

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Gilgandra Shire Council Chambers

On 20th November 2017

CASTLEREAGH MACQUARIE COUNTY COUNCIL



BUSINESS PAPER

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

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CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

AGENDA - ORDINARY COUNCIL MEETING

Monday, 20 November 2017

- 1. WELCOME**
- 2. APOLOGIES**
- 3. METHOD OF VOTING – ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**
- 4. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**
- 5. DESTRUCTION OF BALLOT PAPERS**
- 6. DECLARATION OF INTERESTS**
- 7. CONFIRMATION OF MINUTES for Meeting held Monday 21 August 2017**
- 8. MATTERS ARISING FROM MINUTES**
- 9. REPORT FROM CHAIRMAN**
- 10. REPORT OF THE GENERAL MANAGER**
- 11. REPORT OF THE SENIOR WEEDS OFFICER**
- 12. CONFIDENTIAL**
- 13. QUESTIONS FOR NEXT MEETING**
- 14. NEXT MEETING – Monday 19 March 2018 at Warren**
- 15. CLOSE**

10. REPORTS OF THE GENERAL MANAGER

Item 10.1	Reconciliation Certificate 31 August, 30 September & 31 October 2017.....	page 18
Item 10.2	Quarterly Budget Review Statement as at 31 October 2017	page 24
Item 10.3	Organisational Review Update – October 2017.....	page 36
Item 10.4	Annual Financial Statements 2016/17 - Update.....	page 41
Item 10.5	Annual Report 2016/2017	page 44
Item 10.6	Payment of Expenses and Provision of Facilities for Councillors Policy.....	page 46
Item 10.7	Closedown of Outdoor Staff over Festive Season.....	page 48
Item 10.8	Ordinary Council Meetings – Time, Dates and Venues for 2018.....	page 50
Item 10.9	Matters for Brief Mention or Information Only	page 51

11. REPORT OF THE SENIOR WEEDS OFFICER

Item 11.1	Senior Weeds Officer's Report.....	Page 52
Item 11.2	Weeds Officers Report.....	Page 58

- 9. QUESTIONS FOR NEXT MEETING**
- 10. CONFIRM DATE OF NEXT MEETING – Monday 19 March 2018 at Warren**
- 11. CLOSE OF MEETING**

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

**ITEM 3. DETERMINATION OF METHOD OF VOTING FOR ELECTION
OF CHAIRPERSON AND DEPUTY CHAIRPERSON BY MEMBERS**

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 00/00/00

Summary:

This report is prepared to allow Council to determine the Method of Voting for the Election of the Chairperson and Deputy Chairperson by Members.

Discussion (including issues and background):

Schedule 8 of the Local Government (General) Regulation 2005 sets out the process to be followed for the election of a Chairperson and Deputy Chairperson by Members, including the methods of voting that may be determined by a resolution of Council. The methods of voting for the election of the Chairperson and Deputy Chairperson, that Council may adopt are summarised below:

- Preferential Ballot – as per its normal interpretation the ballot papers are to contain names of all candidates and Councillors mark their votes 1, 2, 3 and so on against the various names, so as to indicate their order of preference for all of the candidates.
- Ordinary ballot – this is the usual method adopted in New South Wales. Ballots are secret with only one (1) candidate's name written on a ballot paper.
- Open Voting – this is by show of hands or similar means

Where there are two (2) candidates, the person with the higher number of votes is elected. If the ballots for the two (2) candidates are tied, the one to be elected is to be chosen by lots, with the first name out being declared elected.

Where there are three (3) or more candidates, the person with the lowest number of votes is eliminated and the process is then repeated until there are only two (2) candidates. The determination of the election would then proceed as if the two (2) were the only candidates. In the case of three (3) or more candidates where a tie occurs the one (1) to be excluded will be chosen by lot.

- Choosing by Lot – to choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer, the slips are folded by the Returning Officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen, on the basis detailed above.

* **NOTE:** Ballot has its normal meaning of secret ballot.

Relevant Reference Documents:

Schedule 8 "Election of Chairpersons of County Councils" of the Local Government (General) Regulations 2005.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Chairperson and Deputy Chairperson
<p>Recommendation:</p> <p>That Council adopt the ordinary ballot method for the election of the Chairperson and Deputy Chairperson.</p> <p>Moved:</p> <p>Seconded:</p>

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
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ITEM 4. ELECTION OF CHAIRPERSON FOR ENSURING ONE (1) YEAR

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

Summary:

Section 391 of the Local Government Act 1993 states that each County Council must have a Chairperson elected in accordance with the provisions of the Act.

Discussion (including issues and background):

The role of Chairperson is defined vide Section 391A as follows:

- to preside at meetings of the county council, and
- to exercise such other functions of the county council as the county council determines.

The Chairperson for the Castlereagh Macquarie County Council is elected by the Members from among their own number. As per section 391 the appointment is for one (1) year only.

The procedures for election of Chairperson by Members under Schedule 8 of the Local Government (General) Regulation 2005 are summarised below:

- The General Manager (or a person appointed by the General Manager) is the Returning Officer.
- A Member may be nominated without notice for election as Chairperson or Deputy Chairperson.
- The nomination is to be made in writing by two (2) or more Members (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- The nomination is to be delivered or sent to the Returning Officer.
- The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.
- Nomination papers have been enclosed with the business paper and may be delivered or sent to the Returning Officer either prior to or at the commencement of the Ordinary meeting.
- If only one (1) Member is nominated, that Member is elected.
- If more than one (1) Member is nominated then the election will proceed in accordance with the method of voting determined by Council, at this meeting.
- The election is to be held at the Council meeting at which the Council resolves on the method of voting.

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA
Local Government (General) Regulation 2005 – Schedule 8

Stakeholders:

Council Members

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

Financial Implications:

Nil

Election of Chairperson for Ensuring One (1) Year

Recommendation:

That the report be received and noted and the election for the position of Chairperson be held now.

Moved:

Seconded:

Attachments:

Section 391 'The Chairperson' of the Local Government Act 1993. Please refer to point (2).

LOCAL GOVERNMENT ACT 1993 - SECT 391 The chairperson

LOCAL GOVERNMENT ACT 1993 - SECT 391

The chairperson

391 THE CHAIRPERSON

(1) The chairperson of a county council is the person elected to the office of chairperson by the members of the county council from among their number.

(2) The chairperson holds office for one year, subject to this Act.

(3) The office of chairperson:

(a) commences on the day the person elected to the office is declared to be so elected, and

(b) becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

**ITEM 4.1. ELECTION OF DEPUTY CHAIRPERSON FOR ENSURING
ONE (1) YEAR**

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

Summary:

Section 391 of the Local Government Act 1993 states that each County Council may have a Deputy Chairperson elected in accordance with the provisions of the Act.

Discussion (including issues and background):

The role of Deputy Chairperson, in the absence of the Chairperson, is defined vide Section 391A as follows:

- to preside at meetings of the county council, and
- to exercise such other functions of the county council as the county council determines.

The Deputy Chairperson for the Castlereagh Macquarie County Council is elected by the Members from among their own number. This is usually for one (1) year only.

The procedures for election of Deputy Chairperson by Members under Schedule 8 of the Local Government (General) Regulation 2005 are summarised below:

- The General Manager (or a person appointed by the General Manager) is the Returning Officer.
- A Member may be nominated without notice for election as Chairperson or Deputy Chairperson.
- The nomination is to be made in writing by two (2) or more Members (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- The nomination is to be delivered or sent to the Returning Officer.
- The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.
- Nomination papers have been enclosed with the business paper and may be delivered or sent to the Returning Officer either prior to or at the commencement of the Ordinary meeting.
- If only one (1) Member is nominated, that Member is elected.
- If more than one (1) Member is nominated then the election will proceed in accordance with the method of voting determined by Council, at this meeting.
- The election is to be held at the Council meeting at which the Council resolves on the method of voting.

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA
Local Government (General) Regulation 2005 – Schedule 8

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Deputy Chairperson for Ensuring One (1) Year
<p>Recommendation:</p> <p>That the report be received and noted and the election for the position of Deputy Chairperson be held now.</p> <p>Moved:</p> <p>Seconded:</p>

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

ITEM 5. DESTRUCTION OF BALLOT PAPERS

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

Summary:

Where elections are held, following the conduct of those annual elections, it is appropriate to pass a motion authorising the destruction of ballot papers.

Discussion (including issues and background):

Over the years it has become accepted practice that any ballot papers used in the annual elections be destroyed and a resolution of Council is required to formalise this process.

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA
Local Government (General) Regulation 2005 – Schedule 8

Stakeholders:

Council Members

Financial Implications:

Nil

Destruction of Election Ballot Papers
<p>Recommendation:</p> <p>That any ballot papers used in conjunction with the annual elections now be destroyed.</p> <p>Moved:</p> <p>Seconded:</p>

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

CASTLEREAGH MACQUARIE COUNTY COUNCIL



MINUTES

**Of the Ordinary Meeting of Council
held at Walgett Shire Council Chambers on Monday 21st August,
2017**

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CASTLEREAGH MACQUARIE COUNTY COUNCIL

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

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT THE WALGETT SHIRE COUNCIL CHAMBERS ON MONDAY 21 AUGUST 2017 COMMENCING AT 9:50AM

PRESENT: Cllrs D. Batten (Chairman), M. Beach, B. Fisher, M. Martinez, I. Woodcock, R. Lewis and P. Shinton

Staff Members: D. Ramsland (General Manager), A. Fletcher (Senior Weeds Officer), and A. Carraro (Minute Secretary)

1. **WELCOME:** Cllr Batten welcomed all councillors and staff to the meeting.
2. **APOLOGIES:** A. Brewer, G. Peart and M. Webb

8/17/1 Resolved:

That apologies from A. Brewer, G. Peart and M. Webb be accepted and leave of absence be granted.

Moved: Cllr Fisher

Seconded: Cllr Lewis

Carried

3. **DECLARATIONS OF INTEREST**- Nil
4. **CONFIRMATION OF MINUTES**
- 5.

8/17/2 Resolved:

That the minutes of the Castlereagh Macquarie County Council meeting held at Coonamble on Monday 26 June, 2017, having been circulated, be confirmed as a true and accurate record of that meeting.

Moved: Cllr Martinez

Seconded: Cllr Woodcock

Carried

6. **MATTERS ARISING FROM MINUTES**

1. The General Manager advised that he is still waiting to receive comment from the Office of Local Government in regards to the County's current structure.

7. **CHAIRMAN'S REPORT**

Chairman Cllr Batten reported as follows:

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Clr Batten advised that at the Hudson Pear Taskforce Meeting held in Lightning Ridge on Wednesday 16th August a Model Terms of Reference, prepared by the North West Local Land Services for the group was tabled. Whilst subject to adoption by the Taskforce at its November meeting the document does provide for a clear way forward and in doing so places some responsibility on the Local Land Services to take 'ownership' of the problem.

Castlereagh Macquarie County Council will continue to manage and treat roadsides and undertake private property inspections and will act as a funding conduit for grant funding. The positive thing to come out of the discussions is that CMCC will no longer be the control agent of last resort with the resultant risk of undertaking control work without the appropriate funding of resources.

At the HPTF Meeting Clr Batten was presented with a request from Ms Maxine O'Brien of the Lightning Ridge Miners Association in regard to the work undertaken by that organisation in relation to a Western Catchment Management Authority project (A copy of the request was tabled at the meeting). Delegates should recall that at the June 2017 meeting of the County it was resolved to write off an outstanding debt of \$40,000.

