

# **COBAR SHIRE COUNCIL**



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

**THURSDAY 14 MAY 2015**

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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. Notice of Motion
  4. General Manager's Report – Part A (Action)
  5. General Manager's Report – Part B (Information)
  6. Matters of Urgency
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**NOTICE OF MOTION – COMMUNITY SERVICES COST REDUCTION**

**FILE: G1-2, D2-1**

**AOP REFERENCE: 4.2.1.2**

**ATTACHMENT: YES**

**(PAGE 14-15)**

**AUTHOR: *Councillor, Peter Yench***

**RECOMMENDATION**

**That investigations and reporting on various options (income increase and cost reductions) be undertaken to determine how the budgeted deficits for the following Council Community Services can be reduced by 10% in the 2015/2016 Budget:**

- **Cobar Shire & TAFE Library;**
- **Cobar Memorial Swimming Pool;**
- **Cobar Youth and Fitness Centre;**
- **Great Cobar Heritage & Information Centre.**

**Explanation**

The NSW Government has required all NSW Councils to improve their sustainability using the Fit for the Future Program. Council should always consider ways to improve.

Council should be continually looking at ways to reduce its costs. This then would allow those cost savings to be allocated to other priority areas.

Over the past few years many of these community services have increased in cost. See the attached report from 27 November 2014 Council Meeting – Comparison of Various Activities Controlled by Council for Year Ending June 2014.

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**REPORT 1A – 2015 LG SOFTWARE SOLUTIONS ANNUAL USER GROUP  
CONFERENCE – INNOVATION EXCHANGE**

**FILE: S5-1 AOP REFERENCE: 3.3.2.3**

**ATTACHMENT: YES**

**(PAGE 16-20)**

**AUTHOR: *Executive Assistant to the General Manager and Mayor, Janette Booth***

**Purpose**

The purpose of this Report is to provide information to the Council about the 2015 LG Software Solutions Annual User Group Conference – Innovation Exchange which is to be held on Thursday 25 June 2015 – Friday 26 June 2015 at the Pullman Quay Grand in Sydney and to seek approval for an appropriate employee 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 improve, advise and increase Council's knowledge of the LG Software Solutions Program which Council uses for our Integrated Planning and Reporting Documentation.

The Conference Program includes such topics as:

- Performance Reporting Framework;
- EPM Management;
- Asset Management Planning;
- Administration Refresher Training Session;
- PMC Case Study.

**Issues**

This Conference is important as it provides the opportunity to keep up to date with changes and updates within the LG Software Solutions computer system. This is the primary reporting system Council uses to meet our Integrated Planning and Reporting Legislative reporting requirements.

Council is currently using two (2) modules of this computer system: Corporate Management and Delegations of Authority. This Conference allows Council to network with other users to identify common solutions and better ways to utilize the system to maximize the benefits and efficiencies that the system can provide.

It is greatly beneficial that the Executive Assistant to the General Manager and Mayor attend as Council have made a decision to have technical Champions for all user programs, this is to keep all staff up to date on the user functions, improvements and upcoming innovations.

**Financial Implications**

Registration costs are \$315.00 (incl. GST for early bird registration) per delegate inclusive of Conference Dinner (The Conference Dinner is \$110.00 and is mainly for

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networking, I am happy not to attend the dinner to reduce costs, this will then make the Conference \$205.00). Accommodation costs would be approximately \$510.00 for the entire Conference. Travel costs will be approximately \$400.00 i.e. the total expenses will be approximately \$1,225.00.

Costs are provided for in Council's 2014/2015 Governance Conference Budget.

**RECOMMENDATION**

**That approval be given to Council's Executive Assistant to the General Manager and Mayor to attend the 2015 LG Software Solutions Annual Users Group Conference in Sydney.**

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**REPORT 1B – BANK RECONCILIATION, CASH FLOW & LOAN FACILITY  
SUMMARIES AS AT 30 APRIL 2015**

**FILE: B2-7            AOP REFERENCE: 3.1.1.5            ATTACHMENT: NO**  
**AUTHOR: *Manager Finance & Administration, Neil Mitchell***

**Purpose**

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

**Bank Reconciliation**

Balance as per Bank Statement – 30 Apr 2015	6,746
Add: Outstanding deposits	118,446
Deduct: Unpresented Cheques	(88,957)

<b>BALANCE AS PER CASH BOOK 30 April 2015</b>	<b>36,235</b>
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*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 April 2015 and that the reconciliations have been recorded.*



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Manager Finance & Administration

**Summary of Total Funds Available at Month End, 30 April 2015**

Month	Investment Balances	Operating Account	Total Available Funds
May-14	6,912,388	290,951	7,203,339
Jun-14	6,333,238	78,599	6,411,837
Jul-14	6,093,147	229,986	6,323,133
Aug-14	8,314,265	156,366	8,470,631
Sep-14	8,198,204	57,627	8,255,831
Oct-14	8,199,632	52,044	8,251,676
Nov-14	8,379,663	268,158	8,647,821
Dec-14	8,950,731	33,005	8,983,736
Jan-15	8,279,456	247,174	8,526,630
Feb-15	9,182,594	122,149	9,304,743
Mar-15	9,310,753	92,176	9,402,929
Apr-15	9,182,594	36,235	9,218,829

*12 month average of cash held: \$8,250,095*

*The amount restricted in the Financial Accounts for Employee Leave Entitlements is \$313,647.*

## Cash Flow

Forecast	Actual	Description	Forecast
Apr-15	Apr-15		May-15
92,176	92,176	Bank Balance Forward	36,235
403,500		Regional Roads Block Grant <i>(Received on 4 May)</i>	403,500
850,000	807,275	Major Project Revenue <i>(estimate only)</i>	60,000
1,415,269	158,046	RMS – Ordered Works <i>(Received on 4 May)</i>	1,257,223
13,200		RMS Agency <i>(Received on 4 May)</i>	26,400
480,000	467,155	Rates /Water/User Charges	665,000
50,000	47,104	Private Works/Debtors	50,000
150,000	153,033	Non s67 Debtors <i>(incl. CWB &amp; Capital Grants)</i>	150,000
220,000	216,002	LBV – Residents Fees & Grant	220,000
90,000	135,073	Child Care/In Home Care	90,000
	151,260	Net Transfer from 'At Call' Account	
25,000	33,325	Sundry	25,000
15,000	11,046	Plant Sales	
150,000		GST <i>(BAS was lodged late due to CivicView problems)</i>	165,000
		<i>Less</i>	
(2,000,000)	(1,558,877)	Creditors	(2,000,000)
(670,000)	(654,118)	Wages & Salaries	(670,000)
(1,211,880)		Net Transfer to At Call Account	(406,093)
(22,265)	(22,265)	Loan Repayment	(22,265)
50,000	36,235	Closing Reconciled Bank Balance Cr/(Dr)	50,000

### COUNCIL'S LOAN FACILITIES as at 30 April 2015

Working Capital Loan (4.270%)	(\$500,000)
Refinanced NECU Loan (6.22%)	(\$1,772,736)
<b>Closing Balance 30 April 2015</b>	<b>(\$2,272,736)</b>

## RECOMMENDATION

**That Council receive and note the Bank Reconciliation, Cash Flow and Loan Facility Report as at 30 April 2015.**



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**REPORT 2B – RATES RECONCILIATION REPORT AS AT 30 APRIL 2015****FILE: R2-1****AOP REFERENCE: 3.1.1.6****ATTACHMENT: YES (PAGE 21-22)****AUTHOR: Rates Officer, Jo-Louise Brown****Purpose**

To provide Council details of the Rate Reconciliation as at 30 April 2015.

FUND	LEVY 2014-2015	Pensioner Rebates	Abandoned Levy	Additional Levies	Sub Total 2014- 2015	Arrears 30th Jun 14	Payments	Total Outstanding	Total Outstanding Previous Year	% Outstanding of Sub Total Plus Arrears
Business	361,810.49	328.33	1,313.40	500.00	360,668.76	21,537.58	311,834.53	70,371.81	60,182.66	18.41%
Farmland	618,372.00	2,750.00	-	3,201.76	618,823.76	41,751.70	522,356.48	138,218.98	141,088.09	20.92%
Mining	1,534,980.69		12,233.20	-	1,522,747.49	129,765.55	1,201,417.34	451,095.70	378,874.77	27.30%
Residential	1,099,583.83	50,435.48	502.25	-	1,048,646.10	158,054.45	868,850.30	337,850.25	314,332.89	28.00%
Overpayments					-	-95,748.40	- 17,877.08	-77,871.32	-73,287.49	81.33%
Legal Costs			-	30,648.12	30,648.12	19,842.63	13,472.01	37,018.74	20,394.27	73.32%
Interest			-	11,477.05	11,477.05	58,224.43	10,033.66	59,667.82	44,924.19	85.60%
<b>General Rates</b>	<b>3,614,747.01</b>	<b>53,513.81</b>	<b>14,048.85</b>	<b>45,826.93</b>	<b>3,593,011.28</b>	<b>333,427.94</b>	<b>2,910,087.24</b>	<b>1,016,351.98</b>	<b>886,509.38</b>	<b>25.88%</b>
<b>Domestic Waste</b>	<b>534,703.00</b>	<b>18,672.69</b>	<b>11,262.09</b>	<b>832.00</b>	<b>505,600.22</b>	<b>24,871.02</b>	<b>423,716.97</b>	<b>106,754.27</b>	<b>97,050.38</b>	<b>20.12%</b>
<b>Sewerage</b>	<b>619,440.00</b>	<b>20,431.25</b>	<b>1,480.00</b>	<b>27,033.71</b>	<b>624,562.46</b>	<b>33,661.10</b>	<b>532,468.46</b>	<b>125,755.10</b>	<b>123,536.90</b>	<b>19.11%</b>
Cobar Water	597,105.00	21,743.75	804.00	1,014.00	575,571.25	22,627.79	490,175.07	108,023.97	100,066.95	18.06%
Nymagee Water	25,060.00	612.50	209.91	-	24,237.59	5,203.55	20,789.72	8,651.42	8,122.83	29.39%
Euabalong Water	36,405.00	1,137.50	-	-	35,267.50	8,951.87	31,196.88	13,022.49	12,183.42	29.45%
Euab West Water	22,575.00	612.50	-	-	21,962.50	4,534.19	18,483.89	8,012.80	7,453.20	30.24%
Mt Hope Water	4,620.00	-	-	-	4,620.00	0.00	3,138.46	1,481.54	324.87	32.07%
<b>Water Access</b>	<b>685,765.00</b>	<b>24,106.25</b>	<b>1,013.91</b>	<b>1,014.00</b>	<b>661,658.84</b>	<b>41,317.40</b>	<b>563,784.02</b>	<b>139,192.22</b>	<b>128,151.27</b>	<b>19.80%</b>
<b>Water Usage</b>	<b>1,568,437.30</b>		<b>9,474.90</b>	<b>-</b>	<b>1,558,962.40</b>	<b>436,760.89</b>	<b>1,798,468.33</b>	<b>197,254.96</b>	<b>302,862.07</b>	<b>9.88%</b>
<b>TOTAL</b>	<b>7,023,092.31</b>	<b>116,724.00</b>	<b>37,279.75</b>	<b>74,706.64</b>	<b>6,943,795.20</b>	<b>870,038.35</b>	<b>6,228,525.02</b>	<b>1,585,308.53</b>	<b>1,538,110.00</b>	<b>20.29%</b>

**RECOMMENDATION****That the Rates Reconciliation Report as at the 30 April 2015 be received and noted.**

**REPORT 3B – 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>					
National Stronger Regions Fund	Revitalisation of the Cobar Youth and Fitness Centre (entrance, kitchen, eating/social area, multipurpose room).	\$250,000	Pending – announcement due May 2015	\$197,000 Council S94 funds \$40,000 Peak \$20,000 CSA	Must be completed by December 2019
Heavy Vehicle Safety and Productivity Program	New Truckwash.	\$90,000	Pending	\$90,000 budgeted	
Youth Opportunities	Range of confidence building, reliance and transition programs for 11-14 year olds.	\$15,000	Pending	Project Administration	For projects between February and December 2015.
Restart NSW Regional Tourism Infrastructure Fund: Airports	Construct a new terminal building at the airport and install a permanent self-serve refuelling station.	\$1.11745m	EOI submitted.	Nil committed	If EOI successful, a full application will be sought.
NSW Sport and Recreation	Installation of accessible toilet facility, storage for wheelchair basketball chairs and rails in toilets.	\$26,750	Pending	Matching funds of \$26,750 to come from matching grants contribution	
Sport Disability Grant	Purchase of two disability sports kits and one wheelchair for wheelchair	\$6,000	Pending	Nil	

	basketball.				
EPA – Illegal Dumping	Purchase of more cameras etc to reduce illegal dumping around Cobar, in conjunction with the Netwaste Councils.	\$20,000	Pending	Nil	
EPA Environmental Education Grants	To undertake an education program on water quality and stormwater into the Newey involving the schools in Cobar.	\$48,000	Pending	Nil	

Grant and Department	Activity	Amount Applied For	Successful?	Council Funding Required	Comment
<b>Grants Announced</b>					
Landfill Consolidation and Environmental Improvements Grants Program - EPA	Stream 1 – consolidation of landfill site	\$16,000	Successful	Total Cost - \$21,000. Council contribution \$5,000 to come from Waste Fund	
Landfill Consolidation and Environmental Improvements Grants Program - EPA	Stream 2 - Environmental Improvements Cobar Waste Facility works - site security, improved waste storage facilities and better signage	\$137,302	Successful	Total Cost - \$196,146 Council to provide difference in funding from Waste Fund	
Environmental Trust	Erosion control, weed removal and remediation works in one of three inlets to the Newey.	\$100,000	Unsuccessful	Project Administration	

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**Current Grant Opportunities:**

- The second round of the National Stronger Regions Fund is due to open in May 2015;
- Council is currently completing a Community Support Program Grant for the Family Day Care Service due to changes in the grants system at a federal level (with the current grant being phased out). The new grant will fund the administrative costs of providing the service and the amount of the grant is based on an hourly rate for the number of hours a week that the service is provided. It is expected to be at a similar level to that currently received.

**RECOMMENDATION**

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

# **ATTACHMENTS**



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

**THURSDAY 14 MAY 2015**

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## ~ REFERENCE TO ATTACHMENTS ~

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**PART B – INFORMATION**

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