

COBAR SHIRE COUNCIL



FINANCE & POLICY COMMITTEE MEETING AGENDA

THURSDAY 10 JULY 2014

~ ORDER OF BUSINESS ~

Business for the meeting will be as follows:

1. Apologies
 2. Public Access Session – Mr Ian Settree
 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 – UNREGULATED FREE CAMPING IN THE COBAR SHIRE –
PUBLIC ACCESS SESSION – IAN SETTREE**

FILE: P1-1, C1-2 AOP REFERENCE: 2.2.3.1

ATTACHMENT: YES

(PAGE 15)

AUTHOR: *General Manager, Gary Woodman*

Purpose

The purpose of this report is to provide Council with information in relation to Unregulated Free Camping in the Cobar Shire through a presentation from Local Business Owner Ian Settree.

Background

Mr Ian Settree and his wife Margaret are local business owners and Mr Settree has written (request attached) to Council to request to present to Council on the 'Freedom of Camping within Cobar Shire' concerning the report that was presented to the Ordinary Council Meeting on Thursday, 26 June 2014.

It is expected that the presentation by Mr Settree will be for a period of 15 minutes with questions.

RECOMMENDATION

- 1. That the information in relation to Unregulated Free Camping in the Cobar Shire be received and noted.**
- 2. That Council thanks Mr Ian Settree for his time and presentation.**

REPORT 2A - RATE ABANDONMENTS 2013/2014

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 written off in 2013/2014.

Background

Various rates and charges which have been levied during 2013/2014 are required to be written-off due to amalgamated assessments, sale of land, pensioner rebates and other changes.

RECOMMENDATION

That Council write-off rates totalling \$126,263.48 for 2013/2014 as follows subject to Auditors approval:

Pension Rebates	\$117,082.50
Category/Service Changes	\$3,341.22
Combined Assessments	\$3,413.47
Sale of land for non-payment of rates	<u>\$2,426.29</u>
	\$126,263.48

**REPORT 3A – GENERAL MANAGER’S ANNUAL PERFORMANCE
APPRAISAL – PRESENTATION TO COUNCIL (FINANCE AND POLICY
COMMITTEE) AND FEEDBACK TO APPRAISAL REVIEW COMMITTEE**

FILE: C6-11, PERSONAL AOP REFERENCE: 3.1 ATTACHMENT: NO

AUTHOR: *General Manager, Gary Woodman*

Background

Councillors are aware that arrangements are in train for the conduct of the General Manager’s Annual Performance Appraisal by the Appraisal/Review Committee in the morning of Friday 11 July 2014.

As part of the process the General Manager will provide a presentation and/or report to Council through the Finance and Policy Committee and Councillors will be able to provide feedback to the Appraisal/Review Committee to further enable the Committee to complete the process the next morning.

The Appraisal/Review presentation and feedback session to the Committee is considered a personnel matter in accordance with the Local Government Act 1993 and accordingly should be considered by Council (Finance and Policy Committee) in the Committee of the Whole Closed Council with the press and public excluded.

In attendance will be a representative of Local Government NSW who will be responsible for facilitating the process including the Appraisal/ Review next morning.

RECOMMENDATION

That the 2013/2014 General Manager’s Annual Performance Appraisal/Review presentation to Council (Finance and Policy Committee) and feedback session to the Appraisal/Review Committee be considered in the Committee of the Whole Closed Council with the press and the public except the Appraisal/ Review Facilitation from Local Government NSW be excluded in accordance with Section 10A (2) (a) of the Local Government Act 1993 as the matter and information relates to personnel matters concerning particular individuals (not Councillors).

**REPORT 1B – BANK RECONCILIATION, CASH FLOW & LOAN FACILITY
SUMMARIES AS AT 30 JUNE 2014**

FILE: B2-7 AOP: 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 June 2014 \$ 118,297

Add: Outstanding deposits \$ 0

Deduct: Unpresented Cheques (\$ 39,698)

BALANCE AS PER CASH BOOK 30 June 2014	\$ 78,599
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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 June 2014 and that the reconciliations have been recorded.



Manager Finance & Administration

**Summary of Total Funds Available at Month End,
30 June 2014**

Month	Investment Balances	Operating Account	Total Available Funds
Jul-13	6,762,636	487,501	7,250,137
Aug-13	6,958,021	880,066	7,838,087
Sep-13	6,407,476	125,737	6,533,213
Oct 13	6,066,108	351,008	6,417,116
Nov 13	6,291,092	288,661	6,579,753
Dec 13	6,145,504	68,771	6,214,275
Jan 14	5,891,331	48,275	5,939,606
Feb 14	6,992,546	277,181	7,269,727
Mar 14	6,256,687	246,954	6,503,641
Apr 14	5,774,883	190,801	5,965,684
May 14	6,912,388	290,951	7,203,339
Jun 14	6,333,238	78,599	6,411,837

