

COBAR SHIRE COUNCIL



FINANCE & POLICY COMMITTEE MEETING AGENDA

THURSDAY 10 SEPTEMBER 2015

~ ORDER OF BUSINESS ~

Business for the meeting will be as follows:

1. Apologies
 2. Public Access Session – Cobar Primary Health Care Centre Improvements – Dr Deon Heyns
 3. Declaration of Interests
 4. General Manager’s Report – Part A (Action)
 5. General Manager’s Report – Part B (Information)
 6. Matters of Urgency
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REPORT 1A – COBAR PRIMARY HEALTH CARE CENTRE IMPROVEMENTS - PUBLIC ACCESS

FILE: A10-35

AOP REFERENCE: 3.3.4.2

ATTACHMENT: NO

AUTHOR: *Acting Director - Planning and Environmental Services, Stephen Poulter*

Purpose

The purpose of this report is to advise the Council of information provided by Doctor Deon Heyns from the Cobar Primary Health Care Centre in relation to his concerns about available floor space at their current location and improvements sought to the adjacent property at 24 Harcourt Street in order to relieve current floor space restrictions.

Background

Council has been approached by the Cobar Primary Health Care Centre in relation to their concerns about the limited floor space available for medical practitioners at their current premises at 26 Harcourt Street Cobar.

Cobar Primary Health Care Centre's operations have grown over time, providing Cobar and the wider community with greater access to important medical services. This growth however is currently restricted by available floor space at their current facility at 26 Harcourt Street and the Allied Health building at 24 Harcourt Street.

On site meetings have been held to discuss the various improvements that could be undertaken at the residential dwelling and associated garage at 24 Harcourt Street to relieve the floor area constraint issues.

Doctor Deon Heyns has formally requested to present to Council his concerns about the limited floor space and suggested improvements to buildings at 24 Harcourt Street.

Issues

Council should note the provisions of Clause 33 (A) of the Cobar Shire Council Code of Meeting Practice in relation to representations by members of the public, which details:

33 (A) REPRESENTATIONS BY MEMBERS OF THE PUBLIC- CLOSURE OF PART OF MEETING

(1) A representation at a council meeting by a member of the public as to whether a part of the meeting should be closed to the public can only be made for a fixed period immediately after the motion to close the part of the meeting is moved and seconded.

(2) That period is as fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that period) as fixed by resolution of the council. Different periods can be fixed according to the different types of matters to be discussed or received and discussed at closed parts of meetings.

Given the importance of this matter, a fixed period of fifteen minutes is provided to Doctor Heyns in order to adequately express his concerns and suggested improvements.

That in accordance with Council Policy following the provision of public access on a matter no action can be taken at the meeting with the information provided to be received and noted.

RECOMMENDATION

That Council thank Doctor Deon Heyns for his presentation and that the information be received and noted.

REPORT 2A – LEASE AGREEMENTS WITH NSW OUTBACK DIVISION OF GENERAL PRACTICE FOR 24 HARCOURT STREET AND 26 HARCOURT STREET, COBAR

FILE: A10-10; A10-35 AOP REFERENCE: 3.3.4.2 ATTACHMENT: NO
AUTHOR: *Land Management Officer, Heather Holder*

Purpose

The purpose of this report is to seek Council approval to sign and affix the Council seal to the lease agreements between Council and NSW Outback Division of General Practice for 24 Harcourt Street and 26 Harcourt Street, Cobar.

Background

The lease agreement for 24 Harcourt Street terminated on 2 November 2014 and with negotiation with NSW Outback Division of General Practice was continued on a monthly basis until 30 June 2015.

The lease agreement for 26 Harcourt Street terminated on 20 April 2014 and with negotiation with NSW Outback Division of General Practice was continued on a monthly basis until 30 June 2015.

NSW Outback Division of General Practice negotiated the continued monthly arrangement until 30 June 2015, so that their future funding arrangements could be negotiated and finalised, providing them certainty to liaise a new lease agreement.

The Acting Director of Planning & Environment with assistance from the Land Management Officer negotiated two similar lease agreements as detailed below:

- the leases to commence on 1 July 2015;
- the leases terms are for three (3) years with an option to renew for a further three (3) years;
- rental payments were increased by CPI; (*please note rental payments were set at market rates three years ago and have increased each year for CPI*)
- all conditions of the leases remained the same as per the previous six years lease agreements.

Issues

The lease documentation has been created and sent to NSW Outback Division of General Practice for signing. They will be returned to Council and require Council signatures under the Common Seal of Council.

RECOMMENDATION

That Council authorise the Mayor and the General Manager to sign all relevant Lease Agreement documentation for 24 Harcourt Street and 26 Harcourt Street, Cobar under the Common Seal of Council.

**REPORT 3A – DALTON PARK HORSE COMPLEX REQUEST FOR NEW
USERS LICENCE AGREEMENT**

FILE: P1-4-3 AOP REFERENCE: 3.3.4.2

ATTACHMENT: NO

AUTHOR: *Land Management Officer, Heather Holder*

Purpose

The purpose of this report is to recommend the issuing of a new licence agreement to QS Outback (Mrs Jillian Prince) for the use of the Dalton Park Horse Complex.

Background

Mrs Prince operates as QS Outback and has requested the use of the Dalton Park Horse Complex to undertake Quantum Savvy Horsemanship clinics, practices days and events. The area that QS Outback has requested to use is the area inside the racetrack. This is currently an area that is licenced to Cobar Pony Club.

Issues

The Land Management Officer contacted all current licensed users to advise them of QS Outback's request and advised that Council was seeking any comments or feedback in regards to this request.

The following feedback was received:

1. Mr Prisk, advised that QS Outback needs to be aware that he undertakes track work essentially every day and that a major hazard to his racehorses and himself would be any disturbance or distraction to his racehorses while undertaking track work.

It is proposed that a condition on QS Outback's licence is for Mr Prince to liaise with Mr Prisk in regards to the times he is undertaking track work.

2. Cobar Pony Club advised that they are willing to share the area and made the following comments:
 - QS Outback needs to be aware that as Cobar Pony Club have been the sole licensee from 1 July 2015, they have already set event dates and other activities, which cannot be moved. However in future they are willing to work with and consult QS Outback on setting event dates to ensure there is no clash with using the facilities;
 - A question was raised in regards to the responsibilities of maintenance for the shared area;
 - A question was raised in regards to the policy set by Cobar Pony Club for their members which requires all users to wear helmets. Concern was raised that there should not be two different rules, especially when some of the Cobar Pony Club members may be involved with QS Outback.

In regards to the issue of maintenance, the licence agreement makes it clear that a licensee is responsible for maintenance of their licenced area. If a licence is granted to QS

Outback, this will become a shared area, so all licensees with a licence for this shared area will be required to liaise with each other to ensure that any maintenance is carried out and shared.

In regards to the wearing of helmets, it would be a good idea if there was one rule for everyone who utilising this shared space. Ultimately, however any activities that are held by QS Outback, are done being covered by QS Outback's public liability insurance, and all risk mitigation for QS Outback's activities are the responsibility of QS Outback.

Financial

An annual licence fee as per Councils current fees and changes for 2015/2016 is \$520 including GST. As the licence for Mrs Prince is for a period of 9 months being for 1 October to 30 June 2015 it is recommended that Council accept a pro rata licence fee for three quarters of the annual fee being \$390.00 including GST.

RECOMMENDATION

- 1. That Council acting as Trust Manager for the Dalton Park Racecourse (R630019) Reserve Trust, resolve to issue a 9 month temporary licence agreement for the period 1 October 2015 to 30 June 2016 to QS Outback.**
- 2. That Council acting as Trust Manager for the Dalton Park Racecourse (R630019) Reserve Trust, resolve to affix the Trusts seal to the 9 month temporary licence agreement for the period 1 October 2015 to 30 June 2016 to QS Outback.**
- 3. That Council acting as Trust Manager for the Dalton Park Racecourse (R630019) Reserve Trust, resolve to accept the licence fee for QS Outback at a pro rata amount of three quarters of the annual licence fees as set for 2015/2016 being \$390 including GST.**
- 4. That Council acting as Trust Manager for the Dalton Park Racecourse (R630019) Reserve Trust, put the following special conditions on the licence agreement for QS Outback:**
 - a. Liaison with Mr Prisk to ensure that there is no disturbance to his track work;**
 - b. Liaison with all licensees of the shared area regarding event setting to ensure there are no clashes with use;**
 - c. Liaison with all licensees regarding shared maintenance.**

REPORT 4A – UPDATE ON INFRASTRUCTURE PROJECT FINANCES**FILE: G4-29****AOP REFERENCE: N/A****ATTACHMENT: NO****AUTHOR: *Project Manager, David Sechtig & Project Executive Officer, Heather Holder*****Purpose**

To provide Council with an update on the infrastructure projects budgets and expenditure as at 31 August 2015.

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.

Financial Implications

	RESTART NSW FUNDING	COBAR SHIRE COUNCIL FUNDING	EXPENDED AS AT 31 AUG 2015	PROJECT STATUS
Airport Stabilisation and Lighting	\$2,500,000	\$20,000	\$2,470,712	- Fencing Project underway, wet weather has delayed the completion of this component - Project now expected to be completed by 31 September 2015
Water Treatment Plant	\$7,800,000	\$200,000	\$404,832	- Power supply work underway - Continued work on the tender documents and concept design
Sewerage Scheme Refurbishments Expansion and upgrade	\$2,100,000	\$100,000	\$32,123	- Ward Oval pump station refurbishment about to go out for quotes - Chlorination facility in design stage - Lagoon upgrade on ground works are continuing - Sewer Extension project in design stage

RECOMMENDATION

That Council receive and note the updated financial information for the three infrastructure projects.

REPORT 1B – ITEMS TO BE CARRIED OVER FROM 2014/2015 BUDGET INTO 2015/2016 BUDGET

FILE: F2-3.21 AOP REFERENCE: 2.1 ATTACHMENT: YES (PAGE 17-20)

AUTHOR: *Director of Corporate & Community Services, Kym Miller*

Purpose

For Council to further consider the carry over list of budget items adopted at the August Ordinary Meeting of Council.

Background

R.158.08.2015 – (3) from the August Ordinary Meeting of Council resolved

That further discussions be held on 2014/2015 Carry over Budget Items at the September Finance and Policy Meeting.

A schedule of operating and capital items that were budgeted to be completed in 2014/2015 but were either not completed or not commenced was adopted to be ‘carried over’ at the August Ordinary Meeting of Council.

A further item was also included which arose from grant money being received in the final quarter of 2014/2015 for which the expenditure could not be incurred until the financial year 2015/2016.

It is an annual task to complete such an analysis and it is the requirement of Council to approve the schedule so that it can be incorporated into the already adopted 2015/2016 Annual Budget and Works Program.

Many Councils do not consider the carry over list until the September Ordinary Meeting. However, the schedule for 2014/2015 is very comprehensive and Council Officers were of the view that it was important to present it to Council as early as possible.

The items will be funded by restricting cash at year end to ensure that they can be undertaken without jeopardising the current i.e. 2015/2016 budget.

Additionally, an indicative list of other items for which restrictions are required was included in the report. The final list will be a formalised schedule in the Audited Annual Accounts.

Financial Implications

The line items were approved for the 2014/2015 budget year and will be supported by restricted cash at the 30 June 2015. The inclusion of the items in the 2015/2016 budget is therefore cash neutral.

RECOMMENDATION

That the schedule of carry over items and the new item requiring inclusion in the 2015/2016 be received and noted.

**REPORT 2B – BANK RECONCILIATION, CASH FLOW & LOAN FACILITY
SUMMARIES AS AT 31 AUGUST 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 -

Add: Outstanding deposits 47,273

Deduct: Unpresented Cheques -

BALANCE AS PER CASH BOOK	47,273
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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 August 2015 and that the reconciliations have been recorded.



Manager Finance & Administration

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

Month	Investment Balances	Operating Account	Total Available Funds
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
May-15	11,606,935	20,318	11,627,253
Jun-15	10,473,979	153	10,474,132
Jul-15	12,971,035	8,402	12,979,437
Aug-15	13,801,984	47,273	13,849,257

12 month average of cash held: \$9,845,608

The amount restricted in the Unaudited Financial Accounts for Employee Leave Entitlements is \$326,920.

Cash Flow

Forecast	Actual	Description	Forecast
Aug-15	Aug-15		Sep-15
8,402	8,402	Bank Balance Forward	47,273
510,000	-	Major Project Revenue <i>(estimate only)</i>	510,000
1,217,578	659,606	Financial Assistance Grant <i>(no notice - used 14/15)</i>	
64,000	64,160	Roads to Recovery	
		Regional Roads Block Grant	
	133,110	RMS – Ordered Works	
		RMS - Routine Works	
13,750	13,750	RMS Agency	13,750
890,000	910,330	Rates /Water/User Charges	731,200
50,000	31,884	Private Works/Debtors	50,000
150,000	235,717	Non s67 Debtors <i>(incl. CWB & Capital Grants)</i>	150,000
265,000	436,351	LBV – Residents Fees & Grant <i>(incl. \$174k from TD)</i>	265,000
117,000	149,470	Child Care/In Home Care	117,000
	803,940	Net Transfer from ‘At Call’ Account	1,321,507
25,000	95,713	Sundry <i>(incl. LSL from another Council and Pink Ladies donatio</i>	25,000
		Plant Sales	
10,000	33,563	GST <i>(Difference due to Creditors cut-off as at 15th of the month)</i>	90,000
		<i>Less</i>	
(2,400,000)	(2,789,201)	Creditors	(2,400,000)
(690,000)	(764,530)	Wages & Salaries <i>(incl. final pay for one employee)</i>	(690,000)
(208,465)		Net Transfer to At Call Account	(208,465)
(22,265)	(22,265)	Loan Repayment	(22,265)
-	47,273	Closing Reconciled Bank Balance Cr/(Dr)	-

COUNCIL’S LOAN FACILITIES as at 30 AUGUST 2015	
Working Capital Loan (4.100%)	(\$400,000)
Refinanced NECU Loan (6.22%)	(\$1,706,955)
Closing Balance	(\$2,106,955)

RECOMMENDATION

That Council receive and note the Bank Reconciliation, Cash Flow and Loan Facility Report as at 31 August 2015.

REPORT 3B – RATES RECONCILIATION REPORT AS AT 31 AUGUST 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 31 August 2015.

FUND	Levy 2015-2016	Pensioner Rebates	Abandoned Levy	Additional Levies	Sub Total 2015-2016	Arrears 30 Jun 2015	Payments	Total Outstanding	Total Outstanding Previous Year	% Outstanding of Sub Total Plus Arrears
Business	373,284.09		-	-	373,284.09	28,372.80	156,943.95	244,712.94	231,689.94	60.93%
Farmland	636,330.18		-	-	636,330.18	30,712.52	232,683.30	434,359.40	465,815.03	65.12%
Mining	1,562,018.90		-	-	1,562,018.90	100,980.00	215,787.40	1,447,211.50	1,358,871.42	87.02%
Residential	1,125,966.49	52,972.41	-	-	1,072,994.08	163,655.32	297,915.89	938,733.51	928,455.58	75.91%
Overpayments					-	-112,364.94	- 67,806.18	-44,558.76	-32,596.40	39.66%
Legal Costs			-	1,479.36	1,479.36	34,066.14	4,735.60	30,809.90	20,142.60	86.68%
Interest			-	2,196.01	2,196.01	74,347.87	2,832.90	73,710.98	56,322.26	96.30%
General Rates	3,697,599.66	52,972.41	-	3,675.37	3,648,302.62	319,769.71	843,092.86	3,124,979.47	3,028,700.43	78.75%
Domestic Waste	571,520.00	18,965.09	315.00	-	552,239.91	26,068.33	192,057.67	386,250.57	370,190.26	66.79%
Sewerage	642,420.00	20,278.13	330.00	-	621,811.87	42,857.67	213,551.53	451,118.01	458,138.77	67.87%
Cobar Water	617,750.00	21,678.13	240.00	-	595,831.87	23,343.92	236,734.97	382,440.82	386,331.55	61.77%
Nymagee Water	26,250.00	612.50	295.00	-	25,342.50	5,829.76	7,663.10	23,509.16	20,030.27	75.42%
Euabalong Water	41,495.00	1,050.00	-	-	40,445.00	8,321.50	15,123.54	33,642.96	32,401.96	68.99%
Euabalong West Water	25,720.00	525.00	-	-	25,195.00	4,905.32	9,454.60	20,645.72	17,475.50	68.59%
Mt Hope Water	6,800.00	87.50	-	-	6,712.50	249.72	3,446.21	3,516.01	2,640.00	50.50%
Water Access	718,015.00	23,953.13	535.00	-	693,526.87	42,650.22	272,422.42	463,754.67	458,879.28	62.99%
Water Usage	-		7,222.80	-	- 7,222.80	474,833.87	389,024.84	78,586.23	90,552.07	16.81%
TOTAL	5,629,554.66	116,168.76	8,402.80	3,675.37	5,508,658.47	906,179.80	1,910,149.32	4,504,688.95	4,406,460.81	70.22%

RECOMMENDATION**That the Rates Reconciliation Report as at the 31 August 2015 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
<i>Grants Applied for</i>					
EPA Environmental Education Grants	To undertake an education program on water quality and stormwater into the Newey involving the schools in Cobar.	\$48,000	EOI successful. Full application submitted.	Nil.	
National Stronger Regions Fund	Replacement of the Cobar Water Treatment Plant	\$7.5million	Pending.	Existing funds – Council and NSW Government – used as matching money.	To be awarded December 2015.
Building Reliance to Climate Change	Constructing three water bores along the Wool Track	\$79,900	Pending.	Nil required.	
National Stronger Regions Fund	Expansion and Upgrade of the Cobar Youth and Fitness Centre	\$310,775	Pending.	\$312,000 (matching grant funds and S94 grants used), CSA and Peak contributions pledged.	To be awarded December 2015.
Water Security for Regions Regional Water and Waste Water Backlog	Replacement of the Cobar Water Treatment Plant	\$7.5 million	Expression of Interest – Pending.	Existing funds – Council and NSW Government – used as matching money.	EOI's expected to be announced around October 2015.
Community Building Partnership Grant	Construction of a new steel shade structure in Drummond Park to replace existing shade sail	\$15,000	Pending.	Total Cost around \$55,000. Additional funds to come from Drummond Park capital upgrades budget.	Expected to be announced around December 2015.
Seniors Week Grant	To undertake activities during Seniors Week	\$1,000	Pending.	Matching to come from budget allocation.	
Youth Opportunities Grant	Various youth activities	\$14,650	Pending.	Nil.	

GRANT AND DEPARTMENT	ACTIVITY	AMOUNT APPLIED FOR	SUCCESSFUL?	COUNCIL FUNDING REQUIRED	COMMENT
<i>Grants Announced</i>					

Council assisted a number of groups with recent local grants programs such as the Clubs Grants and Police Charity Golf grants.

Current Grant Opportunities:

- Flagship funding for regional festivals – can apply for \$10,000, EOI now open. Due 6 September. Working with Cobar Arts Council on a project to bring Japanese drummers and choir to town (part of Morombilla Voices project).
- Country Arts Support Scheme (CASP) grants close 1 October – can apply for up to \$3,000 for arts projects – workshops and performances. Working with Cobar Arts Council on projects.
- Stronger Communities Program - \$150,000 for each federal electorate. Expect to meet with local member Mark Coulton in coming weeks regarding projects under this grant.

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 10 SEPTEMBER 2015

~ REFERENCE TO ATTACHMENTS ~

PART B - INFORMATION

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