



MOREE PLAINS SHIRE COUNCIL

21 NOVEMBER 2019

**FINANCE AND GOVERNANCE
COMMITTEE MEETING**

PUBLIC BUSINESS PAPER

Monday, 18 November 2019

- | | | |
|-----|--|---|
| TO: | <ul style="list-style-type: none"> • Councillors • General Manager | <ul style="list-style-type: none"> • Director – Corporate Services • Director – Planning and Community Development • Director – Engineering Services • Manager – Executive Projects |
|-----|--|---|

Notice is hereby given that the **Finance and Governance Committee Meeting** will be held in the Council Chamber, the Max Centre, 30 Heber Street, Moree, on **Thursday, 21 November 2019** commencing at **2pm**.

Please note that all Council meetings are recorded.

Yours sincerely

Mitchell Johnson
DIRECTOR OF CORPORATE SERVICES

Agenda

1. Open Meeting
2. Apologies
3. Confirmation of Minutes
4. Leave of Absence requests
5. Declarations of Interest
6. Presentation (Insurance Update – JLT / Statewide Mutual)
7. Reports
 - a. Returns of Interest
 - b. Council's Hardship Policy
 - c. Operational Plan and Budget 2019-2020 – Report on Progress – Quarter 1 1 July 2019 to 30 September 2019
8. Standing agenda item: New Questions on Notice
9. Standing agenda item: Strategic Planning Proposals and Current Project Updates
10. Standing agenda item: Overseas Trade and Investment
11. Responses to Previous Questions on Notice
12. Closed Committee/Confidential
13. Close Meeting

Finance and Governance Committee

Meeting

Public Business Paper

21 November 2019

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Report Title	1 Returns of Interest
Report by	Executive
Contact	Lester Rodgers, General Manager, Alice Colbran, Governance Project Officer
Attachments	No attachment
File	FILE 15/656

RECOMMENDATION

That the Finance and Governance Committee receive the update for information.

REPORT

ALIGNMENT WITH MOREE PLAINS 2027 – YOUR SHIRE. THE PLAN. OUR FUTURE

- An Inclusive, Caring Community**
Not applicable
- Sustainable Spaces and Places**
Not applicable
- A Vibrant Regional Economy**
Not applicable
- A Leading Organisation**
L1.7 Be accountable and transparent in our affairs, operate with integrity, improve our responsiveness and pursue innovative solutions for organisational improvement

BACKGROUND AND KEY ISSUES

Under the Model Code of Conduct, designated persons are required to disclose their personal interests in writing in a format set out in schedule two of the Council's Code of Conduct. Under these obligations, designated persons are required to disclose:

- Interests in real property
- Gifts
- Contributions to travel
- Interests and positions in corporations
- Whether you are a property developer or a close associate of a property developer
- Positions in trade unions and professional or business associations
- Dispositions of real property
- Sources of income
- Debts

Concern has been raised about the personal information contained within these returns and the fact that these are public documents. Disclosure of information contained within the written returns is important as it provides a strong public accountability measure. However the requirement to make these documents public, needs to be balanced against the public interest and protecting the privacy of those required to submit them.

To this end, a presentation will be provided at the Finance and Governance Meeting on the legislative requirements that govern returns of interest and Council's application of these.

FINANCIAL IMPACT TO COUNCIL

No financial implications have been identified.

STATUTORY AND POLICY IMPLICATIONS

Councils have obligations in relation to returns of interest in the Model Code of Conduct, the *Government Information (Public Access) Act 2009* and the *Privacy and Personal Information Protection Act 1998*.

RISK IMPLICATIONS

There are very clear obligations on the Council in relation to providing public access to the personal interests of designated persons and failure to adhere to these obligations would place Council in breach of legislation. There would also be reputational damage to Council as the disclosure of information of the personal interests of people with significant decision-making capacity within the organisation promotes open and transparent operations.

ASSET MANAGEMENT IMPLICATIONS

No asset management implications have been identified.

PREVIOUS COUNCIL DECISIONS

This is the first time this matter has come before Council.

ATTACHMENTS

There are no attachments.

