

CASTLEREAGH MACQUARIE COUNTY COUNCIL
Meeting of Council
Held at Walgett Council Chambers
On 21st December 2015

**CASTLEREAGH MACQUARIE
COUNTY
COUNCIL**



BUSINESS PAPER

**FOR THE ORDINARY MEETING OF COUNCIL
TO BE HELD AT THE WALGETT SHIRE COUNCIL
CHAMBERS,
ON MONDAY 21 DECEMBER, 2015
COMMENCING AT 10:00 AM**

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AGENDA - ORDINARY COUNCIL MEETING

Monday, 21st December

1. WELCOME
2. APOLOGIES
3. DECLARATION OF INTERESTS
4. CONFIRMATION OF MINUTES for Meeting Held Monday
5. MATTERS ARISING FROM MINUTES
6. REPORT FROM CHAIRMAN
7. REPORT OF THE GENERAL MANAGER
8. REPORTS OF THE SENIOR WEEDS OFFICER
9. CONFIDENTIAL
10. QUESTIONS FOR NEXT MEETING
11. NEXT MEETING - Monday 15th February 2015
12. CLOSE

7. REPORT OF THE GENERAL MANAGER

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8. REPORT OF THE SENIOR WEEDS OFFICER

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9. CONFIDENTIAL

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10. QUESTIONS WITHOUT NOTICE

11. CONFIRM DATE OF NEXT MEETING – Monday 15th February 2016

12. CLOSE OF MEETING

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT THE COUNCIL CHAMBER COONAMBLE ON MONDAY 19 OCTOBER 2015 COMMENCING AT 10:00AM

PRESENT: N.Kinsey (Chairman), G. Peart, M. Coe, I. Woodcock, A. Van Lubeck, R. Greenaway, D.Schieb, M. Webb and D. Batten.

Staff Members: Don Ramsland, John Unwin and Carl Molloy

Visitor: Nil.

1. **WELCOME:** Clr Kinsey welcomed all councillors and staff to the meeting.

2. **APOLOGIES:** Clr P. Shinton.

10/15/1 Resolved:

That apologies from Clr P. Shinton be accepted and leave of absence be granted.

Moved: Clr Greenaway

Seconded: Clr Peart

Carried

3. **CONFIRMATION OF MINUTES**

10/15/2 Resolved:

That the minutes of the Castlereagh Macquarie County Council meeting held at Coonabarabran on Monday 24 August, 2015, having been circulated, be confirmed as a true and accurate record of that meeting.

Moved: Clr Woodcock

Seconded: Clr Webb

Carried

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4. DECLARATION OF INTERESTS

Nil

5. CHAIRMAN'S REPORT

Clr Kinsey advised that the General Manager had informed him a few weeks ago that fund we receive from DPI through MVWAC could be reduced by some \$100,000 and if that is the case then it will make the running of the County Council a very difficult exercise.

Clr Kinsey also congratulated Clr Michael Webb on being elected as the new Mayor of Coonamble Shire Council.

10/15/3 Resolved:

That the Chairman's report be received and noted.

Moved: Clr Kinsey

Seconded: Clr Greenaway

Carried

At this point in proceedings the General Manager took the Chair to conduct the annual elections for Chairperson and Deputy Chairperson.

6. METHOD OF VOTING- ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

10/15/4 Resolved:

That Council adopt the ordinary ballot method for the election of the Chairperson and Deputy Chairperson

Moved: Clr Van Lubeck

Seconded: Clr Batten

Carried

7. ELECTION OF CHAIRPERSON

There being only one nomination for the position of Chairperson, that of Clr Noel Kinsey, the Returning Officer declared Clr Noel Kinsey elected as Chairperson for term ending September, 2016.

8. ELECTION OF DEPUTY CHAIRPERSON

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There being only one nomination for the position of Deputy Chairperson, that of Clr Robert Greenaway, the Returning Officer declared Clr Robert Greenaway elected as Deputy Chairperson for term ending September, 2016.

9. DESTRUCTION OF BALLOT PAPERS

Not Required

10. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

11. GENERAL MANAGER'S REPORT

Item 11.1 Bank Reconciliations as at 31 August 2015 and 30 September 2015

Recommendation: That the Statement of Bank Balances as 31 August, 2015 and 30 September, 2015 be received and noted.

10/15/5 Resolved:

That the Bank Reconciliations as at 31 August, 2015 and 30 September, 2015 be received and noted.

Moved: Clr Batten

Seconded: Clr Van Lubeck

Carried

Item 11.2 Quarterly Budget Review Statement – Period Ended 30 September, 2015

Recommendation: That the Quarterly Budget Review Statement for the period ended 30 September 2015 be received and noted and the recommended variations to the revised budget as detailed in the attached statement be adopted.

10/15/6 Resolved:

That:

1. That the Quarterly Budget Review Statement for the period ended 30 September 2015 be received and noted and the recommended variations to the revised budget as detailed in the attached statement be adopted.

Moved: Clr Greenaway

Seconded: Clr Webb

Carried

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10/15/7 Resolved:

That:

Subject to receiving formal confirmation of cutbacks in Council's WAP 1520 of in the order of 24% Council:

1. Make strong representations to the Minister for Primary Industries and the various local State members objecting to the funding cutbacks
2. Express its concerns to the Central West and North West Local Land Services, Constituent Councils, LGNSW and other County Councils based on the fact that such cutbacks are totally unacceptable this late in the new financial year after Council has set its budget and committed staff and other resources particularly to combat increased weed growth once the current drought breaks
3. Follow up possible federal funding from a \$25M Drought Communities Programme
4. Issue appropriate media releases condemn the State government's action which could make various local control authorities financially unviable leading to the possibility of staff retrenchments.

