

# **COBAR SHIRE COUNCIL**



## **FINANCE & POLICY COMMITTEE MEETING AGENDA**

**THURSDAY 14 JULY 2016**

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## **~ ORDER OF BUSINESS ~**

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Business for the meeting will be as follows:

1. Apologies
  2. Declaration of Interests
  3. General Manager's Report – Part A (Action)
  4. General Manager's Report – Part B (Information)
  5. Matters of Urgency
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## ~ TABLE OF CONTENTS ~

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<b><u>PART A - ACTION</u></b>	<i>Page Number</i>
Report 1A – LG Integrated Planners Conference 2016.....	3
Report 2A - Rate Abandonments 2015/2016.....	5
<b><u>PART B - INFORMATION</u></b>	<i>Page Number</i>
Report 1B – Update on Infrastructure Project Finances .....	6
Report 2B - Bank Reconciliation, Cash Flow & Loan Facility Summaries as at 30 June 2016.....	7
Report 3B – Rates Reconciliation Report as at 30 June 2016.....	9
Report 4B – Grant Report.....	10
Report 5B- Arrears of Rate Books 2015/2016.....	14
Reference to Attachments .....	15

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**CLAUSE 1A – LG INTEGRATED PLANNERS CONFERENCE 2016****FILE: S5-1****AOP REFERENCE: 3.3.2.3****ATTACHMENT: NO****AUTHOR: *Special Projects Officer, Angela Shepherd*****Purpose**

The purpose of this report is to provide information to the Council about the 2016 LG Integrated Planners Annual Conference which is to be held on Thursday, 11 August 2016 – Friday, 12 August 2016 at the Gibraltar Hotel in Bowral and to seek approval for two (2) appropriate employees to attend.

**Background**

This report details the relevance of the attendance at the Conference and the costs and recommendations for appropriate attendance. The Conference Program is designed to discuss issues affecting local government professionals. With a focus on building organisational resilience through Integrated Planning and Reporting (IPR), delegates will learn how to define best practice and develop tools to support those staff involved in integrated planning and reporting.

Attendance is beneficial for Council to stay up to date with our governance requirements and compliance. Everything related to a new Council including Councillor Inductions, Community Strategic Planning and how other Councils are reporting and how we can improve.

**Issues**

This Conference is important as it provides the opportunity to keep up to date with changes and updates of what is happening in relation to Integrated Planning & Reporting.

The Conference Program includes such topics as:

- Office of Local Government Update and Local Government Act;
- Integrating Workforce Planning and Succession Planning with IP&R;
- Merging the Plans;
- Learning to think lean and Resilience Framework;
- Community Strategic Planning;
- Tracking Community Engagement with Technology;
- New Councillor Inductions.

**Financial Implications**

Registration costs are \$785.00 (incl. GST and Administration Fee) per delegate inclusive of Conference dinner. Accommodation costs would be approximately \$400.00 (per delegate) for the entire conference. Travel costs will be approximately \$400.00 i.e. the total expenses will be approximately \$1,585.00 (per delegate).

Costs are provided for in Council's 2016/2017 Governance Budget.

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**RECOMMENDATION**

**That approval be given to Council's Special Projects Officer and Executive Assistant to the General Manager/ Mayor to attend the 2016 Integrated Planners Annual Conference in Bowral.**

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**REPORT 2A - RATE ABANDONMENTS 2015/2016**

**FILE: R2-1**

**AOP REFERENCE: 3.1.1.2**

**ATTACHMENT: NO**

**AUTHOR: *Rates Officer, Jo Louise Brown***

**Purpose**

To inform Council in regard to the various rates and charges that are required to be abandoned in 2015/2016.

**Background**

Various rates and charges which have been levied during 2015/2016 are required to be abandoned due to amalgamated assessments, sale of land, pensioner rebates and other changes.

