

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Meeting of Council

Held at Walgett Shire Council Chambers

On 21<sup>st</sup> August 2017

# **CASTLEREAGH MACQUARIE COUNTY COUNCIL**



## **BUSINESS PAPER**

**For the Ordinary Meeting of Council  
to be held at the Walgett Shire  
Council Chambers,  
On Monday 21 August 2017  
Commencing at 10:00 am**

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Meeting of Council

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**AGENDA - ORDINARY COUNCIL MEETING**

**Monday, 21 August 2017**

- 1. WELCOME**
- 2. APOLOGIES**
- 3. DECLARATION OF INTERESTS**
- 4. CONFIRMATION OF MINUTES for Meeting held Monday 26 June 2017**
- 5. MATTERS ARISING FROM MINUTES**
- 6. REPORT FROM CHAIRMAN**
- 7. REPORT OF THE GENERAL MANAGER**
- 8. REPORT OF THE SENIOR WEEDS OFFICER**
- 9. CONFIDENTIAL**
- 10. QUESTIONS FOR NEXT MEETING**
- 11. NEXT MEETING – Monday 16 October 2017 at Gilgandra**
- 12. CLOSE**

**7. REPORT OF THE GENERAL MANAGER**

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	7.9.1 – Split of WAP Grant North West/Central West LLS	
	7.9.2 – Correspondence from Clr Capel – Warrumbungle Shire Council	
	7.9.3 – Newspaper Advertisement – Weeds Control Officer – Coonabarabran	
	7.9.4 – Noxious Weeds Certificates	

**8. REPORT OF THE SENIOR WEEDS OFFICER**

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- 9. QUESTIONS FOR NEXT MEETING**
- 10. CONFIRM DATE OF NEXT MEETING – Monday 16 October 2017 at Gilgandra**
- 11. CLOSE OF MEETING**

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# **CASTLEREAGH MACQUARIE COUNTY COUNCIL**



## **MINUTES**

**Of the Ordinary Meeting of Council  
held at Coonamble Shire Council Chambers on  
Monday 26<sup>th</sup> June, 2017**

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Meeting of Council

Held at Walgett Shire Council Chambers

On 21<sup>st</sup> August 2017

**CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

**CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT THE COONAMBLE SHIRE COUNCIL CHAMBERS ON MONDAY 26 JUNE 2017 COMMENCING AT 9:55AM**

**PRESENT:** Ctrs D. Batten (Chairman), B. Fisher, P. Shinton, G. Peart, M. Beach, M. Martinez, M. Webb and I. Woodcock.

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

1. **WELCOME:** Ctr Batten welcomed all councillors and staff to the meeting.
2. **APOLOGIES:** A. Brewer and R. Lewis

**6/17/1 Resolved:**

That apologies from A. Brewer and R. Lewis be accepted and leave of absence be granted.

**Moved:** Ctr Shinton

**Seconded:** Ctr Webb

**Carried**

3. **DECLARATIONS OF INTEREST**- Nil

4. **CONFIRMATION OF MINUTES**

**6/17/2 Resolved:**

That the minutes of the Castlereagh Macquarie County Council meeting held at Warrumbungle's on Monday 10 April, 2017, having been circulated, be confirmed as a true and accurate record of that meeting.

**Moved:** Ctr Webb

**Seconded:** Ctr Fisher

**Carried**

5. **MATTERS ARISING FROM MINUTES**

1. A report in respect of Council's Review of Meeting Schedule – Quarterly Meetings has been prepared and will be discussed at item 9.1 of the meeting agenda.

6. **CHAIRMAN'S REPORT**

Chairman Ctr Batten reported as follows:

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## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Clr Batten together with the General Manager had the opportunity to address the monthly meetings of three of the five constituent Councils. Gilgandra and Walgett are scheduled to be addressed prior to the end of June.

The discussions were centred on the current structure of the organisation, its finances and the changing face of our service delivery as a result of the Biosecurity reforms. In all instances the presentations have been well received with most questions centred upon the regulatory role of Weeds Officers and associated enforcement action. Those operational issues which were raised have been noted by the General Manager and will be actioned.

Clr Batten advised that from these discussions there has been an undercurrent in regard to the current structure of the County Council. Taking into consideration the long term governance structure and in particular the tenure of Council's Part-time General Manager and the much appreciated administrative support provided by Walgett Shire Council. The current 'Changing of the guard' of General Managers within the OROC region would suggest that Mr Ramsland, may himself consider retirement before this term of Council concludes in 2020. Clr Batten stated that if the General Manager's replacement was not interested in filling the position or alternatively Walgett Shire Council no longer wished to provide administrative support what position would this leave the County in.

Clr Batten believes it is in the County's best interest to establish a clear direction in this regard over the next twelve months and welcomed discussion on the matter.

### 6/17/3 Resolved:

That Council move the Suspension of Standing Orders.

Moved: Clr Peart

Seconded: Clr Webb

Carried

### 6/17/5 Resolved:

That the General Manager investigate the option of reducing the number of delegates from 10 back to 5 and seek comment from the Office of Local Government. Further advice also be sought with regards to dissolving the County Council and replacing it with a Section 355 Committee established under the umbrella of one of the Constituent Councils.

Moved: Clr Webb

Seconded: Clr Fisher

Carried

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

**6/17/4 Resolved:**

That Council move the Resumption of Standing Orders.

Moved: Clr Webb

Seconded: Clr Peart

**Carried**

**6/17/6 Resolved:**

That the Chairman's report be received and noted.

Moved: Clr Batten

Seconded: Clr Woodcock

**Carried**

**7. GENERAL MANAGER'S REPORT**

**Item 7.1 Reconciliation Certificate 30 April & 31<sup>st</sup> May 2017**

**Recommendation:** That the Statement of Bank Balances as at 30 April and 31<sup>st</sup> May 2017 be received and noted.

**6/17/7 Resolved:**

That the Bank Reconciliation as at 30 April and 31<sup>st</sup> May 2017 be received and noted.

Moved: Clr Woodcock

Seconded: Clr Peart

**Carried**

**6/17/8 Resolved:**

That the General Manager write off the outstanding debt owing by Western Catchment (Local Land Services) with the sum of \$40,000.

Moved: Clr Shinton

Seconded: Clr Webb

**Carried**

**Item 7.2 Quarterly Budget Review Statement – Period Ended 31 May, 2017**

**Recommendation:** That the Quarterly Budget Review Statement for the period ended 31 May, 2017 be received and noted and the recommended variations to the revised budget as detailed in the attached statement be adopted.

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

**6/17/9 Resolved:**

That the Quarterly Budget Review Statement for the period ended 31 May 2017 be received and noted and the recommended variations to the revised budget as detailed in the attached statement be adopted.

Moved: Cllr Webb

Seconded: Cllr Fisher

**Carried**

**Item 7.3. Report of Draft Operational Plan and Budget – 2017/18 and Supporting Documentation**

**Recommendation:** That Council, following public exhibition and no comments/submissions being received, adopt the draft 2017/2018 Operational Plan and Budget including Scenario 3 “Planned” and the supporting integrated planning and reporting documentation noting that there may be some legislative changes to be made that will be automatically incorporated into such documentation.

**6/17/10 Resolved:**

That Council, following public exhibition and no comments/submissions being received, adopt the draft 2017/2018 Operational Plan and Budget including Scenario 3 “Planned” and the supporting integrated planning and reporting documentation noting that there may be some legislative changes to be made that will be automatically incorporated into such documentation.

Moved: Cllr Shinton

Seconded: Cllr Martinez

**Carried**

**Item 7.4. Organisational Action Plan – May 2017**

**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.

**6/17/11 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: Cllr Peart

Seconded: Cllr Webb

**Carried**

**Item 7.6 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 June, 2017 meeting be received and noted and Council determine any other action required.



## CASTLEREAGH MACQUARIE COUNTY COUNCIL

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### CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

#### 6/17/12 Resolved:

That the above issues for brief mention or information only as detailed in the General Manager's report to the June, 2017 meeting be received and noted and Council determine what further action, if any, should be taken in respect of the matters listed.

Moved: Cllr Fisher

Seconded: Cllr Shinton

Carried

#### Item 7.7 Payment of Councillors 2017/2018

**Recommendation:** That Council as a matter of policy resolve to adopt the minimum fees payable for "County Councils – Other" as set by the Local Government Remuneration Tribunal from time to time. And that the fees for 2017/2018 be set at \$3,730 for the Chairperson and \$1,740 for a member.

#### 6/17/13 Resolved:

That Council as a matter of policy resolve to adopt the minimum fees payable for "County Councils – Other" as set by the Local Government Remuneration Tribunal from time to time. And that the fees for 2017/2018 be set at \$3,730 for the Chairperson and \$1,740 for a member.

Moved: Cllr Webb

Seconded: Cllr Shinton

Carried

#### Item 9.1 Review of Meeting Schedule – Quarterly Meetings

**Recommendation:** That Council receive and note the General Manager's report and Council continue to meet June and August and meet in November rather than both October and December and also meet in March.

#### 6/17/14 Resolved:

That Council receive and note the General Manager's report and Council continue to meet June and August and meet in November rather than both October and December and also meet in March.