Cash Flow

Forecast	Actual	Description	Forecast
Jun-14	Jun-14		Jul-14
290,951	290,951	Bank Balance Forward	78,599
		Regional Roads	550,000
		Resources for Regions	780,000
37,440	195,454	RMS – Ordered Works	400,000
	24,219	RMS Agency	12,000
45,000	101,583	RMS – Routine Maintenance	250,000
550,000	663,187	Rates /Water/User Charges	1,300,000
50,000	221,597	Private Works/Debtors	50,000
210,000	210,842	LBV – Residents Fees & Grant	210,000
100,000	110,353	Child Care/In Home Care	100,000
826,250	1,000,000	Transfer from ‘At Call’ Account	500,000
10,000	9,800	GST	25,000
25,509	22,063	Sundry	25,000
20,000	35,248	Plant Sales	25,000
		<i>Less</i>	
(1,000,000)	(715,670)	Creditors	(1,200,000)
(650,000)	(624,882)	Wages / Salaries	(650,000)
(2,642,150)	(1,443,881)	Transfer to ‘At Call’ Account <i>(Net transfer is close)</i>	(2,383,299)
(23,000)	(22,265)	Loan Repayment	(22,300)
50,000	78,599	Closing Reconciled Bank Balance Cr/(Dr)	50,000
COUNCIL’S LOAN FACILITIES as at 30 June 2014			
Working Capital Loan (4.725%)			(\$ 600,000)
Refinanced NECU Loan (6.22%)			(\$ 1,900,180)
Closing Balance 30 June 2014			(\$2,500,180)

RECOMMENDATION

That Council receive and note the Bank Reconciliation, Cash Flow and Loan Facility Report as at 30 June 2014.

REPORT 2B – INVESTMENT REPORT AS AT 30 JUNE 2014**FILE: B2-7****AOP REFERENCE: 3.1.1.7****ATTACHMENT: NO****AUTHOR: *Manager Finance & Administration, Neil Mitchell*****Purpose**

Council has requested that appropriate financial information be presented to each meeting of Council. The table below shows the balances of Council's Investments as at the report date. Funds available throughout the month for short-term investment were transferred to a NAB Sweep Account because the interest rate remains competitive. Net funds received from Sale of Council property continue to be preserved to assist in covering "Employee Leave Entitlements". Loan proceeds from the National Australia Bank on 29 June 2012 were transferred to a NAB term deposit. This term deposit, attracts 3.65% interest, will mature on 6 November 2014. Another term deposit of \$3m was opened on 16 December 2013. When this term deposit matured in June, \$2m was reinvested and attracts an interest rate of 3.65% and will mature on 16 December 2014. This deposit was opened to increase Council's interest income due to interest from the Sweep Account being lower than the forward estimates. Included in the table below is the accrued interest attributable to 30 June 2014. Another term deposit will be opened soon in order to spread the maturity dates. In accordance with the Regulations this report will be in future provided directly to an Ordinary Council Meeting.

Date	Opening Balance	Transfers to Investments	Transfers from Investment	Interest earned – Investments- Month	Closing Balance
	26.04.2014				30.05.2014
NAB Sweep Acct	\$ 2,674,486	\$ 1,443,881	(\$ 1,000,000)	\$ 12,150	\$ 3,140,517
NAB Sweep Acct ELE	\$ 184,103				\$ 184,103
NAB Term Deposits					
3.65% Interest	\$ 1,002,586			\$ 3,232	\$ 1,005,818
3.65% Interest	\$ 3,051,213		(\$ 1,056,228)	\$ 7,815	\$ 2,002,800
Totals	\$ 6,912,388	\$ \$1,443,881	(\$ 2,056,228)	\$ 23,197	\$ 6,333,238

I hereby certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, and Clause 212 of the Local Government (General) Regulation 2005 and the Council's investment policy.



Manager Finance & Administration

RECOMMENDATION

That Council receive and note the Investment Report as at 30 June 2014.

REPORT 3B – RATES RECONCILIATION REPORT AS AT 30 JUNE 2014**FILE: R2-1****AOP REFERENCE: 3.1.1.6****ATTACHMENT: YES (PAGE 16-17)****AUTHOR: Rates Officer, Jo-Louise Brown****Purpose**

To provide Council details of the Rate Reconciliation as at 30 June 2014.