Report Title	2 Hardship Policy
Report by	Corporate Services
Contact	Andrew Probert, Manager of Financial Services
Attachments	One (1) attachment; refer to Attachments section
File	FILE 13/665

RECOMMENDATION

- 1 That the draft Hardship Policy be placed on public display for a period of 28 days for public comment.**
 - 2 That Council adopt the policy if there are no submissions from the public after the conclusion of the public display period.**
-

REPORT

ALIGNMENT WITH MOREE PLAINS 2027 – YOUR SHIRE. THE PLAN. OUR FUTURE

- An Inclusive, Caring Community**
Not applicable
- Sustainable Spaces and Places**
Not applicable
- A Vibrant Regional Economy**
Not applicable
- A Leading Organisation**
L1.7 Be accountable and transparent in our affairs, operate with integrity, improve our responsiveness and pursue innovative solutions for organisational improvement

BACKGROUND AND KEY ISSUES

Following a request from several councillors, council staff have reviewed the current Hardship Policy in line with the Office of Local Government's Debt Management and Hardship Guidelines.

The Hardship Policy and hardship due to the on-going drought were discussed at the committee meeting of the 4th October 2019 in which staff were to bring back the updated policy.

It was also recommended at that meeting to request the State and Federal Government's offer greater financial support to Councils for land rate commitment obligations from land owners incurring hardship circumstances.

An additional report was presented to Council on 14th November outlining a proposed Drought Relief Policy. The draft Drought Policy is to be prepared for public exhibition and review and will include Rates Relief or Rate Deferral options.

FINANCIAL IMPACT TO COUNCIL

Council's aim to promote good financial management principles through consistent debt management and hardship policies and procedure. This helps to minimise the risk of additional hardship to ratepayers and includes flexible payment options and clear communication with the community to minimise costs.

STATUTORY AND POLICY IMPLICATIONS

The Hardship Policy has been prepared in accordance of the following sections of the *Local Government Act 1993*: Section 546 – How is a rate of charge levied, Section 562 – Payment of rates and annual charges, Section 564 – Agreement as to the periodical payment of rates and charges, Section 566 – Accrual of interest on overdue rates and charges, Section 567 - Writing off of accrued interest and Section 570 - Transfer of land in payment of rates or charges.

RISK IMPLICATIONS

Without an adequate Hardship Policy Council may risk damage to reputation and costs associated with unnecessary legal processing.

ASSET MANAGEMENT IMPLICATIONS

No asset management implications have been identified.

PREVIOUS COUNCIL DECISIONS

The last Hardship Policy was adopted by Council on 5 March 2009 but were internally reviewed in 2011 and 2016.

ATTACHMENTS

Attachment 1 Draft Hardship Policy

Report 2 Hardship Policy

Attachment 1 Draft Hardship Policy

1.0 INTRODUCTION

- 1.1 Council recognises there are cases of genuine financial hardship requiring respect and compassion in special circumstances. This policy establishes guidelines for the assessment of hardship applications applying the principles of social justice, fairness, integrity, appropriate confidentiality, and compliance with relevant statutory requirements.

2.0 PURPOSE

- 2.1 To establish guidelines for the Council staff when dealing with ratepayers/customer, suffering genuine financial hardship, with the payment of their ordinary rates, annual charges and fees.
- 2.2 To fulfil the statutory requirements of the *Local Government Act, 1993* with respect to the ability to grant provision and give special consideration to ratepayers subject to financial hardship.

3.0 SCOPE

- 3.1 The Finance Manager has the delegated authority to approve assessed applications due to hardship, this includes waiving, deferment and alternative payment arrangements, after receiving a written request, in accordance with Council's adopted policy.

4.0 DEFINITIONS

- 4.1 "Hardship" is when a ratepayer or customer is willing but unable to meet their contractual debt obligations because of unexpected events or unforeseen changes that impacts cashflow.
- 4.2 "Ratepayer" the person liable for payment of the rates and charges due and payable on the property for which the hardship is claimed.

5.0 POLICY STATEMENT

5.1 Responsibilities

- 5.1.1 Corporate Services is responsible for implementing this policy.
- 5.1.2 Managers and Supervisors are responsible for ensuring staff are meeting policy standards.
- 5.1.3 The Executive Department is responsible for ensuring this policy is readily available to community members and staff on request and for ensuring that policy is adhered to in a consistent manner.