Moved: Cllr Peart

Seconded: Cllr Martinez

Carried

### 8. SENIOR WEEDS OFFICER'S REPORT

#### Item 8.1 Senior Weeds Officer's Report

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

#### 6/17/15 Resolved:

26<sup>th</sup> June 2017

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

That Council receive and note the Senior Weeds Officer's report for April / May 2017.

Moved: Clr Webb

Seconded: Clr Woodcock

Carried

**Item 8.3 Bi-Monthly Property Inspections, Infestation and Treatment Report from Inspectors: April to May 2017**

**Recommendation:** That Council receive and note the Bi-Monthly Property Inspections, Infestation and Treatment Report from Inspectors for the period of April to May 2017.

**6/17/16 Resolved:**

That Council receive and note the Bi-Monthly Property Inspections, Infestation and Treatment Report from Inspectors for the period of April to May 2017.

Moved: Clr Shinton

Seconded: Clr Woodcock

Carried

**GENERAL BUSINESS – Nil**

At this point in the meeting the Chairman and General Manager extended a note of thanks to the Senior Weeds Officer, John Unwin who will be retiring on Thursday 13 July 2017.

Don Ramsland acknowledged John's 31 years of service with the County and added his appreciation of John's role over the years.

**NEXT MEETING**

The next meeting is scheduled for Monday 21 August, 2017 at Walgett.

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 11:20AM.**

To be confirmed as a true and accurate record at the Council Meeting to be held on Monday 21 August 2017.

**CHAIRMAN**

**GENERAL MANAGER**

# **General Manager's Report**

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

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**ITEM 7.1: RECONCILIATION CERTIFICATE 30 June 2017**

Reconciled Ledger Accounts for 30 June 2017 are as follows:

**Balance of Ledger – 1-1110**

<b>Balance 31/05/2017</b>	378,713.39
Plus Receipts	7,130.28
Less Payment	86,332.13
	<b><u>\$299,511.54</u></b>

**Balance of Bank Accounts**

Balance 30/06/2017 #273228001484	\$299,511.54
Less: Outstanding Cheques	<b>Nil</b>
	<b><u>\$299,511.54</u></b>

<b>Stores Balance 1-1410</b>	<b>30/06/17</b>	<b>\$17,159.60</b>
<b>Debtors Balance 1-1310</b>	<b>30/06/17</b>	<b>\$3,218.54</b>
<b>ELE Reserve Balance 1-1210</b>	<b>30/06/17</b>	<b>\$103,000.00</b>
<b>Plant Reserve 1-1220</b>	<b>30/06/17</b>	<b>\$9,000.00</b>

**Debtors:**

General Journal #GJ000258: Being Interest Accrued on Investments at 30 June 2017

Brought to Account	30/06/17	\$1,969.97
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General Journal #GJ000259: Being Workers Compensation Outstanding as at 30 June 2017

	30/06/17	\$1,248.57
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**\$3,218.54**

**Recommendation:**

The Statement of Bank Balances as at 30 June 2017 be received & adopted.

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

**STORES INVENTORY REPORT**

**30 June 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>
1041	Scrubmaster	\$340.00 (20kg)	2	\$680.00
2085	Grazon Extra	\$585.00 (20L)	18	\$10,530.00
2895	Round-Up Extra	\$154.80 (20L)	27	\$4,179.60
3530	Uptake Oil	\$130.00 (20L)	5	\$650.00
3710	Genwet 1000	\$120.00 (20L)	4	\$480.00
2159	Herbi Dye	\$160.00 (5L)	4	\$640.00
<b><u>TOTAL VALUE</u></b>				<b>\$17,159.60</b>

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**ITEM 7.1: RECONCILIATION CERTIFICATE 31 July 2017**

Reconciled Ledger Accounts for 31 July 2017 are as follows:

**Balance of Ledger – 1-1110**

<b>Balance 30/06/2017</b>	299,511.54
Plus Receipts	759.24
Less Payment	84,460.18
	<b><u>\$215,810.60</u></b>

**Balance of Bank Accounts**

Balance 31/07/2017 #273228001484	\$215,810.60
Less: Outstanding Cheques	Nil
	<b><u>\$215,810.60</u></b>

<b>Stores Balance 1-1410</b>	<b>31/07/17</b>	<b>\$17,494.60</b>
<b>Debtors Balance 1-1310</b>	<b>31/07/17</b>	<b>\$4,318.54</b>
<b>ELE Reserve Balance 1-1210</b>	<b>31/07/17</b>	<b>\$103,000.00</b>
<b>Plant Reserve 1-1220</b>	<b>31/07/17</b>	<b>\$9,000.00</b>

**Debtors:**

General Journal #GJ000258: Being Interest Accrued on Investments at 30 June 2017

Brought to Account	30/06/17	\$1,969.97
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General Journal #GJ000259: Being Workers Compensation Outstanding as at 30 June 2017

	30/06/17	\$1,248.57
Isuzu Ute Australia Pty Ltd	Invoice #8993 18/07/17	\$1,100.00

**\$4,318.54**

**Recommendation:**

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

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

**STORES INVENTORY REPORT**

**31 July 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>
1041	Scrubmaster	\$340.00 (20kg)	2	\$680.00
2085	Grazon Extra	\$585.00 (20L)	17	\$9945.00
2895	Round-Up Extra	\$154.80 (20L)	27	\$4,179.60
3530	Uptake Oil	\$130.00 (20L)	1	\$130.00
3710	Genwet 1000	\$120.00 (20L)	4	\$480.00
2159	Herbi Dye	\$160.00 (5L)	3	\$480.00
1032	Access	\$400.00 (5L)	4	\$1600.00
<b><u>TOTAL VALUE</u></b>				<b>\$17,494.60</b>

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**ITEM 7.2: QUARTERLY BUDGET REVIEW STATEMENT AS AT 29 JUNE 2017**

**REPORTING SECTION:** General Manager

**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 29 June, 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>31.3.17 Budgeted Surplus/(Loss) \$</b>	<b>Revised Budget Surplus/(Loss) \$</b>	<b>Forecast Budget Surplus / (Loss)\$</b>
Operating budget result	91,089	(43,515)	47,574
Capital Budget result	(65,877)	(6,125)	(72,002)

As a result of the review as at 29 June, 2017 additional operating expenses (net) \$43,515 have been identified.

**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.

The 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 are collectively 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.

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.

**Current Position:**

The attached Quarterly Budget Review Statement (QBRs) has been prepared in this 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.



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However in summary this is the final periodic report in respect of 2016/17, and variations to the budget have become apparent, including a decrease in income of \$42,347 and increases in expenditure net of \$1,168.

The total variations reveal a net operating budget surplus of \$47,574 which translates to an overall budget deficit for the year of \$24,428 after provision has been made for depreciation of \$21,622 and capital expenditure (net) of \$72,002. 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.

A new Isuzu utility was purchased in May, 2017 at a net cost of \$37,932. The former standby vehicle was been traded (trade in value \$5,455) and the vehicle that replaced has now become the standby vehicle.

Allowance has also been made for an adjustment to WAP funding as the Orange City Council's Coordinator's contribution was deducted from the original grant.

This QBRS sets out the recommended changes to the total revised budget of \$49,640 net. This is 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. However, after allowing for capital income/expenditure Council will operate at an estimated overall deficit in 2016/17 of \$24,428 after allowing for depreciation and the writing off of an unrecoverable grant of \$40,000, and subject to any end of year adjustments during audit.

Details of Council's stores balance is included with the bank reconciliation report.

**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:**

Council still has no certainty with regards to local government reform and WAP1520 LLS initiatives that would 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.

**Financial Implications:**

It is proposed to discuss the matter of what level of grant funds which may become available in 2017/18 in the confidential section of the meeting as any cuts in Council's WAP1520 grant 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.

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**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 have worked quite satisfactorily but because of cutbacks to WAP1520 funding the situation needs to be regularly monitored to identify what further corrective action will be required in conjunction with the next budget.

**Quarterly Budget Review Statement – 29 June, 2017**

**Recommendation:**

That the Quarterly Budget Review Statement for the period ended 29 June, 2017 be received and noted, and the recommended variations to the revised budget as detailed in the attached statement be adopted.

