Berrigan Shire Council (R/R)	1
Blacktown City Council (M/U)	12
Bland Shire Council (R/R)	1
Blayney Shire Council (R/R)	1
Blue Mountains City Council (R/R)	4
Bogan Shire Council (R/R)	1
Bombala Council (R/R)	1
Boorowa Council (R/R)	1
The Council of the City of Botany Bay (M/U)	4
Bourke Shire Council (R/R)	1
Brewarrina Shire Council (R/R)	1
Broken Hill City Council (R/R)	2
Burwood Council (M/U)	4
Byron Shire Council (R/R)	3
Cabonne Shire Council (R/R)	2
Camden Council (M/U)	5
Campbelltown City Council (M/U)	9
City of Canada Bay Council (M/U)	5
Canterbury City Council (M/U)	7
Carrathool Shire Council (R/R)	1
Central Darling Shire Council (R/R)	1**
Cessnock City Council	4
Clarence Valley Council (R/R)	4
Cobar Shire Council (R/R)	1
Coffs Harbour City Council (R/R)	4
Conargo Shire Council (R/R)	1

Ordinary member	Number of voters for voting in the election of Board of Directors
Coolamon Shire Council (R/R)	1
Cooma-Monaro Shire Council (R/R)	2
Coonamble Shire Council (R/R)	1
Cootamundra Shire Council (R/R)	1
Corowa Shire Council (R/R)	2
Cowra Shire Council (R/R)	2
Deniliquin Council (R/R)	1
Dubbo City Council (R/R)	3
Dungog Shire Council (R/R)	1
Eurobodalla Shire Council (R/R)	3
Fairfield City Council (M/U)	10
Forbes Shire Council (R/R)	1
Gilgandra Shire Council (R/R)	1
Glen Innes Severn Council (R/R)	1
Gloucester Shire Council (R/R)	1
Gosford City Council (R/R)	7
Goulburn Mulwaree Council (R/R)	3
Great Lakes Council (R/R)	3
Greater Hume Shire Council (R/R)	2
Greater Taree City Council (R/R)	3
Griffith City Council (R/R)	3
Gundagai Shire Council (R/R)	1
Gunnedah Shire Council (R/R)	2
Guyra Shire Council (R/R)	1
Gwydir Shire Council (R/R)	1
Harden Shire Council (R/R)	1
Hawkesbury City Council (M/U)	5
Hay Shire Council (R/R)	1
Holroyd City Council (M/U)	7
The Council of the Shire of Hornsby (M/U)	9
The Council of the Municipality of Hunters Hill (M/U)	2
Hurstville City Council (R/R)	5
Inverell Shire Council (R/R)	2
Jerilderie Shire Council (R/R)	1
Junee Shire Council (R/R)	1
Kempsey Shire Council (R/R)	3
The Council of the Municipality of Kiama (R/R)	3
Kogarah City Council (M/U)	5
Ku-ring-gai Council (M/U)	7
Kyogle Council (R/R)	1
Lachlan Shire Council (R/R)	1

Ordinary member	Number of voters for voting in the election of Board of Directors
Lake Macquarie City Council (R/R)	7
Lane Cove Municipal Council (M/U)	3
Leeton Shire Council (R/R)	2
Leichhardt Municipal Council (M/U)	5
Lismore City Council (R/R)	3
City of Lithgow Council (R/R)	3
Liverpool City Council (M/U)	10
Liverpool Plains Shire Council (R/R)	1
Lockhart Shire Council (R/R)	1
Maitland City Council (R/R)	4
Manly Council (M/U)	4
Marrickville Council (M/U)	5
Mid-Western Regional Council (R/R)	3
Moree Plains Shire Council (R/R)	2
Mosman Municipal Council (M/U)	3
Murray Shire Council (R/R)	1
Murrumbidgee Shire Council (R/R)	1
Muswellbrook Shire Council (R/R)	2
Nambucca Shire Council (R/R)	2
Narrabri Shire Council (R/R)	2
Narrandera Shire Council (R/R)	1
Narromine Shire Council (R/R)	1
Newcastle City Council (R/R)	7
North Sydney Council (M/U)	5
Oberon Council (R/R)	1
Orange City Council (R/R)	3
Palerang Council (R/R)	2
Parkes Shire Council (R/R)	2
Parramatta City Council (M/U)	10
Penrith City Council (M/U)	10
Pittwater Council (M/U)	5
Port Macquarie-Hastings Council (R/R)	4
Port Stephens Council (R/R)	4
Queanbeyan City Council (R/R)	3
Randwick City Council (M/U)	7
Richmond Valley Council (R/R)	3
Rockdale City Council (M/U)	7
Ryde City Council (M/U)	7
Shellharbour City Council (R/R)	4
Shoalhaven City Council (R/R)	4
Singleton Council (R/R)	3

Ordinary member	Number of voters for voting in the election of Board of Directors
Snowy River Shire Council (R/R)	1
Strathfield Municipal Council (M/U)	4
Sutherland Shire Council (M/U)	10
Council of the City of Sydney (M/U)	10
Tamworth Regional Council (R/R)	4
Temora Shire Council (R/R)	1
Tenterfield Shire Council (R/R)	1
The Hills Shire Council (M/U)	10
Tumbarumba Shire Council (R/R)	1
Tumut Shire Council	2
Tweed Shire Council (R/R)	4
Upper Hunter Shire Council (R/R)	2
Upper Lachlan Shire Council (R/R)	1
Uralla Shire Council (R/R)	1
Urana Shire Council (R/R)	1
Wagga Wagga City Council (R/R)	4
The Council of the Shire of Wakool (R/R)	1
Walcha Council (R/R)	1
Walgett Shire Council (R/R)	1
Warren Shire Council (R/R)	1
Warringah Council (M/U)	9
Warrumbungle Shire Council (R/R)	1
Waverley Council (M/U)	5
Weddin Shire Council (R/R)	1
Wellington Council (R/R)	1
Wentworth Shire Council (R/R)	1
Willoughby City Council (M/U)	5
Wingecarribee Shire Council (R/R)	3
Wollondilly Shire Council (R/R)	3
Wollongong City Council (R/R)	7
Woollahra Municipal Council (M/U)	5
Wyong Shire Council (R/R)	7
Yass Valley Council (R/R)	2
Young Shire Council (R/R)	2

Notes:

(R/R) – Rural / Regional

(M/U) – Metropolitan / Urban

** – Council is under administration

2. PROPERTY SERVICES

2.1 Revised Policy - Closure and Sale of Walkways

Reporting Officer

Manager Property Services

Attachments

Revised Policy – Closure and Sale of Walkways (contained within this report)

Purpose

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

History

The policy titled Closure and Sale of Walkways was adopted by Council on 26 March 2013 and is now due for review in accordance with Council's Records Management Policy.

Report

The policy has been reviewed to ensure compliance with current legislation and Council practices.

There have been no changes made to the policy.

Summary

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

Officer's Recommendation

1. That the revised policy for Closure and Sale of Walkways be adopted.
2. That the policy review date be set at 30 June 2019.