5.2 Eligibility

- 5.2.1 A ratepayer may be eligible for consideration for hardship assistance in the payment of overdue rates, annual charges, interest, and fees, where:
- The person is unable to pay rates or accrued interest when due and payable for reasons beyond the person's control; or
 - Payment when due would cause the person hardship.
- 5.2.2 The Act provides for the following assistance to ratepayers and customers who may experience hardship in some circumstances in paying rates, annual charges and fees:
- Periodical payment arrangements for overdue rates and charges (section 564);
 - Writing off or reducing interest accrued on rates or charges (section 564 & 567);
 - Waiving, reducing or deferring the payment of the increase in the amount of rate payable because of hardship resulting from general revaluation of land in the Local Government Area (section 601);
 - Waiving, or reducing rates, charges and interest of eligible pensioners (section 575, 582);
 - Waiving or reducing Council fees when the inability to pay is due to hardship (section 610E).
- 5.2.3 Council will consider applications for assistance in accordance with the following principles:
- Council will individually assess cases of financial hardship;
 - Council will not reduce rates or annual charges, but will consider alternate available methods to dealing with cases of financial hardship;
 - Council will consider a scheme of periodical payments outside the due dates in cases of hardship or extenuating circumstance.
 - The applicant must be the owner/spouse or part owner of the property and be liable for the payment of rates on the property.
 - The property to which the hardship application applies must be the principal place of residence of the applicant/s.
- 5.2.4 The application for hardship must be accompanied with supporting documentation which may include but is not limited to:
- Council's Hardship Application Form;
 - Reasons why the person was unable to pay the rates and charges when they became due and payable;
 - Copy of recent bank statements for all accounts;
 - Details of income and expenditure;
 - Letter from a recognised financial counsellor or financial planner confirming financial hardship;
 - Letter from a medical professional confirming medical conditions causing hardship.

Council may request the applicant attend an interview to assist Council in the understanding of the issues causing hardship.

5.3 Concession Assistance

5.3.1 Payment Plan

Council may enter into a formal agreement with a ratepayer for a periodical payment plan, including rates, charges and other sundry charges. Council or the ratepayer may instigate a request for a payment arrangement. In accordance with section 568 of the Act, payments will be applied towards the oldest outstanding debts.

The following guidelines should be taken into account when entering into an arrangement:

- Payments must be made on a weekly, fortnightly or monthly basis;
- Payments should be structured to cover the outstanding amount to ensure the arrears are paid in full in the maximum term of 12 months from the date of approved application.
- If extenuating circumstances prevent either of the two conditions above from being met the Finance Manager may extend the terms.

5.3.2 Assistance by writing off accrued interest and/or costs

Council applies interest rates under section 566 of the Act. However, Council may write off accrued interest and costs on rates or charges payable by a person under section 567 of the Act and the Local Government (General) Regulation 2005 where:

- The person was unable to pay the rates or charges when they become due for reasons beyond the person's control, or
- The person is unable to pay accrued interest for reasons beyond the person's control, or
- Payment of the accrued interest would cause the person hardship.

The following circumstances may be considered when determining if interest and costs be written off:

- The ratepayer is experiencing genuine hardship. In such cases, Council may request the completion of a hardship application;
- The ratepayer is a “first-time” defaulter, has previously had a good payment record and there are mitigating circumstances;
- Prolonged or serious illness has prevented the ratepayer meeting their financial obligations to Council;
- The ratepayer has complied with all criteria with respect to a section 564 periodic payment agreement;
- Council is satisfied that the circumstances giving rise to the default are temporary.

Council will only write off future interest and costs from the approved application date, any interest and costs accrued prior to the approved application date will not be written off.

5.4 Concession Withdrawal

5.4.1 The Financial Hardship Concession may be withdrawn for any of the following reasons:

- The ratepayer no longer owns the land;
- The ratepayer advises Council that hardship no longer applies;
- Defaulting on payment arrangement if an arrangement has been entered into;
- Death of the ratepayer.

The Finance Manager reserves the right to withdraw any Financial Hardship Concession. Written notification of the withdrawal sent within 7 days of the decision.

6.0 DELEGATION

- 6.1 The General Manager is authorised, pursuant to Section 377 of the *Local Government Act 1993*, to allow a matter that does not conform with a policy to proceed if the General Manager is of the opinion that the variation from the Policy is of a minor nature.