**Moved:**

**Seconded:**

**Attachments:**

**Attachment A** - Quarterly Budget Review Statement – Signed Statement by Responsible Accounting Officer

**Attachment B** - Quarterly Budget Review Statement as at 29 June, 2017

**Attachment C** - Cash Flow Statement as at 29 June, 2017

**Attachment D** - Quarterly Budget Review Statement 29 June, 2017 – Operating Budget Summary

**Attachment E** - Quarterly Budget Review Statement 29 June, 2017 – Operating Budget – Detailed Breakdown

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**Attachment A - Quarterly Budget Review Statement – Signed Statement by Responsible Accounting Officer**

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Quarterly Budget Review Statement – 29 June, 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 29 June, 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 21 August, 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: 10 August, 2017

Don Ramsland - Responsible Accounting Officer – Castlereagh Macquarie County Council

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**Attachment B - Quarterly Budget Review Statement as at 29 June, 2017**

**Recommended Changes to Revised Budget**

<b>A. Revenue Income (net)</b>	<b>\$</b>	<b>\$</b>
1. Reduction – Administration Income	(5,054)	
2. Reduction – Private Works Income	(10,534)	
3. Reduction in Other Income	(26,759)	
<b>Total – Revenue Income Adjustments</b>		<b>(\$42,347)</b>

**Revenue Expenditure (net)**

1. Additional – Admin Expenses	4,806	
2. Saving – Governance	(5,144)	
3. Saving – Employees’ Overheads	(12,549)	
4. Reduction – Destruction of Weeds	(36,231)	
5. Additional – Private Works Expenses	900	
6. Additional – Other Expenses	49,386	
<b>Total –Revenue Expense Adjustments</b>		<b>(\$1,168)</b>

**Net Increase in Operating Deficit** **(\$43,515)**

<b>B. Capital Income Adjustments (net) -</b>		
Reduced income from transfers	(15,455)	<b>(\$15,455)</b>
<b>C. Capital Expenditure Adjustments (net)</b>		
Reduction in Capital Transfers	9,330	<b>\$9,330</b>
<b>Total – Capital Adjustments</b>		<b>\$6,125</b>

**Net Decrease in Surplus** **\$49,640**

**Budget Review - Key Performance Indicators Statement**

1. **Unrestricted Current Ratio –2.63 :1** (1 July, 2016)
2. **Debt Service Ratio – 1.84:1** (1 July, 2016)
3. **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**

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

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Walgett Shire Council Chambers

On 21<sup>st</sup> August 2017

## Attachment C - Cash Flow Statement as at 29 June, 2017

		Actual	Actual	Est.	Est.		
		2014	2015	2016	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 Equipm		-	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>		
<b>Net Increase/(Decrease) in Cash and Cash Equivalents</b>		<b>134</b>	<b>240</b>	<b>-53</b>	<b>-14</b>		
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 21<sup>st</sup> August 2017

**Attachment D - Quarterly Budget Review Statement 29 June, 2017 – Operating Budget Summary**

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/05/17	Remainder of Year	Projected for Year	Further Variations	Percentage Todate
		cwd/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
<u>OPERATING REVENUE</u>													
Total - Administration	819,846	0	0	0	0	506	0	820,352	795,191	18,368	813,559	(6,793)	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	44,929	34,395	0	34,395	(10,534)	7
Total - Other Income	156,000	0	0	0	0	0	0	136,000	109,241	0	109,241	(26,759)	3
Total Operating Revenue	985,846	0	700	4,260	4,468	506	0	1,001,281	938,827	18,368	957,195	(44,086)	52
<u>OPERATING EXPENSES</u>													
sub total - administration	124,702	0	0	17	2706	4004	0	125,396	106,415	21,108	127,523	2,127	2
sub total - insurance	51,760	0	3,298	-4612	0	0	-1304	49,142	49,142	0	49,142	0	98
sub total - governance	48,521	0	0	0	0	0	-13032	35,489	30,345	0	30,345	(5,144)	0
sub total - employee expenses	131,033	0	0	512	7906	0	13499	152,950	140,401	0	140,401	(12,549)	5
Total - Administration Expense	356,016	0	3,298	-4083	10612	4004	-6870	362,977	326,303	21,108	347,411	(15,566)	18
Total - Destruction of Weeds	377,206	0	0	0	80	1167	9139	387,592	326,296	0	326,296	(61,296)	7
Total - Private Works	2,500	0	122	3556	1174	0	20206	27,558	25,247	0	26,947	(611)	5
Total - Other Expenses	160,406	0	0	0	0	723	-29064	132,065	184,624	0	184,624	52,559	10
Total - Operating Expenses	896,128	0	3,420	-527	11866	5894	(6,589)	910,192	862,470	21,108	885,278	(24,914)	10
NET OPERATING SURPLUS (	89,718	0	(2,720)	4,787	(7,398)	(5,388)	12,090	91,089	76,357	(2,740)	71,917	(19,172)	481

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Meeting of Council

Held at Walgett Shire Council Chambers

On 21<sup>st</sup> August 2017

<b><u>Capital Budget Summary</u></b>													
	Original Budget		Adopted Changes Todate					Revised Budget	YT to 31/05/17	Remainder of Year	Projected for Year	Further Variations	Percentage Todate
		cfd/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	final						
<b><u>CAPITAL INCOME</u></b>													
<b>Total - Capital Income</b>	<b>15000</b>		<b>10000</b>		<b>7500</b>	<b>2500</b>	<b>-9545</b>	<b>25,455</b>	<b>10000</b>	<b>10,000</b>	<b>20,000</b>	<b>(5,455)</b>	
<b><u>CAPITAL EXPENDITURE</u></b>													
<b>Total - Capital Expenditure</b>	<b>110,330</b>				<b>0</b>	<b>0</b>		<b>91,332</b>	<b>69,002</b>	<b>22,330</b>	<b>91,332</b>	<b>0</b>	
<b>NET CAPITAL SURPLUS (DEI</b>	<b>(95,330)</b>		<b>10000</b>		<b>7500</b>	<b>2500</b>	<b>-9453</b>	<b>(65,877)</b>	<b>(59,002)</b>	<b>(12,330)</b>	<b>(71,332)</b>	<b>5,455</b>	
<b>Surplus/(Deficit) after Dep'n</b>	<b>(5,612)</b>		<b>7,280</b>	<b>4,787</b>	<b>102</b>	<b>(2,888)</b>	<b>21,543</b>	<b>25,212</b>	<b>17,355</b>	<b>(15,070)</b>	<b>585</b>	<b>24,627</b>	<b>0</b>
<b>Add Dep'n Included in above</b>	<b>22,000</b>							<b>21,622</b>	<b>21,622</b>	<b>0</b>	<b>21,622</b>	<b>0</b>	<b>100</b>
<b>Surplus(Deficit) before Dep'n</b>	<b>16,388</b>		<b>7,280</b>	<b>4,787</b>	<b>102</b>	<b>(2,888)</b>	<b>21,543</b>	<b>46,834</b>	<b>38,977</b>	<b>(15,070)</b>	<b>22,207</b>	<b>24,627</b>	<b>100</b>
								<b>25,669</b>					

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council  
Held at Walgett Shire Council Chambers  
On 21<sup>st</sup> August 2017

## Attachment E - Quarterly Budget Review Statement 29 June, 2017 – Operating Budget – Detailed Breakdown

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 29/06/17	Remainder of Year	Projected for Year	Further Variations	Percentage todate
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
<b>OPERATING REVENUE</b>													
<b>Administration</b>													
DPI - MVWAC Grant	287,248							287,248	268,880	18,368	287,248	0	94
Weed Certificates	7,290							7,290	4,264		4,264	(3,026)	100
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	6,183		6,183	183	100
Property Insurance Rebate	3,342							3,342	1,079		1,079	(2,263)	100
Insurance Provision adjust PL	1,767							1,767	1,278		1,278	(489)	100
WHS Incentive Rebate	5,115							5,115	5,000		5,000	(115)	100
Workers Comp Incentive Payme	-					506		506	1,011		1,011	505	100
Motor vehicle Claims Exp Discov	2,537							2,537	949		949	(1,588)	100
Jury Duty	-							0		0	0	0	0
<b>Administration Total</b>	<b>819,846</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>506</b>	<b>0</b>	<b>820,352</b>	<b>795,191</b>	<b>18,368</b>	<b>813,559</b>	<b>(6,793)</b>	<b>98</b>
<b>Destruction of Weeds</b>													
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
<b>Destruction of Weeds Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Private Works</b>													
Bre Shire - Private Works								0		0	0	0	0
Coonamble - Private Works			400					400	400		400	0	100
Coonabarabran - Private Works					360		1,560	1,920	1,920		1,920	0	100
Warren - Private Works			300	3,600				3,900	3,900		3,900	0	100
Gilgandra - Private Works					988		1,250	2,238	2,238		2,238	0	100
Walgett - Private Works				660	3,120		4,763	8,543	4,470	0	4,470	(4,073)	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 Taskfor	10,000							10,000			0	(10,000)	0
DPI HP PRMF Project VSS							11,109	11,109	11,109		11,109	0	100
DPI HP PRMF Project R7623							6,819	6,819	6,819		6,819	0	100
DPI HP VSS Fire Trails									1,721		1,721	1,721	100
DPI HP Project - Signage									1,818		1,818	1,818	100
Sale of Parts etc								0		0	0	0	0
<b>Private Works -Total</b>	<b>10,000</b>	<b>0</b>	<b>700</b>	<b>4,260</b>	<b>4,468</b>	<b>0</b>	<b>25,501</b>	<b>44,929</b>	<b>34,395</b>	<b>0</b>	<b>34,395</b>	<b>(10,534)</b>	<b>100</b>
<b>Other Income</b>													
Plant Income	156,000						(20,000)	136,000	103,786		103,786	(32,214)	100
Const Council Advances								0		0	0	0	0
Profit on sale of assets								0	5,455		5,455	5,455	100
<b>Other Income -Total</b>	<b>156,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(20,000)</b>	<b>136,000</b>	<b>109,241</b>	<b>0</b>	<b>109,241</b>	<b>(26,759)</b>	<b>100</b>
<b>Total Operating Revenue</b>	<b>985,846</b>	<b>0</b>	<b>700</b>	<b>4,260</b>	<b>4,468</b>	<b>506</b>	<b>5,501</b>	<b>1,001,281</b>	<b>938,827</b>	<b>18,368</b>	<b>957,195</b>	<b>(44,086)</b>	<b>98</b>
								1,001,281					



# CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council  
Held at Walgett Shire Council Chambers  
On 21<sup>st</sup> August 2017