Clr Batten advised that the LRMA is requesting a minimum payment of \$3,257 plus \$3,115 of material, a total of \$6,372 in respect of work undertaken on the CMA project.

The LRMA is a long term partner in the efforts to control and ultimately eradicate Hudson pear in the Opal Fields. Clr Batten welcomed discussion on the County's request for payment.

8/17/3 Resolved:

That Council, in regards to the request received from the Lightning Ridge Miners Association, make a payment of \$6,372 in respect of the CMA project, subject to the LRMA providing an acquittance of the expenditure they have incurred to date.

Moved: Clr Woodcock

Seconded: Clr Fisher

Carried

8/17/4 Resolved:

That the Chairman's report be received and noted.

Moved: Clr Batten

Seconded: Clr Woodcock

Carried

8. GENERAL MANAGER'S REPORT

Item 7.1 Reconciliation Certificate 30th June & 31st July 2017

Recommendation: That the Statement of Bank Balances as at 30 June and 31st July 2017 be received and noted.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

8/17/5 Resolved:

That the Bank Reconciliation as at 30 June and 31st July 2017 be received and noted.

Moved: Cllr Woodcock

Seconded: Cllr Shinton

Carried

Item 7.2 Quarterly Budget Review Statement – Period Ended 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 and sufficient funds be transferred to the ELE Reserve so that the Long Service Leave balance is fully covered.

8/17/6 Resolved:

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 and sufficient funds be transferred to the ELE Reserve so that the Long Service Leave balance is fully covered.

Moved: Cllr Martinez

Seconded: Cllr Fisher

Carried

Cllr Shinton left the meeting room at 10:15am

Item 7.3. Annual Financial Statements 2016/2017

Recommendation:

1. The Draft Annual Financial Reports for 2016/2017 be referred to Council's Auditor.
2. The Chairperson, nominated Councillor Ian Woodcock, 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.

8/17/7 Resolved:

1. The Draft Annual Financial Reports for 2016/2017 be referred to Council's Auditor.
2. The Chairperson, nominated Councillor Ian Woodcock, 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.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

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: Cllr Fisher
Seconded: Cllr Beach

Carried

Item 7.4. Organisational Action Plan – August 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.

8/17/8 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 Lewis
Seconded: Cllr Martinez

Carried

Item 7.5. Work Health and Safety (WH&S) for 2017/2018

Recommendation: That the General Manager's report in respect of the StateCover self-audit process be received and noted.

8/17/9 Resolved:

That the General Manager's report in respect of the StateCover self-audit process be received and noted.

Moved: Cllr Woodcock
Seconded: Cllr Beach

Carried

Item 7.6. Review of Council's Insurances 2017/2018

Recommendation: 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.

8/17/10 Resolved:

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.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Moved: Cllr Woodcock
Seconded: Cllr Lewis

Carried

Item 7.7. Adoption of Corporate Credit Card Policy

Recommendation: That Council adopt the attached draft credit card policy and that the limit for card purchases be \$5,000.

8/17/11 Resolved:

That Council adopt the attached draft credit card policy and that the limit for card purchases be \$5,000.

Moved: Cllr Martinez
Seconded: Cllr Fisher

Carried

Item 7.8. Related Parties Disclosure Policy

Recommendation: That Council adopt the Related Parties Disclosure Policy and associated compliance documents.

8/17/12 Resolved:

That Council adopt the Related Parties Disclosure Policy and associated compliance documents.

Moved: Cllr Fisher
Seconded: Cllr Woodcock

Carried

Cllr Shinton returned to the meeting room at 10:36am

Item 7.9 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 August, 2017 meeting be received and noted and that the Chairperson and General Manager circulate Bi-annual media releases outlining the County's activities and that the Senior Weeds Officer take on board Cllr Capel's comments.

8/17/13 Resolved:

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 and that the Chairperson and General Manager circulate Bi-annual media releases outlining the County's activities and that the Senior Weeds Officer take on board Cllr Capel's comments.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Moved: Cllr Woodcock
Seconded: Cllr Fisher

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.

8/17/14 Resolved:

That Council receive and note the Senior Weeds Officer's report for August 2017.

Moved: Cllr Shinton
Seconded: Cllr Woodcock

Carried

Item 8.3 Bi-Monthly Weed Inspectors Reporting – June to July 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, Re-Inspections, Infestation and Treatment Report from Inspectors for the period of June to July 2017.

Moved: Cllr Woodcock
Seconded: Cllr Lewis

Carried

GENERAL BUSINESS

1. Cllr Lewis asked that the Senior Weeds Officer arrange for the pear infestation along the Castlereagh River between the Neilrex and Mendooran area to be inspected.

Cllr Batten noted the very sad news that Mr Jim McCalman passed away 12 August 2017. Mr McCalman dedicated 42 years to Warren Shire Council as a councillor and Deputy Mayor and as OROC Chair during the 1990's.

NEXT MEETING

The next meeting is scheduled for Monday 20 November, 2017 at Gilgandra.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

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 20 November 2017.

CHAIRMAN

GENERAL MANAGER

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Gilgandra Shire Council Chambers

On 20th November 2017

10. REPORTS OF THE GENERAL MANAGER

ITEM 10.1. RECONCILIATION CERTIFICATE 31 AUGUST 2017

Reconciled Ledger Accounts for 31 August 2017 are as follows:

Balance of Ledger – 1-1110

Balance 31/07/2017	215,810.60
Plus Receipts	341,930.93
Less Payment	111,617.47
	<u>\$446,124.06</u>

Balance of Bank Accounts

Balance 31/08/2017 #273228001484	\$446,124.06
Less: Outstanding Cheques	Nil
	<u>\$446,124.06</u>

Stores Balance 1-1410	31/08/17	\$16,619.60
Debtors Balance 1-1310	31/08/17	\$226,223.80
ELE Reserve Balance 1-1210	31/08/17	\$103,000.00
Plant Reserve 1-1220	31/08/17	\$9,000.00

Debtors:

Warrumbungle Shire Council	11/08/17	Invoice #8995	\$113,111.90
Walgett Shire Council	11/08/17	Invoice #8997	\$113,111.90
			<u>\$226,223.80</u>

Recommendation:

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

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

**CASTLEREAGH MACQUARIE COUNTY COUNCIL
STORES INVENTORY REPORT**

31 August 2017

<u>Item No:</u>	<u>Description</u>	<u>Unit Price</u>	<u>Stock</u>	<u>Total Value</u>
1041	Scrubmaster	\$340.00 (20kg)	2	\$680.00
2085	Grazon Extra	\$585.00 (20L)	16	\$9,360.00
2895	Round-Up Extra	\$154.80 (20L)	27	\$4,179.60
3530	Uptake Oil	\$130.00 (20L)	0	\$0.00
3710	Genwet 1000	\$120.00 (20L)	4	\$480.00
2159	Herbi Dye	\$160.00 (5L)	2	\$320.00
1032	Access	\$400.00 (5L)	4	\$1600.00
<u>TOTAL VALUE</u>				\$16,619.60

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

ITEM 10.1: RECONCILIATION CERTIFICATE 30 SEPTEMBER 2017

Reconciled Ledger Accounts for 30 September 2017 are as follows:

Balance of Ledger – 1-1110

Balance 30/08/2017	446,124.06
Plus Receipts	113,972.94
Less Payment	42,007.94
	<u>\$518,089.06</u>

Balance of Bank Accounts

Balance 30/09/2017 #273228001484	\$518,089.06
Less: Outstanding Cheques	Nil
	<u>\$518,089.06</u>

Stores Balance 1-1410	30/09/17	\$15,049.60
Debtors Balance 1-1310	30/09/17	\$117,363.50
ELE Reserve Balance 1-1210	30/09/17	\$103,000.00
Plant Reserve 1-1220	30/09/17	\$9,000.00

Debtors:

Warrumbungle Shire Council	11/08/17	Invoice #8995	\$113,111.90
Walgett Shire Council	01/09/17	Invoice #9000	\$3,380.40
Walgett Shire Council	13/09/17	Invoice #9001	\$871.00
			<u>\$117,363.30</u>

Recommendation:

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

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
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On 20th November 2017

**CASTLEREAGH MACQUARIE COUNTY COUNCIL
STORES INVENTORY REPORT**

30 September 2017

<u>Item No:</u>	<u>Description</u>	<u>Unit Price</u>	<u>Stock</u>	<u>Total Value</u>
1041	Scrubmaster	\$340.00 (20kg)	2	\$680.00
2085	Grazon Extra	\$585.00 (20L)	14	\$8,190.00
2895	Round-Up Extra	\$154.80 (20L)	27	\$4,179.60
3530	Uptake Oil	\$130.00 (20L)	0	\$0.00
3710	Genwet 1000	\$120.00 (20L)	4	\$480.00
2159	Herbi Dye	\$160.00 (5L)	2	\$320.00
1032	Access	\$400.00 (5L)	3	\$1200.00
<u>TOTAL VALUE</u>				\$15,049.60

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

ITEM 10.1. RECONCILIATION CERTIFICATE 31 OCTOBER 2017

Reconciled Ledger Accounts for 31 October 2017 are as follows:

Balance of Ledger – 1-1110

Balance 30/09/17	518,089.06
Plus Receipts	4,612.66
Less Payment	89,186.16
	<u>\$433,515.56</u>

Balance of Bank Accounts

Balance 31/10/2017 #273228001484	\$433,515.56
Less: Outstanding Cheques	Nil
	<u>\$433,515.56</u>

Stores Balance 1-1410	31/10/17	\$12,029.80
Debtors Balance 1-1310	31/10/17	\$114,699.90
ELE Reserve Balance 1-1210	31/10/17	\$103,000.00
Plant Reserve 1-1220	31/10/17	\$9,000.00

Debtors:

Warrumbungle Shire Council	11/08/17	Invoice #8995	\$113,111.90
Walgett Shire Council	13/10/17	Invoice #9002	\$1,588.00
			<u>\$114,699.90</u>

Recommendation:

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

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

**CASTLEREAGH MACQUARIE COUNTY COUNCIL
STORES INVENTORY REPORT**

31 October 2017

<u>Item No:</u>	<u>Description</u>	<u>Unit Price</u>	<u>Stock</u>	<u>Total Value</u>
1041	Scrubmaster	\$340.00 (20kg)	2	\$680.00
2085	Grazon Extra	\$585.00 (20L)	5	\$2,925.00
2895	Round-Up Extra	\$154.80 (20L)	26	\$4024.80
3530	Uptake Oil	\$130.00 (20L)	4	\$520.00
3710	Genwet 1000	\$120.00 (20L)	4	\$480.00
2159	Herbi Dye	\$160.00 (5L)	13	\$2080.00
1032	Access	\$400.00 (5L)	3	\$1200.00
2540	Metsulfuron	\$30.00 (500gm)	4	\$120.00
<u>TOTAL VALUE</u>				\$12,029.80

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

ITEM 10.2. QUARTERLY BUDGET REVIEW STATEMENT AS AT 31 OCTOBER 2017

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

Summary:

A computer glitch in the adopted budget for 2017/18 resulted in an amount of \$55,000 not adding into the overall totals for 2017/18. As a result the forecast operating surplus for the year has had to have been reduced from the planned \$82,797 to the revised figure of 27,797 shown below.