Moved: Clr Batten

Seconded: Clr Greenaway

Carried

Item 11.3 Organisational Restructure Report – Update – October, 2015.

Recommendation: That Council receive and note the General Manager's Report in respect of the progress in the organisational restructure process and endorse the action taken so far.

10/15/8 Resolved:

That Council receive and note the General Manager's Report in respect of the progress in the organisational restructure process and endorse the action taken so far.

Moved: Clr Webb

Seconded: Clr Batten

Carried

Item 11.4 Update – Annual Financial Statements 2014/15

Recommendation:

That Council note that:

1. The Draft Annual Financial Statements for 2014/2015 have been referred to Council's Auditor.
2. The Chairperson, another Councillor, The General manager and Finance Officer have been authorised to sign the necessary Financial Report Statements.

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3. On receipt of the Auditor's Report, a copy be forwarded to the Office of Local Government and the Australian Bureau of Statistics.
4. Council delegate to the General Manager the authority to set the date at which the Auditor's Report and the Financial Statements will be presented to the public and, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993

10/15/9 Resolved:

That Council note that:

The Draft Annual Financial Statements for 2014/2015 have been referred to Council's Auditor.

The Chairperson, another Councillor, The General manager and Finance Officer have been authorised to sign the necessary Financial Report Statements.

On receipt of the Auditor's Report, copies be forwarded to the Office of Local Government and the Australian Bureau of Statistics.

Council delegate to the General Manager the authority to set the date at which the Auditor's Report and the Financial Statements will be presented to the public and, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993

Moved: Clr Batten

Seconded: Clr Webb

Carried

Item 11.5 Matters for Brief Mention or Information Only

Recommendation: That the General Manager's Report with regards Matters for Brief Mention or Information Only be received and noted.

10/15/10 Resolved:

That the General Manager's Report with regards Matters for Brief Mention or Information Only be received and noted.

Moved: Clr Van Lubeck

Seconded: Clr Schieb

Carried

12. ACTING SENIOR WEEDS OFFICER'S REPORT

Item 12.1 Acting Senior Weeds Officer's Report

Recommendation: That Council receive and note the Acting Senior Weeds Officer's Report.

10/15/11 Resolved:

That Council receive and note the Acting Senior Weeds Officer's Report and arrangements to attend the bi-annual weeds conference in Cooma in October and the Parthenium Taskforce meeting in Moree.

Moved: Clr Greenaway

Seconded: Clr Batten

Carried

10/15/12 Resolved:

That a report be prepared for the December meeting with regards introducing and effective mapping system.

Moved: Clr Batten

Seconded: Clr Webb

Carried

Item 12.2 Noxious Plant Reports

Gilgandra Noxious Plant Report

Recommendation: That Council receive and note the Noxious Plant report for Gilgandra

10/15/13 Resolved:

That Council receive and confirm Noxious Plant report for Gilgandra.

Moved: Clr Webb

Seconded: Clr Van Lubeck

Carried

Warrumbungle Noxious Plant Report

Recommendation: That Council receive and note the Noxious Plant report for Warrumbungle

10/15/14 Resolved:

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That Council receive and confirm Noxious Plant report for Warrumbungle.

Moved: Clr Webb
Seconded: Clr Van Lebeck

Carried

Coonamble Noxious Plant Report

Recommendation: That Council receive and note the Noxious Plant report for Coonamble

10/15/15 Resolved:

That Council receive and confirm Noxious Plant report for Coonamble

Moved: Clr Webb
Seconded: Clr Van Lubeck

Carried

Walgett Noxious Plant Report

Recommendation: That Council receive and note the Noxious Plant report for Walgett

10/15/16 Resolved:

That Council receive and confirm Noxious Plant report for Walgett

Moved: Clr Webb
Seconded: Clr Van Lubeck

Carried

Warren Noxious Plant Report

Recommendation: That Council receive and note the Noxious Plant report for Warren

10/15/17 Resolved:

That Council receive and confirm Noxious Plant report for Warren

Moved: Clr Webb
Seconded: Clr Van Lubeck

Carried

CONFIDENTIAL SESSION

1. Motion to move in to Confidential Session

10/15/18 Resolved:

That at 11.15 am Council move into Confidential session and that the public be excluded from the meeting pursuant to Section 10A (2) (a) and (c) of the Local Government Act 1993 on the basis that the matters being considered are in relation to staff and/or commercial in confidence.

Moved: Clr Greenaway

Seconded: Clr Webb

Carried

2. Property Inspections Report

Recommendation: That the Property Inspections Report be received and noted as a whole

10/15/19 Recommendation:

That Council receive and note all confidential Property Inspections report matters as a whole.

Moved: Clr Webb

Seconded: Clr Schieb

Carried

3. Motion to move out of Confidential Session

10/15/20 Resolved:

That at 11.35 am Council move out of Confidential Session.

Moved: Clr Woodcock

Seconded: Clr Greenaway

Carried

4. Adoption of Committee Recommendations

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10/15/21 Resolved:

That the following recommendations for the Confidential Committee be adopted

1. That Council receive and note all confidential Property Inspections report matters as a whole

Moved: Clr Woodcock

Seconded: Clr Greenaway

Carried

General Business

1. Hudson pear Task Force

10/15/22 Resolved:

That Clr Ian Woodcock be Council's representative on the reformed Hudson pear Taskforce.

Moved: Clr Woodcock

Seconded: Clr Greenaway

Carried

2. Hudson pear Issues

That the Department of Lands be requested to take immediate action to upgrade the fencing surrounding the Hudson pear nurseries at Lorne and Grawin to ensure they are secure to prevent spreading by feral animals.

3. Approach to Minister - Future Fund

That the Minister be requested to utilise funds from the "Future Fund" to undertake all outstanding work.

4. Forms Reminder

That staff be reminded of the need to fully complete monthly reports in the revised format.