7.0 REFERENCES

- 7.1 *Local Government Act 1993*
- 7.2 Local Government (General) Regulations 2005 (NSW)
- 7.3 Privacy and Personal Information Protection Act 1998
- 7.4 Office of Local Government – Debt Management and Hardship Guidelines – Nov 2018

8.0 DISPUTE PROCEDURE

- 8.1 In the event of a dispute over any aspect of this policy, immediate action will be taken by the Director of the Department who was responsible for developing the policy through effective and constructive consultation between the parties concerned. If a resolution cannot be reached, the General Manager will have the final say on the matter.

9.0 ATTACHMENTS

- 9.1 Hardship Procedures
- 9.2 Hardship Application form

10.0 REVIEW

- 10.1 Council will review existing policies if at any time it is apparent that the circumstances which gave rise to the policy have changed substantially.
- 10.2 Council will consider existing policies on a progressive basis, however, each policy is to be reviewed within four years of the date of adoption.

HISTORY

Original Policy Hardship Policy

Policy drafted by: Finance

Policy reviewed and amendments made by:

On:

Policy reviewed and amendments made by: Manex

On: (Date)

Adopted by Council on:

Resolution No:

This policy works in conjunction with these policies: Debt Recovery Policy
Water Restrictor Policy
Non Recoverable Debt Policy
Drought Relief Policy

This policy supersedes the following policies: Hardship Policy 2009

Classification of policy Internal

Issue Date:

Review Date:

SIGNED BY THE GENERAL MANAGER OF MOREE PLAINS SHIRE COUNCIL,
WHOSE SIGNATURE APPEARS BELOW.

.....
LESTER RODGERS

.....
DATE

The following operational procedure relates to all Council debtors (eg, general rates, water and sewer charges, private works and sundry):

STEP 1 – APPLICATION FOR FINANCIAL HARDSHIP

To apply for the financial hardship, the ratepayer/customer must submit a signed and dated Hardship Rate Relief Application Form (available on Council's website) in writing to Council stating the nature of the hardship and the estimated time that the hardship will be experienced.

STEP 2 – OBTAIN SUPPORTING DOCUMENTATION

Evidence confirming the ratepayer/customer hardship status must accompany the application and may include the following documentation (if applicable);

- (a) Evidence in writing from a recognised financial counsellor/healthcare provider;
- (b) Centrelink Income Statement (current 12 monthly);
- (c) Bank statements for all accounts (current 12 monthly);
- (d) Tax return assessments (2 most recent);

Council may request additional information to confirm the ratepayer/customer hardship status if deemed necessary such as evidence in writing from third parties such as the rate payer/customer, bank or accountant.

STEP 3 – ASSESS APPLICATION

Once the ratepayer/customer has submitted the application, the Rates/Debt Collection Officer, or other nominated Council representative, will make a recommendation to the Finance Manager.

STEP 4 – APPLICATION APPROVAL

Once hardship is approved, the applicable interest rate as set in the current years Fees and Charges will be reduced to 0% on overdue amounts for an agreed period of time (up to 12 months). Revenue staff will change the interest rate being charged on the appropriate account ie rates, water and/or debtor module, and make note in the arrangement screen for when interest is to revert to the advertised rate.

STEP 5 – CONTINUING HARDSHIP

If the ratepayer/debtor continues to experience hardship past the period approved by the Finance Manager, a new application must be made by the ratepayer. In such circumstances evidence provided with the initial application may be used to confirm the ratepayer's hardship status, however, Council may request additional information to confirm the ratepayer's hardship status if deemed necessary.

Procedures reviewed and amendments made
by:

Finance

On:

Adopted by Council on:

Resolution No:

This procedures work in conjunction with these
policies:

Debt Recovery Policy

Water Restrictor Policy

Non Recoverable Debt Policy

Drought Relief Policy

These procedures supersede the following
procedures:

Hardship Policy 2009

Classification of policy

Internal

Issue Date:

Review Date:

SIGNED BY THE GENERAL MANAGER OF MOREE PLAINS SHIRE COUNCIL,
WHOSE SIGNATURE APPEARS BELOW.

.....
LESTER RODGERS

.....
DATE



Hardship Rate Relief Application Form

Approved by the Director General of the Department of Local Government, in accordance with clause 135 of the Local Government (General) Regulation 2005 under the *Local Government Act 1993*.

