

COBAR SHIRE COUNCIL



FINANCE & POLICY COMMITTEE MEETING AGENDA

THURSDAY 8 OCTOBER 2015

~ ORDER OF BUSINESS ~

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 – SERVICES TO O’NEILL ROAD & SUTHERLAND DRIVE

FILE: W1-2, W2-1, C13-7

AOP REFERENCE: 4.3.1, 4.3.2, 4.1.4, 5.1.2.1

ATTACHMENT: NO

AUTHOR: *Councillor, Peter Yench*

RECOMMENDATION

- 1. That an investigation into the cost and accessibility of a garbage service to O’Neill and Sutherland Drive be undertaken.**
- 2. That the unsealed road to O’Neill Road and Sutherland Drive be upgraded and sealed.**
- 3. That an investigation be undertaken into a water subsidy for the residents of O’Neill Road for the summer months similar to what we do for the Villages.**

Explanation

Council chooses to offer rural living and the residents of O’Neill Road and Sutherland Drive do not have any of the basic services provided to our other residents.

All the residents on O’Neill Road and Sutherland Drive are tax payers and they should be given these services.

**REPORT 1A – PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
TO THE MAYOR AND COUNCILLORS POLICY**

**FILE: C12-2, P5-4 AOP REFERENCE: 3.1.5.2 ATTACHMENT: YES
(PAGE 15-30)**

AUTHOR: *General Manager, Gary Woodman*

Purpose

The purpose of this Report is to provide Council with the information it requires to adopt the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

Background

Council resolved at the August 2015 Ordinary Council Meeting to place the draft Policy on public exhibition, and further, that the Council consider the draft Policy along with any submissions received following the expiration of the public exhibition period.

Issues

This Policy was placed on public exhibition on 2 September 2015 for 28 days, and submissions were invited from the general public. No submissions have been received and no amendments have been made to the attached draft Policy.

Legal Situation

The attached draft Policy complies with the requirements of the Local Government Act 1993 and it is required to be lodged with the Office of Local Government by 30 November 2015 after adoption by Council.

Policy Implications

Once adopted by Council, the attached Policy will replace the former existing Policy.

Financial Implications

Any financial implications have been considered in the preparation of the 2015/2016 Budget.

Options

Nil.

RECOMMENDATION

- 1. That the attached Payment and Expenses and Provision of Facilities to the Mayor and Councillors Policy be adopted by Council.**
- 2. That a copy of the adopted Policy be submitted to the Office of Local Government.**

REPORT 2A – ADOPTION OF REVISED DRAFT WORK HEALTH AND SAFETY POLICY

FILE: P5-37 AOP REFERENCE: 3.1.4.3 ATTACHMENT: YES (PAGE 31-34)

AUTHOR: *Michelle Maidens, Human Resources Manager*

Purpose

The purpose of this Report is to provide information in relation to the revised Work, Health and Safety Policy and to seek the adoption of this Policy.

Background

Following the introduction of the NSW Work Health and Safety Act 2011 and Work Health Safety Regulation 2011, Local Councils, including Cobar Shire Council developed appropriate policies and procedures relating to Work, Health and Safety. This Policy has been revised, renamed and simplified.

On Wednesday 9 September 2015, Council's Staff Consultative Committee recommended that Council adopt the new Cobar Shire Council Work, Health and Safety Policy.

On Wednesday 16 September 2015, Council's Work Health and Safety Committee recommended that Council adopt the new draft Cobar Shire Council Work, Health and Safety Policy.

Issues

This Policy will ensure Cobar Shire Council will provide a safe and healthy working environment for all employees in line with the relevant Work Health and Safety Legislative obligations.

Legal Situation

This Policy provides an appropriate framework for Council staff, contractors and volunteers to follow in order to comply with their Work, Health and Safety obligations.

Policy Implications

This Policy will be added to Council's Policy Register once adopted.