Committee's Recommendation: (Borg/Dobson)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 17 May 2016 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 76

That the Officer's Recommendation be adopted.

ATTACHMENT 1

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

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

Objectives

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

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

Policy Statement

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

Scope

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

Definitions

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

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

Legislative Context

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

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

Principles

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

Responsibility

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

Effectiveness of this Policy

This policy will be reviewed in 3 years to ensure its continuing suitability and effectiveness. Records of reviews shall be maintained.

END OF POLICY STATEMENT

2.2 Installation of Geological Monitoring Station on Council land

Reporting Officer

Manager Property Services

Attachments

Locality Plan for proposed location of monitoring device (contained within this report)

Purpose

To seek Council approval to provide a Permit of Entry to allow the NSW Division of Resources and Energy and Geoscience Australia to occupy a portion of Council land being part Lot 1000 DP 1198516 (Blaxland Road, Campbelltown) to install a seismic/geological monitoring device in order to measure any seismic activity or potential ground subsidence associated with the Camden Gas Project.

Report

Council has been approached by NSW Department of Industry Division of Resources and Energy seeking approval to occupy a portion of Council owned land being Lot 1000 DP 1198516, Blaxland Road Campbelltown, as part of the Camden environmental monitoring project.

In order to provide a better understanding of any environmental impacts which may be caused by coal seam gas production, geological monitoring stations are being set up in the Camden area and surrounding region as part of the NSW Gas Plan to meet monitoring requirements recommended in the NSW Chief Scientist and Engineer's Final report of the independent review of coal seam gas activities in NSW.

The report included 16 recommendations that were accepted by the NSW Government and implemented through the NSW Gas Plan. The report identified that the risks of coal seam gas development could be effectively managed with the right regulation, engineering solutions and constant learning through monitoring and research. It was identified that the information collected would contribute to government and public understanding of any new environmental impacts caused by Coal Seam Gas production.

The seismic monitoring study involves the upgrade or installation of five seismic monitoring stations around Camden and the surrounding area. It is proposed that one station be placed on Council land being part of Lot 1000 DP 1198516 Blaxland Road, Campbelltown.

The monitoring station consists of a 1.5m buried vault ('pile') with a six metre deep concrete pier containing a seismometer (to measure motion) and an accelerometer (to measure force) along with a digitiser, battery power supply and mobile phone network modem. The 'pile' will be covered by a hard plastic box (finishing at ground level) for protection.

The stations will enable seismic events down to a magnitude two to be detected and located. The project is low impact in terms of ground disturbance and will not inconvenience the broader community.

Above the ground, each survey mark will consist of a pair of radar reflectors and a mounting point for highly accurate measuring devices. The radar reflectors provide easily detectable reference points in the satellite imagery. It is expected that the survey marks will become part of the NSW Land and Property Information Survey Control network of monitoring stations on completion.

Given that the information gathered by the geological monitoring stations will assist in the government and public understanding of any new environmental impacts caused by coal seam gas production, it is recommended that Council provide consent for Geoscience Australia to install a monitoring station on Council land being part of Lot 1000 DP 1198516.

It is understood that the research is scheduled to run for approximately three years with results to be issued at regular intervals throughout the duration of the project on the NSW Division of Resources and Energy website and the environmental data portal.

In terms of the subject site it has been identified that this site may provide for future development opportunities for Council and in this respect removal of the survey mark following the end of the present monitoring project may be required. The proposed monitoring station is not considered to represent any significant constraint on the future development of the land. If required by Council the removal of either or part of the whole structure would need to be undertaken at no cost to Council.

Further, it has been identified that to remove the full pile down to a depth of six metres could cause some excavation to the ground in the vicinity of the pile. Accordingly Council should require that any excavation required to remove or decommission the monitoring station shall not create any significant development constraint.

Given the proposal it is recommended that Council provide approval to enter into a Permit of Entry agreement with NSW Division of Resources and Energy and/or Geoscience Australia for the installation of a monitoring device subject to the above.

Officer's Recommendation

That Council provide approval for NSW Division of Resources and Energy and Geoscience Australia and/or Geoscience Australia to install a monitoring station on Council land being part of Lot 1000 DP 1198516 subject to a Permit of Entry subject to the requirements listed in the above report.

Committee's Recommendation: (Kolkman/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 17 May 2016 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 76

That the Officer's Recommendation be adopted.

ATTACHMENT 1



3. FINANCIAL SERVICES

3.1 Investment report - March 2016

Reporting Officer

Manager Financial Services

Attachments

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

Purpose

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

Report

Council holds a number of reserves in order to fund significant future liabilities or future objectives. These liabilities include insurance claims, employee leave entitlements and asset replacement. In addition, Council is also required to hold funds that under the *Local Government Act 1993*, are not permitted to be used for any other purposes than those originally collected for. These include developer contributions, specific purpose grants, domestic waste management, contributions and stormwater management funds.

Council invests funds through the financial instrument designated by the Ministerial Order from the Office of Local Government. The *Local Government Act 1993* and the *Local Government (General) Regulation 2005* requires a monthly investment report be presented to Council.

Council's Investment Portfolio as at 31 March 2016 stood at approximately \$115m. Funds are currently being managed both by Council staff and Fund Managers and are in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and Council's Investment Policy.

Portfolio Performance

Directly managed investments have consistently outperformed the AusBond bank bill index benchmark.

Monthly annualised return	March
Council Managed Funds	3.15%
Benchmark: AusBond Bank Bill Index	2.38%

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	3.21%
Benchmark: AusBond Bank Bill Index	2.22%

Council's portfolio as at 31 March 2016 is diversified with 69% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 26% in floating rate deposits which gives Council a set margin above either 30 or 90 day bank bills, 4% in fixed rate bonds, 1% in funds in a short term at call account.

Maturity profile	31 March
Short term at call	\$1,025,582
0 – 3 months	\$23,948,982
3 – 6 months	\$52,837,135
6 – 12 months	\$22,458,295
12 months +	\$15,000,000

All investments are placed with approved deposit taking institutions. No funds are placed with any unrated institutions. Any funds placed with institutions that have a BBB long term rating have maturity lengths in the short term of up to 12 months, effectively A-2 rated, in accordance with Council's investment policy.

Credit exposure (S&P Long Term / Short Term Rating)	31 March
Long AAA to AA- / Short A-1	63%
Long A+ to A- / Short A-1	24%
Long BBB+ to BBB- / Short A-2	13%

Economic outlook

The Board of the Reserve Bank of Australia (RBA) left the cash rate unchanged at the present level of 2% at its 5 April meeting, in line with market expectations, despite the Australian dollar remaining stubbornly high and the local economy relatively unchanged from recent months.

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

Summary

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

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

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 17 May 2016 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 76

That the Officer's Recommendation be adopted.