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OFFICE USE ONLY

Receipt No _____

Amount \$ _____

Date _____

Received by _____

BLN No: 51.0700.0403

Trim Ref: FILE13/508

APPLICATION FOR HARDSHIP RATE RELIEF FOR THE WHOLE OR PART OF THE YEAR COMMENCING 1 JULY 20_____

*Please answer all questions relevant to you, using block letters and ticking appropriate boxes

Assessment No. _____

I, _____
of _____

Telephone No. _____ apply for a concession on the basis of financial hardship.

Property Description (Lot/Plan) _____

↑ (Office use only)

1. Do you receive any pensions or benefits? Yes No
If yes, please provide type of pension and amount received per fortnight.
Pension _____ Amount _____

2. Do you have a current Pensioner Concession Card issued by the Commonwealth Government?
 Yes No
PCC No. _____ Date of Grant: _____

3. Have you claimed a pensioner concession on any other property this year?
 Yes No
If yes, state the address of the other property _____

4. Is this property your sole or principal place of living? Yes No
The property for which I am claiming has been my sole/principal place of living since _____

Further Information
Moree Plains Shire Council
Level 2, 30 Heber Street
PO Box 420
MOREE NSW 2400
Tel: 02 6757 3222
Fax: 02 6752 3934

5. I am liable for the payment of rates and charges on this property, together with others as listed below (If no other owners, write "SOLE OWNER") _____

Please provide details of all "other" persons indicated in Question 5 (ALL OWNERS other than the applicant should be listed, including your spouse).

Name: _____

PCC Holder: Yes No

Pension No. _____

Date of Grant: / /

Relationship to me (eg father, spouse, co-owner etc) _____

Resident of Property: Yes No

% of Ownership: _____

Name: _____

PCC Holder: Yes No

Pension No. _____

Date of Grant: / /

Relationship to me (eg father, spouse, co-owner etc) _____

Resident of Property: Yes No

% of Ownership: _____

Evidence of joint ownership is attached/has been provided to Council previously (circle whichever is applicable).

6. Is the property owned as shares in a company title?

Yes No

If you do not own or rent the property, please explain why you are liable to pay the rates



7. Are there people living at the property other than those listed at Question 5?

Yes No

8. Please indicate who these people are?

Self

Yes

No

Spouse

Yes

No

Children

Yes

No

Children's ages

Boarders

Yes

No

Relatives

Yes

No

Other (please specify)

Yes

No

9. Do you own (either fully or partially) any other land or buildings?

Yes

No

If yes, list addresses:

10. How many children do you support?

Ages of children:

11. What is the case of financial hardship? _____

12. How long have you been experiencing hardship? Please state gross weekly amount received in dollars and cents from the following sources of income.

Pensions & benefits \$ _____

Compensation, superannuation \$ _____
insurance or retirement benefit

Spouse's income \$ _____

Income of other residents of the \$ _____
property

Casual/part-time employment \$ _____

Family allowance \$ _____

Interest from banks/credit
unions/ building societies \$ _____



13. Please provide name and current balance of all bank, credit union or building society accounts held by you.

14. Please state details of fortnightly outgoings.

Outgoing	Owed to	Amount
Rent/Home Loan		\$
Other Mortgages		\$
Personal loans/hire purchase		\$
Health costs		\$
Council rates/charges		\$

Please attach a separate page with any other relevant information you feel may assist your application.

I hereby declare that the information provided is true and correct. If you make a false statement in an application you may be guilty of an offence and fined up to \$2,200.

Signature:  Date: 



IMPORTANT NOTICE

CUSTOMER CONSENT

For the sole purpose of authorising the Council to confirm with Centrelink whether or not the detail I have provided to the Council matches Centrelink or other Commonwealth portfolio department or agency records in relation to the current status of my Commonwealth Benefit.

I, [REDACTED] (full name) authorise the council to confirm with Centrelink the following details:

- Pension Number
- Name
- Address
- Postcode; and
- That I am a valid concessional card holder.

I agree that, unless I revoke my consent, this Customer Consent record is a permanent consent, and may be relied on by the Council until such time as I revoke it.

I may revoke this Customer Consent record at any time by giving the Council written notice that my consent is revoked. I understand if I revoke this consent, I may not be eligible for the concession given by the Council.

I acknowledge I have read and understood this Customer Consent record.

Signature: [REDACTED] Date: [REDACTED]



PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

Compliance with Section 10

The information contained in this application form and any information requested for the purpose of assessing eligibility for a pensioner concession is required under the Local Government Act 1993 and the Local Government (General) Regulation 2005.

This information is required before your application for a pensioner concession can be processed. The information is private and confidential and council must not disclose the information to any person or body if it is not directly related to the purpose for which the information was collected.

If you have a complaint about the use of your personal information, contact Council's Public Officer. The information contained or referred to in this application form may be corrected and updated by you, by contacting the Council.

PURPOSE OF THIS FORM

This form is to be completed by ratepayers wishing to receive a concession on Council rates.

Eligible ratepayers are entitled to receive up to:

- \$250 on ordinary rates and charges for domestic waste management services
- \$87.50 off their annual water rates and charges
- \$87.50 off their annual sewerage rates and charges

Generally, the concessions are available to eligible pensioners, however, concessions may be granted to ratepayers suffering financial hardship in certain circumstances.

The information provided by completing this form will enable Council to determine eligibility to receive a concession and the level of concession the ratepayer is entitled to.





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Lodgement Details

You can lodge the completed application by:

Mail: PO Box 420, Moree NSW 2400

In Person: Level 2, 30 Heber Street Moree NSW 2400

Email: council@mpsc.nsw.gov.au

Fax: 02 6752 3934

What Now: After your application has been receipted it will be processed within 7 working days.
For further information regarding your application please contact us by:

Telephone: 02 6757 3222

Further Information
Moree Plains Shire Council
Level 2, 30 Heber Street
PO Box 420
MOREE NSW 2400
Tel: 02 6757 3222
Fax: 02 6752 3934

Report Title	3 Operational Plan and Budget 2019-2020 – Report on Progress – Quarter 1 – 1 July 2019 to 30 September 2019
Report by	Executive
Contact	Lester Rodgers, General Manager Andrew Probert, Finance Manager Libby Carter, Integrated Planning and Reporting Manager
Attachments	One (1) attachment; refer to Attachments section
File	FILE 19/339

RECOMMENDATION

- 1. That the first quarter report on progress in implementing Moree Plains Shire Council's Delivery Program 2017-2021 and Operational Plan 2019-2020 be received for information.**
- 2. That the Quarterly Budget Review Statement for the period ending 30 September 2019 be received for information.**
- 3. Variations, as detailed in attachment, be adopted.**

REPORT

ALIGNMENT WITH MOREE PLAINS 2027 – YOUR SHIRE. THE PLAN. OUR FUTURE

- An Inclusive, Caring Community**
Not applicable
- Sustainable Spaces and Places**
Not applicable
- A Vibrant Regional Economy**
Not applicable
- A Leading Organisation**
L2.4 Plan what we do and do what we plan – Council acts in a coordinated manner to implement this Plan, its Delivery Program, Annual Operational Plans and Budgets and report upon it in a timely manner

BACKGROUND AND KEY ISSUES

Moree Plains Shire Council is committed to reporting on a quarterly basis in relation to its progress in delivering the Operational Plan and Budget.

This report details the Council's progress in relation to Moree Plains Shire Council's Delivery Program 2017-2021 and Operational Plan 2019-2020 (**Quarterly Progress Report**) and the Quarterly Budget Review Statement (**QBRs**) for Quarter 1 of the 2019-2020 financial year.

Full details of performance are set out in the accompanying Quarter 1 Report (distributed under a separate cover) comprising:

1. An explanatory overview of the Quarterly Progress Report;
2. A Project Snapshot for Quarter 1;
3. A detailed status report across the 19 Functional Areas contained in the Operational Plan 2019-2020 for Quarter 1; and
4. The QBRS – Quarter 1 2019-2020

Information in relation to the Quarterly Progress Report and is detailed below

QUARTERLY PROGRESS REPORT

When the Council adopted the Moree Plains 2027 Community Strategic Plan, it committed to reporting on the Delivery Program and Operational Plan Functional Area indicators on a six (6) month basis. These reports would cover the period of July to December and January to June each financial year. Additionally, under Section 404 of the *Local Government Act 1993* the General Manager must ensure that progress reports are provided to the Council, with respect to the principal activities detailed in the Delivery Program, at least every six (6) months.