Financial Implications

To ensure Council staff adhere to Work, Health and Safety legislation and obligations, training will need to be undertaken on an on-going basis. Health and safety training is already provided to staff to equip them with the appropriate skills to undertake their day to day operations such as manual handling, working at heights and confined space training and dealing with asbestos materials.

Training costs are required to be covered by Council in accordance with the NSW Local Government (State) Award 2014.

RECOMMENDATION

That Council resolve to adopt the revised draft Cobar Shire Council Work, Health and Safety Policy.

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: *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 30 September 2015.

Background

Cobar Shire Council was successful in obtaining funding for three projects through the Restart NSW Resources for Regions Program provided by the NSW State Government.

Financial Implications

	Restart NSW Funding	Cobar Shire Council Funding	Expended as at 30 September 2015	Project Status
Airport Stabilisation and Lighting	\$2,500,000	\$20,000	\$2,470,712	<ul style="list-style-type: none">- Fencing Project completed. Final invoice to be paid.- Project now completed.- Final report and invoice to Restart NSW to be completed.
Water Treatment Plant	\$7,800,000	\$200,000	\$415,574	<ul style="list-style-type: none">- Power supply work continuing.- Algal testing being undertaken.- Continued work on the tender documents and concept design.
Sewerage Scheme Refurbishments Expansion and upgrade	\$2,100,000	\$100,000	\$63,431	<ul style="list-style-type: none">- Ward Oval pump station refurbishment about to go out for tender.- 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 Restart NSW Resources for Regions Program infrastructure projects.

**REPORT 2B – BANK RECONCILIATION, CASH FLOW & LOAN FACILITY
SUMMARIES AS AT 30 SEPTEMBER 2015**

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 facility.

Bank Reconciliation

Balance as per Bank Statement	-
Add: Outstanding deposits	2,134
Deduct: Unpresented Cheques	-

BALANCE AS PER CASH BOOK	2,134
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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 September 2015 and that the reconciliations have been recorded.

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

Month	Investment Balances	Operating Account	Total Available Funds
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
Sep-15	12,361,862	2,134	12,363,996

12 month average of cash held: \$10,302,532

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

Cash Flow

Forecast	Actual	Description	Forecast
Sep-15	Sep-15		Oct-15
8,402	47,273	Bank Balance Forward	2,134
510,000	-	Major Project Revenue	500,000
1,217,578		Financial Assistance Grant	
64,000		Roads to Recovery	
		Regional Roads Block Grant	
		RMS – Ordered Works	4,000
		RMS - Routine Works	150,000
13,750	13,750	RMS Agency	13,750
890,000	458,952	Rates /Water/User Charges	230,000
50,000		Private Works/Debtors	40,000
150,000	133,472	Non s67 Debtors	40,000
265,000	231,375	LBV – Residents Fees & Grant	250,000
117,000	132,405	Child Care/In Home Care	120,000
	1,485,261	Net Transfer from ‘At Call’ Account	1,726,381
25,000		Sundry	25,000
	28,160	Plant Sales	
10,000		GST	100,000
		<i>Less</i>	
(2,400,000)	(1,806,636)	Creditors	(2,400,000)
(690,000)	(699,313)	Wages & Salaries	(700,000)
(208,465)		Net Transfer to At Call Account	-
(22,265)	(22,265)	Loan Repayment	(22,265)
-	2,134	Closing Reconciled Bank Balance Cr/(Dr)	-

COUNCIL’S LOAN FACILITIES as at 30 SEPTEMBER 2015	
Working Capital Loan (4.100%)	(\$400,000)
Refinanced NECU Loan (6.22%)	(\$1,693,416)
Closing Balance	(\$2,093,416)

RECOMMENDATION

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

REPORT 3B – RATES RECONCILIATION REPORT AS AT 30 SEPTEMBER 2015

FILE: R2-1

AOP REFERENCE: 3.1.1.6

ATTACHMENT: YES (PAGE 35-36)

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

To provide Council details of the Rate Reconciliation as at 30 September 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	% Outstandi ng of Sub Total Plus Arrears
Business	373,284.09		-	-	373,284.09	28,372.80	189,942.65	211,714.24	197,640.93	52.71%
Farmland	636,330.18		-	-	636,330.18	30,712.52	292,685.27	374,357.43	405,248.49	56.12%
Mining	1,562,018.90		-	-	1,562,018.90	100,980.00	930,408.78	732,590.12	1,155,086.33	44.05%
Residential	1,125,966.49	53,959.91	-	320.50	1,072,327.08	163,655.32	421,395.17	814,587.23	784,028.91	65.91%
Overpayments					-	-112,364.94	- 70,101.44	-42,263.50	-37,390.53	37.61%
Legal Costs			-	3,074.16	3,074.16	34,066.14	5,225.11	31,915.19	20,135.27	85.93%
Interest			-	2,196.01	2,196.01	74,347.87	7,539.73	69,004.15	56,295.95	90.15%
General Rates	3,697,599.66	53,959.91	-	5,590.67	3,649,230.42	319,769.71	1,777,095.27	2,191,904.86	2,581,045.35	55.23%
Domestic Waste	571,520.00	19,315.09	745.00	100.00	551,559.91	26,068.33	247,054.32	330,573.92	308,367.24	57.23%
Sewerage	642,420.00	20,628.13	330.00	-	621,461.87	42,857.67	283,891.79	380,427.75	375,192.07	57.27%
Cobar Water	617,750.00	21,940.63	240.00	-	595,569.37	23,343.92	294,844.78	324,068.51	319,970.53	52.36%
Nymagee Water	26,250.00	612.50	295.00	-	25,342.50	5,829.76	11,722.02	19,450.24	17,418.28	62.40%
Euabalong Water	41,495.00	1,137.50	-	585.00	40,942.50	8,321.50	18,850.19	30,413.81	28,490.40	61.74%
Euab West Water	25,720.00	525.00	-	-	25,195.00	4,905.32	12,009.48	18,090.84	15,831.95	60.10%
Mt Hope Water	6,800.00	87.50	680.00	-	6,032.50	249.72	3,786.94	2,495.28	2,311.30	39.72%
Water Access	718,015.00	24,303.13	1,215.00	585.00	693,081.87	42,650.22	341,213.41	394,518.68	384,022.46	53.62%
Water Usage	258,824.87		7,488.00	-	251,336.87	474,833.87	468,935.10	257,235.64	301,256.73	35.42%
TOTAL	5,888,379.53	118,206.26	9,778.00	6,275.67	5,766,670.94	906,179.80	3,118,189.89	3,554,660.85	3,949,883.85	53.27%

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

THIS IS PAGE 10 OF THE GENERAL MANAGER'S REPORT SUBMITTED TO THE
FINANCE & POLICY COMMITTEE MEETING HELD ON THURSDAY 8 OCTOBER 2015

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
Grants Applied for					
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	\$7.5 million	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	\$15,000	Pending	Total Cost around \$55,000. Additional funds to come from	Expected to be announced around December

	existing shade sail			Drummond Park capital upgrades budget.	2015.
Seniors Week grant	To undertake activities during Seniors Week	\$1,000	Pending	Matching to come from budget allocation.	
Youth Opportunities Grant			Pending		
2015 Local Domestic Violence Committee Grant	To undertake the annual Reclaim the Night march.	\$1,000	Pending	Nil.	To be awarded October 2015.
Stronger Communities Progam	Medical Centre infrastructure improvements – expansion into vacant house, required works.	\$20,000	Pending	Total cost of \$40,000. Matching to come from budget allocation for grant contributions.	

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

Current Grant Opportunities

- Working with Cobar Arts Council on a project to bring Japanese drummers and choir to town (part of Morombilla Voices project) – Drumming Workshop was held in Drummond Park on 30 September 2015;
- Country Arts Support Scheme (CASP) Grants close 1 October 2015 – can apply for up to \$3,000 for arts projects – workshops and performances. Working with Cobar Arts Council on projects.

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 8 OCTOBER 2015

~ REFERENCE TO ATTACHMENTS ~

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