**RECOMMENDATION**

**That Council write-off the following rates and charges totalling \$129,468.60 for 2015/2016 (subject to Auditors approval):**

<b>Pension Rebates</b>	<b>120,175.00</b>
<b>Category/Service Changes</b>	<b>5,736.00</b>
<b>Combined Assessments</b>	<b><u>3,557.60</u></b>
	<b>\$129,468.60</b>

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**REPORT 1B – UPDATE ON INFRASTRUCTURE PROJECT FINANCES****FILE: G4-29 AOP REFERENCE: 4.1.4.3, 4.3.2 & 4.4.4 ATTACHMENT: NO****AUTHOR: *Director of Engineering Services, Stephen Taylor*****Purpose**

To provide Council with an update on the infrastructure projects budgets and expenditure as at 30 June 2016.

**Background**

Cobar Shire Council was successful in obtaining funding for three projects through the Resources for Regions Restart NSW provided by the NSW State Government. One project has been completed with two ongoing projects.

**Financial Implications**

	<b>Restart NSW Funding</b>	<b>Cobar Shire Council Funding</b>	<b>Expended as at 30 June 2016</b>	<b>Project Status</b>
Water Treatment Plant	\$7,800,000	\$200,000	\$603,158	<ul style="list-style-type: none"><li>- Power supply work continuing.</li><li>- Continued works on WTP to obtain shovel ready project.</li><li>- Application has been submitted to the Water Security for Regions Regional Water and Waste Water Backlog Program – seeking \$7.5 million.</li></ul>
Sewerage Scheme Refurbishments Expansion and upgrade	\$2,100,000	\$100,000	\$185,884	<ul style="list-style-type: none"><li>- Initial site meeting with contractor for Ward Oval pump station to be held 6 July 2016.</li><li>- Lagoon upgrade on ground works are continuing.</li></ul>

**RECOMMENDATION**

**That Council receive and note the updated financial information for the two Restart NSW Resources for Regions infrastructure projects.**

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**REPORT 2B – BANK RECONCILIATION, CASH FLOW & LOAN FACILITY  
SUMMARIES AS AT 30 JUNE 2016**

**FILE: B2-7      AOP REFERENCE: 3.1.1.5      ATTACHMENT: NO**  
**AUTHOR: *Director of Corporate and Community Services, Kym Miller***

**Purpose**

Council has requested that the following financial information be presented to each meeting of Council: reconciled bank balance, cash flow statement and loan facilities.

**Bank Reconciliation**

Bank Balance	10,000
Add: Outstanding deposits	2,363
Deduct: Unpresented Cheques	(11,017)
<b>BALANCE AS PER CASH BOOK</b>	<b>1,346</b>

*In accordance with the requirements of the Local Government Act, 1993, I hereby certify that the Cash Book has been reconciled with the appropriate Bank Statements on a daily basis, during the month of June 2016 and that the reconciliations have been recorded.*



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Director of Corporate & Community Services, Kym Miller

**Summary of Total Funds Available at Month End for the Last 12 Months**

<b>Month</b>	<b>Investment Balances</b>	<b>Operating Account</b>	<b>Total Available Funds</b>
July 2015	12,971,035	8,402	12,979,437
August 2015	13,801,984	42,273	13,844,257
September 2015	12,482,788	2,134	12,484,922
October 2015	12,002,987	(13,000)	11,989,987
November 2015	12,524,282	-	12,524,282
December 2015	12,435,700	-	12,435,700
January 2016	10,002,473	(73,800)	9,928,673
February 2016	9,928,673	(72,231)	9,928,673
March 2016	11,090,439	(75,849)	11,014,590
April 2016	9,858,306	67,277	9,925,583
May 2016	11,576,435	2,558	11,578,993
June 2016	10,532,325	1,346	10,533,671

*12 month average of cash held: \$11,593,044*

*The amount restricted in the Audited Financial Accounts for Employee Leave Entitlements is \$309,220.*