5. Funding Cutbacks

That the Board be kept apprised of action being taken with regards WAP 1520 funding cutbacks.

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NEXT MEETING

The next meeting is scheduled for Monday 21 December, 2015 at Walgett.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 11.55 AM

To be confirmed as a true and accurate record at the Council Meeting held on 21 December, 2015.

CHAIRMAN

GENERAL MANAGER

General Manager's Report

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ITEM 7:1 RECONCILIATION CERTIFICATE 31 October 2015

Reconciled Ledger Accounts for 31 October 2015 are as follows:

Balance of Ledger – 1-1110

Balance 30/09/15	179,530.00
Plus Receipts	3,457.49
Less Payment	91,705.77

\$91,281.72

Balance of Bank Accounts

Balance 31/10/2015 #28001484	\$91,281.72
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Less: Outstanding Cheques

Chq#6455 LG Super 29/10/15	\$1638.00
Chq#6456 MLC Masterkey Super 29/10/15	\$403.01
Chq#6457 NSW Department of Industry 29/10/15	\$1,197.00
Chq#6458 Origin Energy Electricity 29/10/15	\$158.99
Chq#6459 Telstra 29/10/15	\$227.13

\$87,657.59

Stores Balance 1-1410	31/10/15	\$74,336.45
Debtors Balance 1-1310	31/10/15	\$628,017.66

Debtors:

Coonamble Shire Council	Invoice#812820	25/9/15	\$109,469.80
Warren Shire Council	Invoice#812819	25/9/15	\$109,469.80
Gilgandra Shire Council	Invoice#812818	25/9/15	\$109,469.80
Warrumbungle Shire Council	Invoice#812817	25/9/15	\$109,469.80
Walgett Shire Council	Invoice#812816	25/9/15	\$109,469.80
Landmark – Gilgandra	Invoice#812815	25/9/15	\$100.00
Noxious Weeds Advisory Committee	Invoice#812594	30/6/11	\$35,709.89
	Invoice#812595	30/6/11	\$3,638.77

Recommendation:

The Statement of Bank Balances as 31 October 2015 be received & adopted.

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ITEM 7.1: RECONCILIATION CERTIFICATE 30 November 2015

Reconciled Ledger Accounts for 30 November 2015 are as follows:

Balance of Ledger – 1-1110

Balance 31/10/2015	593,367.75
Plus Receipts	661,117.46
Less Payment	47,479.00
	<u>\$1,207,006.21</u>

Balance of Bank Accounts

Balance 30/11/2015 #28001484	\$598,016.68
Less: Outstanding Cheques	
Chq#6467 MLC Masterkey Superannuation 24/11/15	\$386.89
Chq#6470 Telstra 30/11/15	\$428.82
Outstanding EFT EP000866 Electronic Payment 30/11/15	\$3,833.22
	<u>\$593,367.375</u>

Stores Balance 1-1410	30/11/15	\$74,336.45
Debtors Balance 1-1310	30/11/15	\$90,668.66

Debtors:

Noxious Weeds Advisory Committee Invoice #812594	30/6/11	\$35,709.89
	Invoice #812595 30/6/11	\$3,638.77
Sainsbury Automotive Dubbo Invoice #812824	30/11/15	\$10,000.00

Recommendation:

The Statement of Bank Balances as 30th November 2015 be received & adopted.

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ITEM 7.2: QUARTERLY BUDGET REVIEW STATEMENT FOR PERIOD ENDED 30 NOVEMBER 2015

Summary:

An analysis of Council's actual income and expenditure to 10 December, 2015 has now been completed and a revised budget result forecast for the year ending 30 June, 2016 has been prepared showing the anticipated result on present trends.

These results are summarised as follows:

	Budgeted Surplus/(Loss) \$	Revised Budget Surplus/(Loss) \$	Forecast Budget Surplus / (Loss)\$
Operating budget result	125,515	(52,736)	72,779
Capital Budget result	(75,800)	5,000	(70,800)

It has been necessary to undertake what is essentially a mini-budget review because of the loss of income from the WAP1520 grant of \$92,339 and the increase in commission payable to Orange City Council which includes project officer cost of \$13,016. There has been a reduction made to wages costs of \$30,000 to offset to a degree the loss in grant revenue. At this stage it is not intended to make a permanent replacement for the Coonabarabran vacancy and utilise the second Gilgandra position to cover this area in conjunction with the senior weeds office and contract/casual staff when demand requires.

Background:

Financial information made available to councillors should adequately disclose council's overall financial position and provide sufficient information to enable informed decision making and ensure that council remains on track to meet the objectives, targets and outcomes set out in its operational plan, adopted budget and delivery program.

Mindful of this, the DLG has developed a set of minimum requirements that assists each council in meeting its charter with regard to its finances and related responsibilities in respect of its operational plan, adopted budget and delivery program.

The requirements include showing how Council is tracking against its original and revised annual budgets at the end of each quarter and provide explanations for major variances that result in recommendations for budget changes.

They also enable the Responsible Accounting Officer to indicate if council will be in a satisfactory financial position at the end of the financial year, given the changes to the original budgeted position.

Collectively, these documents are known as a Quarterly Budget Review Statement (QBR) and are reported to council in accordance with the relevant legislation at the end of each quarter. The Local Government (General) Regulation 2005 - Regulation 203 made under the Local Government Act 1993 requires this report to be submitted to Council no later than 2 months after the end of the quarter.

Underpinning this is the 10 Year Long Term Financial Plan which forecasts the likely outcome over an extended period provided that there are no significant departures from the

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operational plan/delivery that will impact to vary estimated income and expenditure for the longer term.