An analysis of Council's actual income and expenditure to 31 October, 2017 has now been completed and a revised budget result forecast for the year ending 30 June, 2018 has been prepared showing the anticipated result on present trends.

These results are now summarised as follows:

	Revised 1.7.17 Budgeted Surplus/(Loss) \$	Revised Budget Surplus/(Loss) \$	Forecast Budget Surplus / (Loss)\$
Operating budget result	27,797	791	28,588
Capital Budget result	(59,513)	52,500	(7,013)

As a result of the review as at 31 October, 2017 additional operating income (net) \$791 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.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

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.

However in summary this is the first periodic report in respect of 2017/18, and variations to the budget have become apparent, including an increase in income of \$24,095 and increases in expenditure net of \$23,304.

The total variations reveal a net operating budget surplus of \$28,588 which translates to an overall budget deficit for the year of \$21,575 after provision has been made for depreciation of \$30,000 and capital expenditure (net) of \$82,013.

The proposed capital expenditure has now been reduced by \$60,000 to allow for the computer glitch mentioned above by deferring the purchase of new vehicles (gators) as these were subject to major maintenance late in 2016/17.

Allowance has also been made for an adjustment to WAP funding as it appears that the Orange City Council's Coordinator's contribution will again be deducted from the original grant.

Advice to hand is that the North West LLS WAP funding allocation will be \$106,255.60. Details of the Central West element of WAP funding are not yet available

This QBRs sets out the recommended changes of \$53,291 to the amended budget deficit of \$31,716 to result in a revised total budget surplus of \$21,575 net. These are listed on a separate page along with reference to our key performance ratios and required declarations in respect of contractual arrangements, consultancies and legal expenses. However, after allowing for capital income/expenditure Council will operate at an estimated overall surplus in 2017/18 of \$51,575 after allowing for depreciation \$30,000.

Details of Council's stores balance as at 31 October, 2017 are 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.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

Financial Implications:

It is proposed to discuss the matter of what level of grant funds 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.

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 ongoing cutbacks to WAP1520 funding the situation needs to be regularly monitored to identify what further corrective action will required in conjunction with the next budget.

Quarterly Budget Review Statement – 31 October, 2017

Recommendation:

That the Quarterly Budget Review Statement for the period ended 31 October, 2017 be received and noted, 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 31 October 2017

Attachment C - Cash Flow Statement as at 31 October 2017

Attachment D - Quarterly Budget Review Statement 31 October 2017 – Operating Budget Summary

Attachment E - Quarterly Budget Review Statement 31 October 2017 – Operating Budget – Detailed Breakdown

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

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

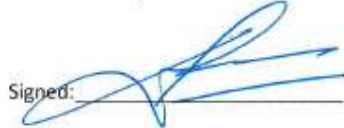
CASTLEREAGH MACQUARIE COUNTY COUNCIL
Quarterly Budget Review Statement – 31 October, 2017.

Statement by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for the Castlereagh Macquarie County Council for the period ended 31 October, 2017 indicates that Council's projected financial position as at 30 June, 2018 will be satisfactory at year end having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

This statement is made on the proviso that any resolution passed at Council's meeting on 20 November, 2017 in respect of budget amendments and associated issues to offset any loss in grant income are implemented within the timelines determined or as duly amended.

Signed: 

Date: 8 November, 2017

Don Ramsland - Responsible Accounting Officer – Castlereagh Macquarie County Council

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

Attachment B - Quarterly Budget Review Statement as at 31 October, 2017

Recommended Changes to Revised Budget

A. Revenue Income (net)	\$	\$
1. Additional Income – Private Works Income	24,095	
Total – Revenue Income Adjustments		\$24,095
Revenue Expenditure (net)		
1. Additional – Private Works (offset)	21,755	
2. Additional – Insurance	787	
3. Additional – Compassionate Leave	762	23,304
Total –Revenue Expense Adjustments		\$23,304
Net Increase in Operating Surplus		\$791
B. Capital Income Adjustments (net) -		
Reduced income from transfers	(7,500)	
C. Capital Expenditure Adjustments (net)		
Reduction in plant purchases	60,000	
Total – Capital Adjustments		\$52,500
Net increase in Surplus		\$53,291

Budget Review - Key Performance Indicators Statement

1. **Unrestricted Current Ratio – 3.94:1** (1 July, 2017)
2. **Debt Service Ratio – 2.60:1** (1 July, 2017)
3. **Building and Infrastructure Renewal Ratio -** as a 1 July, 2017 this ratio was 0.00% as Council had made no provision for assets renewals

Budget Review - Contracts and Other Expenses

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

Part B – Consultancy and Legal Expenses

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

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

Attachment C - Cash Flow Statement as at 31 October, 2017

	Actual	Actual	Actual	Actual	Est
	2014	2015	2016	2017	2018
Cash Flows from Operating Activities					
<u>Receipts</u>					
User Fees and Charges	10	15	29	38	43
Investment and Interest Revenue	5	6	6	6	5
Grants and Contributions	1013	940	823	875	818
Bonds, Deposits and Retention amounts	-	-			
Other	201	132	120	102	120
<u>Payments</u>					
Employee Benefits and Oncosts	-1037	-900	-626	-591	-688
Materials and Contracts	-89	-78	-26	-21	-20
Other	-221	-198	-226	-222	-220
Net Cash provided/used in Operating Activities	-118	-83	100	187	58
Cash Flows from Investing Activities					
<u>Receipts</u>					
Sale of Infrastructure, Property, Plant and Equipment	2	414	16	5	20
<u>Payments</u>					
Purchase of Infrastructure, Property, Plant and Equipm	-	9	-69	-68	-82
Investments	-	-			
Net Cash provided/used in Investing Activities	2	423	-53	-63	-62
Cash Flows from Financing Activities					
<u>Receipts</u>					
Proceeds from Borrowings and Advances	250	-	0	-	0
Transfer from Plant Reserve					
<u>Payments</u>					
Repayment of Borrowings and Advances	-	-100	-100	-50	0
Net Cash Flow provided/used in Financing Activities	250	-100	-100	-50	0
Net Increase/(Decrease) in Cash and Cash Equivalents	134	240	-53	74	-4
add Cash and Cash Equivalents - beginning of year	17	151	391	338	412
Cash and Cash Equivalents - end of year	151	391	338	412	408
Investments on hand - end of year	-	-		112	57
Total Cash, Cash Equivalents and Investments	151	391	338	524	465

CASTLEREAGH MACQUARIE COUNTY COUNCIL
Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

Attachment D - Quarterly Budget Review Statement 31 October, 2017 – Operating Budget Summary

CASTLEREAGH MACQUARIE COUNTY COUNCIL													
Quarterly Budget Review Statement - 31 October, 2017													
Operating Budget Summary													
	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/10/17	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	828,297							828,297	517,014	311,283	828,297	0	62
Total - Destruction of Weeds	0							0	0	0	0	0	0
Total - Private Works	38,000							38,000	6,095	56,000	62,095	24,095	10
Total - Other Income	120,000							120,000	36,682	83,318	120,000	0	31
<hr/>													
Total Operating Revenue	986,297							986,297	559,791	450,601	1,010,392	24,095	55
<hr/>													
<u>OPERATING EXPENSES</u>													
sub total - administration	132,122							132,122	14,100	118,022	132,122	0	11
sub total - insurance	51,960							51,960	49,806	2,941	52,747	787	94
sub total - governance	35,784							35,784	5,081	30,703	35,784	0	14
sub total - employee expenses	189,658							189,658	89,094	101,326	190,420	762	47
Total - Administration Expenses	409,524							409,524	158,081	252,992	411,073	1,549	38
Total - Destruction of Weeds	433,476							433,476	106,723	344,844	451,567	18,091	24
Total - Private Works	30,500							30,500	5,570	28,594	34,164	3,664	16
Total - Other Expenses	85,000							85,000	28,493	56,507	85,000	0	34
<hr/>													
Total - Operating Expenses	958,500							958,500	298,867	682,937	981,804	23,304	30
<hr/>													
NET OPERATING SURPLUS (DEFICIT)	27,797							27,797	260,924	(232,336)	28,588	791	

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council
Held at Gilgandra Shire Council Chambers
On 20th November 2017

CASTLEREAGH MACQUARIE COUNTY COUNCIL													
Quarterly Budget Review Statement - 31 October, 2017													
Capital Budget Summary													
	Original Budget	cfwd/fwd	Adopted Changes Todate				final	Revised Budget	YTD to 31/10/17	Remainder of Year	Projected for Year	Further Variations	Percentage Todate
<u>CAPITAL INCOME</u>			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr							
Total - Capital Income	82500							82,500	0	75,000	75,000	(7,500)	0
<u>CAPITAL EXPENDITURE</u>													
Total - Capital Expenditure	142,013							142,013	0	82,013	82,013	(60,000)	0
NET CAPITAL SURPLUS (DEFICITS)	(59,513)							(59,513)	0	(7,013)	(7,013)	52,500	0
ESTIMATED TOTAL BUDGET RESULT - 31 October, 2017													
Surplus/(Deficit) after Dep'n	(31,716)							(31,716)	260,924	(239,349)	21,575	53,291	21,575
Add Dep'n Included in above	30,000							30,000	0	30,000	30,000	0	
Surplus(Deficit) before Dep'n	(1,716)							(1,716)	260,924	(209,349)	51,575	53,291	51,575

Attachment E - Quarterly Budget Review Statement 31 October, 2017 – Operating Budget – Detailed Breakdown

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/10/17	Remainder of Year	Projected for Year	Further Variations	Percentage to date
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
<u>OPERATING REVENUE</u>													
Administration													
DPI - MVWAC Grant	291,557							291,557		291,557	291,557	0	0
Weed Certificates	5,000							5,000	1,640	3,360	5,000	0	33
Constituent Council Cont	514,145							514,145	514,145		514,145	0	100
all councils addn cont	-							0		0	0	0	0
Interest on Investments	5,000							5,000	1,037	3,963	5,000	0	21
Property Insurance Rebate	3,000							3,000	192	2,808	3,000	0	6
Insurance Provision adjust	1,500							1,500		1,500	1,500	0	0
WHS Incentive Rebate	5,000							5,000		5,000	5,000	0	0
Workers Comp Incentive Payment	515							515		515	515	0	0
Motor vehicle Claims Exp Discount	2,580							2,580		2,580	2,580	0	0
Jury Duty	-							0		0	0	0	0
Administration Total	828,297	0						828,297	517,014	311,283	828,297	0	62
Destruction of Weeds													
Con't from Constituent Councils								0		0	0	0	0
Hudson Pear - Walgett								0		0	0	0	0
Mesquite Control - Grant								0		0	0	0	0
Parthenium Weed - Grant								0		0	0	0	0
Parkinsonia - Grant								0		0	0	0	0
Destruction of Weeds Total								0		0	0	0	0
Private Works													
Bre Shire - Private Works								0		0	0	0	0
Coonamble - Private Works								0			0	0	0
Coonabarabran - Private Works								0		0	0	0	0
Walgett Shire - Private Works								0	6,095		6,095	6,095	
Warren - Private Works								0			0	0	0
Gilgandra - Private Works								0		0	0	0	0
DLCW - 5 Ways								0		0	0	0	0
WLC (HP)								0		0	0	0	0
Walgett Shire - Hudson Pear								0		0	0	0	0
North West LLS - Parkinsonia								0		18,000	18,000	18,000	0
Western LLS (HP) Control Prgmes								0		0	0	0	0
NW LLS - Hudson Pear Taskforce	10,000							10,000		10,000	10,000	0	0
DPI HP PRMF Project VSS	13,000							13,000		13,000	13,000	0	0
DPI HP PRMF Project R7623 LR	10,000							10,000		10,000	10,000	0	0
DPI HP PRMF Project R 7623 CBH	5,000							5,000		5,000	5,000	0	0
Sale of Parts etc								0		0	0	0	0
Private Works -Total	38,000	0						38,000	6,095	56,000	62,095	24,095	10
Other Income													
Plant Income	120,000							120,000	36,682	83,318	120,000	0	31
Const Council Advances								0		0	0	0	0
Profit on sale of plant								0		0	0	0	0
Other Income -Total	120,000	0					0	120,000	36,682	83,318	120,000	0	31
Total Operating Revenue	986,297	0	0	0	0	0	0	986,297	559,791	450,601	1,010,392	24,095	55

