

CASTLEREAGH MACQUARIE COUNTY COUNCIL  
Meeting of Council  
Held at Walgett Shire Council Chambers  
On 20<sup>th</sup> February 2017

# **CASTLEREAGH MACQUARIE COUNTY COUNCIL**



## **BUSINESS PAPER**

**For the Ordinary Meeting of Council  
to be held at the Warren Shire Council Chambers,  
On Monday 20 February 2017  
Commencing at 10:00 am**

77 Fox Street  
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## **AGENDA - ORDINARY COUNCIL MEETING**

**Monday, 20 February 2017**

- 1. OATH OR AFFIRMATION FOR COUNCILLORS**
- 2. WELCOME**
- 3. APOLOGIES**
- 4. DECLARATION OF INTERESTS**
- 5. CONFIRMATION OF MINUTES for Meeting held Monday 12 December 2016**
- 6. MATTERS ARISING FROM MINUTES**
- 7. REPORT FROM CHAIRMAN**
- 8. REPORT OF THE GENERAL MANAGER**
- 9. REPORT OF THE SENIOR WEEDS OFFICER**
- 10. CONFIDENTIAL**
- 11. QUESTIONS FOR NEXT MEETING**
- 12. NEXT MEETING - Monday 17 April 2017 at Coonabarabran**
- 13. CLOSE**

### **8. REPORT OF THE GENERAL MANAGER**

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|          | 8.6.3 – Declaration of Eligibility for a Registration Concession   |         |
|          | 8.6.4 – Regional Strategic Weed Management Plans                   |         |

### **9. REPORT OF THE SENIOR WEEDS OFFICER**

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**15. QUESTIONS FOR NEXT MEETING**

**16. CONFIRM DATE OF NEXT MEETING – Monday 17 April 2017 at Coonabarabran**

**17. CLOSE OF MEETING**

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# **CASTLEREAGH MACQUARIE COUNTY COUNCIL**



## **MINUTES**

**Of the Ordinary Meeting of Council  
held at Gilgandra Shire Council Chambers on  
Monday 12<sup>th</sup> December, 2016**

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CASTLEREAGH MACQUARIE COUNTY COUNCIL  
Meeting of Council  
Held at Warren Shire Council Chambers  
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CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT THE GILGANDRA COUNCIL CHAMBERS ON MONDAY 12 DECEMBER 2016 COMMENCING AT 10:00AM**

**1. Record of affirmation or oath:**

Bill Fisher oath at 10:02am 12 Dec 2016

**PRESENT:** Ctrs D. Batten (Chairman), A. Brewer, M. Martinez, I. Woodcock, B. Fisher and R. Lewis

**Staff Members:** D. Ramsland (General Manager), J. Unwin (Senior Weeds Officer), K. Watling (Gilgandra Weeds Inspector) and A. McCudden (Minute Secretary)

**Visitors:** Jeff Shanks (Luka Group – Auditors)

**2. WELCOME:** Ctr Batten welcomed all councillors and staff to the meeting.

**3. APOLOGIES:** Ctr M. Beach, G. Peart, M. Webb and P. Shinton

**12/16/1 Resolved:**

That apologies from M. Beach, G. Peart, M. Webb and P. Shinton be accepted and leave of absence be granted.

**Moved:** Ctr Woodcock

**Seconded:** Ctr Lewis

**Carried**

**4. DECLARATIONS OF INTEREST - Nil**

**5. ANNUAL FINANCIAL STATEMENTS 2015/16 AND AUDITORS REPORT**

**Recommendation:** That Council receive and note the Auditors Report for 2016 and formally adopt the Financial Statements for the year ended 30 June, 2016. Further that a copy of Auditor Jeff Shanks presentation to Council be attached to these minutes.

**12/16/2 Resolved:**

That Council receive and note the Auditors Report for 2016 and formally adopt the Financial Statements for the year ended 30 June, 2016. Further that a copy of Auditor Jeff Shanks presentation to Council be attached to these minutes.

**Moved:** Ctr Martinez

**Seconded:** Ctr Brewer

**Carried**

Ctr Batten thanked Mr Shanks for his detailed presentation.

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

Mr Shanks left the meeting at 10:30am.

**6. CONFIRMATION OF MINUTES**

**12/16/3 Resolved:**

That the minutes of the Castlereagh Macquarie County Council meeting held at Walgett on Monday 10 October, 2016, having been circulated, be confirmed as a true and accurate record of that meeting.

**Moved:**       Clr Lewis

**Seconded:**   Clr Woodcock

**Carried**

**7. MATTERS ARISING FROM MINUTES**

7.1 The General Manager advised that Council will endeavour to have the drone demonstration arranged with Clr Brewer for the February, 2017 meeting to be held in Warren.

**8. CHAIRMAN'S REPORT**

Chairman Clr Batten reported as follows:

Clr Batten made comment that local government councillors are all currently reviewing within their local Councils the Business Activity Strategic Plan with the view to establish Delivery Programs for the new four year term.

Clr Batten advised that as a single purpose Council, in accordance with our existing Vision and Mission Statement that Council reviews its current structure and its strategies used to undertake our Mission Statement in the best interests of the Constituent Councils that we serve.

Through financial necessity the previous Council undertook a radical structural review which resulted in a reduced number of staff through voluntary redundancies.

Clr Batten advised that this term of Council has the opportunity to build on this restructure by the way of workforce planning, succession planning, and increased profile within the community from a regulatory and weed control aspect.

Clr Batten suggested that at the February 2017 meeting to be held in Warren that time be allocated for a workshop for the opportunity to undertake a detailed review of the Business Activity Strategic Plan (2016 – 2025) which was adopted by Council in June, 2015.

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**12/16/4 Resolved:**

That the Chairman's report be received and noted.

**Moved:** Clr Batten  
**Seconded:** Clr Martinez

**Carried**

**9. GENERAL MANAGER'S REPORT**

**Item 9.1 Reconciliation Certificate 31 October 2016 & 30 November 2016**

**Recommendation:** That the Statement of Bank Balances as at 31 October and 30 November, 2016 be received and noted.

**12/16/5 Resolved:**

That the Bank Reconciliations as at 31 October and 30 November, 2016 be received and noted.

**Moved:** Clr Martinez  
**Seconded:** Clr Lewis

**Carried**

**Item 9.2 Quarterly Budget Review Statement – Period Ended 30 November, 2016**

**Recommendation:** That the Quarterly Budget Review Statement for the period ended 30 November, 2016 be received and noted and the recommended variations to the revised budget as detailed in the attached statement be adopted.

**12/16/6 Resolved:**

That the Quarterly Budget Review Statement for the period ended 30 November, 2016 be received and noted and the recommended variations to the revised budget as detailed in the attached statement be adopted.

**Moved:** Clr Woodcock  
**Seconded:** Clr Fisher

**Carried**

**Item 9.3. Organisational Review Update – December 2016**

**Recommendation:** That Council receive and note the General Manager's report in respect of the progress being made in respect of the new Organisational Action Plan and endorse the action taken so far.

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**12/16/7 Resolved:**

That Council receive and note the General Manager's report in respect of the progress being made in respect of the new Organisational Action Plan and endorse the action taken so far.

**Moved:** Clr Woodcock

**Seconded:** Clr Brewer

**Carried**

**Item 9.4      Consideration and Adoption of Annual Report – 2015/2016**

**Recommendation:** That Council consider and adopt the 2015/2016 Annual Report.

**12/16/8 Resolved:**

That Council consider and adopt the 2015/2016 Annual Report.

**Moved:**      Clr Woodcock

**Seconded:**    Clr Fisher

**Item 9.5      Matters for Brief Mention or Generally for Information Only**

**Recommendation:** That the above issues for brief mention or information only as detailed in the General Manager's report to the December, 2016 meeting be received and noted and Council determine any other action required.

**12/16/9 Resolved:**

That the above issues for brief mention or information only as detailed in the General Manager's report to the December, 2016 meeting be received and noted and Council determine any other action required.

**Moved:**      Clr Martinez

**Seconded:**    Clr Lewis

**Carried**

**12/16/10 Resolved:**

That Council take out the Accumulated Sick Leave Death Provision policy and appropriate adjustment be made to Council's budget where required.

**Moved:**      Clr Woodcock

**Seconded:**    Clr Fisher

**Carried**



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**10. SENIOR WEEDS OFFICER'S REPORT**

**Item 10.1 Senior Weeds Officer's Report**

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

**12/16/11 Resolved:**

That Council receive and note the Senior Weeds Officer's report for October / November 2016.

**Moved:** Cllr Woodcock

**Seconded:** Cllr Lewis

**Carried**

**Item 10.2 Noxious Plant Reports**

**Recommendation:** That Council receive and note the Noxious Plant reports for Gilgandra, Warren and Warrumbungles.

**12/16/12 Resolved:**

That Council receive and note the Noxious Plant reports for Gilgandra, Warren and Warrumbungles.

**Moved:** Cllr Fisher

**Seconded:** Cllr Martinez

**Carried**

**CONFIDENTIAL SESSION**

**1. Motion to move in to Confidential Session**

**12/16/13 Resolved:**

That at 11.30am 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:** Cllr Brewer

**Seconded:** Cllr Lewis

**Carried**

**2. Property Inspections Report**

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

**12/16/14 Resolved:**

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

**Moved:**      Clr Martinez  
**Seconded:**    Clr Woodcock

**Carried**

**3. Motion to move out of Confidential Session**

**12/16/15 Resolved:**

That at 11.35am Council move out of Confidential Session.

**Moved:**      Clr Fisher  
**Seconded:**    Clr Lewis

**Carried**

**Adoption of Closed Section Reports**

**12/16/16 Resolved:**

That Council adopt the recommendations of the Closed Committee Reports.

- Property Inspections Report

**Moved:**      Clr Woodcock  
**Seconded:**    Clr Martinez

**Carried**

**GENERAL BUSINESS**

1. Clr Lewis suggested that Council enquire about the options of registering our vehicle fleet as either plant or primary production.

**NEXT MEETING**

The next meeting is scheduled for Monday 20 February, 2017 at Warren.

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 11:55AM.**

To be confirmed as a true and accurate record at the Council Meeting to be held on Monday 20 February 2017.

**CHAIRMAN**

**GENERAL MANAGER**

# **General Manager's Report**

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**ITEM 8.1: RECONCILIATION CERTIFICATE 30 December 2016**

Reconciled Ledger Accounts for 31 December 2016 are as follows:

**Balance of Ledger – 1-1110**

<b>Balance 30/11/2016</b>	437,495.62
Plus Receipts	276,913.16
Less Payment	62,931.94
	<b><u>\$651,476.84</u></b>

**Balance of Bank Accounts**

Balance 31/12/2016 #273228001484	\$651,476.84
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Less: Outstanding Cheques

Chq# 6547 Landmark – Gilgandra 23/12/16    \$2,134.00

**\$649,342.84**

<b>Stores Balance 1-1410</b>	<b>31/12/16</b>	<b>\$31,763.20</b>
<b>Debtors Balance 1-1310</b>	<b>31/12/16</b>	<b>\$40,560.00</b>
<b>ELE Reserve Balance 1-1210</b>	<b>31/12/16</b>	<b>\$103,000.00</b>
<b>Plant Reserve 1-1220</b>	<b>31/12/16</b>	<b>\$9,000.00</b>

**Debtors:**

Local Land Services	Invoice #812825	30/06/15	\$25,000.00
	Invoice #812826	30/06/15	\$15,000.00
Karren Foran	Invoice #8975	23/11/16	\$560.00

**\$40,560.00**

**Recommendation:**

The Statement of Bank Balances as 31 December 2016 be received & adopted.

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL  
STORES INVENTORY REPORT**

**31 December 2016**

<b><u>Item No:</u></b>	<b><u>Description</u></b>	<b><u>Unit Price</u></b>	<b><u>Stock</u></b>	<b><u>Total Value</u></b>
1032	Access	\$400.00 (5L)	0	\$0.00
2020	Regain 200	\$300.00 (20kg)	0	\$0.00
1041	Scrubmaster	\$340.00 (20kg)	2	\$680.00
2085	Grazon Extra	\$585.00 (20L)	40	\$23,400.00
2895	Round-Up Extra	\$154.80 (20L)	34	\$5,263.20
3225	Spray Dye	\$160.00 (5L)	4	\$640.00
3530	Uptake Oil	\$130.00 (20L)	10	\$1,300.00
3710	Genwet 1000	\$120.00 (20L)	4	\$480.00
<b><u>TOTAL VALUE</u></b>				<b>\$31,763.20</b>

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**ITEM 8.1 RECONCILIATION CERTIFICATE 31 January 2017**

**Balance of Ledger – 1-1110**

<b>Balance 31/12/2016</b>	651,476.84
Plus Receipts	1,279.16
Less Payment	36,919.84
	<b><u>\$615,836.16</u></b>

**Balance of Bank Accounts**

Balance 31/01/2017 #273228001484	\$615,836.16
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Less: Outstanding Cheques

**Nil**

**\$615,836.16**

<b>Stores Balance 1-1410</b>	<b>31/01/17</b>	<b>\$28,213.80</b>
<b>Debtors Balance 1-1310</b>	<b>31/01/17</b>	<b>\$41,375.00</b>
<b>ELE Reserve Balance 1-1210</b>	<b>31/01/17</b>	<b>\$103,000.00</b>
<b>Plant Reserve 1-1220</b>	<b>31/01/17</b>	<b>\$9,000.00</b>

**Debtors:**

Local Land Services	Invoice #812825	30/06/15	\$25,000.00
	Invoice #812826	30/06/15	\$15,000.00
B & K Butler	Invoice #8981	11/01/17	\$1,375.00

**\$41,375.00**

**Recommendation:**

The Statement of Bank Balances as 31 January 2017 be received & adopted.

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL  
STORES INVENTORY REPORT**

**31 January 2017**

<b><u>Item No:</u></b>	<b><u>Description</u></b>	<b><u>Unit Price</u></b>	<b><u>Stock</u></b>	<b><u>Total Value</u></b>
1032	Access	\$400.00 (5L)	0	\$0.00
1041	Scrubmaster	\$340.00 (20kg)	2	\$680.00
2085	Grazon Extra	\$585.00 (20L)	35	\$20,475.00
2895	Round-Up Extra	\$154.80 (20L)	31	\$4,798.80
3225	Spray Dye	\$160.00 (5L)	3	\$480.00
3530	Uptake Oil	\$130.00 (20L)	10	\$1,300.00
3710	Genwet 1000	\$120.00 (20L)	4	\$480.00
<b><u>TOTAL VALUE</u></b>				<b>\$28,213.80</b>

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**ITEM 8.2: QUARTERLY BUDGET REVIEW STATEMENT AS AT 31 JANUARY 2017**

**REPORTING SECTION:** Castlereagh Macquarie County Council

**AUTHOR:** Don Ramsland – General Manager

**FILE NUMBER:** 09/47-03

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**Summary:**

An analysis of Council's actual income and expenditure to 31 January, 2017 has now been completed and a revised budget result forecast for the year ending 30 June, 2017 has been prepared showing the anticipated result on present trends.

These results are summarised as follows:

	<b>Revised Budgeted Surplus/(Loss) \$</b>	<b>Revised Budget Surplus/(Loss) \$</b>	<b>Forecast Budget Surplus / (Loss)\$</b>
Operating budget result	84,387	(5,388)	78,999
Capital Budget result	(77,830)	2,500	(75,330)

**Background:**

Just for the information of our new Councillors, 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.

Being mindful of this, the Office of Local Government (OLG) 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 providing 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 (QBRs) 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 these requirements is the 10 Year Long Term Financial Plan which forecasts the likely outcome over an extended period provided that there are no significant departures



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from the Operational Plan/Delivery Plan 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, and in view of the fact that this is the third quarterly report in respect of 2016/17, the variations which are listed on the attached review statement are only minor.

These variations reveal an Operating Budget Deficit for the quarter of (\$5,388) after provision has been made for depreciation of \$22,000.

Similarly, the Capital Budget Deficit has been reduced by \$2,500 to \$75,330 following a transfer from the Employees' Leave Entitlement Reserve in respect of accrued long service leave taken up to December, 2016.

This result is in line with the expectations voiced at the time of adopting the 2016/17 Budget and Operational Plan at the June, 2016 meeting.

This QBRs sets out the recommended changes to the revised Overall Budget of \$2,888 net. As indicated, these variations are listed in the attached Budget Papers and summarised on a separate page in the Budget Summary with reference to our key performance ratios and required declarations in respect of contractual arrangements, consultancies and legal expenses.

Our exact key performance ratios are detailed with our financial statements for 2015/16 which were the subject of the annual Auditors presentation at the December meeting.

However, after allowing for capital income/expenditure Council will operate at an estimated overall surplus in 2016/17 of \$3,669 after allowing for depreciation.

Details of Council's stores balances are included with the monthly bank reconciliation statements.

**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 pending announcement of the State Government's "Joint Organisation" initiative should provide Council with a degree of certainty in which to plan for the immediate and short term future.

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**Stakeholders:**

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

**Financial Implications:**

It is proposed to discuss the matter of what level of grant funds may become available in 2016/17 in the confidential section of the meeting as anticipated changes to the role of Local Land Service functions and subsequent funding cuts could impact unfavourably on Council's bottom line.

**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 – 31 January 2017
<p><b>Recommendation:</b></p> <p>That the Quarterly Budget Review Statement the period ended 31 January, 2017 be received and noted, the recommended variations to the revised budget as detailed in the attached statement be adopted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Quarterly Budget Review Documentation

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Quarterly Budget Review Statement – 31 January, 2017.

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 31 January, 2017 indicates that Council's projected financial position as at 30 June, 2017 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 20 February, 2017 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: 13 February, 2017

Don Ramsland - Responsible Accounting Officer – Castlereagh Macquarie County Council

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**Quarterly Budget Review Statement – 31 January, 2017. draft**

**Recommended Changes to Revised Budget**

<b>A. Revenue Income</b>	<b>\$</b>	<b>\$</b>
1. Additional Workers' comp incentive		506
<b>Total – Revenue Income Adjustments</b>		<b>506</b>
 <b>B. Revenue Expenditure</b>		
1. Additional Costs – Depot Expenses	723	
2. BioSecurity Expenses	4,004	
3. Mesquite Control	92	
4. Parkinsonia Control	1,075	
<b>Total –Revenue Expense Adjustments</b>		<b>5,894</b>
 <b>Net Increase in Operating Deficit</b>		<b>\$5,388</b>
 <b>C. Capital Income Adjustments -</b>	<b>2,500</b>	
 <b>D. Capital Expenditure Adjustments</b>	<b>Nil</b>	
<b>Total – Capital Adjustments</b>		<b>\$2,500</b>
 <b>Net Increase in Deficit</b>		<b>\$ 2,888</b>

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**Quarterly Budget Review Statement – 31 January, 2017.**

**Budget Review - Key Performance Indicators Statement**

- Unrestricted Current Ratio –2.63 :1** (1 July, 2016)
- Debt Service Ratio – 1.84:1** (1 July, 2016)
- Building and Infrastructure Renewal Ratio** - as a 1 July, 2016 this ratio was 0.00% as Council had made no provision for assets renewals

**Budget Review - Contracts and Other Expenses**

**Part A – Contracts Listing** - Council has not entered into any contracts.

**Part B – Consultancy and Legal Expenses**

<u>Expense</u>	<u>Expenditure YTD</u>	<u>Budgeted</u>
	<b>\$</b>	<b>Y/N</b>
Consultancies	Nil	No
Legal Fees	Nil	No

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL**  
**Statement of Cash Flows as at 31 January, 2017**

	Actual 2014	Actual 2015	Est. 2016	Est. 2017
<b>Cash Flows from Operating Activities</b>				
<u>Receipts</u>				
User Fees and Charges	10	15	29	7
Investment and Interest Revenue	5	6	6	7
Grants and Contributions	1013	940	823	731
Bonds, Deposits and Retention amounts	-	-		
Other	201	132	120	162
<u>Payments</u>				
Employee Benefits and Oncosts	-1037	-900	-626	-680
Materials and Contracts	-89	-78	-26	-16
Other	-221	-198	-226	-123
<b>Net Cash provided/used in Operating Activities</b>	<b>-118</b>	<b>-83</b>	<b>100</b>	<b>88</b>
<b>Cash Flows from Investing Activities</b>				
<u>Receipts</u>				
Sale of Infrastructure, Property, Plant and Equipment	2	414	16	15
<u>Payments</u>				
Purchase of Infrastructure, Property, Plant and Equipment	-	9	-69	-60
Investments	-	-		-17
<b>Net Cash provided/used in Investing Activities</b>	<b>2</b>	<b>423</b>	<b>-53</b>	<b>-62</b>
<b>Cash Flows from Financing Activities</b>				
<u>Receipts</u>				
Proceeds from Borrowings and Advances	250	-	0	-
Transfer from Plant Reserve				10
<u>Payments</u>				
Repayment of Borrowings and Advances	-	-100	-100	-50
<b>Net Cash Flow provided/used in Financing Activities</b>	<b>250</b>	<b>-100</b>	<b>-100</b>	<b>-40</b>
Net Increase/(Decrease) in Cash and Cash Equivalents	134	240	-53	-14
add Cash and Cash Equivalents - beginning of year	17	151	391	343
<b>Cash and Cash Equivalents - end of year</b>	<b>151</b>	<b>391</b>	<b>338</b>	<b>329</b>
Investments on hand - end of year	-	-		119
<b>Total Cash, Cash Equivalents and Investments</b>	<b>151</b>	<b>391</b>	<b>338</b>	<b>448</b>

CASTLEREAGH MACQUARIE COUNTY COUNCIL  
Meeting of Council  
Held at Walgett Shire Council Chambers  
On 20<sup>th</sup> February 2017

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Draft Quarterly Budget Review Statement - 31 January, 2017.

Operating Budget

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/01/17	Remainder of Year	Projected for Year	Furth er Variat ions	Percent age to date
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
<u>OPERATING REVENUE</u>													
Administration													
DPI - MVWAC Grant	287,248							287,248	268,880	18,368	287,248	0	94
Weed Certificates	7,290							7,290	2,378	4,912	7,290	0	33
Constituent Council Cont	506,547							506,547	506,547	0	506,547	0	100
all councils addn cont	-							0		0	0	0	0
Interest on Investments	6,000							6,000	1,659	4,341	6,000	0	28
Property Insurance Rebate	3,342							3,342	275	3,067	3,342	0	8
Insurance Provision adjust	1,767							1,767		1,767	1,767	0	0
WHS Incentive Rebate	5,115							5,115	5,000	115	5,115	0	98
Workers Comp Incentive Payment	-							0	506		506	506	100
Motor vehicle Claims Exp Discount	2,537							2,537		2,537	2,537	0	0
Jury Duty	-							0		0	0	0	0
Administration Total	819,846	0	0	0				819,846	785,245	35,107	820,352	506	96
Destruction of Weeds													
Con't from Constituent Councils								0		0	0	0	0
Hudson Pear - Walgett								0		0	0	0	0
Mesquite Control - Grant								0		0	0	0	0
Parthenium Weed - Grant								0		0	0	0	0
Parkinsonia - Grant								0		0	0	0	0

CASTLEREAGH MACQUARIE COUNTY COUNCIL  
Meeting of Council  
Held at Warren Shire Council Chambers  
On 20<sup>th</sup> February 2017

Destruction of Weeds Total		0	0	0	0	0	0	0	0	0	0	0		
Private Works														
Bre Shire - Private Works							0		0	0	0	0		
Coonamble - Private Works			400				400	400		400	0	100		
Coonabarabran - Private Works					360		360	360		360	0	100		
Warren - Private Works			300	3,600			3,900	3,900		3,900	0	100		
Gilgandra - Private Works					988		988	988		988	0	100		
Walgett - Private Works				660	3,120		3,780	3,780	0	3,780	0	100		
DLCW - 5 Ways							0		0	0	0	0		
WLC (HP)							0		0	0	0	0		
Walgett Shire - Hudson Pear							0			0	0	0		
Western LLS (HP) S/R analysis							0		0	0	0	0		
Western LLS (HP) Control Prgmes							0		0	0	0	0		
NW LLS - Hudson Pear Taskforce	10,000						10,000		10,000	10,000	0	0		
Sale of Parts etc							0		0	0	0	0		
Private Works -Total	10,000	0	700	4,260	4,468		19,428	9,428	10,000	19,428	0	49		
Other Income														
Plant Income	156,000						156,000	46,965	109,035	156,000	0	30		
Const Council Advances							0		0	0	0	0		
Profit on sale of plant							0		0	0	0	0		
Other Income -Total	156,000	0	0	0		0	156,000	46,965	109,035	156,000	0	30		
-														
Total Operating Revenue	985,846	0	700	4,260	4,468	0	0	995,274	841,638	154,142	995,780	506	85	995,780
														995,780

**OPERATING EXPENSES**

**Administration**

CASTLEREAGH MACQUARIE COUNTY COUNCIL  
Meeting of Council  
Held at Warren Shire Council Chambers  
On 20<sup>th</sup> February 2017

**Salaries**

General Manager's Salary	22,032							22,032	9,842	12,190	22,032	0	45	
Administrative Assistance								0		0	0	0	0	
Commission on auction sale								0		0	0	0	0	
Office Assistant								0		0	0	0	0	
Contract Admin Support	26,523							26,523		26,523	26,523	0	0	
MVWAC - Project Officer Costs	5,446							5,446	5,446		5,446	0	100	
OCC - Weed Coord Cont	20,108							20,108		20,108	20,108	0	0	
IPR Costs	309							309		309	309	0	0	
Host - Meeting Expenses - MVWAC	2,500			1193				3,693	3,693		3,693	0	100	
BioSecurity Info Expenses			17	1513				1,530	5,534		5,534	4,004	100	
Travelling	2,000							2,000		2,000	2,000	0	0	
Audit Fees	7,426							7,426		7,426	7,426	0	0	
Advertising	2,652							2,652	664	1,988	2,652	0	25	
Printing & Stationary	2,500							2,500		2,500	2,500	0	0	
Postage & Freight	1,061							1,061		1,061	1,061	0	0	
Storage Rental	1,000							1,000		1,000	1,000	0	0	
Telephone	7,957							7,957	3,378	4,579	7,957	0	42	
Bank Charges	583							583	145	438	583	0	25	
Legal Expenses	515							515		515	515	0	0	
Sundry Expenses								0		0	0	0	0	
computer maintenance	15,412							15,412		15,412	15,412	0	0	
security services								0		0	0	0	0	
office cleaning								0		0	0	0	0	
sundry admin expenses	2,500							2,500		2,500	2,500	0	0	
web site costs	1,500							1,500	1,311	189	1,500	0	87	
Subscription - Shires Assoc	2,678							2,678		2,678	2,678	0	0	
sub total - administration	124,702	0	-	17	2706	0	0	127,425	30,013	101,416	131,429	4,004	23	131,429



CASTLEREAGH MACQUARIE COUNTY COUNCIL  
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On 20<sup>th</sup> February 2017

131,429

**Administration - Insurances**

								0		0	0	0	0	
Fidelity Gaurantee	1,435		98	-140				1,393	1,393		1,393	0	100	
Public Liability & Prof Indem	24,460		2,133	-2418				24,175	24,175		24,175	0	100	
PL & PI - Excess								0		0	0	0	0	
Property Insurance	5,541	-	531	-180				4,830	4,830		4,830	0	100	
State Cover Capital Levy	1,304							1,304		1,304	1,304	0	0	
Motor Vehicle Liability	7,439		627	-733				7,333	7,333		7,333	0	100	
Personal/Members' Accident	1,946		132	-189				1,889	1,889		1,889	0	100	
Councillors' and Officers' Liability	9,635		839	-952				9,522	9,522		9,522	0	100	
<b>sub total - insurance</b>	<b>51,760</b>	<b>0</b>	<b>3,298</b>	<b>-4612</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>50,446</b>	<b>49,142</b>	<b>1,304</b>	<b>50,446</b>	<b>0</b>	<b>97</b>	50,446
														50,446

**Elected Members Activities**

Chairperson's Allowance	8,144							8,144	1,782	6,362	8,144	0	22	
Councillors' Meeting Fees	27,486							27,486	12,384	15,102	27,486	0	45	
Councillors' Travelling	4,635							4,635	1,193	3,442	4,635	0	26	
Councillors' Subsistence	6,076							6,076	2,727	3,349	6,076	0	45	
Delegates' Expenses	2,180							2,180	0	2,180	2,180	0	0	
CMCC Meeting Expenses								0	0	0	0	0	0	
<b>sub total - governance</b>	<b>48,521</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48,521</b>	<b>18,086</b>	<b>30,435</b>	<b>48,521</b>	<b>0</b>	<b>37</b>	48,521

here 30/9

**Employee Overhead Expenses**

redundancy - termination pay

redundancy - annual leave

redundancy - long service leave

Provision for ELE

Annual Leave	26,274							26,274	13,740	12,534	26,274	0	52	
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CASTLEREAGH MACQUARIE COUNTY COUNCIL  
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Long Service Leave	11,542				7755			19,297	19,042	255	19,297	0	99	
Sick Leave	9,696							9,696	8,168	1,528	9,696	0	84	
Compassionate Leave				512				512	512		512	0	100	
Union Picnic Day					500			500	500		500	0	100	
Public Holidays NEI	12,928				-500			12,428	1,616	10,812	12,428	0	13	
Jury Duty								0		0	0	0	0	
Superannuation	44,408							44,408	20,866	23,542	44,408	0	47	
Pre -Tax Contributions								0		0	0	0	0	
Post Tax Contributions								0		0	0	0	0	
Workers Compensation	16,500							16,500	4,281	12,219	16,500	0	26	
Staff Misc								0		0	0	0	0	
Protective Clothing	600				151			751	751		751	0	100	
Allowances Disability/Climatic	3,085							3,085	485	2,600	3,085	0	16	
Staff Training	6,000							6,000	3,678	2,322	6,000	0	61	139,451
sub total - employee expenses	131,033			512	7906			139,451	73,639	65,812	139,451	0	53	139,451
Total - Administration Expenses	356,016	0	3,298	-4083	10612	0	0	365,843	170,880	198,967	369,847	4,004	46	369,847
369,847														
Destruction of Weeds														
Supervision of Weeds Officers	7,196							7,196	2,463	4,733	7,196	0	34	
Property Inspections	78,000							78,000	10,998	67,002	78,000	0	14	
Other Costs - Council Roads	78,000							78,000	49,715	28,285	78,000	0	64	
WAP1520 Grant Expenses	200,000							200,000	109,544	90,456	200,000	0	55	
HP TaskForce Administration	6,300							6,300	3,496	2,804	6,300	0	55	
Contribs from Constituent Councils								0		0	0	0	0	
Hudson Pear Walgett Shire								0		0	0	0	0	
Mesquite Contol Program								0	92	0	92	92	100	
Parthenium Weed Control								0		0	0	0	0	
Parkinsonia Weed Control					80			80	1,155	0	1,155	1,075	100	

CASTLEREAGH MACQUARIE COUNTY COUNCIL  
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Promotions & Field Days	7,710							7,710	3,657	4,053	7,710	0	47	
Pasture Trials								0		0	0	0	0	
<b>Destruction of Weeds Total</b>	<b>377,206</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>377,286</b>	<b>181,120</b>	<b>197,333</b>	<b>378,453</b>	<b>1,167</b>	<b>48</b>	378,453
<b>Private Works</b>														
Bre Shire - Private Works								0		0	0	0	0	
Walgett Shire - Private Works				1290	620			1,910	1,910		1,910	0	100	
Warren Shire - Private Works			122	2131				2,253	2,253	0	2,253	0	100	
Coonamble - Private Works				135				135	135	0	135	0	100	
Gilgandra Shire - Private Works					554			554	312	0	312	(242)	100	
Warrumbungle Shire Pte Works									242	0	242	242	100	
Sundry Private Works								0		0	0	0	0	
WLC (HP) - 5 Ways								0		0	0	0	0	
Western CMA (HP)								0		0	0	0	0	
Western LLS (HP) S/R Analysis								0		0	0	0	0	
Western LLS (HP) Control Pgmes								0		0	0	0	0	
Walgett Shire - HP								0		0	0	0	0	
DLWC - 5 Ways	1,000							1,000		1,000	1,000	0	0	
Cost for the Sale of Parts etc	1,500							1,500	849	651	1,500	0	57	
<b>Private Works -Total</b>	<b>2,500</b>	<b>0</b>	<b>122</b>	<b>3556</b>	<b>1174</b>	<b>0</b>	<b>0</b>	<b>7,352</b>	<b>5,701</b>	<b>1,651</b>	<b>7,352</b>	<b>0</b>	<b>78</b>	7,352
<b>Other Expenses</b>														
Depot Expenses	7,875							7,875	8,598		8,598	723	100	
Plant Expenses	80,531							80,531	23,684	56,847	80,531	0	29	
Depreciation	22,000							22,000		22,000	22,000	0	0	
Refund - Const Cnl Advances	50,000							50,000		50,000	50,000	0	0	
<b>Other Expenses -Total</b>	<b>160,406</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160,406</b>	<b>32,282</b>	<b>128,847</b>	<b>161,129</b>	<b>723</b>	<b>20</b>	161,129

CASTLEREAGH MACQUARIE COUNTY COUNCIL  
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On 20<sup>th</sup> February 2017

<b>Total - Operating Expenses</b>	<b>896,128</b>	<b>0</b>	<b>3,420</b>	<b>-</b>	<b>527</b>	<b>11,866</b>	<b>-</b>	<b>-</b>	<b>910,887</b>	<b>389,983</b>	<b>526,798</b>	<b>916,781</b>	<b>5,894</b>	<b>43</b>	916,781
															916,781
<b>NET OPERATING SURPLUS (DEFICIT)</b>	<b>89,718</b>		<b>(2,720)</b>		<b>4,787</b>	<b>(7,398)</b>			<b>84,387</b>	<b>451,655</b>	<b>(372,656)</b>	<b>78,999</b>	<b>(5,388)</b>	<b>572</b>	78,999
															78,999
														0	

**Quarterly Budget Review Statement - 31 January, 2017**

	<b>Original Budget</b>	<b>Adopted Changes To date</b>						<b>Revised Budget</b>	<b>YTD to 31/01/17</b>	<b>Remainder of Year</b>	<b>Projected for Year</b>	<b>Further Variations</b>	<b>Percentage to date</b>
		<b>c/fwd</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>4th Qtr</b>	<b>Final</b>						
<b>Capital Income</b>													
Profit on Sale of Plant	15,000							15,000		15,000	15,000	0	0
Sale of Depot Facilities (Coonamble, Coon'bran)								0		0	0	0	0
Sale of Surplus Equipment								0		0	0	0	0
Transfer from Plant Reserve			10,000					10,000		10,000	10,000	0	0
Transfer from ELE						7,500		7,500	10,000		10,000	2,500	100
<b>Capital Income - Total</b>	<b>15,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	<b>32,500</b>	<b>10,000</b>	<b>25,000</b>	<b>35,000</b>	<b>2,500</b>	<b>29</b>
<b>Capital Expenditure</b>													
Office Equipment	33,000							33,000	31,070	1,930	33,000	0	94
Depot Facility - Coonamble	5,000							5,000		5,000	5,000	0	0
New Vehicles - Nett	53,000							53,000		53,000	53,000	0	0
Small Plant, Tools, Radios	2,000							2,000		2,000	2,000	0	0
Transfer to ELE Reserve	5,000							5,000		5,000	5,000	0	0
Transfer to Plant Reserve	12,330							12,330		12,330	12,330	0	0

CASTLEREAGH MACQUARIE COUNTY COUNCIL  
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Capital Expenditure - Total	110,330	-	-	-	-	-	-	110,330	31,070	79,260	110,330	0	28
Net Capital Surplus/(Deficit)	(95,330)	-	10,000	-	7,500	-	-	(77,830)	- 21,070	- 54,260	- 75,330	2,500	28

**Quarterly Budget Review as at 31 January, 2017 - Est. Summary for Year**

Total Income	1,000,846		10,700	4,260	11,968		1,027,774	851,638	179,142	1,030,780	3,006	83	1,030,780
Total Expenditure	1,006,458		3,420	- 527	11,866		1,021,217	421,053	606,058	1,027,111	5,894	41	1,027,111
Net Total Surplus/(Deficit)	(5,612)		7,280	4,787	102		6,557	430,585	-426,916	3,669	-2,888		3,669
													3,669

**Summary Of Reserves as at 31 January, 2017**

Total Equity	430,000	- 5,612	7,280	4,787	102		436,557		436,557	436,557	0	0
ELE Reserve	103,000	5,000			-7500		100,500	- 2,500	100,500	98,000	-2,500	(3)
Plant Reserve	9,000	12,330	-10,000				11,330		11,330	11,330	0	0

CASTLEREAGH MACQUARIE COUNTY COUNCIL  
Meeting of Council  
Held at Warren Shire Council Chambers  
On 20<sup>th</sup> February 2017

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

**Quarterly Budget Review Statement - 31 January, 2017**

**Operating Budget Summary**

	Original Budget	cwd/fwd	Adopted Changes Todate					Revised Budget	YTD to 31/01/17	Remainder of Year	Projected for Year	Further Variations	Percentage To date
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
<b><u>OPERATING REVENUE</u></b>													
Total - Administration	819,846	0	0	0	0	0	0	819,846	785,245	35,107	820,352	506	62
Total - Destruction of Weeds	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Private Works	10,000	0	700	4,260	4,468	0	0	19,428	9,428	10,000	19,428	0	7
Total - Other Income	156,000	0	0	0	0	0	0	156,000	46,965	109,035	156,000	0	3
	-		-						-	-	-	-	-
<b>Total Operating Revenue</b>	<b>985,846</b>	<b>0</b>	<b>700</b>	<b>4,260</b>	<b>4,468</b>	<b>0</b>	<b>0</b>	<b>995,274</b>	<b>841,638</b>	<b>154,142</b>	<b>995,780</b>	<b>506</b>	<b>52</b>
<b><u>OPERATING EXPENSES</u></b>													
sub total - administration	124,702	0	0	17	2706	0	0	127,425	30,013	101,416	131,429	4,004	2
sub total - insurance	51,760	0	3,298	-4612	0			50,446	49,142	1,304	50,446	0	98
sub total - governance	48,521	0	0	0	0			48,521	18,086	30,435	48,521	0	0
sub total - employee expenses	131,033	0	0	512	7906			139,451	73,639	65,812	139,451	0	5
Total - Administration Expenses	356,016	0	3,298	-4083	10612			365,843	170,880	198,967	369,847	4,004	18
Total - Destruction of Weeds	377,206	0	0	0	80			377,286	181,120	197,333	378,453	1,167	7
Total - Private Works	2,500	0	122	3556	1174			7,352	5,701	1,651	7,352	0	5
Total - Other Expenses	160,406	0	0	0	0			160,406	32,282	128,847	161,129	723	10
	-		-	-				-	-	-	-	-	-
<b>Total - Operating Expenses</b>	<b>896,128</b>	<b>0</b>	<b>3,420</b>	<b>-527</b>	<b>11866</b>			<b>910,887</b>	<b>389,983</b>	<b>526,798</b>	<b>916,781</b>	<b>5,894</b>	<b>10</b>
<b>NET OPERATING SURPLUS (DEFICIT)</b>	<b>89,718</b>	<b>0</b>	<b>(2,720)</b>	<b>4,787</b>	<b>(7,398)</b>			<b>84,387</b>	<b>451,655</b>	<b>(372,656)</b>	<b>78,999</b>	<b>(5,388)</b>	<b>481</b>

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78,999

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Quarterly Budget Review Statement - 31 January, 2017

Capital Budget Summary

	Original Budget	cfwd/fwd	Adopted Changes Todate					Revised Budget	YT to 31/01/17	Remainder of Year	Projected for Year	Further Variations	Percentage To date
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	final						
<u><b>CAPITAL INCOME</b></u>													
Total - Capital Income	15000		10000		7500			32,500	10000	25,000	35,000	2,500	
<u><b>CAPITAL EXPENDITURE</b></u>													
Total - Capital Expenditure	110,330				0			110,330	31,070	79,260	110,330	0	
NET CAPITAL SURPLUS (DEFICITS)	(95,330)		10000		7500			(77,830)	(21,070)	(54,260)	(75,330)	2,500	

ESTIMATED TOTAL BUDGET RESULT - 31 Janaury, 2017

Surplus/(Deficit) after Dep'n	(5,612)		7,280	4,787	102			6,557	430,585	(426,916)	3,669	(2,888)	0
Add Dep'n Included in above	22,000							22,000	0	22,000	22,000	0	0
Surplus(Deficit) before Dep'n	16,388		7,280	4,787	102			28,557	430,585	(404,916)	25,669	(2,888)	0

**ITEM 8.3 ORGANISATIONAL REVIEW UPDATE – JANUARY 2017**

**REPORTING SECTION:** Castlereagh Macquarie County Council  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 09/47-03

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**Summary:**

To review the Organisational Action Plan.

**Background:**

In March, 2014 Council adopted a twelve point plan as part of the proposed organisational restructure of the County Council.

With the close of the 2015/16 financial year all but two of those measures had been completed, the outstanding issues being the finalisation of the appointment of the Senior Weeds Officer and the repayment of the last \$10,000 instalments in respect of the advances made by our constituent Councils to fund the restructure.

**Current Position:**

As part of the Integrated Planning and Reporting legislation Council should be looking at the outcomes achieved from its Business Activity Statement and supporting legislation. Of paramount importance is the need to be proactive in the local government reform process and, in particular preparing a submission in respect of the joint organisation concept.

It is also a requirement that all the elements of the IP&R supporting legislation be reviewed within twelve months of the September quadrennial elections and ensures they address the requirements of the Biosecurity Act 2015.

During August, 2016 Council commenced implementing WeedMap Pro, a Biosecurity Information System (BIS) which is a requirement of the Department of Primary Industries recently introduced to comply with the new Biosecurity Act 2015. This data is essential for planning at a regional, state and national scale. Training for staff commenced in October.

At its meeting on 27 June, 2016 Council adopted a 30 point Organisational Action Plan for 2016/17. It is planned to update and implement progressively throughout the year and to also review at each meeting.

This report to the January, 2017 meeting is the fourth of these reviews and progress in respect of the following elements has now been identified:

**February**

1. Monitor insurance cover and ensure all risks are reasonably addressed
2. Provide regular feed back to constituent councils through the distribution of agendas and minutes
3. Maintain an up to date website and records system
4. Prepare Quarterly Budget Review Statements
5. Research grant fund opportunities

*Any Councillors' queries can be discussed at the meeting.*



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**Relevant Reference Documents:**

Council's Operational Plan and Budget for 2016/2017, August, 2016/17 QBRS Statements and Long Term Financial Plan

**Business Activity Strategic Plan Link:**

The issues identified during the preparation of the 2016/2017 Operational Plan and Budget are linked back to Council's 2016/2020 Delivery Plan and Business Activity Strategy

**Delivery Plan Link:**

The issues identified during the preparation of the 2016/2017 Operational Plan and Budget are linked back to Council's 2016/2020 Delivery Plan and Business Activity Strategy

**Operational Plan/Budget Link:**

The issues identified in 2016/2020 Council's Delivery Plan and Business Activity Strategy are directly linked to the 2016/2017 Operational Plan and Budget provisions

**Stakeholders:**

Castlereagh Macquarie County Council

Council Staff

Constituent Councils

Local residents and landholders

**Governance Issues:**

The aim of this report is to acquaint Councillors with the progress being made in respect of the many and varied tasks that need to be addressed over the next twelve months. As necessary, over the next twelve months, additional items may be added to the action plan.

**Environmental Issues:**

Not applicable

**Financial Implications:**

Maintaining both Council's financial viability and ongoing sustainability into the future are essential elements. The bleak financial future Council was facing two years ago has been turned around to one where a ten year financial plan indicates an increasing level of available funds and at the same time sees due provision being made for future liabilities such as ELE and Plant Replacement.

**Legal Issues:**

Council will need to be mindful of any changes in local government legislation that may have serious impacts into the future.

**Alternatives/Options:**

Not to be aware of ongoing issues or plan for the future

**Conclusion:**

As discussed previously, it is to Council's credit that it has been prepared to take the tough decisions to address its recent financial dilemma and turn the financial situation around.

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However, as well as routine operational requirements, there are other issues outside Council's control including the functioning Local Land Services, the review of noxious weed management and more recently the NSW Office of Local Government's discussion paper in respect of Joint Organisations that have now come into play. This report notes the success and progress made in relation to the new Organisational Action Plan

<b>Organisational Review Update – 31 January 2017</b>
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<b>Recommendation:</b>
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That Council receive and note the General Manager's report in respect of the progress being made in respect of the new Organisational Action Plan and endorse the action taken so far.
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<b>Moved:</b>
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<b>Seconded:</b>
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**Attachments:**

Organisational Action Plan



**CASTLEREAGH MACQUARIE COUNTY COUNCIL  
ORGANISATIONAL ACTION PLAN**

**August**

1. Be proactive in the local government reform process by preparing a submission in respect of the joint organisation concept. - ongoing
2. Finalise annual statements of account for 2015/16 - completed
3. Review and update its WH&S policies and procedures - completed
4. Review and negotiate Council's Insurances - completed
5. Update Local Control Plans – Class 4 Weeds -completed
6. Prepare 2015/16 WAP 1520 return - completed
7. Prepare Quarterly Budget Review Statements - completed

**October**

8. Report on the outcomes achieved through the Integrated Planning and Reporting legislation Council from its Business Activity Strategy and supporting legislation.
9. All the elements of the IP&R supporting legislation be reviewed within twelve months of the September quadrennial elections and ensure they address the requirements of the Biosecurity Act 2015.
10. Review Councillors' remuneration
11. Review its salary system, work practices and costing documentation
12. Update all policies and procedures
13. Prepare Quarterly Budget Review Statements

**December**

14. Auditor's presentation to December, 2016 and annual statements table for adoption
15. Re-negotiate property leases with constituent councils where appropriate
16. Conduct both WH&S and Award Consultative Committee meetings
17. Provide the secretariat for the Hudson pear Task Force
18. Run a series of weeds eradication programmes based on seasonal conditions
19. Improve communication with state agencies and other stakeholders
20. Prepare Quarterly Budget Review Statements
21. Appointment of Senior Weeds Officer – John Unwin appointed.

**February**

22. Monitor insurance cover and ensure all risks are reasonably addressed
23. Provide regular feed back to constituent councils through the distribution of agendas and minutes
24. Maintain an up to date website and records system

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25. Prepare Quarterly Budget Review Statements

26. Research grant fund opportunities

**April**

27. Prepare Quarterly Budget Review Statements

28. Provide regular feed back to constituent councils through the distribution of agendas and minutes

29. Prepare Draft Budget for 2017/18 and supporting documentation

30. Advertise estimates

**June**

31. Prepare Draft Budget for 2017/18 and supporting documentation

32. Community consultation

33. Commence annual statement preparation

34. Review ELE reserves

## **ITEM 8.4 REVIEW OF POLICY DOCUMENTS**

**REPORTING SECTION:** Castlereagh Macquarie County Council

**AUTHOR:** Don Ramsland – General Manager

**FILE NUMBER:** 09/47-03

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### **Summary:**

To review Council's key policy documents.

### **Background:**

The following policies were placed on public exhibition between 2 December and 30 December 2016 and public comment invited.

Code of Conduct

Code of Meeting Practice

Councillor Access to Information and Interaction with Council Staff Policy

Payment of Expenses and Provision of Facilities for Councillors

### **Current Position:**

With the policies due for revision it is timely to amend any problem areas identified.

However no submissions were received during the advertising period and no amendments appear to be necessary at this time.

### **Relevant Reference Documents:**

Code of Conduct

Code of Meeting Practice

Councillor Access to Information and Interaction with Council Staff Policy

Payment of Expenses and Provision of Facilities for Councillors

### **Governance Issues:**

It is appropriate for any issues identified in Council's policy documentation to be corrected at the earliest possible opportunity.

The proposed policies have been advertised for 28 days and submissions invited from the general public closing 42 days after the first notice is published.

### **Environmental issues:**

Nil

### **Stakeholders:**

Constituent Councils

Castlereagh Macquarie County Council

### **Financial Implications:**

Any additional costs involved will be met from existing budget allocations.

### **Legal Issues:**

No issues have been raised

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**Alternative Solutions/Options:**

Not applicable

**Conclusion:**

It is now appropriate for Council to adopt the policies mentioned above.

Review of Policy Documents
<p><b>Recommendation:</b></p> <p>That as no submissions was received during the public exhibition period Council now adopt the following policies:</p> <ul style="list-style-type: none"><li>Code of Conduct</li><li>Code of Meeting Practice</li><li>Councillor Access to Information and Interaction with Council Staff Policy</li><li>Payment of Expenses and Provision of Facilities for Councillors</li></ul> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Code of Conduct

Code of Meeting Practice

Councillor Access to Information and Interaction with Council Staff Policy

Payment of Expenses and Provision of Facilities for Councillors

**ITEM 8.5 BUSINESS ACTIVITY STRATEGIC PLAN 2016 – 2025 - WORKSHOP**

**REPORTING SECTION:** Castlereagh Macquarie County Council  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 09/47-03

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**Summary:**

The Chairman has requested that we run a workshop on the Business Activity Strategic Plan 2016 – 2025 at this meeting.

A copy of the current 2016 Business Activity Strategic Plan has been circulated under separate cover for your information. Hard copies will also be made available at the meeting

<b>Business Activity Statement Workshop</b>
<p><b>Recommendation:</b> That the revised Business Activity Strategic Plan be adopted in principle and placed on public exhibition and comments/submissions invited.</p> <p><b>Moved:</b> <b>Seconded:</b></p>

**Attachments:**

2016 Business Activity Strategic Plan

**ITEM 8.6 MATTERS FOR BRIEF MENTION OR INFORMATION ONLY**

**REPORTING SECTION:** Castlereagh Macquarie County Council

**AUTHOR:** Don Ramsland – General Manager

**FILE NUMBER:** 09/47-03

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**1. BIS Implementation – Update**

Further in-house training for the new WeedMap Pro electronic mapping system was carried out at Walgett on Monday 30th and Tuesday 31st January. Weed Officers commenced plotting field data 1<sup>st</sup> February. Due to the complexity of the reporting requirements requested on a monthly basis from the DPI and the program itself it is recommended that further training be carried out either in a group or one-on-one depending on the individual skill sets.

**2. Disclosure of Interest Returns**

A reminder that all newly elected councillors should have been lodged their Primary Financial Returns by no later than 31 December, 2016.

**3. Declaration of Eligibility for a Registration Concession**

Council's eligibility for the Registration Concession of Council vehicles falls under the category of 'Roadwork by a Council, Park or Cemetery Trust (RDWK)' at a fee of \$64.00 per vehicle.

**4. Regional Strategic Weed Management Plans**

The Draft Regional Strategic Weed Management Plans are now open to the Public for consultation. Submissions can be made up until 8 March 2017. Plans and Supporting Documentation are available on the Local Land Services website. The Central West LLS Board are meeting mid April where they will sign off on the final document to present to the Minister.

Matters for Brief Mention or Information Only
<p><b>Recommendation:</b></p> <p>That the above issues for brief mention or information only as detailed in the General Manager's report to the February, 2017 meeting be received and noted and Council determine what further action, if any, should be taken in respect of the matters listed.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>



# **Section 2**

## **Senior Weeds Officer's Report**

**ITEM 9.1: SENIOR WEEDS OFFICER'S REPORT – DECEMBER 2016 TO JANUARY 2017**

A very short report for this period as I have been away on annual leave from 26<sup>th</sup> December to 26<sup>th</sup> January which has been the longest period of leave I have taken since I started work 55 years ago.

I attended a meeting of the NWRWC at Tamworth on Wednesday 7<sup>th</sup> December where I was asked to put forward what I wanted to achieve from the meeting - my answer to the committee was '**direction**'. In my 55 years of employment I have never been so unsure of what my job description will be after 1<sup>st</sup> July this year following the introduction of the new Biosecurity Act. After stating that in the meeting I received applause from the weed officers present so it is apparent that there is a far greater concern in relation to this matter.

A discussion paper for the new Biosecurity Act was released for comment late last year and public consultation closed on 29<sup>th</sup> January 2017. I was surprised to see that the first option was for there to be no regulation, which I believe would result in having no need for weed officers which would also remove the need to control weeds on private properties or roads as there would be no penalty associated with not doing so.

Matt at Walgett, Carl and I re-inspected an infestation of Parkinsonia at a property in Walgett called "Noteven" and treated some regrowth along the levee on the river side; this will need to be done regularly for several years to ensure that we have eradicated it.

Further in-house training for the new WeedMap Pro electronic mapping system was carried out at Walgett on Monday 30<sup>th</sup> and Tuesday 31<sup>st</sup> January. Due to the complexity of the reporting requirements requested on a monthly basis from the DPI and the program itself I would recommend further training be carried out either in a group or one-on-one depending on the individual skill sets.

John Unwin  
Senior Weeds Officer

**ITEM 9.2 CASTLEREAGH MACQUARIE COUNTY COUNCIL**

**COONAMBLE NOXIOUS PLANT REPORT**

**FROM: 25.11.2016**

**TO: 25.01.2017**

**Seasonal Conditions:** In the Coonamble Shire area over the past two months we have seen some very hot and dry weather conditions.

<b>Milestones</b>	<b>Activities Undertaken</b>	<b>Outcomes Achieved</b>
1. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>13</u> 2. Area inspected: <u>4,376 hectares</u> 3. Area infested: <u>76 hectares</u> 4. Area treated: <u>40 hectares</u>
2. Control noxious weeds on council-controlled land	2. Treat roadsides for Noogoora Burr Bathurst Burr Mimosa Bush	5. Area treated along roadsides: <u>20 hectares</u> 6. Area inspected: <u>400 hectares, 2,000 kms</u> 7. Area infested: <u>20 hectares</u> 8. Area treated: <u>20 hectares</u>
9. Bi-monthly Plant usage <b>Vehicle 1.</b> kms at start of months <u>23,350 kms</u>	<b>Vehicle 1.</b> Kms at end of months <u>27,300 kms</u>	<b>Vehicle 1.</b> Kms travelled for 2 months <u>3,950 kms</u>

**ITEM 9.3 CASTLEREAGH MACQUARIE COUNTY COUNCIL**

**GILGANDRA NOXIOUS PLANT REPORT**

**FROM: 26.11.2016**

**TO: 25.01.2017**

**Seasonal Conditions:** Conditions for the Gilgandra Shire have seen very little rain over December and January bringing very hot and dry weather and some windy days.

<b>Milestones</b>	<b>Activities Undertaken</b>	<b>Outcomes Achieved</b>
1. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>21</u> 2. Area inspected: <u>2,077 hectares</u> 3. Area infested: <u>23 hectares</u> 4. Area treated: <u>5 hectares</u>
2. Control noxious weeds on council-controlled land	2. Treat roadsides for Silverleaf Nightshade Bathurst Burr Noogoora Burr Pear Spiny Burr Blue Heliotrope Green Cestrum St Johns Wort	5. Area treated along roadsides: <u>2,948 kms</u> <b>2,948 kms St Johns Wort in Coonabarabran Shire</b> 6. Area inspected: <u>2,100 kms</u> 7. Area infested: <u>1,600 kms</u> 8. Area treated: <u>1,500 kms</u>
9. Bi-monthly Plant usage <b>Vehicle 1.</b> kms at start of months <u>166,620 kms</u>  <b>Vehicle 2.</b> kms at start of months <u>115,566 kms</u>	<b>Vehicle 1.</b> kms at end of months <u>171,030 kms</u>  <b>Vehicle 2.</b> kms at end of months <u>118,487 kms</u>	<b>Vehicle 1.</b> kms travelled for 2 months <u>4,410 kms</u>  <b>Vehicle 2.</b> kms travelled for 2 months <u>2,921 kms</u>

**ITEM 9.4 CASTLEREAGH MACQUARIE COUNTY COUNCIL**

**WALGETT NOXIOUS PLANT REPORT**

**FROM: 1.12.16**

**TO: 31.01.17**

**Seasonal Conditions:** Nil

<b>Milestones</b>	<b>Activities Undertaken</b>	<b>Outcomes Achieved</b>
3. Control noxious weeds on private property.	2. Carry out property inspections.	1. Number of properties inspected: <u>8</u> 2. Area inspected: <u>6,050 acres</u> 3. Area infested: <u>60 acres</u> 4. Area treated: <u>60 acres</u>
4. Control noxious weeds on council-controlled land	2. Treat roadsides for	5. Area treated along roadsides: 6. Area inspected: <u>2,188 kms</u> 7. Area infested: 8. Area treated:
9. Bi-monthly Plant usage <b>Vehicle 1. 6-8207</b> kms at start of months <u>297,244 kms</u>  <b>Vehicle 2. 6-8215</b> kms at start of months <u>254,312 kms</u>	<b>Vehicle 1.</b> kms at end of months <u>301,486 kms</u>  <b>Vehicle 2.</b> kms at end of months <u>256,774 kms</u>	<b>Vehicle 1.</b> kms travelled for 2 months <u>4,242 kms</u>  <b>Vehicle 2.</b> kms travelled for 2 months <u>2,462 kms</u>

**ITEM 9.5 CASTLEREAGH MACQUARIE COUNTY COUNCIL**

**WARREN NOXIOUS PLANT REPORT**

**FROM: December 2016**

**TO: January 2017**

**Seasonal Conditions:** Local flooding in the Warren Shire greatly increased growth of Bathurst Burr, Noogoora Burr and Mimosa Bush on the stock route, reserves and properties within the Shire. Growth is also visible on the roadsides floodway.

<b>Milestones</b>	<b>Activities Undertaken</b>	<b>Outcomes Achieved</b>
5. Control noxious weeds on private property.	3. Carry out property inspections.	1. Number of properties inspected: <u>12</u> 2. Area inspected: <u>929 hectares</u> 3. Area infested: <u>82 hectares</u> 4. Area treated: <u>65 hectares</u>
6. Control noxious weeds on council-controlled land	2. Treat roadsides for Mimosa Bush Green Cestrum Bathurst Burr Noogoora Burr Common Pear Tiger Pear	5. Area treated along roadsides: <u>1,500 kms</u> 6. Area inspected: <u>3,995 kms</u> 7. Area infested: <u>1,600 kms</u> 8. Area treated: <u>1,400 kms</u>
10. Bi-monthly Plant usage <b>Vehicle 1.</b> kms at start of months <u>155,539 kms</u>	<b>Vehicle 1.</b> Kms at end of months <u>162,472 kms</u>	<b>Vehicle 1.</b> Kms travelled for 2 months <u>6,933 kms</u>

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**ITEM 9.6 CASTLEREAGH MACQUARIE COUNTY COUNCIL**

**WARRUMBUNGL SHIRE NOXIOUS PLANT REPORT**

**FROM: December 2016**

**TO: January 2017**

**Seasonal Conditions** Approx 230 points of rain have fallen at the gauge in Binnaway since the last report in mostly small of rain or dry storms. I have been surprised that there has not been a lot more fires. Some of the areas in the Shire look green as they were fortunate to get under a good fall of rain, but mostly dry and hot.

<b>Milestones</b>	<b>Activities Undertaken</b>	<b>Outcomes Achieved</b>
1. Control noxious weeds on private property.	1. Carry out property inspections.	1. Number of properties inspected: <u>Nil</u> 2. Area inspected: <u>Nil</u> 3. Area infested: <u>Nil</u> 4. Area treated: <u>Nil</u>
2. Control noxious weeds on council-controlled land	2. Treat roadsides for St Johns Wort Silverleaf Nightshade Blue Heliotrope	5. Area treated along roadsides: <u>176 kms</u> 6. Area inspected: <u>1,096 kms</u> 7. Area infested: <u>176 kms</u> 8. Area treated: <u>176 kms</u>
3. Bi-monthly Plant usage <b>Vehicle 1.</b> kms at start of months <u>51,406 kms</u>	<b>Vehicle 1.</b> kms at end of months <u>55,576</u>	<b>Vehicle 1.</b> Kms travelled for 2 months <u>4,170 kms</u>