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 29/06/17	Remainder of Year	Projected for Year	Further Variations	Percentage todate
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
<b>OPERATING EXPENSES</b>													
<b>Administration</b>													
<b>Salaries</b>													
General Manager's Salary	22,032							22,032	21,308		21,308	(724)	100
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	31,660		31,660	5,137	100
MVWAC - Project Officer Costs	5,446						1961	7,407	7,407		7,407	0	100
OCC - Weed Coord Cont	20,108							20,108		20,108	20,108	0	0
IPR Costs	309							309			0	(309)	0
MVWAC - Meeting Expenses	2,500				1193		3572	7,265	10,422		10,422	3,157	100
BioSecurity Info Expenses				17	1513	4004	4846	10,380	13,908		13,908	3,528	100
Travelling	2,000						-1000	1,000			0	(1,000)	0
Audit Fees	7,426							7,426	3,945		3,945	(3,481)	100
Advertising	2,652							2,652	2,404		2,404	(248)	100
Printing & Stationary	2,500							2,500	593		593	(1,907)	100
Postage & Freight	1,061							1,061	148		148	(913)	100
Storage Rental	1,000							1,000		1,000	1,000	0	0
Telephone	7,957							7,957	9,743		9,743	1,786	100
Bank Charges	583							583	418		418	(165)	100
Legal Expenses	515							515			0	(515)	0
<b>Sundry Expenses</b>								0		0	0	0	0
computer maintenance	15,412						-15412	0			0	0	0
security services								0		0	0	0	0
office cleaning								0		0	0	0	0
sundry admin expenses	2,500							2,500	1,200		1,200	(1,300)	100
web site costs	1,500							1,500	1,426		1,426	(74)	100
Subscription - Shires Assoc	2,678							2,678	1,833		1,833	(845)	100
<b>sub total - administration</b>	<b>124,702</b>	<b>0</b>	<b>-</b>	<b>17</b>	<b>2706</b>	<b>4004</b>	<b>-6033</b>	<b>125,396</b>	<b>106,415</b>	<b>21,108</b>	<b>127,523</b>	<b>2,127</b>	<b>83</b>
<b>Administration - Insurances</b>								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						-1304	0			0	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' Liabilit	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>-1304</b>	<b>49,142</b>	<b>49,142</b>	<b>0</b>	<b>49,142</b>	<b>0</b>	<b>100</b>
<b>Elected Members Activities</b>													
Chairperson's Allowance	8,144						-4541	3,603	3,603	0	3,603	0	100
Councillors' Meeting Fees	27,486						-7491	19,995	20,884		20,884	889	100
Councillors' Travelling	4,635						-1000	3,635	1,606		1,606	(2,029)	100
CMCC Meeting Expenses	6,076							6,076	4,252		4,252	(1,824)	100
Delegates' Expenses	2,180							2,180			0	(2,180)	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>-13032</b>	<b>35,489</b>	<b>30,345</b>	<b>0</b>	<b>30,345</b>	<b>(5,144)</b>	<b>100</b>

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Walgett Shire Council Chambers

On 21<sup>st</sup> August 2017

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 29/06/17	Remainder of Year	Projected for Year	Further Variations	Percentage todote
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
<b>Employee Overhead Expenses</b>													
redundancy - termination pay													
redundancy - annual leave													
redundancy - long service leave													
Provision for ELE Annual Leave									(2,113)		(2,113)	(2,113)	
Provision for ELE Long Service Leave									(8,564)		(8,564)	(8,564)	
Annual Leave	26,274						3064	29,338	29,338		29,338	0	100
Long Service Leave	11,542				7755			19,297	19,042		19,042	(255)	100
Sick Leave	9,696						2340	12,036	9,895		9,895	(2,141)	100
Compassionate Leave				512				512	767		767	255	100
Union Picnic Day					500			500	500		500	0	100
Public Holidays NEI	12,928				-500			12,428	13,684		13,684	1,256	100
Jury Duty								0		0	0	0	0
Superannuation	44,408							44,408	38,789		38,789	(5,619)	100
Pre -Tax Contributions								0		0	0	0	0
Post Tax Contributions								0		0	0	0	0
Workers Compensation	16,500						-5000	11,500	7,910		7,910	(3,590)	100
Workers Compensation Claims													
Staff Misc - medical expenses							120	120	120		120	0	100
Protective Clothing	600				151		629	1,380	1,578		1,578	198	100
Allowances Disability/Climatic	3,085						-1000	2,085	976		976	(1,109)	100
Staff Training	6,000						13346	19,346	17,802		17,802	(1,544)	100
<b>sub total - employee expenses</b>	<b>131,033</b>			<b>512</b>	<b>7906</b>	<b>0</b>	<b>13499</b>	<b>152,950</b>	<b>140,401</b>	<b>0</b>	<b>140,401</b>	<b>(12,549)</b>	<b>100</b>
<b>Total - Administration Expenses</b>	<b>356,016</b>	<b>0</b>	<b>3,298</b>	<b>-4083</b>	<b>10612</b>	<b>4004</b>	<b>-6870</b>	<b>362,977</b>	<b>326,303</b>	<b>21,108</b>	<b>347,411</b>	<b>(15,566)</b>	<b>94</b>
<b>Destruction of Weeds</b>													
Supervision of Weeds Officers	7,196							7,196	372		372	(6,824)	100
Property Inspections	78,000							78,000	25,500		25,500	(52,500)	100
Other Costs - Council Roads	78,000						8158	86,158	87,919		87,919	1,761	100
WAP1520 Grant Expenses	200,000							200,000	196,026		196,026	(3,974)	100
HP TaskForce Administration	6,300						-2000	4,300	3,435		3,435	(865)	100
Contribs from Constituent Councils								0		0	0	0	0
Hudson Pear Walgett Shire								0		0	0	0	0
Mesquite Contol Program						92		92	92	0	92	0	100
Parthenium Weed Control								0		0	0	0	0
Parkinsonia Weed Control					80	1075	2981	4,136	4,136	0	4,136	0	100
Promotions & Field Days	7,710							7,710	8,816		8,816	1,106	100
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>1167</b>	<b>9139</b>	<b>387,592</b>	<b>326,296</b>	<b>0</b>	<b>326,296</b>	<b>(61,296)</b>	<b>100</b>
<b>Private Works</b>													
Bre Shire - Private Works								0		0	0	0	0
Walgett Shire - Private Works				1290	620		1065	2,975	3,120		3,120	145	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	-242	384	696	696	0	696	0	100
Warrumbungle Shire Pte Works						242	830	1,072	1,072	0	1,072	0	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	298		298	(702)	100
DPI HP PRMF Project VSS							11109	11,109	6,691		11,109	0	60
DPI HP PRMF Project R7623							6818	6,818	9,536		6,818	0	140
Cost for the Sale of Parts etc	1,500							1,500	1,446		1,446	(54)	100
<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>20206</b>	<b>27,558</b>	<b>25,247</b>	<b>0</b>	<b>26,947</b>	<b>(611)</b>	<b>94</b>

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Walgett Shire Council Chambers

On 21<sup>st</sup> August 2017

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 29/06/17	Remainder of Year	Projected for Year	Further Variations	Percentage todate
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
<b>Other Expenses</b>													
Depot Expenses	7,875					723	3119	11,717	12,459		12,459	742	100
Plant Expenses	80,531						-31805	48,726	56,543		56,543	7,817	100
Depreciation	22,000						-378	21,622	21,622		21,622	0	100
Refund - Const Cnl Advances	50,000							50,000	50,000	0	50,000	0	100
Bad Debts written off									44,000		44,000	44,000	100
<b>Other Expenses -Total</b>	<b>160,406</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>723</b>	<b>-29064</b>	<b>132,065</b>	<b>184,624</b>	<b>0</b>	<b>184,624</b>	<b>52,559</b>	<b>100</b>
<b>Total - Operating Expenses</b>	<b>896,128</b>	<b>0</b>	<b>3,420</b>	<b>- 527</b>	<b>11,866</b>	<b>5,894</b>	<b>- 6,589</b>	<b>910,192</b>	<b>862,470</b>	<b>21,108</b>	<b>885,278</b>	<b>(24,914)</b>	<b>97</b>
<b>NET OPERATING SURPLUS (D)</b>	<b>89,718</b>		<b>(2,720)</b>	<b>4,787</b>	<b>(7,398)</b>	<b>(5,388)</b>	<b>12,090</b>	<b>91,089</b>	<b>76,357</b>	<b>(2,740)</b>	<b>71,917</b>	<b>(19,172)</b>	
	39.72825							39.88			39.24		
													0