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/10/17	Remainder of Year	Projected for Year	Further Variations	Percentage to date
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
OPERATING EXPENSES													
Administration													
Salaries													
General Manager's Salary	22,583							22,583	6,566	16,017	22,583	0	29
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	35,000							35,000		35,000	35,000	0	0
MVWAC - Project Officer Costs	5,446							5,446	2,973	2,473	5,446	0	55
OCC - Weed Coord Cont	20,610							20,610		20,610	20,610	0	0
IPR Costs	318							318		318	318	0	0
Host - Meeting Expenses - MVWAC	2,500							2,500	69	2,431	2,500	0	3
Travelling	2,000							2,000		2,000	2,000	0	0
Audit Fees	10,500							10,500		10,500	10,500	0	0
Advertising	2,732							2,732	1,246	1,486	2,732	0	46
Printing & Stationary	2,575							2,575	94	2,481	2,575	0	4
Postage & Freight	1,083							1,083		1,083	1,083	0	0
Storage Rental								0	573	(573)	0	0	0
Telephone	8,196							8,196	2,387	5,809	8,196	0	29
Bank Charges	600							600	149	451	600	0	25
Legal Expenses	530							530		530	530	0	0
Sundry Expenses								0		0	0	0	0
Computer Biosecurity System	10,691							10,691		10,691	10,691	0	0
security services								0		0	0	0	0
office cleaning								0		0	0	0	0
sundry admin expenses	2,500							2,500		2,500	2,500	0	0
web site costs	1,500							1,500	43	1,457	1,500	0	3
Subscription - Shires Assoc	2,758							2,758		2,758	2,758	0	0
sub total - administration	132,122		-	0	0	0	0	132,122	14,100	118,022	132,122	0	11
Administration - Insurances													
Fidelity Caurantee	1,435							1,435	1,393	42	1,435	0	97
Public Liability & Prof Indem	24,900							24,900	24,175	725	24,900	0	97
Accumulated Sick								0	830		830	830	100
Property Insurance	4,975							4,975	4,445	530	4,975	0	89
State Cover Capital Levy	1,343							1,343		1,343	1,343	0	0
Motor Vehicle Liability	7,553							7,553	7,510		7,510	(43)	100
Personal/Members' Accident	1,946							1,946	1,931	15	1,946	0	99
Councillors' and Officers' Liability	9,808							9,808	9,522	286	9,808	0	97
sub total - insurance	51,960	0	-	0	-	0	0	51,960	49,806	2,941	52,747	787	94
Elected Members Activities													
Chairperson's Allowance	3,686							3,686	607	3,079	3,686	0	16
Councillors' Meeting Fees	20,455							20,455	2,833	17,622	20,455	0	14
Councillors' Travelling	4,774							4,774		4,774	4,774	0	0
Councillors' Subsistence	4,624							4,624	1,641	2,983	4,624	0	35
Delegates' Expenses	2,245							2,245		2,245	2,245	0	0
CMCC Meeting Expenses								0			0	0	0
sub total - governance	35,784							35,784	5,081	30,703	35,784	0	14

	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/10/17	Remainder of Year	Projected for Year	Further Variations	Percentage to date
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
Employee Overhead Expenses													
redundancy - termination pay													
redundancy - annual leave													
redundancy - long service leave													
Provision for ELE - retirement	55,000							55,000	52,643	2,357	55,000		
Annual Leave	30,745							30,745	11,802	18,943	30,745	0	38
Long Service Leave	9,399							9,399		9,399	9,399	0	0
Sick Leave	10,000							10,000	5,166	4,834	10,000	0	52
Compassionate Leave								0	762		762	762	100
Union Picnic Day								0		0	0	0	0
Public Holidays NEI	13,061							13,061	1,338	11,723	13,061	0	10
Jury Duty								0		0	0	0	0
Superannuation	45,851							45,851	8,470	37,381	45,851	0	18
Pre -Tax Contributions								0		0	0	0	0
Post Tax Contributions								0		0	0	0	0
Workers Compensation	10,500							10,500	2,213	8,287	10,500	0	21
Staff Misc								0		0	0	0	0
Protective Clothing	1,053							1,053	309	744	1,053	0	29
Allowances Disability/Climatic	1,549							1,549	93	1,456	1,549	0	6
Staff Training	12,500							12,500	6,298	6,202	12,500	0	50
sub total - employee expenses	189,658							189,658	89,094	101,326	190,420	762	47
Total - Administration Expenses	409,524							409,524	158,081	252,992	411,073	1,549	38
Destruction of Weeds													
Supervision of Weeds Officers	7,376							7,376	7,467		7,467	91	100
Property Inspections	79,950							79,950	17,371	62,579	79,950	0	22
Other Costs - Council Roads	88,150							88,150	36,455	51,695	88,150	0	41
WAP1520 Grant Expenses	205,000							205,000	36,193	168,807	205,000	0	18
HP TaskForce Administration	5,000							5,000		5,000	5,000	0	0
Casual/Contract Spraying	40,000							40,000		40,000	40,000	0	0
Hudson Pear Walgett Shire								0		0	0	0	0
Mesquite Control Program								0		0	0	0	0
Parthenium Weed Control								0		0	0	0	0
Parkinsonia Weed Control								0	4,837	13,163	18,000	18,000	27
Promotions & Field Days	8,000							8,000	4,400	3,600	8,000	0	55
Pasture Trials								0		0	0	0	0
Destruction of Weeds Total	433,476							433,476	106,723	344,844	451,567	18,091	24
Private Works													
Bre Shire - Private Works								0		0	0	0	0
Warren - Private Works								0			0	0	0
Walgett - Private Works									3,344		3,344	3,344	
WLC (HP) - 5 Ways								0		0	0	0	0
DPI HP PRMF Project VSS	13,000							13,000	406	12,594	13,000	0	3
DPI HP PRMF Project R 7623 LR	10,000							10,000		10,000	10,000	0	
DPI HP PRMF Project R 7623 CBH	5,000							5,000		5,000	5,000	0	
Western LLS (HP) S/R Analysis								0		0	0	0	0
Western LLS (HP) Control Pgmes								0		0	0	0	0
Walgett Shire - HP								0		0	0	0	0
DLWC - 5 Ways	1,000							1,000		1,000	1,000	0	0
Cost for the Sale of Parts etc	1,500							1,500	1,820		1,820	320	100
Private Works -Total	30,500							30,500	5,570	28,594	34,164	3,664	16
Other Expenses													
Depot Expenses	10,000							10,000	3,017	6,983	10,000	0	30
Plant Expenses	45,000							45,000	25,476	19,524	45,000	0	57
Depreciation	30,000							30,000		30,000	30,000	0	0
Refund - Const Cnl Advances								0		0	0	0	0
Other Expenses -Total	85,000							85,000	28,493	56,507	85,000	0	34
Total - Operating Expenses	958,500							958,500	298,867	682,937	981,804	23,304	30
NET OPERATING SURPLUS (DEFICIT)	27,797							27,797	260,924	(232,336)	28,588	791	

Quarterly Budget Review Statement - 31 October, 2017																	
Capital Budget																	
	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/10/17	Remainder of Year	Projected for Year	Variations	Percentage todate				
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final										
Capital Income																	
Profit on Sale of Plant	20,000							20,000		20,000	20,000	0	0				
Sale of Depot Facilities (Coonamble, Coonbran)								0		0	0	0	0				
Sale of Surplus Equipment								0		0	0	0	0				
Transfer from Plant Reserve								0		0	0	0	0				
Transfer from ELE	62,500							62,500		55,000	55,000	(7,500)	0				
Capital Income - Total	82,500							82,500		75,000	75,000	(7,500)	0				
Capital Expenditure																	
Office Equipment	5,000							5,000		5,000	5,000	0	0				
Depot Facility - Coonamble								0		0	0	0	0				
New Vehicles - Nett	113,000							113,000		53,000	53,000	(60,000)	0				
Small Plant, Tools, Radios	2,000							2,000		2,000	2,000	0	0				
Transfer to ELE Reserve	9,399							9,399		9,399	9,399	0	0				
Transfer to Plant Reserve	12,614							12,614		12,614	12,614	0	0				
Capital Expenditure - Total	142,013							142,013		82,013	82,013	(60,000)	0		82,013		
Net Capital Surplus/(Deficit)	(59,513)							(59,513)	-	-	7,013	-	7,013	52,500	0	-	7,013
Quarterly Budget Review as at 31 October, 2017 - Est. Summary for Year																	
Total Income	1,068,797							1,068,797	559,791	525,601	1,085,392	16,595	52				
Total Expenditure	1,100,513							1,100,513	298,867	764,950	1,063,817	(36,696)	28				
Net Total Surplus/(Deficit) after Depn	(31,716)							- 31,716	260,924	(239,349)	21,575	53,291					
Allowance for Deprecn	30,000							30,000	-	30,000	30,000	-					
Total Surplus(Deficit) before Depn	(1,716)							- 1,716	260,924	- 209,349	51,575	53,291		51,575	51,575		
Retained Earning	544							544	51	544	595	51	9				
ELE Reserve	103							103	48		48	(55)	100				
Plant Reserve	9							9		9	9	0	0				
	656																

ITEM 10.3. ORGANISATIONAL REVIEW UPDATE – OCTOBER 2017

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

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 Information System (BIS) and be able to provide data for the new state wide database. Training for staff has been ongoing.

At its meeting on 27 June, 2016 Council adopted a 30 point Organisational Action Plan for 2016/17 and this was updated and progressively implemented during 2016/17. It is now 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 November, 2017 meeting will be the second of these reviews for 2017/18 and progress in respect of the following elements has now been identified:

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. *In train*
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 new Biosecurity legislation.
10. Review Councillors' remuneration. *Completed*
11. Review its salary system, work practices and costing documentation. *Due December*
12. Update all policies and procedures. *In train*
13. Prepare Quarterly Budget Review Statements. *Completed*
14. Follow up review of Councillor Numbers and Committee Structure. *Ongoing*
15. Auditor's presentation to November, 2017 meeting and annual statements tabled for adoption. *Held over to the March meeting because of delays with Audit Office*
16. Re-negotiate property leases with constituent councils where appropriate. *Ongoing*
17. Conduct both WH&S and Award Consultative Committee meetings. *Completed*
18. Provide the support for secretariat for the Hudson Pear Taskforce. *Ongoing*
19. Run a series of weeds eradication programmes based on seasonal conditions. *In train*
20. Improve communication with state agencies and other stakeholders. *Ongoing*
21. Prepare Quarterly Budget Review Statements. *Completed*
22. Review Staffing Structure. *Completed*

Any Councillors' queries can be discussed at the meeting.