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## **Cash Flow**

<b>Forecast</b>	<b>Actual</b>	<b>Description</b>	<b>Forecast</b>
<b>June -16</b>	<b>June -16</b>		<b>July -16</b>
2,558	2,558	Opening Balance	1,346
0	0	Regional Roads Grant	440,000
0	164,729	Financial Assistance (FAGS) and R2R	0
0	318,698	Fixing Country Roads	0
0	0	RMS Routine and Ordered Works	0
13,750	27,500	Service NSW Agency	13,500
480,000	369,226	Rates and User Charges	400,000
190,000	280,217	Private Works	70,000
215,000	258,340	LBV	220,000
150,000	170,296	Children's Services	150,000
2,400,992	1,044,110	Net to/from Investments	2,077,454
30,000	0	Sundry Income	30,000
30,000	116,076	Plant Sales	100,000
55,000	83,993	GST	0
		<i>Less</i>	
(2,500,000)	(2,130,222)	Creditors	(2,800,000)
(1,035,000)	(681,405)	Salaries & Wages	(690,000)
(22,300)	(22,300)	Loan Repayments	(22,300)
<b>10,000</b>	<b>1,346</b>	Closing Balance	<b>10,000</b>

<b>COUNCIL'S LOAN FACILITY as at 30 JUNE 2016</b>	
Refinanced NECU Loan (6.22%)	(\$1,583,756)

## **RECOMMENDATION**

**That Council receives and notes the Bank Reconciliation, Cash Flow and Loan Facility Summaries as at 30 June 2016.**

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**REPORT 3B – RATES RECONCILIATION REPORT AS AT 30 JUNE 2016****FILE: R2-1****AOP REFERENCE: 3.1.1.6****ATTACHMENT: YES (PAGE 17-18)****AUTHOR: Rates Officer, Jo-Louise Brown****Purpose**

To provide Council details of the Rate Reconciliation as at 30 June 2016.

FUND	LEVY 2015-2016	Pensioner Rebates	Abandoned Levy	Additional Levies	Sub Total 2015-2016	Arrears 30th Jun 15	Payments	Total Outstanding	Total Outstanding Previous Year	% Outstanding of Sub Total Plus Arrears
Business	373,284.09		-	-	373,284.09	28,372.80	356,841.06	44,815.83	28,372.80	11.16%
Farmland	636,330.18		2,887.60	-	633,442.58	30,712.52	635,574.34	28,580.76	30,712.52	4.30%
Mining	1,562,018.90		-	-	1,562,018.90	100,980.00	1,582,103.28	80,895.62	100,980.00	4.86%
Residential	1,125,966.49	54,872.80	251.00	320.50	1,071,163.19	163,655.32	1,035,850.69	198,967.82	163,655.32	16.11%
Overpayments					-	-112,364.94	22,336.58	-134,701.52	-112,364.94	119.88%
Legal Costs			-	16,188.20	16,188.20	34,066.14	20,523.78	29,730.56	34,066.14	59.16%
Interest			-	33,130.37	<b>33,130.37</b>	74,347.87	16,384.44	91,093.80	74,347.87	84.76%
<b>General Rates</b>	<b>3,697,599.66</b>	<b>54,872.80</b>	<b>3,138.60</b>	<b>49,639.07</b>	<b>3,689,227.33</b>	<b>319,769.71</b>	<b>3,669,614.17</b>	<b>339,382.87</b>	<b>319,769.71</b>	<b>8.47%</b>
<b>Domestic Waste</b>	<b>571,520.00</b>	<b>19,714.70</b>	<b>910.00</b>	<b>207.50</b>	<b>551,102.80</b>	<b>26,068.33</b>	<b>539,432.52</b>	<b>37,738.61</b>	<b>26,068.33</b>	<b>6.54%</b>
<b>Sewerage</b>	<b>791,388.20</b>	<b>20,912.50</b>	<b>330.00</b>	<b>-</b>	<b>770,145.70</b>	<b>42,857.67</b>	<b>711,237.95</b>	<b>101,765.42</b>	<b>42,857.67</b>	<b>12.52%</b>
Cobar Water	617,750.00	22,312.51	240.00	-	595,197.49	23,343.92	585,050.88	33,490.53	23,343.92	5.41%
Nymagee Water	26,250.00	612.50	2,290.00	-	23,347.50	5,829.76	22,338.21	6,839.05	5,829.76	23.44%
Euabalong Water	41,495.00	1,203.12	1,705.00	585.00	39,171.88	8,321.50	37,818.94	9,674.44	8,321.50	20.37%
Euab West Water	25,720.00	525.00	-	-	25,195.00	4,905.32	26,172.14	3,928.18	4,905.32	13.05%
Mt Hope Water	6,800.00	21.87	680.00	-	6,098.13	249.72	6,193.27	154.58	249.72	2.44%
<b>Water Access</b>	<b>718,015.00</b>	<b>24,675.00</b>	<b>4,915.00</b>	<b>585.00</b>	<b>689,010.00</b>	<b>42,650.22</b>	<b>677,573.44</b>	<b>54,086.78</b>	<b>42,650.22</b>	<b>7.39%</b>
<b>Water Usage</b>	<b>2,137,157.40</b>		<b>21,319.00</b>	<b>469.00</b>	<b>2,116,307.40</b>	<b>474,833.87</b>	<b>2,144,333.38</b>	<b>446,807.89</b>	<b>474,833.87</b>	<b>17.24%</b>
<b>TOTAL</b>	<b>7,915,680.26</b>	<b>120,175.00</b>	<b>30,612.60</b>	<b>50,900.57</b>	<b>7,815,793.23</b>	<b>906,179.80</b>	<b>7,742,191.46</b>	<b>979,781.57</b>	<b>906,179.80</b>	<b>11.23%</b>