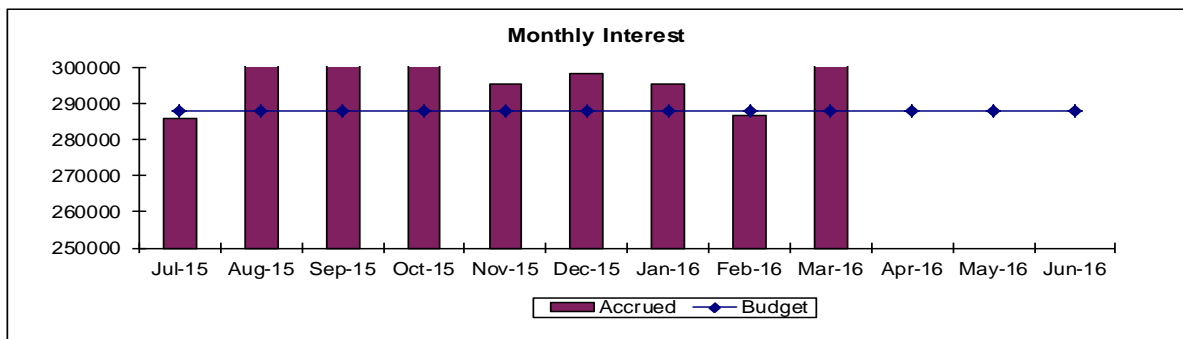
ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO

March 2016

Benchmark AusBond Bank Bill Index
Portfolio Balance \$115,269,994.25

Monthly Performance	Return (mth)	Return (pa)
AusBond Bank Bill Index	0.20%	2.38%
Total Portfolio	0.27%	3.15%
<i>Performance to Benchmark</i>	+ 0.07%	+ 0.77%
Portfolio - Direct Investments	0.27%	3.15%
<i>Performance to Benchmark</i>	+ 0.07%	+ 0.77%
Short Term Call Account	0.20%	2.40%

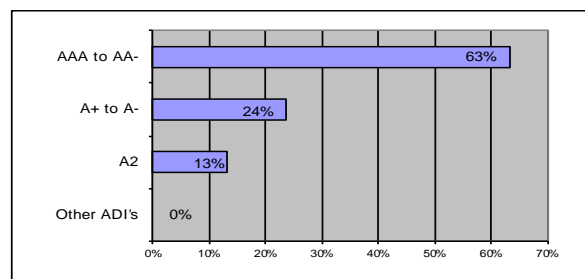


Year to Date Performance

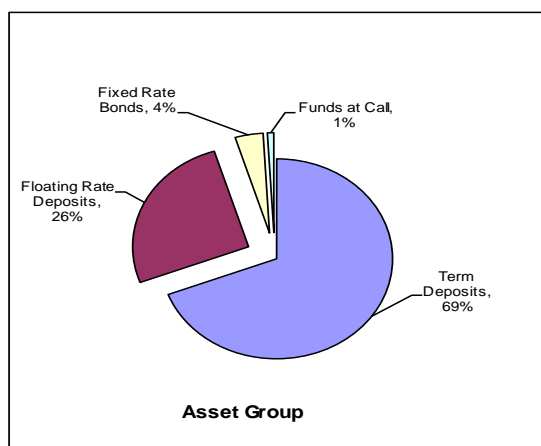
Credit Exposure (S&P Long Term Rating)

Rolling 12 Month Period
3.21% Council Managed Funds
2.22% Benchmark

Interest Budget to Actual
Average Budget to Period \$2,590,275
Actual Accrued to Period \$2,695,887



Portfolio Diversity



			%
NAB Funds at Call	\$ 1,025,581.85	AA-	1%
NSW Treasury	\$ 2,810,000.00	AA +	2%
National Australia Bank	\$ 44,234,700.41	AA-	38%
ANZ Bank	\$ 3,500,000.00	AA-	3%
Westpac Bank	\$ 4,000,000.00	AA-	3%
Commonwealth Bank	\$ 5,000,000.00	AA-	4%
Bank Western Australia	\$ 12,363,237.62	AA-	11%
AMP Bank	\$ 5,051,972.60	A+	4%
Suncorp Metway	\$ 13,228,701.77	A+	11%
Rural Bank	\$ 4,000,000.00	A-	3%
Bank of Queensland	\$ 5,032,067.12	A-	4%
My State CU	\$ 3,000,000.00	A2	3%
Credit Union Aust	\$ 6,000,000.00	A2	5%
Heritage Bank	\$ 2,000,000.00	A2	2%
ME Bank	\$ 4,023,732.88	A2	3%
	\$ 115,269,994.25		100%

3.2 Monthly Rates Summary - March 2016

Reporting Officer

Manager Financial Services

Attachments

1. Monthly rates summary (contained within this report)
2. Actual to budget result (contained within this report)
3. Rates statistics (contained within this report)

Purpose

To provide details of the 2015-2016 Rates and Charges levy and cash collections for the period ending 31 March 2016.

Report

Rates and charges levied for the period ending 31 March 2016 totalled \$97,391,357 representing 100% of the total annual budget estimate.

For the period ending 31 March 2016, receipts to the value of \$76,520,000 have been received. In percentage terms, 76.9% of all rates and charges due to be paid have been collected. The amount collected in the same period last year was 76.4%.

Debt recovery action during the month involved the issue of 2189 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 621 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 7899 ratepayers that appeared to have overlooked payment by 29 February 2016 instalment. Council officers continue to provide assistance to ratepayers experiencing difficulty in settling their accounts. This includes the monitoring of 401 ratepayers with a total arrears balance of \$555,385 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, 26 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: (Dobson/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 17 May 2016 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 76

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2015	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,443,224.65	54,452,849.12	1,430,442.53	613,586.83	56,079,218.07	42,498,708.14	13,580,509.93	300,857.48	13,881,367.04
BUSINESS	436,057.49	17,751,310.64		64,922.17	18,252,290.30	14,355,386.69	3,896,903.61		3,896,903.61
BUSINESS - IND	100.30	0.00		0.00	100.30	5.17	95.13		95.13
FARMLAND	0.00	597,545.27	884.79	3,352.83	600,013.31	534,134.08	65,879.23	149,791.50	215,670.73
MINING	0.00	23,937.48		0.00	23,937.48	23,937.48	0.00		0.00
LOAN	75,640.51	3,055.29		1,803.53	80,499.33	11,616.32	68,883.01	26,875.37	95,758.38
INFRASTRUCTURE	206,769.81	5,681,936.31		9,258.37	5,897,964.49	4,495,889.37	1,402,075.12	17,151.53	1,419,226.65
F5 ACCESS RAMPS	379.22	0.00		0.00	379.22	0.77	378.45		378.45
TOTAL	\$3,142,670.23	\$78,510,634.11	\$1,431,327.32	\$692,923.73	\$80,934,402.50	\$61,919,678.02	\$19,014,724.48	\$494,675.88	\$19,509,399.99
GARBAGE	674,774.34	18,326,071.55	840,113.41	32,734.73	18,193,467.21	13,771,189.79	4,422,277.42		4,422,277.42
STORMWATER	49,776.92	1,042,386.96		411.65	1,092,575.53	829,132.44	263,443.09		263,443.09
GRAND TOTAL	\$3,867,221.49	\$97,879,092.62	\$2,271,440.73	\$726,070.11	\$100,220,445.24	\$76,520,000.25	\$23,700,444.99	\$494,675.88	\$24,195,120.50

Total from Rates Financial Transaction Summary	23,627,656.72
Overpayments	-567,463.78
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	854,341.98
Rate accounts greater than 12 months less than 18 months in arrears	130,213.24
Rate accounts greater than 18 months in arrears	16,309.70
TOTAL rates and charges under instruction with Council's agents	\$1,000,864.92

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	53,878,600	54,278,600	54,452,849	(174,249)	100.32%
BUSINESS	17,935,000	17,585,000	17,751,311	(166,311)	100.95%
FARMLAND	459,900	609,900	617,047	(7,147)	101.17%
MINING	23,900	23,900	23,937	(37)	100.16%
INFRASTRUCTURE	5,631,700	5,631,700	5,681,936	(50,236)	100.89%
SUB TOTAL	77,929,100	78,129,100	78,527,081	(397,981)	100.51%
INTEREST CHARGES	238,000	238,000	202,166	35,834	84.94%
LEGAL COSTS RECOVERED	840,000	840,000	523,904	316,096	62.37%
PENSIONERS - Sec 575	(1,837,700)	(1,837,700)	(1,893,071)	55,371	103.01%
PENSIONERS - Sec 582	(389,800)	(389,800)	(378,370)	(11,430)	0.00%
PENSIONERS SUBSIDY	1,010,735	1,010,735	1,041,189	(30,454)	103.01%
SUB TOTAL	(138,765)	(138,765)	(504,182)	365,417	363.33%
DOMESTIC WASTE CHARGES	17,621,100	17,621,100	17,799,621	(178,521)	101.01%
COMMERCIAL WASTE CHARGES	444,600	444,600	526,451	(81,851)	118.41%
STORMWATER MNGMNT	1,138,000	1,138,000	1,042,387	95,613	91.60%
	19,203,700	19,203,700	19,368,459	(164,759)	100.86%
GRAND TOTALS	96,994,035	97,194,035	97,391,357	(197,322)	100.20%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	75.78%	78.05%		
BUSINESS	78.65%	80.87%	RATES	78.87%
FARMLAND	89.02%	89.39%	WASTE	75.15%
INFRASTRUCTURE	76.23%	79.13%	STORMWATER	79.54%
ALL RATES	76.51%	78.87%	TOTAL RATES & CHARGES	78.76%

ATTACHMENT 3

RATES STATISTICS

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Mar-15
Rate Notices	50,454	56		121			16						
Electronic - DoH	5,427												
Instalment Notices				43,741			42,834						
Electronic - DoH				5,389			5,417						
Missed Instalment Notices			8,315			7,866			7,401				6,705
- Pensioners > \$15.00			586			554			498				448
Notice to new owner	105	51	41	21	56	49	47	19	26				22
7-day Letters - Council issued			2,073			2,023			2,060				2,054
- Pensioners > \$500.00			170			181			129				134
7-day Letters - Agent Issued			581				633		621				635
Statement of Claim	209	29	13	220	18	11	262	40	22				26
Judgments	16	40	19	12	64	3	11	64	39				41
Writs	11	29	17	9	11	18	14	11	47				49
eRates	1,543	1,601	1,611	1,640	1,654	1,660	1,685	1,699	1,701				1,369
Arrangements	351	298	373	396	471	355	402	309	401				412

3.3 Sundry Debtors Report - March 2016

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 31 March 2016 (contained within this report)
2. Ageing of sundry debts to 31 March 2016 (contained within this report)

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 31 March 2016.

Report

Debts outstanding to Council as at 31 March 2016 are \$982,692 reflecting a decrease of \$8,557 since February 2016. The ratio of outstanding debts to current invoices has decreased from 37.1% in February to the current level of 29.2%. 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 2016

During the month, 677 invoices were raised totalling \$3,469,898. The majority of these are paid within a 30 day period. The most significant invoices raised during the month have been in the following areas:

Government and other Grant -\$2,496,853 – The main invoices relate to:

Roads and Maritime Services – Eagle Vale Road widening, Claim No.5	\$2,438,252 (paid)
Crime Prevention and Federal Offenders Branch - Safer Street Program CCTV grant for Campbelltown and Ingleburn CBD's project	\$30,000
Eschol Park Soccer Club - Community Building Partnership Program – new storage room facility	\$28,600

Land and Building Rentals – \$450,941 – the main invoices relate to:

Vodafone Network Pty Ltd – 3GIS land lease annual payment March 2016 to March 2017	\$197,096 (paid)
Telstra Corporation Limited- 3GIS land lease annual payment March 2016 to March 2017	\$107,864 (paid)
Aldi Foods Pty Ltd – monthly rental Macquarie Fields	\$25,214
Nuvezo Pty Ltd – rental Dumaresq Street Cinema	\$24,243 (paid)

Glenquarie Hotel – monthly rental Glenquarie Shopping Centre	\$20,438 (paid)
Optus Mobile Pty Ltd - Glen Alpine S802 land lease annual payment March 2016 to March 2017	\$16,252 (paid)
Caltex Oil Australia Pty Ltd – monthly rental Macquarie Fields	\$15,974
Mycorp Group Pty Ltd - monthly rental Macquarie Fields	\$13,878 (paid)

Sundry – \$214,814 – the main invoices relate to:

Menai Civil Contractors Pty Ltd – road occupancy fees for Badgally Road from 11 April to 23 April 2016	\$94,462
Campbelltown City Kangaroos JRLFC – community building partnership program – permanent seating at Stromferry Oval	\$48,639 (paid)
Camden Council – Rural Fire Service one third shared cost of operating expenses from July 2015 to December 2015	\$21,360
Liverpool City Council - Rural Fire Service one third shared cost of operating expenses from July 2015 to December 2015	\$21,360 (paid)

Sportsground and Field Hire - \$81,536 – the main invoices relate to:

West's Tigers Football Club - hire of Campbelltown Stadium March 2016	\$28,514
Total Event Management Services Pty Ltd – Campbelltown Stadium kiosk sales commission March 2016	\$23,515 (paid)
Camden District Cricket Association – cricket field hire 2015 to 2016 financial year	\$20,044 (paid)

Hall Hire – \$71,692 – The main invoices relate to:

After Hours School Care - St Andrews Neighbourhood Centre	\$37,578
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Receipts to the value of \$3,478,455 have been received during the period, the most notable in the following areas:

Government and other Grants	\$2,477,657
Land and Building	\$575,951
Various Sundry	\$137,087
Waste Collection	\$68,719
Healthy Lifestyles	\$40,160
Corporate Administration	\$35,343
Sportsground and Field Hire	\$37,342
Shop and Office Rentals	\$26,829

Sundry debts outstanding – 31 March 2016

Debts exceeding 90 days of age totalled \$263,259 as at March 2016. The major invoices relating to this balance include:

Description	Date Invoiced	Balance at 31 March 2016
Crime Prevention and Federal Offenders Branch - Safer Street Program CCTV for Campbelltown and Ingleburn CBD's. Department has sought some clarifications on the final report which is being prepared. Payment is expected to be received by end of April 2016	24/12/2015	\$130,000
Debtor 10068316.8 - retaining wall between Lot 1451 DP 703487, 2 and 4 Brownlow Place, Ambarvale. Debtor is maintaining arrangement to pay \$450 per month as approved by Council	09/06/10	\$3,800
Casper's Baseball Club - electricity charges. Club is experiencing financial difficulty, however have been making irregular payments to reduce the debt	17/12/12 to 17/06/15	\$6,946
Insight Mercantile Pty Ltd - abandoned motor vehicle. Vehicles have now been taken over and sold by the auction house on behalf of the finance company. Council is in discussions with the auction house and insurance company	18/07/14	\$2,799
GE Automotive - abandoned motor vehicle. Vehicles have now been taken over and sold by the auction house on behalf of the finance company. Council is in discussions with the auction house and insurance company	05/07/12	\$5,709
Debtor 100739796 - purchase of walkway land adjacent to 17 Sapphire Place, Eagle Vale – with Council's solicitor awaiting registration, anticipate payment by end April 2016	10/11/15	\$8,250
Macarthur Respite Care- reimbursement of case management hours for services provided by Life Designs NSW (formerly known as Macarthur Community Options). Seven day letter has been issued, they have requested a detailed listing of invoices which has been provided, payment expected end of April 2016	10/08/15 to 08/01/16	\$2,731
Bastow Civil Constructions - road restoration - various locations The Parkway, Bradbury, sent to Council's debt recovery agents. Endeavour Energy now taking over responsibility for debt	19/08/15	\$14,616
Campbelltown City Kangaroos RLFC – various invoices relating to hire of Campbelltown Football Stadium, field hire and electricity charges. Payment made early April 2016	30/08/15	\$1,725 (paid)
Debtor 10073212.2 – shop licence inspection fees and legal recovery costs. All legal avenues have been exhausted and to pursue would be uneconomical	24/09/13	\$3,042
Decadance Dance Studio - permanent hall hirer of Ron Moore Community Centre, hire has been cancelled due to defaulting agreement, seven day letter issued February 2016, no response from debtor, matter has been referred to Council's debt recovery agents and a Letter of Demand has been sent March 2016. Debtor failed to respond to demand letter and as a result a Statement of Liquidated Claim has been lodged with the local court	03/11/15	\$2,971

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

All debts that age by 90 days or more are charged a statement administration fee of \$5.50 per statement. Debtors are contacted by telephone, email or in writing to make suitable arrangements for payment of the overdue debt. Where a suitable arrangement is not achieved or not maintained as agreed, a seven day letter is issued referencing referral to Council's debt recovery agents.

Matters referred to Council's recovery agent are conducted in accordance with relevant legislation and the *Civil Procedures Act 2001*. Formal legal recovery commences with a letter of demand (or letter of intent) providing debtors with at least 14 days to respond. In the event that no response is received, instructions are given to proceed to Statement of Claim allowing a further 28 days to pay or defend the action. Failing this, the matter will automatically proceed to judgment and continue through the *Civil Procedures Act 2001* process.

All costs associated with formal legal recovery are payable by the debtor and staff continue to make every effort to assist debtors to resolve their outstanding debt before escalating it through the local court.

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

Council's agents were instructed to obtain judgment on one account for unpaid road restoration works and Statement of Claim instructions have been requested for six accounts relating to unpaid health inspection 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: (Dobson/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 17 May 2016 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 76

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 March 2016 to 29 March 2016

DEBTOR TYPE/DESCRIPTION	ARREARS AT 29/02/2016	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/03/2016	% DEBT RATIO
Corporate Administration	37,666	54,002	35,343	56,325	29.49%
Abandoned Items	6,662	0	0	6,662	0.35%
Education and Care Services	22,829	0	1,738	21,091	0.98%
Community Bus	229	350	140	439	0.01%
Sportsground and Field Hire	33,830	81,536	37,342	78,024	5.46%
Government and other Grants	344,064	2,496,853	2,477,657	363,260	12.87%
Public Hall Hire	16,480	71,692	20,249	67,924	1.39%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	181,708	450,941	575,951	56,698	5.63%
Healthy Lifestyles	5,403	39,712	40,160	4,954	0.15%
Library Fines and Costs	0	0	0	0	0.00%
Licence Fees	57,923	20,410	24,376	53,957	1.85%
Pool Hire	45,521	2,655	22,102	26,075	0.39%
Private Works	8,084	0	450	7,634	0.52%
Road and Footpath Restoration	41,034	3,591	10,312	34,314	28.17%
Shop and Office Rentals	18,585	33,342	26,829	25,098	2.17%
Various Sundry Items	139,020	214,814	137,087	216,747	6.42%
Waste Collection Services	70,539	0	68,719	1,820	6.17%
	991,249	3,469,898	3,478,455	982,692	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 March 2016

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due
Corporate Administration	26,926	6,938	1,937	20,524	56,325
Abandoned Items	0	0	0	6,662	6,662
Education and Care Services	18,710	0	2,380	0	21,091
Community Bus	439	0	0	0	439
Sportsground and Field Hire	57,989	11,555	3,842	4,638	78,024
Government and other Grants	58,600	174,660	0	130,000	363,260
Public Hall Hire	55,551	2,737	1,044	8,592	67,924
Health Services	0	0	0	350	350
Land and Building Rentals	52,413	2,746	596	943	56,698
Healthy Lifestyles	-9,079	13,042	707	285	4,954
Licence Fees	15,872	16,090	425	21,570	53,957
Pool Hire	2,016	1,971	8,706	13,382	26,075
Private Works	1,189	0	0	6,445	7,634
Road and Footpath Restoration	1,206	17,160	399	15,549	34,314
Shop and Office Rentals	16,243	5,103	0	3,752	25,098
Various Sundry Items	155,288	27,234	3,657	30,568	216,747
Waste Collection Services	-330	2,150	0	0	1,820
	414,355	281,385	23,693	263,259	982,692
Previous Month 90+ days					19,693
					6,662
					0
					0
					10,875
					0
					5,680
					350
					919
					196
					19,240
					1,066
					6,895
					18,629
					3,761
					80,159
					0
					174,125

3.4 Quarterly Budget Review Statement as at 31 March 2016

Reporting Officer

Manager Financial Services

Attachments

Quarterly Budget Review Statement for the period 1 January 2016 to 31 March 2016
(contained within this report)

Purpose

A quarterly financial review has been conducted on the original income and expenditure estimates presented in the 2015-2016 budget. The adjustments relating to the review of the original budget allocations are presented for Council's consideration.

Introduction

The current 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 Office of Local Government 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 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 2016.

In June 2015, Council adopted a balanced budget for 2015-2016. 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:

Executive Services - \$200,000 increase in expenditure

Several long term employees have retired in this quarter. This adjustment is required to fund the annual leave and other entitlements due on termination. Any long service or sick leave due on termination will be funded from the Leave Entitlements Reserve which is held to meet such obligations.