Relevant Reference Documents:

Council's Operational Plan and Budget for 2017/18, October, 2017/18 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 four years ago has been turned around to one where a ten year financial plan indicates an increasing level of available funds and at the same time sees due provision being made for future liabilities such as ELE and Plant Replacement.

Legal Issues:

Council will need to be mindful of any changes in local government legislation that may have serious impacts into the future. This particularly relates to changes in the Biosecurity Legislation that became effective from 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 take 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

Organisational Review Update – October 2017
Recommendation: That Council receive and note the General Manager's report in respect of the progress being made in respect of the revised Organisational Action Plan and endorse the action taken so far. Moved: Seconded:

Attachments:

Organisational Action Plan



CASTLEREAGH MACQUARIE COUNTY COUNCIL ORGANISATIONAL ACTION PLAN – 2017/18

August

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

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. *In train*
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 new Biosecurity legislation.
10. Review Councillors' remuneration. *Completed*
11. Review its salary system, work practices and costing documentation. *Due December*
12. Update all policies and procedures. *In train*
13. Prepare Quarterly Budget Review Statements. *Completed*
14. Follow up review of Councillor Numbers and Committee Structure. *Ongoing*
15. Auditor's presentation to November, 2017 meeting and annual statements tabled for adoption. *Held over to the March meeting because of delays with Audit Office*
16. Re-negotiate property leases with constituent councils where appropriate. *Ongoing*
17. Conduct both WH&S and Award Consultative Committee meetings. *Completed*
18. Provide the support for secretariat for the Hudson Pear Taskforce. *Ongoing*
19. Run a series of weeds eradication programmes based on seasonal conditions. *In train*
20. Improve communication with state agencies and other stakeholders. *Ongoing*
21. Prepare Quarterly Budget Review Statements. *Completed*
22. Review Staffing Structure. *Completed*

March (formerly February/April)

23. Monitor insurance cover and ensure all risks are reasonably addressed.
24. Provide regular feedback to constituent councils through the distribution of agendas and minutes.
25. Maintain an up to date website and records system.
26. Prepare Quarterly Budget Review Statements.

27. Research grant fund opportunities.
28. Prepare Quarterly Budget Review Statements.
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.

ITEM 10.4. ANNUAL FINANCIAL STATEMENTS 2016/2017 - UPDATE

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 00/00/00

Summary:

This report updates the present situation with regards the Draft Annual Financial Statements for the year ending 30 June 2017.

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 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 are to 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 referred the draft financial statements for audit by LUKA Group, as the nominated independent auditing body, on 11 September, 2017.

On Friday 27 October, 2017 Mr. Jeff Shanks of Luka Group telephoned the General Manager and requested him to seek an extension of one month for the lodgement of the statements because of delays being experienced in dealing with the new audit requirements.

This request was complied with and on 6 November, 2017 Council received confirmation from the Office of Local Government that the requested extension had been granted.

The General Manager is currently consulting with the contract auditors to determine when the audit presentation will take place.

Relevant Reference Documents/Policies:

Local Government Act (1993)

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 Local Government

Financial Implications:

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

Alternative Solutions/Options:

N/A

Conclusion:

Council will have to delay action be taken in accordance with the Local Government Act in relation to the 2016/2017 Financial Reports until the audit is finalised.

Annual Financial Statements 2016/2017 - Update
<p>Recommendation:</p> <p>That Council receive and noted the General Manager's report in relation to the delay in completing the audit of the 2016/17 Statements of Account.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Letter dated 6 November 2017 from Office of Local Government – 2016/2017 Financial Statements Extension

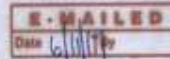


Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

RECEIVED 08 NOV 2017

Our Reference: A570175/A570122
Your Reference:
Contact: Performance
Phone: 02 4428 4100



Mr Donald Ramsland
General Manager
Castlereagh-Macquarie County Council
PO Box 664
WALGETT NSW 2832

Dear Mr Ramsland

I refer to your email of 27 October 2017 to Ms Sonja Hammond, Manager, Performance, Office of Local Government, seeking an extension to the due date for completion of Council's 2016-17 financial statements.

I have noted that Council's appointed auditor was unable to provide Council's audit file to the Audit Office of New South Wales in good time for review and sign-off of Council's audit report due to resourcing constraints.

The *Local Government Act 1993* authorises me to grant an extension of time to a council for the preparation and auditing of annual financial statements that form part of a council's annual report (section 416(5)). Having considered the information provided to me, I have approved an extension to 30 November 2017.

Yours sincerely

Tim Hurst
Acting Chief Executive
Office of Local Government

6/11/17

Strengthening local government



ITEM 10.5. CONSIDERATION AND ADOPTION OF ANNUAL REPORT – 2016/2017

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 00/00/00

Summary:

To consider and adopt Council's Annual Report for 2016/2017.

Background:

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

Current Position:

With Council's Auditor's Report to be presented to the November, 2017 Meeting along with the consideration of the Annual Financial Statements for the Year Ended 30 June 2017, it is also appropriate to consider and adopt the Annual Report for 2016/2017.

The completed report will be tabled at the meeting, but is subject to the availability of the Auditor's Financial Statements and Auditor's Report.

Relevant Reference Documents:

2016/2017 Annual Report

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
County Are Residents

Governance Issues:

The report is being tabled at the first opportunity prior to 30 November 2017 and following the preparation of the Financial Statements for 2016/2017 and consideration of the Auditor's Report.

Environmental Issues:

None identified

Financial Implications:

None identified

Legal Issues:

None identified

Alternatives/Options:

Not applicable

Conclusion:

Council should now consider and resolve to adopt the Annual Report for 2016/2017.

Adoption of Annual Report – 2016/2017
Recommendation: That Council consider and adopt the 2016/2017 Annual Report. Moved: Seconded:

Attachments:

2016/2017 Annual Report circulated under separate cover.

ITEM 10.6. PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 00/00/00

Summary:

The purpose of this report is to enable Council to review the Policy for the Payment of Expenses and Provision of Facilities to Councillors.

Background:

Council is required to adopt a Policy for the Payment of Expenses and the Provision of Facilities to Councillors within five months after the end of each year, with a copy of the Policy to be forwarded to the Department of Local Government.

Current Position:

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

Vide Minute 6/17/13 Council adopted that for 2017/2018 Councillor fees be set at the minimum fees payable "County Councils – Other" set by the Local Government Remuneration Tribunal in March, 2017. And that the fees for 2017/2018 be set at \$3,730 for the Chairperson and \$1,740 for a member.

Relevant Reference Documents:

Local Government Act 1993
WSC Policies Document
WSC Procedures Document

Governance Issues:

The adoption of a sound policy will contribute to the good governance of the organisation.

Environmental Issues:

Nil

Stakeholders:

Councillors

Financial Implications:

The monetary amounts in the Policy may vary, and the current draft policy provides for an increase in the kilometre rates for private usage as per the Local Government (State) Award 2017 and daily sustenance rate.

Options/Alternatives:

Council is required to adopt a policy for the Payment of Expenses and the Provision of Facilities to Councillors; however the terms of the policy may be varied.

Conclusion:

The limits of expenditure may vary and Council should consider whether the suggested rates are equitable. Council adopt the policy within 12 months of the term of the new Council as stated in Section 252 of the Local Government Act.

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS**Recommendation:**

1. That Council give notice of its intention to adopt the Draft Policy for the Payment of Expenses and Provision of Facilities to Councillors, in accordance with Section 253 of the Local Government Act.
2. Consider updating the various expenditure limits.
3. And that the Draft Payment of Expenses and Provision of Facilities for Councillors Policy then be placed on public exhibition and public submissions invited.

Moved:**Seconded:****Attachment:**

Revised Payment Expenses and Provision of Facilities for Councillors Policy circulated under separate cover.

ITEM 10.7. CLOSEDOWN OF OUTDOOR STAFF OVER FESTIVE SEASON

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 00/00/00

Summary:

It is considered efficient for Council's operations to close down for the work days between Christmas and New Year's Day. It also suits the needs of the majority of staff to plan holidays during the Festive Season.

Discussion (including issues and background):

This year Christmas Day falls on Monday 25th December, Boxing Day on Tuesday 26th December, 2017 and New Year's Day on Monday 1st January 2018.

A shutdown period of two weeks will be put in place for all Outdoor Staff as per the Local Government (*State*) Award 2017.

For the days of the closedown staff are required to take leave and/or to utilise accumulated time in lieu.

Relevant Reference Documents:

Public Holidays Act 2010

Stakeholders:

Council staff and residents

Financial Implications:

As staff will be required to take either Annual Leave or accumulative time in lieu during this closedown period, the shutdown will be revenue neutral. Staff rostered to work during the period attracts payment of normal rates of pay.

Closedown of Outdoor Staff over Festive Season 2017/2018

Recommendation:

1. Council operations will close for a period of two weeks commencing 22 December 2017 till 7 January 2018 inclusive.
2. Staff will be required to take either Annual Leave or accumulative time in lieu during this closedown period
3. The closedown period will be published in local media outlets.

Moved:

Seconded:

Attachments:

Schedule of 2017-2018 Public Holidays from NSW Government Industrial Relations Website

NSW Public Holidays

Public holiday dates for 2017 and 2018.

Holiday	2017	2018
New Year's Day	Sunday, 1 January	Monday, 1 January
³ Additional Day	Monday, 2 January	
² Australia Day	Thursday, 26 January	Friday, 26 January
Good Friday	Friday, 14 April	Friday, 30 March
Easter Saturday (the Saturday following Good Friday)	Saturday, 15 April	Saturday, 31 March
Easter Sunday	Sunday, 16 April	Sunday, 1 April
Easter Monday	Monday, 17 April	Monday, 2 April
Anzac Day	Tuesday, 25 April	Wednesday, 25 April
Queen's Birthday	Monday, 12 June	Monday, 11 June
¹ Bank Holiday	Monday, 7 August	Monday, 6 August
Labour Day	Monday, 2 October	Monday, 1 October
Christmas Day public holiday	Monday, 25 December	Tuesday, 25 December
Boxing Day	Tuesday, 26 December	Wednesday, 26 December
³ Additional Day		

¹ Applies to banks and certain financial institutions, see the [Retail Trading Act 2008\(external link\)](#).

² From 31.12.11 when Australia Day (26th of January) falls on a Saturday or a Sunday, there will be no public holiday on that day, as the following Monday will be declared a public holiday.

³ From 31.12.11 the Holiday Act provides for an extra public holiday to be added when New Year's Day, Christmas Day or Boxing Day falls on a weekend.

ITEM 10.8. ORDINARY COUNCIL MEETINGS – TIME, DATES AND VENUES FOR 2018

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 00/00/00

Summary:

Council's Code of Meeting Practice Clause 5 (2) requires "that Council shall, by resolution set the Time, Date and place of Ordinary Meetings of the Council". It is desirable that Council determine its meeting schedule for the whole of 2018, to facilitate forward planning.

Background:

Ordinary Meetings of Council were previously held bi-monthly (even months) on the third Monday of each month commencing at 10:00am.

Council resolved at the June 2017 meeting, with a view to reducing the frequency and cost to continue to meet in June and August and meet in November rather than October and December and also meet in March.