**RECOMMENDATION****That the Rates Reconciliation Report as at the 30 June 2016 be received and noted.**

**REPORT 4B – GRANT FUNDING**

FILE: G4-17

AOP REFERENCE: 3.1.1.4

ATTACHMENT: NO

AUTHOR: *Special Projects Officer, Angela Shepherd***Grant Update**

Grant and Department	Activity	Amount Applied For	Successful?	Council Funding Required	Deadline for Project
<b>Grants Applied for</b>					
RMS funding for Aboriginal communities	To reconstruct and seal three roads within the community and to undertake potholing on the rest of the network.	Approx. \$450,000 over four different grants	Pending	Nil.	Council supplied the information to RMS for them to submit the application. Will be for the 2016/2017 year.
National Stronger Regions Fund	Upgrade and Extension of the Cobar Youth and Fitness Centre.	\$640,000	Pending	\$295,000 made up of S94A funds, matching grant funds and allocated grant funding. Project also requires \$20,000 from Peak and includes \$25,000 already received from NSW Sport and Rec.	Announcement was expected in July, however Federal Election will put this back.
Public Reserves Management Fund Program	Boxthorn removal and the Euabalong Common.	\$21,816	Pending	Nil – Council's Weeds Officer would undertake the work.	
Public Reserves Management Fund Program	Irrigation and fencing at Euabalong Sports Ground.	\$51,655	Pending	Nil.	
Public Reserves Management Fund Program	New Main Pavilion at Ward Oval – new shed.	\$99,435	Pending	\$29,865 from matching grants budget allocation.	
Water Security Backlog	Funding for the new Water	\$7.5m	Pending	Existing grant funding	

Program	Treatment Plant.			and Council contribution used as matching funding.	
Heritage Near Me Activation Grant	Undertake repairs to the roof, gutter, windows etc to waterproof an unused area at the Great Cobar Heritage Centre, paint, floor covers and electrical upgrade.	\$90,200	Pending	\$6,820 from 'matching grants' allocation.	
Youth Opportunities	Expand the Batyr program at Cobar High School.	\$25,000	Pending	\$10,000 from local fundraising being undertaken by local Batyr supporters and \$10,000 in corporate sponsorship. No Council funds.	

Also assisted the Cobar Business Association to submit a grant under the Stronger Communities Fund for the Miners Memorial project.

Grant and Department	Activity	Amount Applied For	Successful?	Council Required Funding	Comment
<b>Grants Announced</b>					
Liveable Communities Grant (FACS)	Establish a Wellness Centre in Cobar.	\$86,000	Unsuccessful	Nil. This grant was put in under the NSWODGP.	
Heavy Vehicle Safety Program	New heavy vehicle wash bay.	\$125,000	Pending	\$125,000 - \$90,000 is in the budget, will need to allocate a further \$35,000.	Agreed to by the Coalition, subject to re-election.
Resources for Regions	Upgrade and Extension of the Cobar Youth and Fitness Centre.	\$690,000	Unsuccessful	\$245,000 made up of S94A funds, matching grant funds and allocated grant funding. Project also requires \$20,000 from Peak and includes	