Current Position:

The attached Quarterly Budget Review Statement (QBRS) has been prepared in this new format for some time now. A budget functional item summary, as well as a second document which breaks down the actual budget line item income and expenditure for the year, details any variations from the original budget in respect of those various line items is also attached. It is proposed to go over these variations in detail at the meeting.

However in summary this is the second quarterly report in respect of 2015/16, and variations to budget have become apparent, not the least of which is a reduction in WAP1520 grant income of \$92,339.

The total variations reveal a net operating budget deficit for the quarter of (\$52,376) after provision has been made for depreciation of \$7,475.

With the exception of the reduction in WAP1520 grant income and associated impacts, this result is in line with the expectations voiced at the time of adopting the 2015/16 budget and operational plan at the June, 2015 meeting. It does, however, reduce our total surplus from both operating and capital works to only \$2,026.

This QBRS sets out the recommended changes to the total revised budget of (\$47,376) net. This are listed on a separate page along with reference to our key performance ratios and required declarations in respect of contractual arrangements, consultancies and legal expenses. Our exact key performance is detailed with our financial statements for 2014/15 which will be presented to the December, 2015 along with our Auditor's annual presentation.

However, after allowing for capital income/expenditure Council will operate at an estimated overall surplus in 2015/16 of \$2,026 after allowing for depreciation.

As previously requested, details of Council's fuel consumption and stores issued will be tabled at the meeting.

Relevant Reference Documents/Policies:

The Local Government (General) Regulation 2005
Local Government Act 1993, as amended
DLG Circular 10/32 – Quarterly Budget Review Statement

Governance Issues:

The recent announcement of the State Government's "Fit for the Future" initiatives should provide Council with a degree of certainty in which to plan for the immediate and short term future.

Stakeholders:

Castlereagh Macquarie County Council Constituent Councils – Shires of Warrumbungle, Coonamble, Gilgandra, Walgett and Warren.

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Financial Implications:

It is proposed to discuss the matter what level of grant funds which may become available later in 2015/16 in the confidential section of the meeting as already announced cuts will impact unfavourably on Council's bottom line making Council's longer term sustainability uncertain.

Legal Issues:

In the event of the County Council being wound-up, constituent councils would share in any surplus funds realised or be required to make good and shortfall.

Alternative Solutions/Options:

As previously advised, Council's financial position, both in immediate future and going forward needs to be monitored closely.

Conclusion:

Council's current actions are aimed at rectifying the financial downturn that was compounded by significant operating losses over the last decade. To date, the measures seem to be working quite satisfactorily but the situation needs to be regularly monitored to identify whether any further corrective action is required.

Quarterly Budget Review Statement – 10 December, 2015
<p>Recommendation:</p> <p>That the Quarterly Budget Review Statement the period ended 10 December, 2015 be received and noted, the recommended variations to the revised budget as detailed in the attached statement be adopted.</p> <p>Moved:</p> <p>Seconded:</p>

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Quarterly Budget Review Statement – 10 December, 2015.

Statement by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for the Castlereagh Macquarie County Council for the period ended 10 December, 2015 indicates that Council's projected financial position as at 30 June, 2016 will be satisfactory at year end having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

This statement is made on the proviso that any resolution passed at Council's meeting on 21 December, 2015 in respect budget amendments and associated issues to offset any loss in grant income are implemented within the timelines determined or as duly amended.

Signed: 

Date: 10 December, 2015

Don Ramsland - Responsible Accounting Officer – Castlereagh Macquarie County Council

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ITEM 7.3: ORGANISATIONAL RESTRUCTURE – UPDATE - DECEMBER, 2015

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

Summary:

At its meeting on 5 March, 2014 Council resolved in a twelve point resolution to undertake an organisational restructure of the CMCC.

This report details progress with regards that decision and seeks further direction where outlined.

Background:

Council's resolution of 5 March, 2014 was as follows:

1. Implementation of Organisational Restructure

Recommendation: For Council's consideration

05/14/13 Resolved:

That:

- 1.** Council re-determine its organisation structure pursuant to section 333 of the Local Government Act 1993, by reducing staffing levels to five (5) full time weeds officers plus a full time supervisor, with such change to take effect on or before 30 May 2014.
- 2.** Council authorise the General Manager to take all necessary action to give effect to resolution 1 above and to comply with the Council's obligations under the Local Government (State) Award 2010. Such action includes but is not limited to, notifying the employee(s) who may be affected by the change and the union(s) to which they belong, and discussing measures to avert or mitigate the adverse effects on those employees.
- 3.** Without limiting the above, the General Manager is directed to take appropriate action to eliminate or reduce the Council's obligation to pay severance pay to employees who may be affected by the change in resolution 1 above. Such action may include, but is not limited to, facilitating the redeployment of displaced employees within constituent councils or Local Land Services and applying to the Industrial Relations Commission of New South Wales pursuant to clause 35(xv) of the Local Government (State) Award 2010 for an order authorising the Council to pay a lesser amount or no amount of severance pay if the Council obtains acceptable alternate employment for an employee.
- 4.** Council establish a moratorium of twelve months in respect of the re-employment any staff made redundant by Council or any constituent council.
- 5.** Council advise the Division of Local Government and Council's Auditor of the course of action being taken to restore Council's financial viability.
- 6.** Council explore the possibility of short term interest free loans/advances of up to three years from constituent councils to fund the cost of the restructure pending the realisation of Council's surplus built assets.

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7. Council approach it bankers to establish an overdraft of up to \$300,000
8. Council invite expressions of interest from constituent councils to provide Council's administrative/accounting function
9. Council continue negotiations for the disposal of the Coonamble Freight Agency
10. Council immediately commence action for the sale/auction of surplus depot facilities at Coonamble and Coonabarabran.
11. Council, as part of the restructure process, transfer an appropriate sum to a cash backed employees leave entitlements reserve by 30 June 2104.
12. Council prepare a mini-budget which reflects the above actions for consideration at its April, 2014 meeting.