Proposed:

The following schedule provides for Meetings in 2018 to be held on the third Monday of the months of March, June, August and November. The locations are in the same sequence as for 2017. It is proposed that meetings continue to commence at 10:00am as this has been best practice in the past.

19 March – Warren – Council Chambers
18 June – Coonabarabran – Council Chambers
20 August – Coonamble – Council Chambers
19 November – Walgett – Council Chambers

Relevant Reference Documents:

Council's Code of Meeting Practice

Stakeholders:

Councillors, Staff and Public

Financial Implications:

Nil

Ordinary Council Meetings – Time, Dates and Venues for 2018

Recommendation:

That Council endorse the below time, dates and venues for the 2018 Ordinary Council Meetings.

19 March – Warren – Council Chambers
18 June – Coonabarabran – Council Chambers
20 August – Coonamble – Council Chambers
19 November – Walgett – Council Chambers

Moved:

Seconded:

ITEM 10.9: MATTERS FOR BRIEF MENTION OR INFORMATION ONLY

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

Summary:

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

1. Disclosure of Interest Returns

Section 449(3) of the LGA 1993 requires councillors (and designated persons) who hold that position on 30 June in each year to lodge a “Disclosures by Councillors and Designated Persons Return”.

All current Councillors who held office at 30 June, should have lodged such a return with their General Managers by 30 September each year.

2. BIS Software and Device Maintenance Issues

Due to weeds officers experiencing ongoing issues with the BIS Mapping System since the implementation in January this year, the devices were sent back to Iconyx/4D Global on Monday 6th November for inspection to try and identify what the issues are.

The main issues identified that weeds officers have been experiencing is due to GPS functionality and network connection issues.

The devices were received by Iconyx/4D Global on Thursday 9th November and review of possible software/hardware issues is underway. The expected timeframe for completion of review is approximately two weeks.

3. Local Government Reform

Council has been contacted by the Office of Local Government (OLG) in relation to our request for advice with regards to reducing the number of elected members and setting up an alternative operational structure under Section 355 of the LGA.

Advice to hand is that we can reduce the number of elected members and we are waiting on a formal response from the OLG outlining how this should be approached. The structural issue is proving more difficult. The OLG does not have much understanding of how a Section 355 Committee would operate.

The announcement last week of the Voluntary Joint Organisation concept may be the way to go but we need to see what’s in the legislation first.

Matters for Brief Mention or Information Only
<p>Recommendation:</p> <p>That the above issues for brief mention or information only as detailed in the General Manager’s report to the November, 2017 meeting be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

11. SENIOR WEED OFFICERS REPORT

ITEM 11.1. SENIOR WEEDS OFFICERS REPORT

Throughout 2017 CMCC have worked productively to meet many new challenges of staff changes, Biosecurity legislation, data basing and our five Shires being spilt between North West and Central West. I would like to thank all those involved and value how well we all work as a team regardless of our roles.

As we are all aware from the 1 July 2017 the Noxious Weeds Act 1993 became null and void and was replaced by the Biosecurity Act 2015. Our authorised officers have successfully completed the required Biosecurity and legal training to facilitate our roles. In my opinion many land owners / occupiers and the community are still unsure about their rights and obligations regarding the Act, therefore we are aiming to produce an easy read go to brochure regarding the Act.

In addition to our control operations each authorised officer is now equipped with GPS devices to meet the requirements of DPI. GPS data is collected with each property inspection, roadside inspection, new incursions, infestations and treatment. This data is vital not only for our funding but also equips us with re inspection data and record of weed density.

We have recently had incursions in our Shires promptly followed up by our authorised officers. Although some of these incursions were known and treated in previous years we did not have a GPS data base to record each infestation, i.e.: Madera Vine – Warrumbungle Shire, Mesquite – Gilgandra and Warren Shire as well as Parkinsonia – Walgett Shire.

Extensive time has been going into the Hudson Pear Taskforce. I have been actively involved on site with Andrew McConnachie, DPI Biosecurity Orange preparing sites at Cumborah and Grawin for the release of the new biological bug.

Despite being down staff members and commitments to training we have still been able to focus on our task at handling weeds, inspections, contract works and personally meeting with landowners / occupiers and the community. “TEAM EFFORT”

Summary of meetings, training and contract works;

28/08/17 – Contract Works in Lightning Ridge

30/08/17 – Hudson Pear Monitoring with Andrea Mcconnachie

07/09/17 – DPI Capacity Building and Engagement Workshop

12/09/17 – Contract Works in Lightning Ridge

25-29 /09/17 – Compliance and Regulatory Training Course in Parramatta

3-5/10/17 - Rapid Response Parkinsonia on the Narran River

10/10/17 - Tooraweenah Educational Field Day

11/10/17 – Contract Works in Collarenebri

16-19/10/17 - 19th Biennial NSW Weeds Conference, Armidale

23-26/10/17 – Contract Works in Collarenebri

16/11/17 Hudson Pear Taskforce Meeting in Lightning Ridge

Thank you and I look forward to an exciting New Year in 2018 with lots of goals to achieve.

Andrea Fletcher

Senior Weeds Officer

Senior Weed Officers Report
<p>Recommendation:</p> <p>That Council receive and note the Senior Weeds Officer report.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Report in Respect of Parkinsonia found on Narran River at Angledool – Andrea Fletcher

Parkinsonia found on Narran River at Angledool

On Tuesday 5 September 2017 a landholder at Angledool rang Castlereagh Macquarie County Council with a concern that they believed they had a shrub growing that they thought could be Parkinsonia. I met with the landowner to carry out an inspection and identified the shrub as Parkinsonia. After further investigations of the area I discovered large infestations varying in density and maturity. The maturity estimated from 2 years to an average of 8 years old.

This inspection prompted a rapid response team comprising of three authorised officers from CMCC and one authorised officer from Brewarrina Shire Council. Over three days we continued inspections and treatment of the Parkinsonia Infestations. Our focus was working downstream from the weir towards the Narran River Bridge. No infestations were discovered upstream from the weir.

All activity of inspections and treatment has been recorded on our GPS database which will be used for monitoring and ongoing inspections downstream.

The major concern facing landholders on the Narran River is that Parkinsonia seed pods and seeds are easily distributed by water as they float very easily. Due to this concern we would ask landholders to be aware of this threat and to contact Castlereagh Macquarie County Council or myself directly regarding any concerns.

Parkinsonia is a weed of National Significance and was classified a Class 2 weed under the old Noxious Weeds Act 1993 and is now classified as Prohibited Matter under the Biosecurity Act 2015. This means that as soon as practicable after Parkinsonia has been found an owner or occupier of the land must destroy all Parkinsonia on the land, ensure future generations of the plant are destroyed and keep the land free of the plant. Parkinsonia is an invasive spiny shrub that forms impenetrable dense thickets restricting access to waterways and forming habitats for feral animals. It is very tolerant of heat and drought and as such can replace native vegetation. A mature plant can produce up to 5000 seeds a year, so on a waterway they can spread rapidly in times of peak flows. It is a single or multi-stemmed shrub that grows to a height of 8mtrs. Each leaf stalk is up to 30cm long, green and flat with many small oblong leaflets staggered along each side. It has sharp spines, 5-15mm long growing from the leaf nodes. The seed pods are up to 10cm long with a constriction between the seeds. They usually contain 1-4 seeds but can occasionally produce up to 11. The plant will grow in a number of habitats but floodplains and waterways are particularly vulnerable. It is also known as Jerusalem thorn.

Parkinsonia has also been discovered on the Namoi River. This infestation has been treated and is being monitored. We endeavour to carry another response team for the Namoi River.

Castlereagh Macquarie County Council is hopeful of obtaining funding to tackle these infestations and to promote further education and awareness to land owner/occupiers.







ITEM 11.2. WEEDS OFFICERS REPORTING – 1 AUGUST TO 26 OCTOBER 2017

REPORTING SECTION:	Administration
AUTHOR:	Ashleigh McCudden – Administration Officer
FILE NUMBER:	00/00/00

Summary:

The purpose of this report is to provide Council with a summary of road inspections, property inspections, infestations, treatments and re-inspections that have been conducted over the period of 1 August to 26 October 2017 on private property, reserves, travelling stock routes, high risk watercourses and rail corridors.

Overview:

Property Inspections:

A total of 159 inspections were recorded throughout the combined Shires of Coonamble, Gilgandra, Walgett and Warren with a total inspected area of 1,606 hectares. The majority of inspections were conducted in the Gilgandra Shire with 56 properties inspected and a total area of 211 hectares. However the Walgett Shire had the largest area of 653 hectares inspected across 22 properties.

Out of the 159 properties that were inspected 60 properties were identified to have visible weed incursions. 99 properties had no visible weeds infestations sighted.

Road Inspections:

An area of 7,740.80 hectares was recorded as road inspections across 106 location points across roadsides within the Coonamble, Gilgandra, Walgett and Warren Shires.

For the bulk of inspections the high risk site type field was left blank, followed by 33 inspections where a high risk site type was not applicable for reporting purposes.

Infestations:

143 infestations were plotted throughout the shires with a total infested area of 28,875.28 hectares. The majority of the weeds identified were mature sized plants with the bulk infestations being recorded in the Gilgandra Shire. Prickly Pear was the main weed incursion to be found with a total infested area of 177.40 hectares. However Hudson Pear had the highest infested area of 28,210.10 hectares.

Treatments:

51 treatments with a treatment area of 70.51 hectares were applied by Weeds Inspectors in the Coonamble, Gilgandra and Walgett Shires. Treatment was applied using Herbicide on 39 occasions with the majority of treatments being applied to Arundo Donax, Mother of Millions and Prickly Pear.

Re-Inspections:

76 re-inspections were conducted for both private properties and roadsides throughout the reporting period. 32 re-inspections in the Gilgandra Shire, 20 in both Coonamble and Warren Shires and 4 in the Walgett Shire.

Re-inspections have dropped in numbers significantly over the reporting period with 46 being recorded in the month of August to 17 re-inspections conducted in the month of October.

Relevant Reference Documents/Policies:

2017/2018 Operational Plan and Budget
Pesticide Use Notification Plan

Governance issues:

Each property inspection, road inspections, infestation, treatment and re-inspection is carried out in accordance with the Biosecurity Act 2015.

Stakeholders:

Coonamble Shire Council
Gilgandra Shire Council
Walgett Shire Council
Warren Shire Council
Warrumbungle Shire Council
Council Staff

Financial Implications:

Not applicable

Conclusion:

This report provides relevant information in relation to the identification of weeds and ongoing control on private property, reserves, travelling stock routes, high risk watercourses and rail corridors throughout each of the shires.