Planning Directorate - \$50,000 increase in expenditure

During the current financial year the Planning and Environment Division has been operating with a number of staff acting in higher grade positions due to vacancies and the finalisation of the organisational restructure, as well as the establishment of the Director of Strategy position which was not included in the original budget. This adjustment is required to fund the salary costs anticipated this financial year and can be funded from additional planning income received.

Animal Management - \$25,000 increase in expenditure

During the process of upgrading the operation of the Animal Care Facility, there have been minor cost overruns. Actual costs for the capital works improvements have exceeded initial cost estimates relating to refurbishment of the old building.

Parvo Vaccination Program - \$25,000 decrease in expenditure

The Parvo Vaccination Program was set up in this financial year to reduce the incidence of the disease at the Animal Care Facility. The program should not require the full amount of funds allocated in the original budget and these funds have been utilised to fund the additional costs required for the capital improvement works at the facility.

Weed Action Program - \$42,500 decrease in expenditure and income

In previous years Council has received funding from the Government towards its weed reduction and management programs, the funding has been approximately \$50,000 per year. In this financial year the grant funding allocation was \$42,500 less than was budgeted. This amount has been deducted from the weeds program.

Sanitary Waste Management - \$43,900 increase in expenditure and income

There have been some repair works required at the facility that were not included in the original budget. Also temporary staff have been employed to fill a vacancy at the facility. These additional costs will be offset by additional income generated at the facility.

Development Assessment Unit - \$330,000 increase in income

There has been a continued significant increase in development activity resulting in a marked increase in the number of planning and building developments in the Local Government Area this financial year. This has led to an increase in the funds received from development applications, damage inspection fees and construction certificates. These additional funds have been utilised to offset various adjustments throughout the budget.

Strategic Planning - \$28,400 increase in income

There have been a number of planning proposals lodged with Council which have required rezoning application fees. The high volume of proposals was not factored into the original budget calculations resulting in this additional income.

Arts Centre Dance Program - \$57,000 decrease in expenditure and income

An anticipated grant relating to the dance program was unsuccessful. The dance program has been amended to cater for this reduction in income.

Arts Centre Marketing and Promotion - \$210,000 increase in expenditure and income

The Arts Centre receives grant funding from Arts NSW on a triennial basis. Advice has been received that the funding will be \$210,000 more than was originally anticipated. This additional funding will be used to fund contractor costs and marketing and promotion of the centre.

Fishers Ghost Festival - \$45,000 decrease in income

The anticipated income from the Fishers Ghost carnival was less than anticipated in the original budget. The income tends to be weather dependent and this year's inclement weather has contributed to the decline in income.

City Works Directorate - \$65,000 increase in expenditure

During the current financial year, the City Works Division has been operating with a number of staff acting in higher grade positions due to vacancies, along with the previous director being on long term leave and subsequent termination payment, as well as the temporary employment of an additional staff member to prepare an Open Space Plan. This adjustment is required to fund those additional salary costs anticipated this financial year and has been funded from salary savings in Assets and Supply. Included in this adjustment is an allocation of \$20,000 provided to fund the Council's contribution to the Western Sydney Rail Alliance for advocacy and study work for the proposed Western Sydney Rail Network between Rouse Hill and Campbelltown, which was approved recently by Council.

Fire and Rescue NSW - \$52,500 decrease in expenditure

Council makes contributions to the three emergency services organisations each year (RFS, SES and Fire and Rescue). The contribution is often not advised to Council prior to the setting of the annual budget, and the amount due can vary greatly from one year to the next. As such, the amount budgeted for the contribution to Fire and Rescue NSW was greater than the actual amount required. This saving has been utilised to fund expenditure in other areas of the budget.

Facility Administration - \$50,000 increase in expenditure

During the current financial year, the Facility Administration Section has been operating with a temporary staff member to cater for workload. This adjustment has been part funded by savings in Caretaking overtime costs.

Menangle Park Development - \$100,000 increase in expenditure

As Council would be aware, the Manager of Property Services is currently engaged in the promotion and sale of land in Menangle. This adjustment is required to fund the expenditure incurred to date and will be funded by a transfer from the Development Reserve.

Summary

As reported to Council in previous years, the financial objective has been to budget a surplus to improve Council's liquidity ratio. The liquidity ratio has improved to a satisfactory level and as such, a balanced budget is proposed for the 2015-2016 financial year.

As per the Responsible Accounting Officer's statement, the 2015-2016 results continue to support Council's sound financial position in the short to medium term. During 2015-2016, Council will further refine 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/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 17 May 2016 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 76

That the Officer's Recommendation be adopted.

ATTACHMENT 1

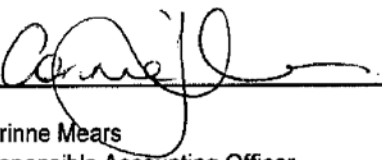
Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

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 31/03/16 indicates that Council's projected financial position at 30/6/16 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: 
Corinne Mears
Responsible Accounting Officer

date: 21.4.16

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Campbelltown City Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2016

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2015/16	Approved Changes				Revised Budget 2015/16	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Rates and Annual Charges	94,933	-	50	200	-	95,183	-		95,183	95,416
User Charges and Fees	11,102	-	(79)	41	455	11,519	132	1	11,651	10,730
Interest and Investment Revenues	3,693	-	-	-	-	3,693	-		3,693	2,185
Other Revenues	4,926	-	(30)	962	41	5,899	(36)	2	5,863	7,099
Grants & Contributions - Operating	26,348	-	2,239	(101)	252	28,739	385	3	29,124	25,983
Grants & Contributions - Capital	2,453	15,391	(560)	-	-	17,284	-		17,284	18,079
Total Income from Continuing Operations	143,455	15,391	1,621	1,102	748	162,317	481		162,799	159,491
Expenses										
Employee Costs	62,373	313	214	28	62	62,990	336	4	63,326	47,706
Borrowing Costs	1,458	-	-	-	-	1,458	-		1,458	681
Materials & Contracts	23,927	2,862	(554)	14	363	26,613	244	5	26,857	16,037
Depreciation	25,918	-	-	-	-	25,918	-		25,918	15,948
Legal Costs	1,151	-	-	13	10	1,174	57	6	1,231	694
Consultants	951	1,143	403	65	87	2,649	(15)	7	2,634	1,247
Other Expenses	31,946	435	223	130	213	32,947	(45)	8	32,902	24,370
Total Expenses from Continuing Operations	147,724	4,753	287	250	735	153,749	576		154,325	106,683
Net Operating Result from Continuing Operation	(4,269)	10,638	1,334	852	14	8,568	(95)		8,473	52,807
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-	-		-	-
Net Operating Result from All Operations	(4,269)	10,638	1,334	852	14	8,568	(95)		8,473	52,807
Net Operating Result before Capital Items	(6,722)	(4,753)	1,894	852	14	(8,716)	(95)		(8,811)	34,729

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/16 and should be read in conjunction with the total QBRs report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Increase in income from linen checking fees, effluent disposal charges and learn to swim.
2	Decrease in income received from Fishers Ghost Festival due to inclement weather.
3	Increase in income received from development application fees, rezoning application fees and new grant funding for the Arts Centre. Decrease in grant funding for the weeds program.
4	Variations in employee costs due to staff vacancies, termination payments, HGP and acting roles, which in some case have been transferred to fund contracted staff or consultants, and funding for additional temporary staff.
5	Additional contractor costs allocated to match Arts Centre grant funding, maintenance work at the Effluent Disposal Facility and reduction in weeds program works.
6	Additional funds allocated to legal advice for Human Resources and the sale of Menangle Park land.
7	Transfer of funding from Human Resources consultants budget to fund additional legal expenses.
8	The movements in Other Expenses are mainly attributable to savings on the Parvo Vaccination Program, reduction in the Dance Program due to an unsuccessful grant, savings in the contribution to Fire & Rescue and increased advertising and professional fees for the Menangle land sale.

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Campbelltown City Council

Capital Budget Review Statement

Budget review for the quarter ended 31 March 2016

Capital Budget - Council Consolidated

(\$'000's)	Original Budget 2015/16	Approved Changes				Revised Budget 2015/16	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Capital Expenditure										
New Assets										
- Plant & Equipment	332	1,468	-	-	-	1,800	-	-	1,800	2,608
- Land & Buildings	-	-	-	-	-	-	-	-	-	-
- Other	-	-	-	-	-	-	-	-	-	-
Renewal Assets (Replacement)										
- Plant & Equipment	3,977	24	-	-	146	4,147	-	-	4,147	2,170
- Office Equipment/Furniture & Fittings	142	156	323	8	(5)	624	-	-	624	229
- Land & Buildings	4,630	6,116	1,395	70	(115)	12,096	5	1	12,101	7,144
- Roads, Bridges, Footpaths	13,345	17,241	50	(51)	(11)	30,574	-	-	30,574	24,443
- Stormwater/Drainage	100	242	246	-	-	588	-	-	588	285
- Other Assets	300	-	-	-	-	300	-	-	300	201
Loan Repayments (Principal)	4,092	-	-	-	-	4,092	-	-	4,092	2,436
Total Capital Expenditure	26,918	25,247	2,014	27	15	54,221	5		54,226	39,516
Capital Funding										
Rates & Other United Funding	19,727	-	2,008	27	15	21,777	5	2	21,782	15,234
Capital Grants & Contributions	2,453	15,391	(560)	-	-	17,284	-	-	17,284	18,079
Reserves:										
- External Restrictions/Reserves	-	2,266	189	-	-	2,455	-	-	2,455	807
- Internal Restrictions/Reserves	2,656	7,590	377	-	-	10,623	-	-	10,623	4,012
New Loans	-	-	-	-	-	-	-	-	-	-
Receipts from Sale of Assets										
- Plant & Equipment	2,076	-	-	-	-	2,076	-	-	2,076	1,081
- Office Equipment/Furniture & Fittings	-	-	-	-	-	-	-	-	-	-
- Land & Buildings	-	-	-	-	-	-	-	-	-	301
- Other Assets	6	-	-	-	-	6	-	-	6	-
Total Capital Funding	26,918	25,247	2,014	27	15	54,221	5		54,226	39,516
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-		-	-

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/16 and should be read in conjunction with the total QBRs report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

1	Upgrade of Christmas Tree structure.
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2	Increase in untied funds utilised to fund capital works.
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Campbelltown City Council

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 March 2016
Cash & Investments - Council Consolidated

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

(S000's)	Opening Balance 2015/16	Movement in Reserves		Current Balance 2015/16	Projected Movement Mar Qtr	Notes	Projected Year End Balance	Actual YTD figures
		Income/ Expenses	Transfers to/from					
			Works in Kind					
Externally Restricted ⁽¹⁾								
Special Rates	-	-	-	-	-	-	-	-
Stormwater Management	322	-	(179)	143	-	-	143	143
Specific Purpose Grants	3,443	-	(821)	2,622	(500)	-	2,122	2,622
Specific Purpose Contributions	3,921	-	(182)	3,739	(800)	-	2,939	3,739
Developer Contributions - S94	9,609	3,128	(744)	10,479	300	-	10,779	10,479
Developer Contributions - Other	1,047	146	-	1,193	-	-	1,193	1,193
Domestic Waste Management	3,347	-	-	3,347	-	-	3,347	3,347
Self Insurance Workers Compensation Claims	4,210	-	-	4,210	-	-	4,210	4,210
Total Externally Restricted	25,899	3,274	(1,926)	25,734	(1,000)		24,734	25,734
(1) Funds that must be spent for a specific purpose								
Internally Restricted ⁽²⁾								
Property Development	12,818	-	(131)	12,687	500	-	13,187	12,687
Committed Works	5,087	-	(2,753)	2,334	-	-	2,334	2,334
Childcare	-	-	-	-	-	-	-	-
Self Insurance Workers Compensation Claims	1,330	-	(264)	1,065	-	-	1,065	1,065
Replacement of Plant and Vehicles	2,747	-	376	3,123	(400)	-	2,723	3,123
Committed Works funded by Loans	2,985	-	(701)	2,284	(500)	-	1,784	2,284
Employee Leave Entitlements	10,577	-	-	10,577	(1,000)	-	9,577	10,577
Environmental Sustainability	426	-	(36)	390	-	-	390	390
Asset Replacement	4,844	-	345	5,190	-	-	5,190	5,190
Infrastructure Replacement Fund	20,017	-	2,310	22,327	-	-	22,327	22,327
Olympic Ambassador	100	-	5	105	-	-	105	105
Insurance Claims - Excess	4,706	-	601	5,306	-	-	5,306	5,306
Local Government Elections	439	-	200	639	-	-	639	639
Other	127	0	-	127	-	-	127	127
Total Internally Restricted	66,205	0	(49)	66,156	(1,400)		64,756	66,156
(2) Funds that Council has earmarked for a specific purpose								
Unrestricted (i.e., available after the above Restrictions)	13,439	(3,274)	1,974	27,230	-		27,230	27,230
Total Cash & Investments	105,543			119,119	(2,400)		116,719	119,119

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/16 and should be read in conjunction with the total QBRs report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Cash & Investments Budget Review Statement

Comment on Cash & 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 & Investment Statement totals \$119,119,383

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/03/16

Reconciliation Status

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

\$ 000's

Cash at Bank (as per bank statements)		5,112,108
Investments on Hand		115,269,994
less: Unpresented Cheques	(Timing Difference)	(137,260)
add: Undeposited Funds	(Timing Difference)	133,169
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(1,276,456)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	17,828
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	-
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	-
Reconciled Cash at Bank & Investments		119,119,383
Balance as per Review Statement:		119,119,383
Difference:		(0)

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

N/A

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 31 March 2016

(\$000's)	Current Projection		Original Budget	Actuals
	Amounts	Indicator	15/16	Prior Periods
	15/16	15/16	14/15	13/14

NSW Local Government Industry Key Performance Indicators (OLG):

1. Operating Performance				
Operating Revenue (excl. Capital) - Operating Expenses	-8,790		-4.7	4.9
Operating Revenue (excl. Capital Grants & Contributions)	145,495	-6.0		-2.9

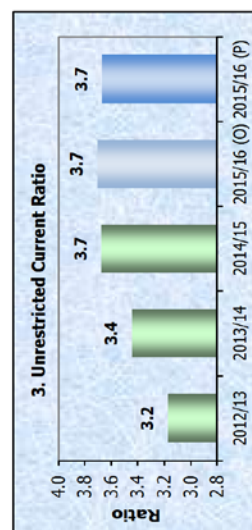
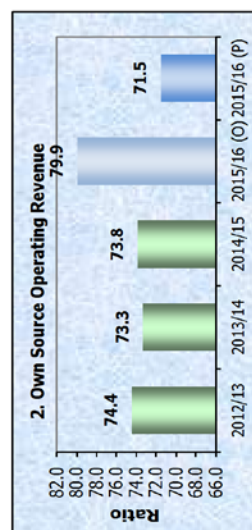
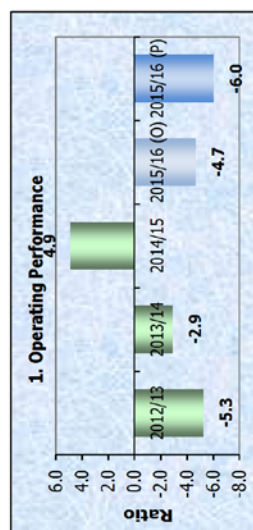
This ratio measures Council's achievement of containing operating expenditure within operating revenue. Benchmark is greater than 0%

2. Own Source Operating Revenue				
Operating Revenue (excl. ALL Grants & Contributions)	116,390	71.5	73.8	73.3
Total Operating Revenue (incl. Capital Grants & Cont)	162,779			

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions. Benchmark is greater than 60%

3. Unrestricted Current Ratio				
Current Assets less all External Restrictions	88,112	3.7	3.7	3.4
Current Liabilities less Specific Purpose Liabilities	24,025			

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council. Benchmark is greater than 1.5



Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 31 March 2016

(\$'000's)	Current Projection		Original Budget 15/16	Actuals Prior Periods 14/15 13/14
	Amounts	Indicator		
	15/16	15/16		

NSW Local Government Industry Key Performance Indicators (OLG):

4. Debt Service Cover Ratio				
Operating Result before Interest & Dep. exp (EBITDA)	18,565			
Principal Repayments + Borrowing Interest Costs	5,550	3.3	3.7	5.5 3.8

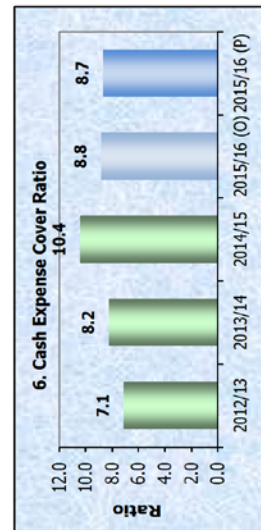
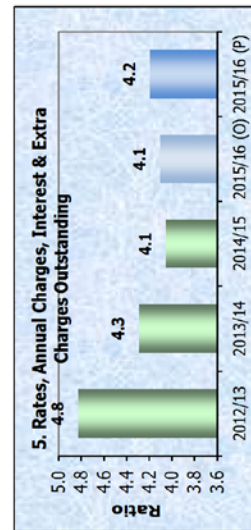
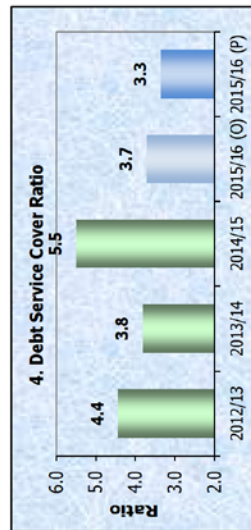
This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.
Benchmark is greater than 2

5. Rates, Annual Charges, Interest & Extra Charges Outstanding				
Rates, Annual & Extra Charges Outstanding	3,988			
Rates, Annual & Extra Charges Collectible	95,183	4.2	4.1	4.1 4.3

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

6. Cash Expense Cover Ratio				
Current Year's Cash & Cash Equivalents (incl. Term Deposits)	119,119			
Operating & financing activities Cash Flow payments	137,500	8.7	8.8	10.4 8.2

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.
Benchmark is greater than 3



Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Campbelltown City Council

Contracts Budget Review Statement

Budget review for the quarter ended 31 March 2016

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							
Grassports Australia Pty Ltd	Q15/28 Multipurpose Courts Resurfacing		Public Quotation	18/02/16	Until completion	Y	
Brown Brown Lloyd Pty Ltd ATF Brown Brown Lloyd Unit Trust t/as Ryans Recovery Partners	Q15/13 Pre-Employment Medical Assessments and Job Dictionaries		Public Quotation	01/03/16	1 year with 2 x 12 month options for extension	Y	2
GWS Machinery Pty Ltd	Q15/30 Supply and Delivery of Wide Area Rotary Mower Attachment		Public Quotation	23/02/16	Until completion	Y	
Skyline Landscape Services Pty Ltd	T15/28 Grounds Maintenance at Airds and Minto		Public Tender	01/03/16		Y	2
EXPENDITURE \$150,000 - \$300,000							
OHS Services Australia Pty Ltd t/a Minerva Consulting Group	T15/22 WHS Auditing and Consultancy Services		Public Tender	01/03/16	3 years with 1 x 12 month option for extension	Y	1
Safety Australia Group Pty Ltd t/a Safety Australia Group							
EXPENDITURE > \$300,000							
The Sparkle Team Pty Ltd	T15/30 Cleaning of Public Toilets and Sports Ground Amenities		Public Tender	01/03/16	1 year with 2 x 12 month options for extension	Y	2
GLG GreenLife Group Pty Ltd t/as GLG GreenLife Group	T15/28 Grounds Maintenance at Claymore, Glenfield and Macquarie Fields		Public Tender	01/03/16	2 years with 3 x 12 month options for extension	Y	2

Notes:

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 01/01/16 to 31/03/16

Contracts Budget Review Statement

Comments & Explanations relating to Contractors Listing

Notes Details

1	Contract price is per service, distributed amongst the panel therefore contract value is an estimation only.
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2	Contract price is per services only therefore contract value is an estimation only.
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Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	1,246,938	Y
Legal Fees	693,688	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

N/A

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. INTERNAL AUDIT

No reports this round

7. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Kolkman/Dobson)

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

CARRIED

24. CONFIDENTIAL ITEMS

24.1 Proposal to Sell Surplus Property (Lot 1022 and Lot 1023 DP 258793) at Eschol Park

Reason for Confidentiality

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

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

Motion: (Kolkman/Borg)

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to re-open the meeting to the public.

CARRIED

There being no further business the meeting closed at 5.37pm.

G Greiss
CHAIRPERSON