				\$25,000 already received from NSW Sport and Rec.	
Fixing Country Roads	Seal Extension – 12 Grain Road (SR20)	\$2m	Unsuccessful	Council to contribute \$350,000.	
Fixing Country Roads	Realignment and Seal Extension (4km) – Wilga Downs Road	\$800,000	Successful	Council to contribute \$200,000.	
Innovation Fund	Purchase and implementation of an Electronic Document Management System (EDMS).	\$150,000	Unsuccessful	\$80,000 from this year's IT budget, an additional \$10,000 from next year's IT budget	
Murray Darling Basin Energise Enterprise Fund	Training for businesses – visual marketing and online/social media	\$11,900	Successful	Nil.	Training planned for July and August
RMS funding for Aboriginal communities – Road Safety Program	To reconstruct and seal three roads within the community and to undertake potholing on the rest of the network.	Approx \$450,000 over four different grants	Partly Successful	Nil.	Two of the four projects awarded at a cost of \$140,000 total, which is 100% RMS funded.

Assisted with an Eco Schools application.

### Current Grant Opportunities

- Murray Darling Basin Energise Enterprise Fund – Round 3 closes 21 July. No plans to apply for funding.
- CASP funding for arts projects – considering an application for FOMG 2017 for workshops. Closes 28 July.
- Community Building Partnerships Fund – closes 22 July. Working with the Nymagee Progress Association to submit a grant application for upgrading the fencing and restoring the gates at the Nymagee cemetery.

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## **Grant Funded Projects – Implementation**

The following is a summary of works in progress for grant funded projects:

- Nymagee Tennis Courts – tennis court formed up, lights purchased and installed, fence removed. New fence materials ordered. Court still to be sealed and line marked – had difficulty sourcing a sealing contractor to undertake a small project and the cost is more than the grant. Options currently being explored.
- Drummond Park synthetic turf – equipment purchased, shed being constructed. Concrete paths expected to be installed very soon. Synthetic grass ordered.
- Youth Opportunities – leadership and communication workshops held late June with primary and high school students run by the FRANK Team. DJ workshop held 1 July followed by a disco at the Youthie. Other activities being finalised by the working group for Term 3.
- Environmental Education Grant – first field day held Tuesday 5 April with school students. Over 70 students were involved on the day learning about how water within the Newey Reservoir is tested, what can influence poor water quality results and Councils role with regards to water quality testing. Students also learnt about noxious weeds on the day.
- Dumping grant through Netwaste –The online portal to notify of illegal dumping incidents (RidOnline) was officially launched on Monday 11 April at the library. Regular patrols have been undertaken as well, which has led to the documenting of a number of dumping incidents. The project has also been discussed on ABC radio during an interview with Councils Manager of Planning and Environment.

## **RECOMMENDATION**

**That the information contained in the grant funding report detailing grants applied for, grants announced and grants available be received and noted.**

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**REPORT 5B- ARREARS OF RATE BOOKS 2015/2016**

**FILE: R2-1**

**AOP REFERENCE: 3.1.1.2**

**ATTACHMENT: NO**

**AUTHOR: *Rates Officer, Jo Louise Brown***

**Background**

The total outstanding Arrears of Rates as at 30 June 2016 is \$979,781.57.

Rates.....\$503,243.12 which compares to \$388,488.26 as at 30 June 2015.

User Pay Water..... \$446,807.89 which compares to \$474,833.87 as at 30 June 2015.

Legal Costs..... \$29,730.56 which compares to \$34,066.14 as at 30 June 2015.

Unknown owners \$207,113.73.

Recovery action will be continued by staff as a priority.

**RECOMMENDATION**

**That Council receives and notes the information in relation to Arrears of Rate Books 2015/2016.**

# **ATTACHMENTS**



## **FINANCE & POLICY COMMITTEE MEETING AGENDA**

**THURSDAY 14 JULY 2016**



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## ~ REFERENCE TO ATTACHMENTS ~

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**PART B – INFORMATION**

Report 3B – Rates Reconciliation Report as at 30 June 2016 .....17-18