To better inform Council and senior management of progress, emerging issues and concerns, progress reports are provided quarterly.

The Quarter 1 Quarterly Progress Report is Moree Plains Shire Council's progress report for the period of 1 July 2019 to 30 September 2019 on the adopted Delivery Program 2017-2021 and Operational Plan 2018-2019.

This report provides a snapshot of what has been achieved in the first quarter of the current financial year. It allows the Council and the community to view the progress that the Council has made and provide detail on Council activities.

Through reporting, the Council is able to continually monitor its performance and make necessary adjustments on a regular basis to ensure that targets are being met, and reviewed if required. Regular monitoring also provides another method of risk management and provides points of reference when carrying out tasks, activities and projects.

QUARTERLY BUDGET REVIEW STATEMENT

In accordance with the *Local Government (General) Regulation 2005* Clause 203:

- (1) *Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*

The QBRS is the format prescribed by the Office of Local Government and sets the minimum requirements for presentation of Council's progress against budget, revised estimate of income and expenditure for the year and recommendations for budget variations.

The QBRS comprises the following attachments:

1. Statement by the responsible accounting officer on council's position at the end of the year based on the information in the QBRS

2. Budget Review Contracts and Other Expenses
3. Budget Review Consultancies and Legal Fees
4. Budget Review Income and Expense Statement – Consolidated
 - i. General and Other (includes General Fund, Max Fund, Gwydir Day Care and Waste Fund)
 - ii. Water Supply
 - iii. Sewer Services
5. Variation Recommendations – Operating Income and Expenditure
6. Budget Review Capital – Consolidated
 - i. General and Other (includes General Fund, Max Fund, Gwydir Day Care and Waste Fund)
 - ii. Water Supply
 - iii. Sewer Services
7. Variation Recommendations - Capital Expenditure
8. Budget Review Statement of Cashflows – Consolidated
 - i. General and Other (includes General Fund, Max Fund, Gwydir Day Care and Waste Fund)
 - ii. Water Supply
 - iii. Sewer Services

The Operating Budget by Function excludes all capital income, focusing on the operating income and expenditure of Council's various activities. The budget in this format also aligns with the activities undertaken by Council as adopted in the Operational Plan. For this reason, recommendations for budget variances are explained in this format to align with the commitments made in the Operational Plan.

FINANCIAL IMPACT TO COUNCIL

The financial impact to Council of the proposed variations is detailed in the attachment.

STATUTORY AND POLICY IMPLICATIONS

The following sections of the *Local Government Act 1993* and *Local Government (General) Regulation 2005* detail Council's reporting obligations in respect of the Delivery Program and Operational Plan and Budget.

LOCAL GOVERNMENT ACT 1993 No 30

404 Delivery program

(5) The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.

LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - REG 203

Budget review statements and revision of estimates

203 Budget review statements and revision of estimates

(1) Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.

(2) A budget review statement must include or be accompanied by:

(a) a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and

(b) if that position is unsatisfactory, recommendations for remedial action.

(3) A budget review statement must also include any information required by the Code to be included in such a statement.

This report is provided pursuant to Section 404 of the *Local Government Act 1993* (NSW).

RISK IMPLICATIONS

Council commits, through the Delivery Program and associated Resourcing Strategy (Long Term Financial Plan, Workforce Plan and Asset Management Plan/s) to deliver certain services, activities and projects during the Council tenure. Regular review of progress made against these commitments mitigates the risk of Council not delivering on commitments on time and on budget and highlights at an early stage where there is a risk of not delivering.

ASSET MANAGEMENT IMPLICATIONS

Quarterly reporting of itself does not have asset management implications, however, the activities and projects of Council carry specific and numerous asset management implications.

PREVIOUS COUNCIL DECISIONS

The Council adopted the Operational Plan 2019-2020 at its meeting on 27 June 2019. This is the first progress report being provided to Council.

ATTACHMENTS

Attachment 1 Operational Plan 2019-2020 Q1 Report – 1 July 2019 to 30 September 2019

Report 1 Operational Plan and Budget 2019-2020 – Report on Progress –
Quarter 1 – 1 July 2019 to 30 September 2019

Attachment 1 Operational Plan 2019-2020 Q1 Report – 1 July 2019 to 30 September 2019

(To be provided under a separate cover)

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