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

## Meeting of Council

Held at Walgett Shire Council Chambers

On 21<sup>st</sup> August 2017

Quarterly Budget Review Statement - 29 June, 2017																
Capital Budget																
	Original Budget	Adopted Changes Todate							Revised Budget	YTD to 29/06/17	Remainder of Year	Projected for Year	Further Variations	Percentage todate		
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final									
Capital Income																
Profit on Sale of Plant	15,000						(9,545)	5,455				0	(5,455)	0		
Sale of Depot Facilities (Coonamble, Coon'bran)								0		0	0	0	0	0		
Sale of Surplus Equipment								0		0	0	0	0	0		
Transfer from Plant Reserve			10,000					10,000		10,000	10,000	0	0	0		
Transfer from ELE					7,500	2,500		10,000	10,000		10,000	0	100			
Capital Income - Total	15,000	-	10,000	-	7,500	2,500	- 9,545	25,455	10,000	10,000	20,000	(5,455)	50			
Capital Expenditure																
Office Equipment	33,000						- 1,930	31,070	31,070		31,070	0	100			
Depot Facility - Coonamble	5,000							5,000		5,000	5,000	0	0			
New Vehicles - Nett	53,000						- 15,068	37,932	37,932		37,932	0	100			
Small Plant, Tools, Radios	2,000						- 2,000	0			0	0	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			
Capital Expenditure - Total	110,330	-	-	-	-	-	- 18,998	91,332	69,002	22,330	91,332	0	76			
Net Capital Surplus/(Deficit)	(95,330)	-	10,000	-	7,500	2,500	- 9,453	(65,877)	- 59,002	- 12,330	- 71,332	5,455	83			
								- 65,877								
Quarterly Budget Review as at 29 June, 2017 - Est. Summary for Year																
Total Income	1,000,846		10,700	4,260	11,968	3,006	- 4,044	1,026,736	948,827	28,368	977,195	(49,541)	97			977,195
																977,195
Total Expenditure	1,006,458		3,420	- 527	11,866	5,894	- 25,587	1,001,524	931,472	43,438	976,610	(24,914)	95			974,910
																974,910
Net Total Surplus/(Deficit)	(5,612)		7,280	4,787	102	- 2,888	21,543	25,212	17,355	(15,070)	585	(24,627)				
Summary Of Reserves as at 29 June, 2017																
Total Equity	430,000	- 5,612	7,280	4,787	102	- 2,888	21,543	455,212		455,212	455,212	0	0			
ELE Reserve	103,000	5,000			-7500	- 2,500		98,000	- 2,500	100,500	98,000	0	(3)	xxxx		
Plant Reserve	9,000	12,330	-10,000					11,330		11,330	11,330	0	0			

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Meeting of Council

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On 21<sup>st</sup> August 2017

**ITEM 7.3: ANNUAL FINANCIAL STATEMENTS 2016/2017**

**REPORTING SECTION:** General Manager

**AUTHOR:** Don Ramsland – General Manager

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

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**Summary:**

This report recommends the Draft Annual Financial Statements for the year ending 30 June 2017, be referred for audit.

**Background:**

Section 413, 415 and 416 of the Local Government Act 1993 requires the Council's General Purpose Annual Financial Reports for the year ending 30 June 2017 to be prepared, referred to audit and audited by 31 October, 2017.

Council is required to authorise the referral of the Annual Financial Reports consisting of the General Purpose Report to Council's Auditor.

Section 413 of the Local Government Act 1993, also requires that the Financial Reports must be accompanied by a Statement by Council and Management made pursuant to section 413 (2)(c) of the Local Government Act 1993 and made pursuant to a resolution of Council.

Section 418 (2) of the Local Government Act 1993, states that as soon as practicable but not more than 5 weeks after the Audit Report is received, Council must give notice that a Meeting will be held to present the Financial Reports and the Auditor's Report to the public. Such public notice must include a summary of the Financial Reports.

**Current Position:**

As well as moving to refer the statements to audit, Council is required at this time to sign the statement by Councillors and Management within the financial statements for the General Purpose Financial Statements.

Once the Financial Statements are audited, they will be presented before the Council to discuss any issues and/or adjustments which have arisen.

If there are no material adjustments or issues after this Council meeting, it is moved to delegate to the General Manager the authority to authorise the Financial Statements for issue to the Department of Local Government, and to the public before formal adoption at the next available Council meeting.

Council's General Manager is currently in the process of preparing the draft financial statements, once completed will be referred to audit by LUKA Group as the nominated independent auditing body.

**Relevant Reference Documents/Policies:**

Local Government Act (1993)

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

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**Governance issues:**

Full disclosure and transparency in activities relating to financial management will be met by provision of draft financial statements to be tabled at a later meeting of Council (prior to audit).

**Environmental issues:**

There are no identified environmental issues.

**Stakeholders:**

Councillors of Castlereagh Macquarie County Council

Department of Local Government

**Financial Implications:**

The Financial Reports represent Council's financial position as at 30 June 2017.

**Alternative Solutions/Options:**

N/A

**Conclusion:**

It is now appropriate that action be taken in accordance with the Local Government Act in relation to the 2016/2017 Financial Reports.

**Annual Financial Statements 2016/2017 - Refer for Audit**

**Recommendation:**

1. The Draft Annual Financial Reports for 2016/2017 be referred to Council's Auditor.
2. The Chairperson, another Councillor, the General Manager and Finance Officer be authorised to sign the necessary Financial Statements.
3. On receipt of the Audited Report, a copy be forwarded to the Department 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 be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and its requirements.

**Moved:**

**Seconded:**

**Attachments:**

Section 413 Statement for Signature – To be tabled at meeting

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Meeting of Council

Held at Walgett Shire Council Chambers

On 21<sup>st</sup> August 2017

**ITEM 7.4: ORGANISATIONAL ACTION PLAN – AUGUST 2017**

**REPORTING SECTION:** General Manager

**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 2016/17 financial year all of those measures had been implemented with the finalisation of the appointment of a new Senior Weeds Officer to replace Senior Weeds Officer John Unwin who retired on 13 July, 2017 and the repayment on 31 May, 2017 of the last \$10,000 instalments in respect of the advances made by our constituent Councils in 2014/15 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 submissions in respect of any proposed local government reforms.

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 ensure they address the requirements of the Biosecurity Act 2015.

During August, 2016 Council commenced putting a new digital information system in place to meet the requirements of the new Biosecurity Act 2015 and the ability to be able to provide data for the new state wide database. Training for staff has commenced and is ongoing.

At its meeting on 27 June, 2016 Council adopted a 30 point Organisational Action Plan for 2016/17 and it is planned to update and implement that plan progressively throughout 2017/18 and to also review it at each meeting.

Council at its June, 2017 meeting resolved to meet only once a quarter - in March rather than February and April, June, August and November rather than October and December, thus being able to reduce the number of meetings being held each year from six down to four. Council also resolved to write to the OLG seeking advice on reducing the number of delegates from ten down to five and the possibility of operating under a Section 355 (LGA) committee type structure.

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

**August**

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1. Be proactive in the local government reform process by preparing any necessary submissions. - ongoing
2. Finalise annual statements of account for 2016/17 - ongoing
3. Review and update its WH&S policies and procedures - ongoing
4. Review and negotiate Council's Insurances - completed
5. Update Local Control Plans – Priority Weeds - ongoing
6. Prepare 2016/17 WAP 1520 return - completed
7. Prepare Quarterly Budget Review Statements - completed

Any Councillors' queries can be discussed at the meeting.

**Relevant Reference Documents:**

Council's Operational Plan and Budget for 2017/2018, August, 2016/17 QBRS statements and Long Term Financial Plan

**Business Activity Strategic Plan Link:**

The issues identified during the preparation of the 2017/2018 Operational Plan and Budget are linked back to Council's 2017/2021 Delivery Plan and Business Activity Strategy

**Delivery Plan Link:**

The issues identified during the preparation of the 2017/2018 Operational Plan and Budget are linked back to Council's 2017/2021 Delivery Plan and Business Activity Strategy

**Operational Plan/Budget Link:**

The issues identified in 2017/2021 Council's Delivery Plan and Business Activity Strategy are directly linked to the 2017/2018 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 each twelve month period. 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 three years ago has been turned around to one where a ten year financial plan indicates an increasing level of available



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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. This particularly relates to changes in the Biosecurity Legislation that became effective on 1 July, 2017.

**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 make the tough decisions to address its recent financial dilemma and turn the financial situation around.

However, as well as routine operational requirements, there are other issues outside Council's control including the functioning Local Land Services, the implementation and review of the new Biosecurity legislation and more possible changes to the NSW Office of Local Government's approach to local government reform that have now come into play.

This report notes the success and progress made in relation to the revised Organisational Action Plan

<b>Organisational Action Plan – May 2017</b>
<p><b>Recommendation:</b></p> <p>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.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Organisational Action Plan

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**CASTLEREAGH MACQUARIE COUNTY COUNCIL  
ORGANISATIONAL ACTION PLAN – 2017/18**

**August**

1. Be proactive in the local government reform process by preparing any necessary submissions.
2. Finalise annual statements of account for 2016/17.
3. Review and update its WH&S policies and procedures.
4. Review and negotiate Council's Insurances for 2017/18.
5. Update Local Control Plans – Priority Weeds.
6. Prepare 2016/17 WAP 1520 return.
7. Prepare Quarterly Budget Review Statements.

**November (formerly October/December)**

8. Report on the outcomes achieved through the Integrated Planning and Reporting legislation to 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.
14. Auditor's presentation to November, 2017 meeting and table annual statements 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 support for secretariat for the Hudson Pear Taskforce.
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. Review Staffing Structure.

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**March (formerly February/April)**

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.
25. Prepare Quarterly Budget Review Statements.
26. Research grant fund opportunities.
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 2018/19 and supporting documentation.
30. Advertise draft estimates

**June**

31. Update Draft Budget for 2018/19 and supporting documentation
32. Community consultation
33. Commence annual statement preparation
34. Review ELE reserves

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**ITEM 7.5: WORK HEALTH AND SAFETY (WH&S) FOR 2017/2018**

**REPORTING SECTION:** General Manager

**AUTHOR:** Don Ramsland – General Manager

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

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**Summary:**

To endorse the action taken to participate in the Annual StateCover self-audit programme.