FUND	LEVY 2013-2014	Pensioner Rebates	Abandoned Levy	Additional Levies	Sub Total 2013- 2014	Arrears 30th Jun 13	Payments	Total Outstanding	Total Outstanding Previous Year	% Outstanding of Sub Total Plus Arrears
Business	349,572.86	328.93	192.00	318.00	349,369.93	19,111.15	346,943.50	21,537.58	19,111.15	5.84%
Farmland	606,290.59	2,625.00	301.00	729.45	604,094.04	25,447.15	587,789.49	41,751.70	25,447.15	6.63%
Mining	1,342,103.85	-	-	144,150.00	1,486,253.85	0.00	1,356,488.30	*129,765.55	0.00	8.73%
Residential	1,078,701.04	50,641.93	3,449.61	492.00	1,025,101.50	124,727.96	991,775.01	158,054.45	124,727.96	13.75%
Overpayments	-	-	-	-	-	-121,599.18	- 25,850.78	-95,748.40	-121,599.18	78.74%
Legal Costs	-	-	-	10,722.44	10,722.44	22,376.90	13,256.71	19,842.63	22,376.90	59.95%
Interest	-	-	813.98	24,217.10	23,403.12	47,185.88	12,364.57	58,224.43	47,185.88	82.48%
General Rates	3,376,668.34	53,595.86	4,756.59	180,628.99	3,498,944.88	117,249.86	3,282,766.80	333,427.94	117,249.86	9.22%
Domestic Waste	519,220.00	18,774.14	1,129.59	818.45	500,134.72	19,429.90	494,693.60	24,871.02	19,429.90	4.79%
Sewerage	657,310.00	20,387.50	620.00	14,574.69	650,877.19	21,661.84	638,877.93	33,661.10	21,661.84	5.01%
Cobar Water	577,754.00	21,787.50	227.00	2,043.00	557,782.50	21,203.32	556,358.03	22,627.79	21,203.32	3.91%
Nymagee Water	24,220.00	612.50	329.97	-	23,277.53	4,315.39	22,389.37	5,203.55	4,315.39	18.86%
Euabalong Water	36,115.00	1,312.50	1,562.83	-	33,239.67	7,383.17	31,670.97	8,951.87	7,383.17	22.04%
Euab West Water	22,780.00	612.50	555.00	-	21,612.50	4,102.76	21,181.07	4,534.19	4,102.76	17.63%
Mt Hope Water	4,585.00	-	-	-	4,585.00	308.26	4,893.26	0.00	308.26	0.00%
Water Access	665,454.00	24,325.00	2,674.80	2,043.00	640,497.20	37,312.90	636,492.70	41,317.40	37,312.90	6.10%
Water Usage	2,175,048.28		-	-	2,175,048.28	461,357.26	2,199,644.65	436,760.89	461,357.26	16.57%
TOTAL	7,393,700.62	117,082.50	9,180.98	198,065.13	7,465,502.27	657,011.76	7,252,475.68	870,038.35	657,011.76	10.71%

*Councillors wishing to know further details should be move to go into Committee of the Whole Closed Council.

RECOMMENDATION**That the Rates Reconciliation Report as at the 30 June 2014 be received and noted.**

THIS IS PAGE 10 OF THE GENERAL MANAGER'S REPORT SUBMITTED TO THE
FINANCE & POLICY COMMITTEE MEETING HELD ON THURSDAY 10 JULY 2014

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					
NSW Sport and Recreation	Installation of disability toilet and wheelchair storage at Youthie (for wheelchair basketball).	\$24,133	Pending	Matching funding required. To be sourced from S94 funds.	April 2016.

Grant and Department	Activity	Amount Applied For	Successful?	Council Funding Required	Comment
Grants Announced					
Country Arts Support Fund	Ghost tour during Festival of the Miners Ghost with actors from Cobar Theatrical Society.	\$3,000	Unsuccessful	Nil – project administration is provided as in-kind.	December 2014.
Country Arts Support Fund	Watercolour and drawing workshops – 1 day each through Cobar Arts Council	\$825	Successful	Nil – project administration is provided as in-kind.	December 2014

Current Grant Opportunities –

Currently putting together a Community Building Partnerships grant for works to preserve the Cobar Youth and Fitness Centre building. This will include roof drainage and associated works to stop water entering the building.

Resources for Regions – an Update

NSW Public Works almost completed a report for Council analysing the four available sites for the WTP and the process type required. This follows water testing analysis and a site visit they undertook in June. At the time of writing, Council has not yet received the forward payment promised in the 2013/2014 year. This could have significant ramifications for the 2013/2014 budget as there was a \$780,000 payment expected. However, there have been no payments made to the project to date and the capital injection will be transferred to this financial year if the payment is late restricted cash.

Council is still awaiting Treasury to sign and return the other funding agreements.

The Project Manager is expected to commence on 21 July 2014. A further 1.5 FTE internal staff have been transferred to the project team and will commence as needed.

The Cobar Water Board last month approved the use of NSW Public Works to provide contract administration and technical support to the pipeline replacement project.

Skatepark Project – an Update

A draft design has still not been received to date. It is expected very soon and will be put out for public comment.

RECOMMENDATION

That the information contained in the grant funding report detailing grants applied for, grants announced and grants available, as well as the updates on Council's grant capital projects, be received and noted.

ATTACHMENTS



FINANCE & POLICY COMMITTEE MEETING AGENDA

THURSDAY 10 JULY 2014

~ REFERENCE TO ATTACHMENTS ~

PART A – ACTION

Report 1A – Unregulated Free Camping in the Cobar Shire – Public Access Session – Ian
Settree15

PART B – INFORMATION

Report 3B – Rates Reconciliation to 30 June 2014.....16-17