Weed Officers Reporting – 1 August to 26 October 2017
<p>Recommendation:</p> <p>That Council receive and note the Weed Officers Reports for the period of 1 August to 26 October 2017.</p> <p>Moved: Seconded:</p>

Attachments:

Attachment A - Property Inspections Summary

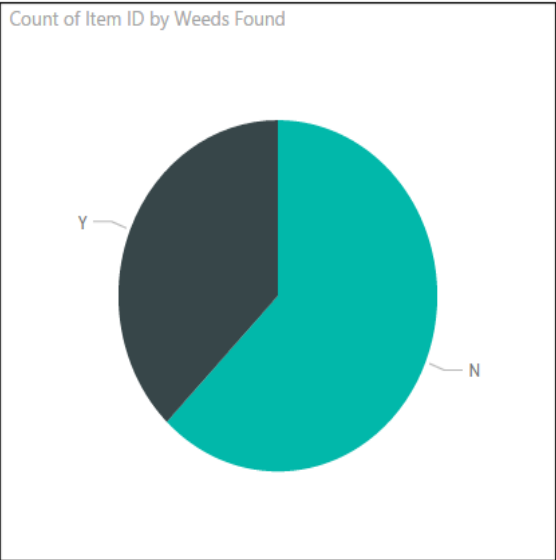
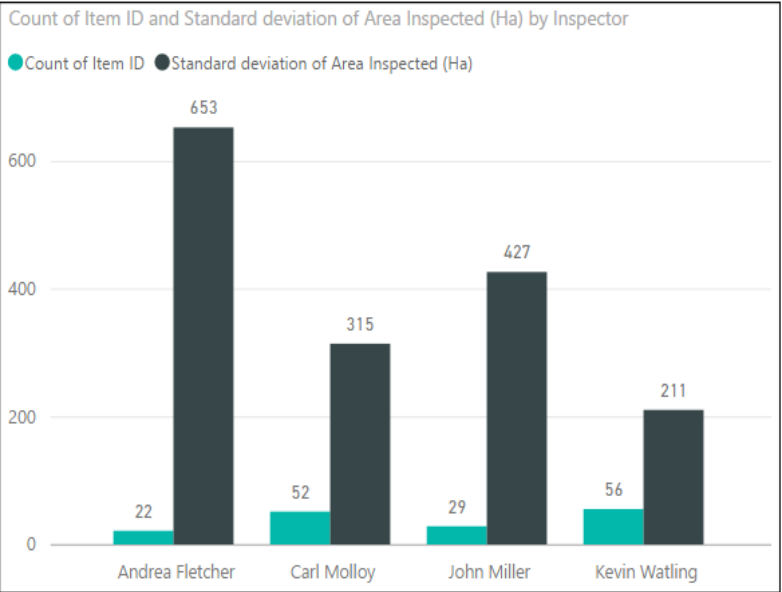
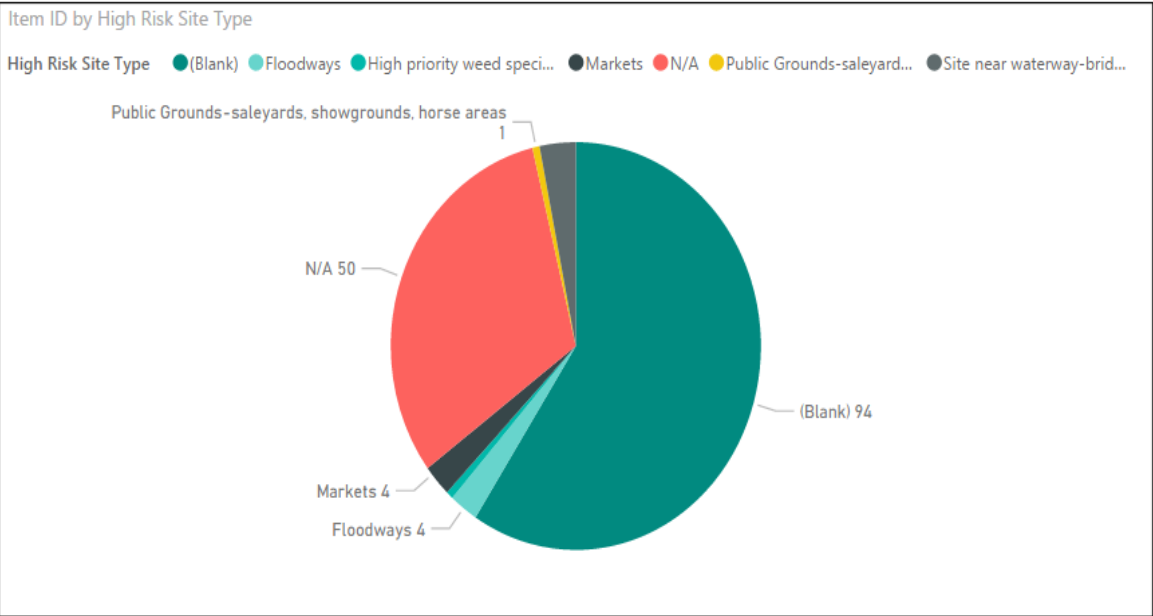
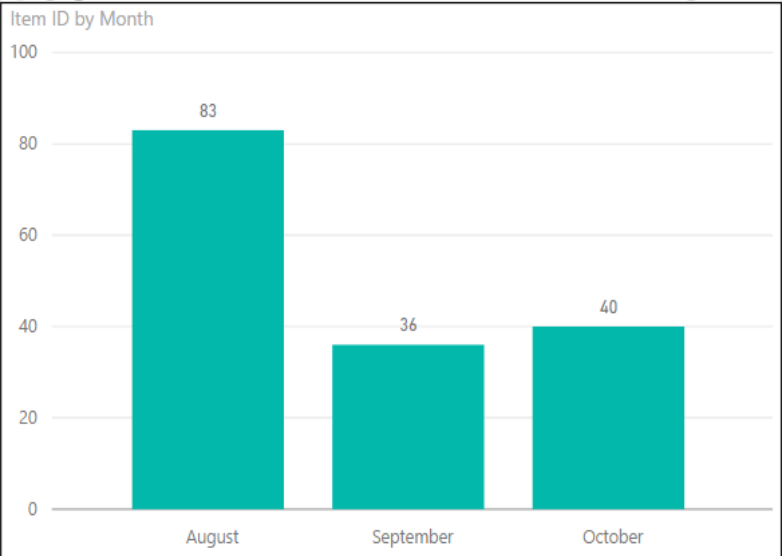
Attachment B - Road Inspections Summary

Attachment C - Infestation Summary

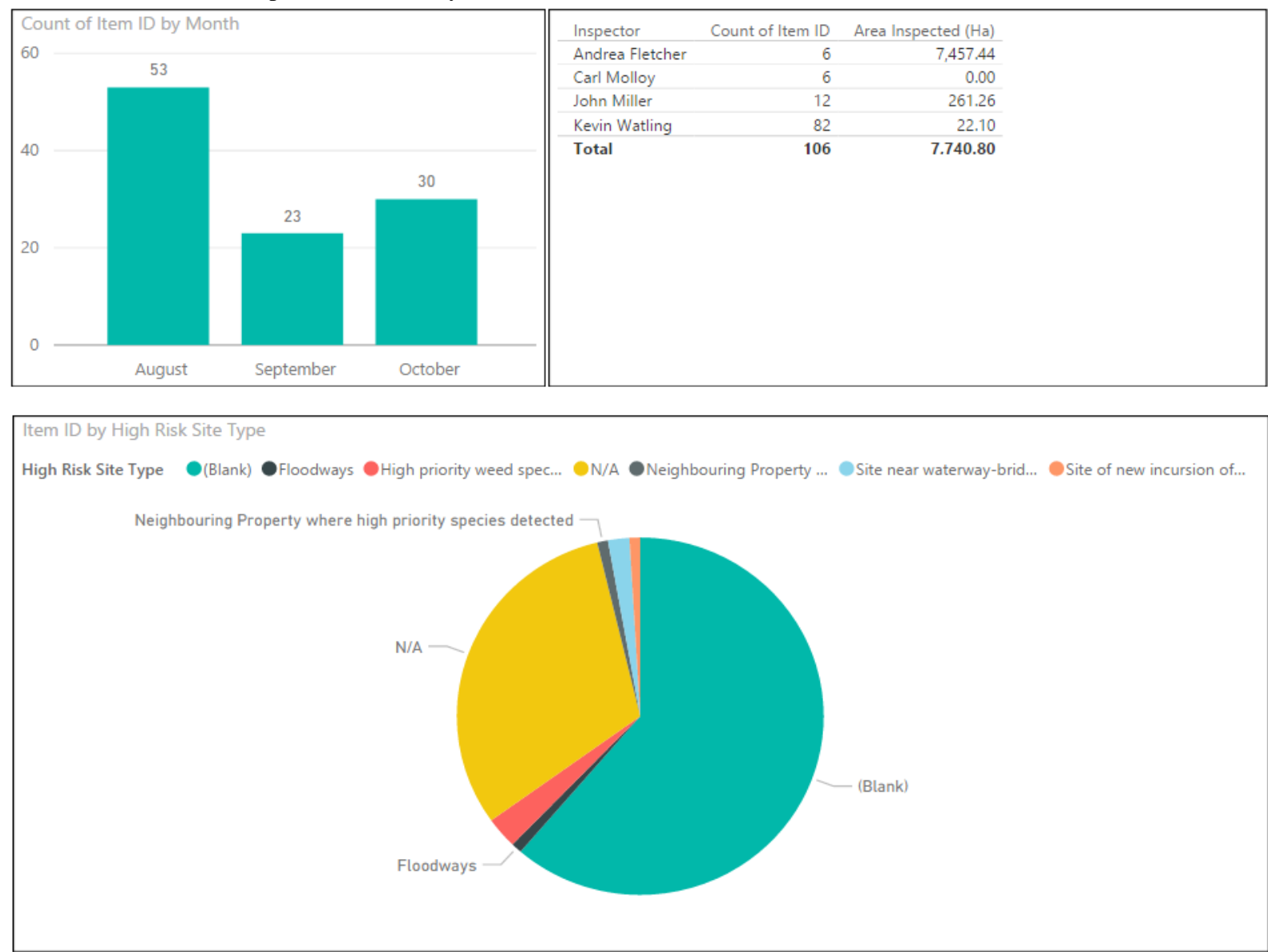
Attachment D - Treatment Summary

Attachment E - Re-Inspection Summary

Attachment A - Property Inspections Summary



Attachment B - Road Inspections Summary



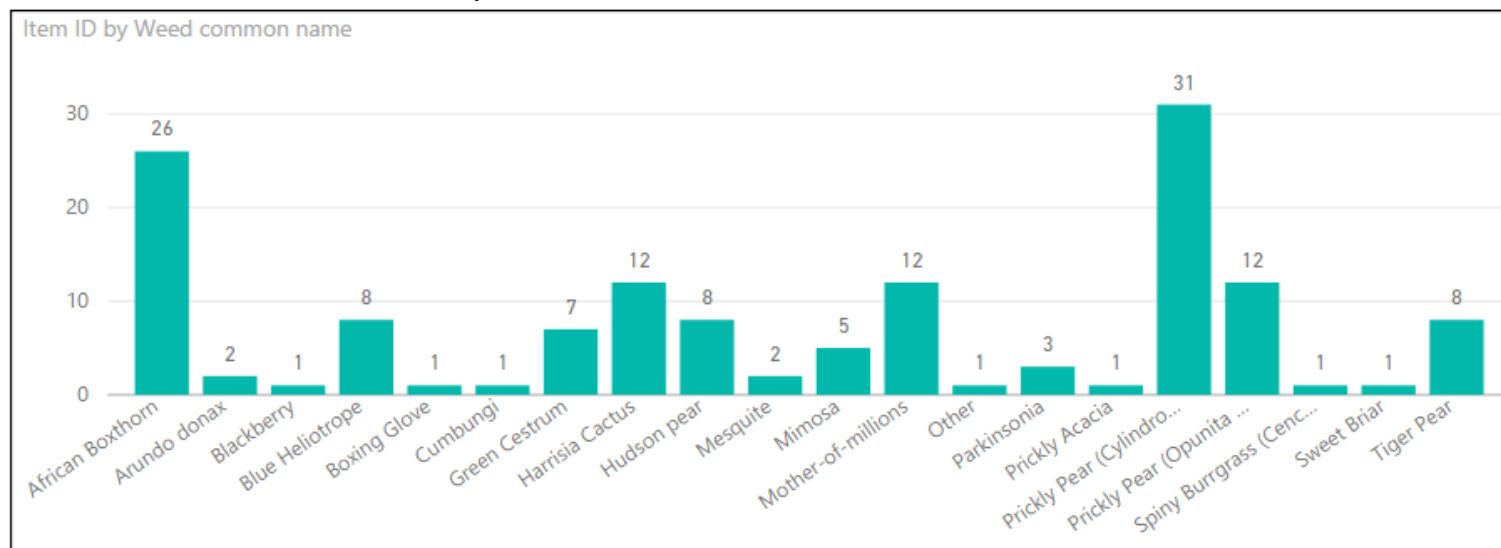
Item ID by High Risk Site Type

High Risk Site Type (Blank) Floodways High priority weed spec... N/A Neighbouring Property ... Site near waterway-brid... Site of new incursion of...