**Background:**

StateCover provides an annual WHS self-audit to assist clients in assessing the structure and implementation of their WHS management system. The analysis of these results is presented in a report that includes:

- The areas of strength and weakness of your WHS management system and hazard management practices
- A comparison of your WHS performance against other Councils
- A comparison of your results against previous years
- Suggestions on ways to improve WHS areas that are scored below average
- A customised action plan template highlighting key areas for improvement

These results enable Council to proactively address issues that can cause injuries, increase Council's operational costs and potentially expose individuals and Council to prosecution under WHS legislation.

**Current Position:**

Reducing the number of injuries in a Council can significantly decrease the Council's Workers Compensation premiums. It also provides indirect cost saving by eliminating the need for claims management and return to work activities, whilst increasing productivity and improving employee morale.

In addition, Councils that successfully complete the self-audit and subsequent audit verification are eligible for a StateCover rebate equal to 0.3% of payroll costs, up to a maximum of \$60,000.

**Relevant Reference Documents:**

2017 StateCover WHS Self-Audit Programme

**Business Activity Strategic Plan Link:**

Council's 2017/2021 Delivery Plan and Business Activity Strategy

**Delivery Plan Link:**

Council's 2017/2021 Delivery Plan and Business Activity Strategy

**Operational Plan/Budget Link:**

2017/2018 Operational Plan and Budget provisions

**Stakeholders:**

Castlereagh Macquarie County Council

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

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Constituent Councils

**Governance Issues:**

The self-audit process provides an opportunity to also review various operational policies and procedures

**Environmental Issues:**

Consideration of environmental issues that affect employees can be reviewed as part of the process.

**Financial Implications:**

The financial rewards from improved WHS performance could run into many thousands of dollars by way of rebate

**Legal Issues:**

Councils are constantly exposed to legal action and fines through WHS breaches and this programme actively works to minimise such exposure through an education process.

**Alternatives/Options:**

Do nothing

**Conclusion:**

This report is prepared primarily for Council's information and comment

<b>Work Health &amp; Safety (WH&amp;S) for 2017/2018</b>
<p><b>Recommendation:</b></p> <p>That the General Manager's report in respect of the StateCover self-audit process be received and noted.</p> <p><b>Seconded:</b></p> <p><b>Moved:</b></p>

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**ITEM 7.6: REVIEW OF COUNCIL'S INSURANCES 2017/2018**

**REPORTING SECTION:** Castlereagh Macquarie County Council

**AUTHOR:** Don Ramsland – General Manager

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

---

**Summary:**

To endorse the action taken in reviewing and renewing Council insurances for the year ending 30 June, 2018.

**Background:**

In accordance with standard procedure, Council's various insurances were reviewed as at 30 June, 2017 and appropriate action taken to renew the existing policies and two new policies to ensure Council's interests were properly covered.

**Current Position:**

Council's Insurance Brokers, JLT Pty Ltd, have placed the following cover for the twelve months commencing 1 July, 2017.

<b>Date</b>	<b>Inv. No.</b>	<b>Class</b>	<b>Inception</b>	<b>Amount Due</b>
01/07/2017	099-142601	<i>Public Liability – Professional Indemnity</i>	30/6/2017	\$25,593.02
01/07/2017	099-142599	<i>Councillors and Officers Liability</i>	30/6/2017	\$10,474.08
01/07/2017	099-142600	<i>Crime</i>	30/6/2017	\$1,532.60
01/07/2017	099-142604	<i>Motor Vehicle – Renewal</i>	30/6/2017	\$8,261.00
01/07/2017	099-142603	<i>Property - Renewal</i>	30/6/2017	\$4,677.91
01/07/2017	025-606366	<i>Personal Accident</i>	30/6/2017	\$2,124.10
01/07/2017	025-606367	<i>Accumulated Sick Leave</i>	30/06/2017	\$842.39
<b>Total</b>				<b>\$53,505.10</b>

By using insurance brokers, Council is able to effect the most appropriate cover at the most economical rates.

**Relevant Reference Documents:**

Relevant insurance policies

**Business Activity Strategic Plan Link:**

Council's 2017/2021 Delivery Plan and Business Activity Strategy

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**Delivery Plan Link:**

Council's 2017/2021 Delivery Plan and Business Activity Strategy

**Operational Plan/Budget Link:**

2017/2018 Operational Plan and Budget provisions

**Stakeholders:**

Castlereagh Macquarie County Council

Constituent Councils

**Governance Issues:**

None identified

**Environmental Issues:**

None identified

**Financial Implications:**

The premiums for 2017/2018 totalling \$53,505.10 have decreased by \$248.86 when compared with the 2016/2017 premiums paid of \$53,753.96

**Legal Issues:**

None identified

**Alternatives/Options:**

Operate without appropriate insurance coverage

**Conclusion:**

That the action taken to review and renew Council's insurance policies be endorsed and appropriate adjustments made to Council's budget where required.

<b>Review of Council's Insurances 2017/2018</b>
<p><b>Recommendation:</b></p> <p>That the action taken to renew Council's insurance policies for 2017/2018 be endorsed and appropriate adjustment made to Council's budget where required.</p> <p><b>Seconded:</b></p> <p><b>Moved:</b></p>

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**ITEM 7.7: ADOPTION OF CORPORATE CREDIT CARD POLICY**

**REPORTING SECTION:** Castlereagh Macquarie County Council

**AUTHOR:** Don Ramsland – General Manager

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

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**Summary:**

The purpose of this report is to enable Council to consider adopting the Corporate Credit Card Policy.

**Background:**

Where a Council allows the use of a corporate credit card it is required to adopt a corporate Credit Card Policy to comply with the provision of the Act.

**Current Position:**

The draft Policy has been prepared for Council's consideration, taking into account the existing policy, legislative requirements and the guidelines issued by the Department of Local Government.

Council's credit card is extremely useful when dealing with organisations where Council does not have an established line of credit or purchases are of a one off nature.

**Relevant Reference Documents:**

Local Government Act 1993

Draft Corporate Credit Card Policy.

**Governance Issues:**

The adoption of a Policy will contribute to the effective governance of the organisation and act as a safeguard against fraud control

**Environmental Issues:**

Nil

**Stakeholders:**

Councillors

CMCC staff

**Financial Implications:**

The monetary amounts in the Policy may vary. At present the only credit card on issue is held by the General Manager. The current card limit is \$5,000.

**Options/Alternatives:**

Not use a credit card

**Conclusion:**

The limits of expenditure may vary and Council should consider whether the suggested rates are equitable.



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<b>Adoption of Corporate Credit Card Policy</b>
<p><b>Recommendation:</b></p> <p>1. That Council adopt the attached draft credit card policy and that the limit for card purchases be \$5,000.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Draft Corporate Credit Card Policy

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

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On 21<sup>st</sup> August 2017



## **CORPORATE CREDIT CARD POLICY**

Adoption Date: 21 August 2017

Review Date: 21 August 2019

Responsible Officer: Administration Officer

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### **POLICY STATEMENT**

CMCC will issue a Corporate Credit Card to be used by Authorised Council employees for business purposes within the requirements of the employee's job function, and where it is considered the most efficient purchase option.

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### **OBJECTIVES:**

- To provide an additional means of purchase for goods and/or services for CMCC and to ensure sound governance and appropriate control of Council's expenditure when doing so.
  - To enable goods or services such as books, publications, travel and accommodation arrangements to be purchased more cost effectively, or when such are only available over the internet by using a credit card.
  - To operate Corporate Credit Cards within a sound financial framework provided for the guidance of CMCC staff and in accordance with Statutory and Regulatory requirements.
- 

### **Policy Implementation Procedures, Guidelines and Documents**

Corporate Credit Card Procedures

### **Related CMCC Policies**

Code of Conduct

Financial Management Policy and Procedures

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Purchasing Policy

Fraud Control Policy

**ITEM 7.8: RELATED PARTIES DISCLOSURE POLICY**

**REPORTING SECTION:** Castlereagh Macquarie County Council

**AUTHOR:** Don Ramsland – General Manager

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

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**Summary:**

This report is circulated with the attached AASB124 Related Parties Disclosure Policy for Council to consider its adoption in readiness for collection of statutory information forming part of Council's 2016/2017 annual financial statements.

**Background:**

Commencing 1st July 2016, AASB 124 Related Parties Disclosures applies to local government. This type of disclosure has been applicable to the private sector for many years.

This will mean Castlereagh Macquarie County Council must disclose all related party transactions, balances and commitments in the annual financial statements.

Council must now adopt a policy to establish the parameters for related party transactions, including the relevant management positions and level of disclosure in order to comply with AASB 124.

The draft Related Parties Disclosure Policy, including Related Parties Disclosure by Key Management Personnel and Privacy Collection Notices, is attached.

**Current Position:**

The AASB 124 Related Parties Disclosure requirement came into effect on the 1<sup>st</sup> July 2016. There was no requirement prior to this for Council compliance.

**Relevant Reference Documents/Policies:**

Council's Code of Conduct

AASB 124

Local Government Act 1993

**Governance issues:**

Council must adopt a policy and framework for the related parties transactions intended for compliance with AASB124 and the Local Government Act 1993.

**Environmental issues:**

No environmental issues have been identified in relation to this matter.

**Stakeholders:**

Castlereagh Macquarie County Council

Castlereagh Macquarie County Council Councillors

Castlereagh Macquarie County Council Community members

Castlereagh Macquarie County Council Senior Staff

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Meeting of Council

Held at Walgett Shire Council Chambers

On 21<sup>st</sup> August 2017

**Financial Implications:**

Adoption of the AASB 124 Related Parties Disclosure Policy does not have any financial consequences for Council, however, the cost associated with collection of information will be minimal and is already encompassed in the salaries and wages budget allocation.

**Alternative Solutions/Options:**

NIL.

**Conclusion:**

It is a requirement for the Castlereagh Macquarie County Council to comply with AASB 124 and the General Manager recommends Council adopt the attached policy and related documents to facilitate compliance in the 2016/2017 Financial Statements.

<b>Related Parties Disclosure Policy</b>
<p><b>Recommendation:</b></p> <p>That Council adopt the Related Parties Disclosure Policy and associated compliance documents.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Related Parties Disclosure Policy and Associated Compliance Documents

# CASTLEREAGH MACQUARIE COUNTY COUNCIL



## RELATED PARTIES DISCLOSURE

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### OBJECTIVES

From July 2016, the Australian Accounting Board Standard – Related Parties Disclosures (AASB 124) applies to councils in New South Wales.

Council is required to disclose Related Party Transactions and Relationships and Key Management Personnel compensation in the annual Financial Statements to comply with AASB 124.

### APPLICABILITY

Key Management Personnel named in this policy.

### GENERAL

#### AASB 124 framework and requirements

The Policy establishes that Related Parties and Key Management Personnel will be identified such that transactions between Council and Related Parties can be identified and where assessed as being required to be disclosed, be reported in the annual Financial Statements in accordance with AASB 124.

AASB 124 requires that Council must disclose the following financial information in its annual Financial Statements:

- disclosure of any Related Party relationships outlining the relationship with any Related Parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period
- Key Management Personnel (KMP) Compensation Disclosures

The disclosure of Related Parties information requirements under AASB 124 are additional to those in place under Section 449 of the Local Government Act 1993 regarding the annual returns disclosing interests of Councillors and designated persons. Additionally, the requirements under this Policy do not supplant the responsibilities to declare conflicts of interest as identified in the Council's Code of Conduct.

In the preparation of the annual Financial Statements, an assessment of the materiality and significance of the Related Party Transactions will be made to determine the level of disclosure.

AASB 124 identifies that the purpose of disclosing Related Parties is to assess where transactions or relationships could impact on the profit and loss of an entity. This may be because a Related Party may enter into transactions in a manner that other parties may not due to the relationship with the Council or Key Management Personnel. Alternatively, there may be a personal relationship between a Key Management Personnel and their relatives or other persons that could influence the transactions of the Council with another party.

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Key Management Personnel are responsible for planning, directing and controlling.

Key Management Personnel are required to identify Related Parties and Related Transactions that they expect will or do occur between those Related Parties and Council. Council will itself have Related Parties and Related Transactions which similarly need to be identified.

The Policy identifies the requirement to capture disclosures of Related Parties and Transactions between those Parties and Council and the need to collate the disclosures in a Register. The Register will be used to prepare the required components for inclusion in the annual Financial Statements.

## **Related Parties Identification and Disclosure timetable**

Disclosures of Related Parties and Transactions will be required of Key Management Personnel at least twice annually.

The due dates for Disclosures will be 15 January and 15 June annually.

Key Management Personnel should provide updates on Related Parties and Transactions as issues arise by submitting an updated Related Parties Disclosure Form at times other than the two collection dates listed above if their situation changes.

The Council will also disclose any Related Parties and Related Transactions for inclusion in the Related Parties Disclosures register by 15 January and 15 June annually.

## **Related Parties Disclosure Register**

Information collected on the Related Parties Disclosure Form (attached) will be securely stored in Council's Related Parties Disclosure Register.

Access to the Related Parties Disclosure Register will be available only to those who may lawfully be granted access after consideration of matters of privacy and other legislative requirements.

The Related Parties Disclosures Register will be used as the basis for the information included in the annual Financial Statements to satisfy the Related Party reporting requirements.

The Management Accountant is responsible for the updating and maintenance of the Related Parties Disclosures Register.

## **KEY MANAGEMENT PERSONNEL (KMP)**

Key Management Personnel are identified as those persons having authority and responsibility, either directly or indirectly, for planning, directing and controlling the activities of the entity.

Castlereagh Macquarie County Council has identified as Key Management Personnel:

- Councillors
- Administrators
- General Manager

# **CASTLEREAGH MACQUARIE COUNTY COUNCIL**

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

## Compensation Disclosure requirements

KMP Compensation Disclosures require that information on all forms of paid, payable, or provided in exchange for services provided must be disclosed.

This information may include:

- *Short-term employee benefits* - such as:
  - wages, salaries and social security contributions
  - paid annual leave and paid sick leave
  - profit sharing and bonuses (if payable within twelve months of the end of the period)
  - Non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees.
- *Post-employment benefits* such as:
  - pensions, other retirement benefits
  - post-employment life insurance
  - post-employment medical care
- *Other long-term employee benefits*, including:
  - long-service leave or sabbatical leave
  - jubilee or other long-service benefits
  - long-term disability benefits
  - and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation
- *Termination benefits*.

## Close members of the family of KMP

The method for identifying the close family members and associated entities of KMP will be by KMP self-assessment with details to be submitted on the Related Parties Disclosure form.

KMP have an ongoing responsibility to advise Council immediately of any changes to Related Parties and associated Transactions.

Close family members of the KMP are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council, and include:

- that person's children
- that person's spouse/domestic partner
- children of that person's spouse/domestic partner
- Dependants of that person or that person's spouse/domestic partner.

In addition to those family member identified above as close family members, a KMP may have other members of their extended family who they should identify as close family members if these family members could be expected to influence, or be influenced by, that person in their dealings with Council. This could include:

- that person's brothers and sisters
- that person's spouse/domestic partner's brothers and sisters
- aunts, uncles, and cousins of that person's or that person's spouse/domestic partner
- dependants of those person's or that person's spouse/domestic partner
- that person's or that person's spouse/domestic partners', parents and grandparents.



# CASTLEREAGH MACQUARIE COUNTY COUNCIL

It is the responsibility of KMP to assess and report all related parties that they know do, or expect are likely to, have transactions with Council.

## RELATED PARTIES AND RELATED PARTY RELATIONSHIPS

### Related Party

A Related Party is:

- a) a person who is a close family member of a KMP where that person has control or joint control of the reporting entity or has significant influence over, or could be influenced by any nominated person in the key management personnel.
- b) an entity related to the Council if the entity is the member of the same group of companies (e.g. parent company or one of its subsidiaries), is part of arrangements such as joint ventures or is an associate of the reporting entity, is a post-employment benefit plan, is an entity controlled, jointly controlled or is significantly influenced by a person identified in (a), is an entity that a person identified in (a) is a key management personnel of, as a related party.

Entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. Entities may also include companies, trusts, partnerships, incorporated association or unincorporated groups or bodies and non-profit associations such as sporting clubs. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A KMP and the Council needs to consider what associated entities exist when compiling their Related Parties Disclosures form.

### Related Party Relationships

Related Party relationships are a normal feature of commerce and business.

A Related Party relationship could influence the normal business operations of Council even if Related Party Transactions do not occur.

The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties.

### Related Party Transactions

Related Party Transactions are the transfer of resources, services or obligations between Council and a related party. They are considered to be transactions whether or not a price is charged.

Such transactions may include:

- purchase or sale of goods (finished or unfinished)
- purchase or sale of property and other assets
- rendering or receiving services
- leases

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- transfers of research and development
- transfers under licence agreements
- transfers under finance arrangements (including loans and equity contributions in cash or in kind)
- provision of guarantees or collateral
- commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised)
- quotations and/or tenders
- commitments
- settlements of liabilities on behalf of Council or by Council on behalf of the related party.

Regard must also be given if transactions that are collectively or individually significant.

## **ISSUES THAT WILL BE ASSESSED IN CONSIDERING RELATED PARTY TRANSACTIONS**

The Disclosure process will consider all transactions between Council and persons and entities the Council or KMPs have named as related parties.

Collations of the disclosures may be made in some circumstances. AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances, including commitments, in its annual Financial Statements. Generally, reporting will be made where a transaction has occurred between Council and a related party of Council where the transaction is material and/or significant in nature or size when considered individually or collectively.

For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality. In preparing the information for the annual Financial Statements, the Council will consider the information in the Related Parties Disclosures Register on the basis of materiality and significance.

### **Ordinary citizen transactions**

Ordinary citizen transactions do not need to be disclosed on the basis of services being available to all citizens at the same fee or level of service. Examples include:

- paying rates and charges
- paying normal entry fee for use of the Council's swimming pool
- attending the theatre when tickets have been bought at prices other patrons would pay
- fines on normal terms and conditions

## **DISCLOSURES**

AASB 124 provides that Council must disclose all material and significant Related Party Transactions in its annual Financial Statements by aggregate or general description and include the following detail:

- the nature of the Related Party Relationship, and
- relevant information about the transactions including:
  - the amount of the transaction;
  - the amount of outstanding balances, including commitments, and
  - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
  - details of any guarantee given or received;

# **CASTLEREAGH MACQUARIE COUNTY COUNCIL**

- provision for doubtful debts related to the amount of outstanding balances; and
- the expense recognised during the period in respect of bad or doubtful debts due from Related Parties.

Generally, transactions with amounts receivable from and payable to KMP or their Related Parties which occur within normal employee, customer or supplier relationships and at arm's length and are not material or significant, shall be excluded from detailed disclosures, but they will be disclosed in the financial statements by general description.

Disclosures that Related Party Transactions were made on terms equivalent to an arm's length transaction can only be made if such terms can be substantiated.

## **Review of this policy**

This policy will be reviewed annually but may also be reviewed if any of the following occur:

- corporate restructure that impacts on the KMPs,
- legislative, accounting standard or Local Government Code of Accounting Practice change that impacts on the application of the Policy, or
- other circumstances as determined from time to time by a resolution of Council

## **RELATED POLICIES/DOCUMENTS**

Related Party Disclosure form (attached)

Local Government Act 1993

Australian Accounting Board Standard – Related Parties Disclosures AASB 124

Council's Code of Conduct

Related Parties Operational Policy

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

## Related Parties - Disclosure Form

<b>NAME OF KEY MANAGEMENT PERSONNEL (KMP)</b>
<b>DATE</b>

Name of related person or entity	Relationship of KMP with the person or entity	Nature of transaction(s)

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

## **ITEM 7.9: Matters for Brief Mention or Information Only**

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

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### **Summary:**

The following matters are listed for brief mention or information only.

#### **1. Split of WAP Grant North West/Central West Local Land Services**

Verbal report to meeting

#### **2. Correspondence from Councillor Anne-Louise Capel - Warrumbungle Shire Council**

Correspondence received from Councillor Anne-Louise Capel from Warrumbungle Shire Council in relation to Castlereagh Macquarie County Council's work on the St John's Wort at Coolah following the monthly presentations to each of the five constituent Councils.

#### **3. Newspaper Advertisement – Position of Weeds Control Officer - Coonabarabran**

Council has now advertised the position of a Weeds Control Officer in the Coonabarabran Shire Area. Applications will be received until 7 September 2017.

Published in the Western Magazine, 15<sup>th</sup> August 2017 and Coonabarabran Times, 17<sup>th</sup> August 2017.

#### **4. Noxious Weeds Certificates**

Council received correspondence from Philip Blackmore at DPI with regards to Section 64 Noxious Weeds Certificates. Under the new Biosecurity Act there is no equivalent to a Section 64 Certificate as an Individual Biosecurity Direction applies to a person. A Direction does not apply to a successor in title, so when the Direction relates to weeds on land, the Direction expires when that person's interest in the land ceases. This will normally be at settlement.

As the Noxious Weeds Act has now been repealed, the Biosecurity Act contains a saving provision that allows local control authorities (councils or county councils) to continue to issue Section 64 Certificates until the Noxious Weeds Act is declared by the Secretary to be a superseded instrument. This is to allow for Notices that may have been served immediately prior to the commencement of the Biosecurity Act.

### **Matters for Brief Mention or Information Only**

#### **Recommendation:**

That the above issues for brief mention or information only as detailed in the General Manager's report to the August, 2017 meeting be received and noted.

#### **Moved:**

#### **Seconded:**

### **Attachments:**

**Attachment A** - Correspondence from Councillor Anne-Louise Capel - Warrumbungle Shire Council

**Attachment B** - Advertisement – Published in Western Magazine and Coonabarabran Times

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

**Attachment C** - Correspondence from Philip Blackmore – NSW Department of Primary Industries

**Attachment A** - Correspondence from Councillor Anne-Louise Capel - Warrumbungle Shire Council

As discussed over the phone briefly some practices/policies I would like to see some changes:  
# Greater promotion of contact point for county council. Member councils should be asked to have this information on their website easy to access. I have checked Warrumbungle, typed in castlereagh Macquarie county council & Weeds and it doesn't come up in first several pages. I have informed Warrumbungle Council. I suspect this is the case across the membership.

# Member councils should be encouraged to regularly promote what, who, where & why of county council.

# Member councils should be encouraged to promote county council through digital and traditional means. Local Govt. week is another opportunity.

# County Council should actively engage with Landcare groups in the region and the local land services. When appropriate joint grant funding applications for projects also with landholders if practical. Promote purpose of each entity, support each other's endeavours. For example utilise landcare groups to help collect and spread biological controls such as for Prickly Pear; have a presenter at a field day hosted by other organisation.

# Policy development that allows landholders adjoining TSR/roadside to be able to do weed control (at landholders expense) along their boundary on the public land. I know this is already happening but at an under the radar level as some farmers are either frustrated/think it is council's responsibility/don't know who is responsible. Best time to treat a weed incursion is when it first appears.

It is often not practical for county council as it can not be all over its area and not cost effective for minimal plants numbers to spray, however it is in the interest of the adjoining landholder to spray plant and stop its spread into their property. It also may prevent it spreading further afield on public lands.

# There needs to be greater promotion of what county council priorities are and rationale as you presented to Warrumbungle Shire council. It makes sense to focus near QLD border and floodplains to stop those noxious weeds getting a foothold but wider community not aware of priority therefore left wondering what county council does with the funding (including me).

# General public probably assume budget bigger than what it is, reality needs to be in public domain to be understood.

# Greater communication about the weeds we don't have in our region that are an emerging threat so all landholders know what to look for in the hope of early identification, reporting and quick end to incursion.

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

# if officers in a town pop into agricultural chemical retailers and let them know (in particular agronomist) of any weed incursions to alert clients to be on the lookout for. Could use retailer for biological control pick up point maybe (e.g. cactoblastis)

# Small land/lot holders be also targeted.

# Nurseries in region occasionally checked for possible plants that will create issues.

# Gardeners reminded about risk of dumping vegetation over garden fence.

# New roll out biosecurity for livestock does also encompass weeds in most literature, maybe a presence at any future/last minute info day to reinforce weed component.

I want to commend you for doing presentation to the council. I think it would be a good practice in the first first 6 months of all incoming member councils to be informed as it helps new councillors in particular those who are not from an agricultural background understand what the county council does.

Regards

Cr Anne-Louise Capel

Warrumbungle Shire Council

Ph: 02 63774620

**Attachment B** - Advertisement – Published in Western Magazine and Coonabarabran Times



## WEEDS CONTROL OFFICER

Castlereagh Macquarie County Council is currently seeking applications from suitably qualified persons for a Weeds Control Officer within the Warrumbungle Shire area.

Duties of this position include but are not limited to inspect and control noxious plants throughout the County area, including private land and Council controlled areas and assist in the eradication of noxious weeds within the County.

Further details, including a copy of the relevant position description is available by contacting Council's Administration Officer Ashleigh Carraro 02 6828 1399 or email [admin@walgett.nsw.gov.au](mailto:admin@walgett.nsw.gov.au).

Applications marked 'CONFIDENTIAL' and addressed to the undersigned can be emailed to the above email address or mailed to the Administration Officer; PO Box 664 Walgett NSW 2832. Applications will be received until 7 September 2017.

Castlereagh Macquarie County Council offers excellent employment conditions such as a four day working week arrangement, long service leave accessible after five years of service and assistance with professional development programs.

Castlereagh Macquarie County Council is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.



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*Castlereagh Macquarie County Council is committed to providing a workplace that is*

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

**Attachment C** - Correspondence from Philip Blackmore – NSW Department of Primary Industries

Dear Ashleigh

Biosecurity Certificates **do not** replace the Section 64 Certificate.

Under the Noxious Weeds Act, a Section 18 Notice applied to the land on which the noxious weed occurred. The Notice continued to apply to a successor in title.

The Biosecurity Act has no equivalent to the Section 64 Certificate. Under the Biosecurity Act an Individual Biosecurity Direction applies to a person. A Direction **does not** apply to a successor in title, so when the Direction relates to weeds on land, the Direction expires when that persons interest in the land ceases. This will normally be at settlement.

However, if the person on whom the Direction was served hasn't complied with the Direction at the time of settlement, the weed problem won't have gone away and the new owner will be saddled with a weed problem about which they may have had no knowledge.

To this end the *Conveyancing Sale of Land) Regulation 2017* now requires that the vendor of a property must state in the contract for the sale of the property if there is a Individual Biosecurity Direction in relation to the land or if there is an Undertaking in relation to the land issued under the Biosecurity Act.

If a purchaser wants to know about charges on the land in relation to the Biosecurity Act, they will need to go to L&PI

Even though the Noxious Weeds Act has been repealed, the Biosecurity Act contains a saving provision that allows local control authorities (councils or county councils) to continue to issue Section 64 Certificates until the Noxious Weeds Act is declared by the Secretary to be a superseded instrument. This is to allow for Notices that may have been served immediately prior to the commencement of the Biosecurity Act.

Best regards

Phil Blackmore



# CASTLEREAGH MACQUARIE COUNTY COUNCIL

**Philip Blackmore** | Invasive Species Officer & Industrial Hemp & Alkaloid Poppy Licence Officer  
Invasive Plants and Animals | Biosecurity NSW

**NSW Department of Primary Industries**

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