



# 2020-21 Local Government Borrowing Program

## Application Checklist

This checklist contains two sections, **Part A** and **Part B**.

Please complete the relevant section/s for the type of financing arrangement you are applying for.

The signed original is to be retained by the Local Government with an electronic (scanned) copy of the application checklist and any supporting documentation emailed to the Department.

## Summary

Please complete the relevant sections of the table below with the summary details of your application.

Please leave other areas blank.

| Financing Arrangement/s Sought |  |                                   |   |
|--------------------------------|--|-----------------------------------|---|
| Borrowings (Part A)            |  | Working Capital Facility (Part B) |   |
| Amount (\$)                    |  | New Facility Limit (\$)           |   |
|                                |  | Type (all that apply)             | <input type="checkbox"/> New Ongoing Facility<br><input type="checkbox"/> New Fixed-Term Facility<br><input type="checkbox"/> Expiry Extension<br><input type="checkbox"/> Limit Increase |
|                                |  |                                   | Expiry (if applicable)  |

## Submission Contact Details

|                |  |  |  |
|----------------|--|--|--|
| Name           |  |  |  |
| Position       |  |  |  |
| Phone / E-mail |  |  |  |

## Application Declarations

Please complete the relevant declarations for Part A and/or Part B over (depending on the type/s of financial arrangement sought).

## Part A - Borrowings

I declare:

|  |   |
|--|---|
|  | Approved borrowings will only be used for capital purposes.   |
|  | Planned borrowings correspond with the adopted 2020-21 debt policy.   |
|  | A current Local Government Forecasting Model (LGFM) has been/will be submitted to QTC and the Department which has been reviewed for completeness and reasonableness. |
|  | A brief explanation of large fluctuations in growth rates / forecast line items of the submitted LGFM has been provided.  |
|  | The forecast level of restricted cash (both internal and external) has been accurately represented in the submitted LGFM.   |
|  | Asset registers and asset management plans are in place for all asset classes.  |
|  | Projects proposed for funding form part of the long-term asset management plan, and whole of life project costs have been considered and included in the LGFM.        |
|  | A native title risk assessment has been conducted on any relevant land.   |

## Part B – Working Capital Facilities (WCF)

I declare:

|  |  |
|--|--|
|  | Any approved WCF will only be used for operational liquidity management purposes.  |
|  | The WCF will maintain a floating balance in line with its nature as a cash management tool.  |
|  | A current QTC Cash Flow Monitoring Tool has been submitted as part of this application, with projected cash balances aligned to the financial forecasts.     |
|  | A brief explanation of assumptions and large fluctuations in forecast line items of the submitted QTC Cash Flow Monitoring Tool has been provided.           |
|  | <b>(For ongoing WCFs)</b> A current LGFM has been/will be submitted to QTC which has been reviewed for completeness and reasonableness.                      |
|  | <b>(For ongoing WCFs)</b> A brief explanation of large fluctuations in growth rates / forecast line items of the submitted LGFM has been provided.           |
|  | The applicant acknowledges the Department reserves the right to immediately cancel any approved WCF if Council fails to comply with its attached conditions. |

## Mayor and Chief Executive Officer (CEO) Sign-off

In signing this application, the Mayor and CEO (or authorised delegate) verify that the information contained within both **Part A and Part B** is true and correct, the financing arrangements sought will be used for lawful purposes, and the signatories below are authorised to make this application.

|                       |                  |                            |
|-----------------------|------------------|----------------------------|
| <b>Mayor sign-off</b> |                  |                            |
| <b>CEO sign-off</b>   |                  |                            |
|                       | <i>Signature</i> | <i>Print name and date</i> |

## Part A – Borrowings

### Required documentation

Please attach the following documentation to your application for borrowings for 2020-21.

|  |   |
|--|---|
|  | Adopted 2020-21 Debt Policy             |
|  | Adopted Long-Term Asset Management Plan |
|  | This checklist (completed and signed)   |

### Adopted 2020-21 Debt Policy

Any borrowings requested for 2020-21 must be consistent with the adopted debt policy. Should the total borrowings sought exceed the amount provided for in the adopted debt policy, Local Governments must adopt an updated debt policy which reflects the new amount.

### Adopted long-term asset management plan

A Local Government applying for borrowings for 2020-21 must submit a copy of its current adopted Long-Term Asset Management Plan. The capital projects (or classes of assets) for which borrowings are sought must be consistent with this plan. This may necessitate the inclusion of additional explanatory notes.

The Department will not approve borrowings for capital expenditure which are not consistent with the adopted Long-Term Asset Management Plan.

### Requested borrowings breakdown

This section assists the Department understand to which major project areas the proposed borrowings will be allocated. Please include a short description of all projects for which borrowings are being sought (multiple smaller projects with similar characteristics may be grouped together to minimise repetition).

| Major project areas            | (\$) | Details of borrowing purpose |
|--------------------------------|------|------------------------------|
| Water                          |      |                              |
| Sewerage and waste             |      |                              |
| Roads, drainage and bridges    |      |                              |
| Buildings and community assets |      |                              |
| Specific purpose               |      |                              |

## Part B – Working Capital Facilities

### Required documentation

Please attach the following documentation to your application for a new (ongoing or fixed term), extended, or increased working capital facility (WCF).

|  |                                       |
|--|---------------------------------------|
|  | QTC Cash Flow Monitoring Tool         |
|  | This checklist (completed and signed) |

### QTC Cash Flow Monitoring Tool

The QTC Cash Flow Monitoring Tool template can be obtained from QTC<sup>1</sup>, and must be completed and submitted as part of an application for a new (ongoing or fixed term), extended, or increased WCF. Further supporting documentation or notes may be provided to explain any assumptions or large fluctuations in the forecasts.

The cash flow forecast must show monthly cash balances over the period sought for a fixed term WCF and the intended use of the facility over time. Where an ongoing facility is sought, a Local Government must provide three years of monthly cash flow forecast information.

The Department encourages Local Governments to engage with QTC in completing the Cash Flow Monitoring Tool.

### Requested Facility Details

Please complete this section with the relevant details of the WCF sought.

|  |  |
|--|--|
| <b>Desired Total Facility Limit (\$)</b>       |  |
| <b>Facility Type Requested</b>                 | <input type="checkbox"/> New Ongoing Facility<br><input type="checkbox"/> New Fixed-Term Facility<br><input type="checkbox"/> Existing Facility Expiry Date Extension<br><input type="checkbox"/> Existing Facility Limit Increase |
| <b>Facility Purpose</b>                        |  |
| <b>Previous Facility Limit (if applicable)</b> |  |
| <b>New Expiry Date (if applicable)</b>         |  |

### Ongoing Facilities

Should a Local Government seek to establish an ongoing WCF limit, a completed LGFM must be attached to the application in addition to the Cash Flow Monitoring Tool, with projected cash balances in the LGFM aligning with forecast balances in the Cash Flow Monitoring Tool.

The appropriateness and serviceability of a Local Government's ongoing WCF will be reviewed annually by QTC and the Department. Where a Local Government is not complying with the conditions of its approved WCF, the Department reserves the right to immediately cancel the WCF.

<sup>1</sup> The QTC Cash Flow Monitoring Tool is available on QTC Link.