Moved: *Clr Batten*

Seconded: *Clr Shinton*

Carried

Current Position:

It is proposed to comment on the current position point by point.

Point 1

Covered by Council's resolution

Point 2

All staff and the relevant union were notified of Council's intentions and discussions with staff and the union have now been concluded.

Seven staff initially requested voluntary redundancy; four requests have been accepted with three staff now terminated and a fourth to finish up in early July. Requests from the two Coonabarabran based staff have been put on hold, two requests have been declined and the situation at Gilgandra and Warren will be determined once applications have been called for the vacant Warren based position.

Following the invitation external applications for this position casual employee Mr John Miller has been appointed on a permanent basis.

The services of the Chief Weeds Officer were terminated on Friday 28 November, 2014 by making that position redundant pursuant to Clause 39 of the Local Government (State) Award 2014.

Council's Organisational Structure has been revised with a new position of Senior Weeds Officer replacing the former role of Chief Weeds Officer.

Mr John Unwin continues to act in the Senior Weeds Officer's position and for the time being at least the position will be based at Coonabarabran. Internal applications are now being called for this position.

As indicated, following Mr Wade Thompson' resignation I have reconsidered the need to eliminate his position at Coonabarabran and subsequently advertised that position externally. Provided we receive sufficient grant and private works funds during the current year it is proposed to have three Weeds Officers sharing the work in both Warrumbungle and

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Gilgandra Shires but this is dependent on a review of funding available to the December, 2015 meeting

However, it is still proposed to make up any other staffing shortfalls using either contract or casuals depending on whatever approach is the more cost effective at the time.

Points 3 and 4

No staff member has sought redeployment with constituent Councils. Award Consultative and WH&S Committees are in the process of being established with the staff remaining and these are already proving to be valuable communication channels.

Point 5

Both the Office of Local Government and Auditor were been verbally advised of the action being taken. A plan of action was submitted to the Office of Local Government and this will be followed up formally once the revised QBRS to 30 November, 2014 and 2014/15 Budget and Operational Plan have been endorsed by Council. The Office of Local Government and Council's Auditor have also been advised of the outcomes of the auction sales held on 3 March, 2015.

Point 6

All five constituent councils indicated they were prepared to make advances of \$50,000 to the County Council subject to repayment within three years, subject to all councils agreeing to participate. A correction of the accounting treatment of these advances was made in the 2014/15 financial statements by way of Note 20 c.

The first repayment of \$20,000 per council was made in May, 2015. The next repayments are due in May 2016 and May 2017 respectively.

Point 7

Council's position has been discussed with Council's bankers and an application for an overdraft of up to \$300K submitted for consideration. However, the bank has raised a difficulty with obtaining security and it is believed following this course of action should be deferred now that all the constituent councils have agreed to make the required advances.

Point 8

As only Walgett expressed an interest in providing administrative/finance support services at an initial fee of \$25,000 per annum for the provision of these services commencing from 1 July, 2014, this approach was accepted and changes in Council's address for the service of notices, email address and telephone and fax contact details have been initiated. Council's main computer has been relocated to the Walgett Shire office and accounts are still being operated under the MYOB software package.

Point 9

The Coonamble freight agency was closed with effect from 9 May, 2014.

Point 10

Action for the disposal of the two depot facilities at Coonamble and Coonabarabran has been delayed and the auction of the Coonamble property was held on Tuesday 3 March, 2015 after

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being delayed by adverse seasonal conditions with a dispersal sale of surplus plant and equipment being held on the same day. The old light truck used for the freight operation has already been sold.

An alternative depot location in Coonamble is currently being negotiated. In the short term, to allow the settlement of the sale to be finalised, temporary storage facilities have been secured in a nearby storage facility. Preliminary discussions have been held with my counterpart at Warrumbungle Shire with regards the Coonabarabran Depot.

Point 11

Provision was been made for \$103,000 to be transferred to the ELE as at 30 June, 2015. Funding for ELE was also being provided for from the cash advances being provided by constituent councils. The ELE Reserve was used to fund the majority of the long service leave payout due to the former Chief Weeds Officer following his redundancy.

Point 12

Due provision for the actions detailed in Council's resolution were made in the November, 2014 QBRS, the Budget and Operational Plan for 2014/15 and revised Long Term Financial Plan. These have been further updated in the November, 2015 QBRS.

Any other Councillors' queries will be discussed at the meeting.

Relevant Reference Documents:

Council's Operational Plan and Budget for 2015/2016, November, 2015 QBRS and Long Term Financial Plan

Business Activity Strategic Plan Link:

The issues identified during the preparation of the 2015/2016 Operational Plan and Budget are linked back to Council's 2015/2019 Delivery Plan and Business Activity Strategy

Delivery Plan Link:

The issues identified during the preparation of the 2015/2016 Operational Plan and Budget are linked back to Council's 2015/2019 Delivery Plan and Business Activity Strategy

Operational Plan/Budget Link:

The issues identified in 2015/2019 Council's Delivery Plan and Business Activity Strategy are directly linked to the 2015/2016 Operational Plan and Budget provisions

Stakeholders:

Castlereagh Macquarie County Council
Council Staff
Constituent Councils

Governance Issues:

The process and procedures set out in the appropriate industrial legislation have been followed in implementing Council's resolution of 5 March, 2014

Environmental Issues: Not applicable

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Financial Implications:

Council secured agreement for advances of \$250,000 from constituent councils which allowed the restructure to be undertaken commencing in May, 2014 and completed in the 2014/15 financial year.

An auction sale of the Coonamble depot facility was held on 3 March, 2015 along with the sale of surplus plant and equipment. Council authorised the Mayor and General Manager to fix reserve prices and expedite any other necessary arrangements.

Avenues have been explored to initiate an automatic full on-cost recovery process for all grant works and private works so that accurate year to date costs are available at all times but this has not been possible under the MYOB system. An alternative manual system is now in place.

Legal Issues:

Council has been mindful of its obligations under industrial legislation as it embarked on a process of down-sizing.

Alternatives/Options:

There are a number of measures that can be utilised in undertaking a downsizing operation, but above all the principles of procedural fairness and natural justice must be observed at all times.

Conclusion:

It is to Council's credit that it has been prepared to take the tough decisions to address its current financial dilemma and turn the financial situation around. Other issues outside Council's control including the establishment of Local Land Services, the current review of noxious weed management and more recently the NSW Office of Local Government's "Fit for the Future" initiative have now come into play. This report notes progress being made in relation to the restructure process.

Council should consider now advising the Office of Local Government that apart from the repayment of constituent council advances the organisational restructure has been successfully completed

Organisational Restructure – Update - December, 2015

Recommendation:

That Council receive and note the General Manager's report in respect of the progress in the Organisational Restructure process and endorse the action taken so far.

Moved:

Seconded:

Attachments:

Restructure Action Plan.

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ORGANISATIONAL RESTRUCTURE - ACTION PLAN

(Revised as at 30 November, 2015)

1. Re-determine Organisational Structure – 7 March, 2014

Completed – see council resolution of 5 March, 2014

2. Implement bi-monthly progress reporting – 30 April, 2014

Commenced with report to deferred April meeting on 7 May, 2014 and June Meeting on 25 June 2014. Reporting now being made quarterly in accordance with OLG letter of 23 December, 2014

3. Give effect to and finalise organisational restructure process - 30 May, 2014

Staff and relevant union formally advised on 10 March, 2014. Meetings held with all staff on 24 March, 2014 and 9 April, 2014 respectively.

4. Minimise financial impacts of organisational restructure on Council – 30 May, 2014

Eight requests received for voluntary redundancy. Negotiations concluded with four staff at Coonamble (1 in May, 2 in June and 1 in July). Position of Chief Weeds Officer made redundant with effect from 28 November, 2014. Redundancies at Coonabarabran and Gilgandra on hold pending finalisation of restructure. Position at Warren has been advertised and a permanent appointment made from August, 2015. A decision whether to use casual staff or contract labour for other works will be made once the funding under WAP 1520 is known. .

5. Establish a moratorium for re-employment – 30 May, 2014

No staff have requested re-deployment at this stage

6. Advise Division of Local Government and Council's Auditor of action being taken to restore Council's financial viability – 30 May, 2014

Letters sent to OLG and Auditor 19 May, 2014.

7. Explore possibility of short term advances with constituent councils – 30 April, 2014

Letters sent to all constituent councils. All five councils have agreed with CMCC request for advance of \$50,000 repayable over three years. First repayment of \$20,000 per constituent council made in May, 2015.

8. Commence negotiation for a bank overdraft – 30 April, 2014

Commonwealth Bank approached to establish overdraft. At this stage investigations into which form of security CMCC could offer deferred because agreement for advances obtained from all constituent Councils.

9. EOIs from constituent Councils to provide administrative/accounting function – 30 April, 2014

Only one council lodged an expression of interest and the offer of Walgett Shire accepted at meeting on 25 June, 2014. Administration/financial functions have been progressively relocated to Walgett Shire's office as from 1 July, 2014.

10. Negotiate closure of freight agency - 30 May, 2014

Freight agency closed on 9 May, 2014.

11. Commence action to dispose of surplus depot facilities – 30 May, 2014

Initial stocktake carried out first week of June. Full inventory completed - 30 November, 2014.

12. Transfer to ELE by 30 June – 15 June, 2014

ELE has been provided for in 2013/14 and 2014/15 Financial Statements.

13. Mini-budget (QBRs) to April Meeting – 30 April, 2014

Revised QBRs to deferred April meeting on 7 May, 2014 and June meeting on 25 June, 2014. Revised QBRs to meetings on 17 December, 2014, 23 March, 2015, 20 April, 2015, 29 June, 2015, 24 August 2015 and 19 October, 2015.

14. Prepare 2014/15 Operating Plan and Budget and ten year forecast – 30 April, 2014

Draft 2014/15 Operating Plan and Budget and ten year forecast to deferred April meeting on 7 May, 2014 and adopted at June Meeting on 25 June, 2014.

An Operating Plan and Budget for 2015/16 was adopted in principle at Council's meeting on 20 April, 2015 and adopted at Council's meeting on 29 June, 2015.

15. Finalise 2013/14 Financial Statements – 30 August, 2014

Audited 2013/14 Financial Statements lodged with Office of Local Government on 7 November, 2014. Auditor's presentation was made to meeting on 17 December, 2014.

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Preparation of Council's 2014/15 financial statements was finalised early in September, 2015, audit undertaken during October, 2015 and planning is in place for the Auditor's annual presentation to be made at the December, 2015 meeting.

16. Finalise transfer of Accounting/administrative function to a constituent council – 1 July, 2014

Agreement negotiated for administrative/financial support for an initial amount of \$25,000 pa

17. Prepare schedule of future grant sources – 1 July, 2014

State WAP grant of \$309,408 announced on 1 November, 2014. An application has now been lodged for funding under WAP1520. At this stage the formal announcement is being queried because of an anticipated 25% cut back in funds available.

18. Finalise disposal of surplus property/plant – 30 September, 2014

Allowed for in forward planning – As per resolution passed at June, 2014 meeting General Manager to confer with Councillor Schieb with regards arranging an auction for Council's surplus plant, equipment and buildings. Auction held Tuesday 3 March, 2015.

19. Revised Integrated Planning and Reporting Documentation

Revised integrated Planning and Reporting Documentation was considered at Council's meeting in April, 2015 and formally adopted at Council's meeting on Monday 29 June, 2015.

ITEM 7.4: 2014/15 FINANCIAL STATEMENTS AND AUDITOR'S REPORT

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

Summary:

To further consider the 2014/15 Financial Statements and Auditor's Report.

Background:

Council's Financial Statements for the year ended 30 June, 2015 and Auditor's Report are now tabled for consideration and adoption.

Current Position:

Pursuant to the provisions of Sections 416/420 of the Local Government Act, 1993 arrangements have been made for Council's auditor to make a presentation to Council at its December, 2014 meeting.

In summary, the final accounts reveal an operating surplus of \$248,000 for the year with an unrestricted current ratio of 1.54:1.

This is a vast improvement on previous years and not only reflects the ongoing restructuring process Council has been undertaking but also indicates Council's future financial sustainability needs to be carefully monitored on an ongoing basis..

Further details of the financial results are contained in the Auditor's Report which is attached

Relevant Reference Documents:

2015 Auditor's Report
Financial Statements for the year ended 30 June, 2015

Business Activity Strategic Plan Link:

Council's 2014/2018 Delivery Plan and Business Activity Strategy

Delivery Plan Link:

Council's 2014/2018 Delivery Plan and Business Activity Strategy

Operational Plan/Budget Link:

2014/2015 Operational Plan and Budget provisions

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
County Council residents

Governance Issues:

The provisions of the Local Government Act 1993 and supporting legislation have been followed in respect of the preparation of the financial statements for the year ended 30 June, 2015.

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Environmental Issues:

Nothing identified at this stage.

Financial Implications:

Nothing identified at this stage

Legal Issues:

Nothing identified at this stage

Alternatives/Options:

Nil

Conclusion:

Council should now receive and note the Auditor's Report for 2015 and formally adopt the Financial Statements for the year ended 30 June, 2015.

2014/15 Financial Statements and Auditor's Report
<p>Recommendation:</p> <p>That Council receive and note the Auditor's Report for 2015 and formally adopt the Financial Statements for the year ended 30 June, 2015.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

2015 Auditor's Report

Note the 2014/15 Financial Statements have been circulated under separate cover.

ITEM 5: ANNUAL REPORT

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

Summary:

To consider and adopt Council's Annual Report for 2014/2015

Background:

The Integrated Planning and Reporting legislation provides for an annual report to be prepared by 30 November each year and a copy forwarded to the Office of Local Government and also placed on Council's Website.

Current Position:

With Council's Auditor's Report to be presented to the December Meeting along with the consideration of the Annual Financial Statements for the Year Ended 30 June, 2015, it is also appropriate to consider and adopt the Annual Report for 2014/2015

The completed report will be tabled at the meeting and has also been circulated under separate cover with the meeting agenda.

Relevant Reference Documents:

2014/2015 Annual Report

Stakeholders:

Castlereagh Macquarie County Council
Constituent councils
County area residents

Governance Issues:

The report is being tabled at the first opportunity after 30 November and following the preparation of the Financial Statements for 2014/15 and consideration of the Auditor's Report

Environmental Issues:

None identified

Financial Implications:

None identified

Legal Issues:

None identified

Alternatives/Options:

Not applicable

Conclusion:

Council should now consider and resolve to adopt the Annual Report for 2014/2015

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Adoption of 2014/2015 Annual Report

Recommendation:

That Council consider and adopt the 2014/2015 Annual Report.

Moved:

Seconded:

Attachments:

2014/15 Annual Report circulated under separate cover.

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ITEM 6: MATTERS FOR BRIEF MENTION OR INFORMATION ONLY

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

Summary:

To be tabled at the meeting

Matters for Brief Mention or Information Only
<p>Recommendation:</p> <p>For Council's information.</p> <p>Moved:</p> <p>Seconded:</p>

Section 2

Chief Weeds Officer's Report

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ITEM 8.1: Senior Weeds Officer's Report

October/ November 2015

Thursday 1st October I attended the Parthenium Task Force meeting in Moree; most Councils in the NWLLS were in attendance as well as representatives from Queensland, DPI & LLS, and NSW farmers. I was concerned by a comment from the Queensland Representative that the weed had got into the river above the border and there was little they could do about it. As these rivers spill into rivers in the Walgett Shire it is a concern for us and the Murry/Darling system, although there is a well-managed farming area around St George.

The week beginning Monday 12th October Kevin Watling and I attended the Bi Annual Weed conference in Cooma, a great opportunity to learn about weed problems in other areas of the State that may turn up in our area and different treatment regimens being used, it was also a valuable networking opportunity.

Thursday 29th October I attended the Hudson Pear Taskforce Meeting in Lightning Ridge, there was a fair amount of information on Bio Control efforts with new strains of Cochineal for control of Boxing glove and other pears although one for Hudson Pear seems a little way in the future. I am always worried with too much publicity being given to Bio Control as people tend to believe they can give up on treatment as the Bio will do all the work.

Tuesday 10th November I attended the MVWAC meeting at Balranald; it was very well attended for a meeting so far away from the general area of meetings. Discussion on the cut back of funding for most council areas decided to make strong representation to those in charge; it seems areas that are closely settled were favoured rather than the bulk of our area which is more spread out.

The County will receive two new Isuzu Utes this week, all local dealers were given an opportunity to quote but Isuzu Dubbo were successful by some margin.

ITEM 8.2 CASTLEREAGH MACQUARIE COUNTY COUNCIL

COONAMBLE NOXIOUS PLANT REPORT

FROM: 25 September 2015 TO: 25 November 2015

Seasonal Conditions: Conditions in the Coonamble Shire have been hot, dry and windy.

Milestones	Activities Undertaken	Outcomes Achieved
1. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>3</u> 2. Area inspected: <u>6,000 hectares</u> 3. Area infested: <u>7,000 hectares</u> 4. Area treated: <u>2,000 hectares</u>
2. Control noxious weeds on council-controlled land	2. Treat roadsides Noogoora burr Boxthorn Tiger Pear	5. Area treated along roadsides: <u>5 hectares</u> 6. Map Infestation – record infestation on Council computer using Tracker. GPS areas where necessary. 7. Supply of spray equipment to landholders – Nil 400 litre Hardi spray equipment - Nil 5 litre hand-held spray – Nil
3. Bi-monthly Plant usage Vehicle 1. kms at start of months kms	Vehicle 1. kms at end of months kms	Vehicle 1. kms travelled for 2 months kms

ITEM 8.3 CASTLEREAGH MACQUARIE COUNTY COUNCIL

GILGANDRA NOXIOUS PLANT REPORT

FROM: 26 September 2015 TO: 25 November 2015

Seasonal Conditions: The Gilgandra Shire has experienced some good rainfall. Days warming up and warm winds about.

Milestones	Activities Undertaken	Outcomes Achieved
1. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>19</u> 2. Area inspected: <u>986.5 ha</u> 3. Area infested: <u>17 ha</u> 4. Area treated: <u>955 ha</u>
2. Control noxious weeds on council-controlled land	2. Treat roadsides for Blue Heliotrope Pear St John's Wort Bathurst Burr Noogoora Burr Silverleaf Nightshade Spiny Burr Bridal Creeper	5. Area treated along roadsides: 6. Map Infestation – record infestation on Council computer using Tracker. GPS areas where necessary. 7. Supply of spray equipment to landholders - Nil 400 litre Hardi spray equipment - Nil 5 litre hand-held spray – Nil
3. Bi-monthly Plant usage Vehicle 1. kms at start of months 6-8214 <u>9,789 kms</u> Vehicle 2. kms at start of months 6-8203 <u>131,690 kms</u>	Vehicle 1. kms at end of months <u>95,620 kms</u> Vehicle 2. kms at end of months <u>132,850.kms</u>	Vehicle 1. kms travelled for 2 months <u>4,031 kms</u> Vehicle 2. kms travelled for 2 months <u>1,160 kms</u>

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ITEM 8.4 CASTLEREAGH MACQUARIE COUNTY COUNCIL

WALGETT NOXIOUS PLANT REPORT

FROM: October 2015 TO: November 2015

Seasonal Conditions: The Walgett Shire has been very dry with the odd shower of rain throughout.

Milestones	Activities Undertaken	Outcomes Achieved
1. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>14</u> 2. Area inspected: <u>26,000 acres</u> 3. Area infested: <u>4,725 acres</u> 4. Area treated: <u>725 acres</u>
2. Control noxious weeds on council-controlled land	2. Treat roadsides for Prickly Pear Mimosa	5. Area treated along roadsides: 6. Map Infestation – record infestation on Council computer using Tracker. GPS areas where necessary. 7. Supply of spray equipment to landholders 400 litre Hardi spray equipment - 1 5 litre hand-held spray – 1
3. Bi-monthly Plant usage Vehicle 1. kms at start of monthskms	Vehicle 1. kms at end of monthskms	Vehicle 1. kms travelled for 2 monthskms

ITEM 8.5 CASTLEREAGH MACQUARIE COUNTY COUNCIL

WARREN NOXIOUS PLANT REPORT

FROM: October 2015 TO: November 2014

Seasonal Conditions: The Warren Shire has seen some good rain with 40mm of rainfall in October and 41mm in November. It was ideal for *Harrisia* cacti, Tiger pear, Noogoora and Bathurst burr to thrive.

Milestones	Activities Undertaken	Outcomes Achieved
1. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>8</u> 2. Area inspected: <u>30,000 ha</u> 3. Area infested: <u>20,000 ha</u> 4. Area treated: <u>3,000 ha</u>
2. Control noxious weeds on council-controlled land	2. Treat roadsides for Bathurst Burr Noogoora Burr Tiger Pear Green Cestrum Harrisia Cacti Boxthorn Common Pear Mimosa Bush	5. Area treated along roadsides: <u>3,000 ha</u> 6. Map Infestation – record infestation on Council computer using Tracker. GPS areas where necessary. 7. Supply of spray equipment to landholders: Nil 400 litre Hardi spray equipment - Nil 5 litre hand-held spray – Nil
4. Bi-monthly Plant usage Vehicle 1. kms at start of months <u>272,400.kms</u>	Vehicle 1. kms at end of months <u>276,557 kms</u>	Vehicle 1. kms travelled for 2 months <u>4,157.kms</u>

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ITEM 8.6 CASTLEREAGH MACQUARIE COUNTY COUNCIL

WARRUMBUNGL E NOXIOUS PLANT REPORT

FROM: October 2015 TO: November 2015

Seasonal conditions: Since the last report 120 points of rain has fallen in the gauge at Binnaway

Milestones	Activities Undertaken	Outcomes Achieved
3. Control noxious weeds on private property.	2. Carry out property inspections.	1. Number of properties inspected: <u>13</u> 2. Area inspected: 3. Area infested: <u>3,600 ha</u> 4. Area treated: <u>100 ha</u>
4. Control noxious weeds on council-controlled land	2. Treat roadsides for	5. Area treated along roadsides: <u>580 ha</u> 6. Map Infestation – record infestation on Council computer using Tracker. GPS areas where necessary. 7. Supply of spray equipment to landholders: Nil 400 litre Hardi spray equipment - Nil 5 litre hand-held spray – Nil
5. Bi-monthly Plant usage Vehicle 1. kms at start of months	Vehicle 1. kms at end of months	Vehicle 1. kms travelled for 2 months