High Risk Site Type	Count of Item ID
(Blank)	53
N/A	23
Floodways	30
High priority weed spec...	6
Neighbouring Property ...	6
Site near waterway-brid...	12
Site of new incursion of...	82

Attachment C - Infestation Summary



Weed common name	Area Infested (hectares)
African Boxthorn	213.70
Arundo donax	20.00
Blackberry	0.50
Blue Heliotrope	7.20
Boxing Glove	0.10
Cumbungi	1.00
Green Cestrum	10.31
Harrisia Cactus	100.02
Hudson pear	28,210.10
Mesquite	0.20
Mimosa	45.00
Mother-of-millions	6.80
Other	0.10
Parkinsonia	35.85
Prickly Acacia	0.20
Prickly Pear (Cylindropuntia sp)	17.20
Prickly Pear (Opuntia sp)	160.20
Spiny Burrgrass (Cenchrus longipinus)	2.00
Sweet Briar	0.20
Tiger Pear	44.60
Total	28,875.28

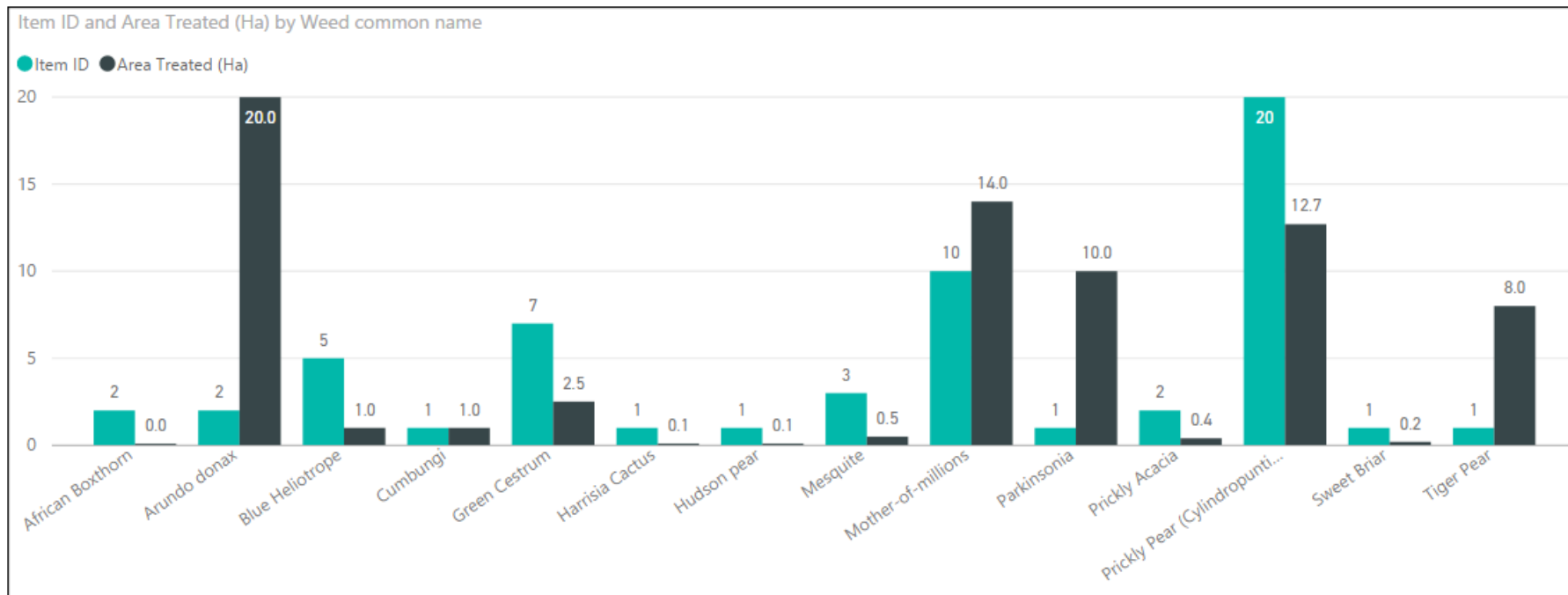
Item Zone	Count of Item ID
Coonamble Shire	22
Gilgandra Shire	73
Walgett Shire	22
Warren Shire Council	23
Total	143

Attachment D - Treatment Summary

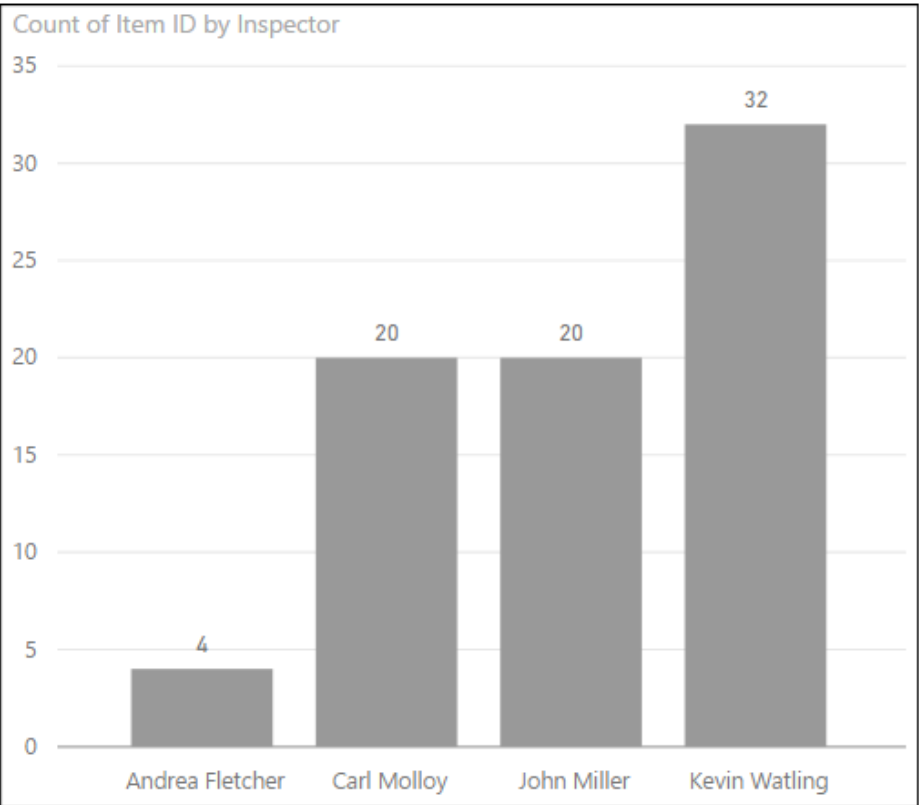
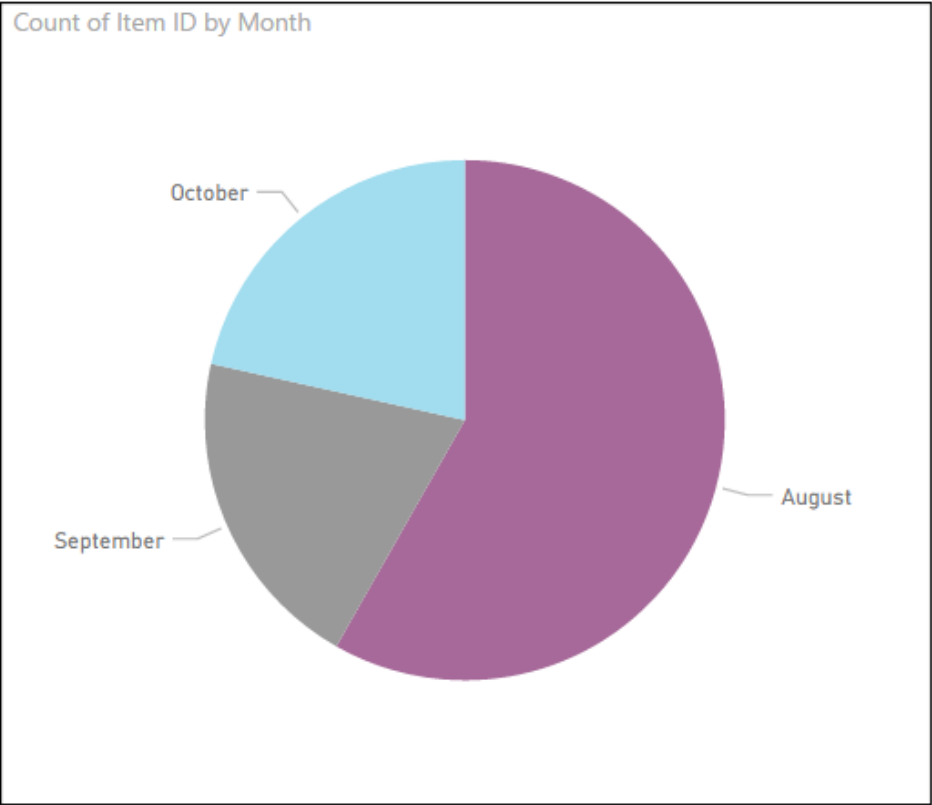
Weed common name	Count of Item ID
African Boxthorn	2
Arundo donax	2
Blue Heliotrope	4
Cumbungi	1
Green Cestrum	5
Harrisia Cactus	1
Hudson pear	1
Mesquite	2
Mother-of-millions	9
Parkinsonia	1
Prickly Acacia	1
Prickly Pear (Cylindropuntia sp)	20
Sweet Briar	1
Tiger Pear	1
Total	51

Weed common name	Area Treated (Ha)
African Boxthorn	0.00
Arundo donax	20.00
Blue Heliotrope	1.00
Cumbungi	1.00
Green Cestrum	2.51
Harrisia Cactus	0.10
Hudson pear	0.10
Mesquite	0.50
Mother-of-millions	14.00
Parkinsonia	10.00
Prickly Acacia	0.40
Prickly Pear (Cylindropuntia sp)	12.70
Sweet Briar	0.20
Tiger Pear	8.00
Total	70.51

Inspector	Count of Item ID
Andrea Fletcher	6
Carl Molloy	13
Kevin Watling	32
Total	51



Attachment E - Re-Inspection Summary



CLOSE OF MEETING

Time: