

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Warrumbungle Shire Council Chambers

On 25th June 2018

CASTLEREAGH MACQUARIE COUNTY COUNCIL



BUSINESS PAPER

**For the Ordinary Meeting of Council
to be held at the Warrumbungle Shire
Council Chambers,
On Monday 25 June 2018
Commencing at 10:00 am**

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CASTLEREAGH MACQUARIE COUNTY COUNCIL

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AGENDA - ORDINARY COUNCIL MEETING

Monday, 25 June 2018

- 1. WELCOME**
- 2. APOLOGIES**
- 3. DECLARATION OF INTERESTS**
- 4. CONFIRMATION OF MINUTES for Meeting held Monday 19th March 2018**
- 5. MATTERS ARISING FROM MINUTES**
- 6. REPORT FROM CHAIRMAN**

7. REPORT OF THE GENERAL MANAGER

- | | |
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| Item 7.1 | Reconciliation Certificates – 31 January, 28 February & 31 March 2018...page 9 |
| Item 7.2 | Quarterly Budget Review Statement as at 31 May 2018page 13 |
| Item 7.3 | Draft Operational Plan and Budget and IP&R Documentation 2018/19....page 25 |
| Item 7.4 | Organizational Review Updatepage 31 |
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| Item 7.6 | Matters for Brief Mention or Information Only – June 2018.....page 37 |

8. REPORT OF THE SENIOR WEEDS OFFICER

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9. CONFIDENTIAL

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| Item 9.1 | General Manager's Contractpage 51 |
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- 10. QUESTIONS FOR NEXT MEETING**
- 11. CONFIRM DATE OF NEXT MEETING – Monday 20 August, 2018 at Warren**
- 12. CLOSE OF MEETING**

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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 WARREN SHIRE COUNCIL CHAMBERS ON MONDAY 19 MARCH 2018 COMMENCING AT 10:00AM

PRESENT: Cllrs D. Batten (Chairman), P. Shinton, B. Fisher, M. Webb, I. Woodcock, M. Beach and A. Brewer

ABSENT: Nil

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

1. **WELCOME:** Cllr Batten welcomed all councillors and staff to the meeting.

2. **APOLOGIES:** Cllrs M. Martinez, R. Lewis and G. Peart

03/18/1 Resolved:

That apologies from Cllrs M. Martinez, R. Lewis and G. Peart be accepted and leave of absence be granted.

Moved: Cllr Woodcock

Seconded: Cllr Shinton

Carried

3. **DECLARATIONS OF INTEREST- Nil**

4. **CONFIRMATION OF MINUTES**

03/18/2 Resolved:

That the minutes of the Castlereagh Macquarie County Council meeting held at Gilgandra on Monday 20 November, 2018, having been circulated, be confirmed as a true and accurate record of that meeting.

Moved: Cllr Webb

Seconded: Cllr Brewer

Carried

5. **MATTERS ARISING FROM MINUTES – Nil**

6. **CHAIRMAN'S REPORT - Nil**

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Item 7.1 Reconciliation Certificate 30 November, 2017 and 31 December, 2017

Recommendation: That the Statement of Bank Balances as at 30 November 2017 and 31 December 2017 be received and noted.

03/18/3 Resolved:

That the Bank Reconciliation as at 30 November and 31 December 2017 be received and noted.

Moved: Cllr Fisher

Seconded: Cllr Webb

Carried

Item 7.2 Quarterly Budget Review Statement – Period Ended 28 February, 2018

Recommendation: That the Quarterly Budget Review Statement for the period ended 28 February, 2018 be received and noted and the recommended variations to the revised budget as detailed in the attached statement be adopted.

03/18/4 Resolved:

That the Quarterly Budget Review Statement for the period ended 28 February, 2018 be received and noted and the recommended variations to the revised budget as detailed in the attached statement be adopted.

Moved: Cllr Woodcock

Seconded: Cllr Webb

Carried

Item 7.3. Organisational Review Update – 28 February, 2018

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.

03/18/5 Resolved:

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: Cllr Shinton

Seconded: Cllr Fisher

Carried

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CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Item 7.4. Annual Financial Statements 2016/2017 and Auditor's Report

Recommendation: That Council receive and note the Auditor's report for 2017 and formally adopt the Statements of Account for the year ended 30 June, 2017

03/18/6 Resolved:

That Council receive and note the Auditor's report for 2017 and formally adopt the Statements of Account for the year ended 30 June, 2017.

Moved: Clr Woodcock

Seconded: Clr Webb

Carried

Item 7.5. Draft 2018/2019 Operating Plan and Budget and IP&R Documents

Recommendation: That Council adopt the draft 2018/19 Operational Plan and Budget, together with the draft Integrated Planning and Reporting Documentation, in principle and they be placed on public exhibition and comment invited prior to the documents being further considered for formal adoption at Council's meeting on 18 June, 2018

03/18/7 Resolved:

That Council adopt the draft 2018/19 Operational Plan and Budget, together with the draft Integrated Planning and Reporting Documentation, in principle and they be placed on public exhibition and comment invited prior to the documents being further considered for formal adoption at Council's meeting on 18 June, 2018

Moved: Clr Webb

Seconded: Clr Shinton

Carried

Item 7.6. Matters for Brief Mention or Generally for Information Only

Recommendation: That the six issues for brief mention or information only as detailed in the General Manager's report to the February, 2018 meeting be received and noted.

03/18/8 Resolved:

That the six issues for brief mention or information only as detailed in the General Manager's report to the February, 2018 meeting be received and noted.

Moved: Clr Woodcock

Seconded: Clr Beach

Carried

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CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

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.

03/18/9 Resolved:

That Council receive and note the Senior Weeds Officer's report for February, 2018.

Moved: Clr Webb

Seconded: Clr Woodcock

Carried

Item 8.2. Weeds Officers Reporting

No Weeds Officers' reports were available because of technical failure of new reporting tablets.

9. *Move into Confidential Committee 1.45 pm*

3/18/10 Resolved:

That at 1.45pm Council move into Confidential session and that the public be excluded from the meeting pursuant to Section 10A (2) (a) and (c) of the Local Government Act 1993 on the basis that the matters being considered are in relation to staff and/or commercial in confidence.

Moved: Clr Webb

Seconded: Clr Fisher

Carried

9.1 General Manager's Position

3/18/11 Recommendation:

That the Chairman and Deputy Chairman negotiate with the General Manager Don Ramsland to retain his services and make an appropriate recommendation to the June, 2018 meeting.

Moved: Clr Brewer

Seconded: Clr Beach

Carried

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9.2 Move out of Confidential Committee

3/18/12 Resolved:

That Council move out of Confidential Committee at 1.48 pm

Moved: Cllr Woodcock

Seconded: Cllr Webb

Carried

10. Adoption of Confidential Committee Recommendation

3/18/13 Resolved:

That Council adopt the Committee recommendation:

That the Chairman and Deputy Chairman negotiate with the General Manager Don Ramsland to retain his services and make an appropriate recommendation to the June, 2018 meeting.

Moved: Cllr Woodcock

Seconded: Cllr Webb

Carried

GENERAL BUSINESS

1. The Senior Weeds Officer was requested to contact Cllr Lewis concerning a bug for Blue Heliotrope

MEETING

The next meeting is scheduled for Monday 18 June, 2018 at Coonabarabran.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 1.50 pm

To be confirmed as a true and accurate record at the Council Meeting to be held on Monday 18 June, 2018.

CHAIRMAN

GENERAL MANAGER

General Manager's Report

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ITEM 7.1: RECONCILIATION CERTIFICATES

Reconciled Ledger Accounts for 31 January 2018 are as follows:

Balance of Ledger – 1-1110

Balance 31/12/2017	\$473,410.77
Plus Receipts	16,335.16
Less Payment	22,814.73
	<u>\$466,931.20</u>

Balance of Bank Accounts

Balance <u>31/1/2018</u> #273228001484	\$466,931.20
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Less: Outstanding Cheques

Nil	\$0.00
	<u>\$466,931.20</u>

Stores Balance	1-1410	31/1/2018	\$52,571.60
Debtors Balance	1-1310	31/1/2018	\$121,661.94
ELE Reserve Balance	1-1210	31/1/2018	\$104,969.97
Plant Reserve	1-1220	31/1/2018	\$9,000.00

Debtors:

North West Local Land Services	09-11-17	9000.00
Australian Taxation Office	02-08-17	2665.00
D Neevees	20-12-17	741.13
Walgett Shire Council	02-01-18	2612.50
North West Local Land Services	05-01-18	106255.60
K Foran	23-01-18	178.99
R Williams	23-01-18	208.72
		<u>121,661.94</u>

Recommendation:

The Statement of Bank Balances as at 31 January 2018 be received & adopted.

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Reconciled Ledger Accounts for 28 February 2018 are as follows:

Balance of Ledger – 1-1110

Balance 31/01/2018	\$466,931.20
Plus Receipts	\$110,262.97
Less Payments	\$70,882.81
	<u>\$506,311.36</u>

Balance of Bank Accounts

Balance 28/02/2018 #273228001484	\$506,311.36
Less: Outstanding Cheques	
Nil	\$0.00
	<u>\$506,311.36</u>

Stores Balance	1-1410	28/2/2018	\$52,571.60
Debtors Balance	1-1310	28/2/2018	\$47,975.49
ELE Reserve Balance	1-1210	28/2/2018	\$104,969.97
Plant Reserve	1-1220	28/2/2018	\$9,000.00

Debtors:

North West Local Land Services	09-11-17	9000.00
Australian Taxation Office	02-08-17	2665.00
K Foran	23-01-18	178.99
M Wilson	05-02-18	1482.25
B & K Butler	08-02-18	3649.25
NSW Department of Industry - Crown Lands	19-02-18	10000.00
NSW Department of Industry - Crown Lands	19-02-18	5000.00
NSW Department of Industry - Crown Lands	19-02-18	13000.00
TR Hawker	26-02-18	3000.00
		<u>47,975.49</u>

Recommendation:

The Statement of Bank Balances as at 28 February 2018 be received & adopted.

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Reconciled Ledger Accounts for 31 March 2018 are as follows:

Balance of Ledger – 1-1110

Balance 31/03/2018	\$506,311.36
Plus Receipts	\$29,717.84
Less Payments	\$84,989.56
	<u>\$451,039.64</u>

Balance of Bank Accounts

Balance 31/3//2018 #273228001484	\$466,931.20
Less: Outstanding Cheques	
Nil	\$0.00
	<u>\$451,039.64</u>

Stores Balance	1-1410	28/2/2018	\$56,811.60
Debtors Balance	1-1310	28/2/2018	\$21,326.24
ELE Reserve Balance	1-1210	28/2/2018	\$104,969.97
Plant Reserve	1-1220	28/2/2018	\$9,000.00

Debtors:

North West Local Land		
Services	09-11-17	9000.00
Australian Taxation Office	02-08-17	2665.00
K Foran	23-01-18	178.99
M Wilson	05-02-18	1482.25
NSW Department of Industry -		
Crown Lands	19-02-18	5000.00
TR Hawker	26-02-18	3000.00
		<u>21,326.24</u>

Recommendation:

The Statement of Bank Balances as at 31 March 2018 be received & adopted.

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Chemical stocktake for CMCC Depos as at 31/5/18

Coonabarabran

40 lt Grazon Extra

100 lt Uptake

40 lt Roundup Ultra

10 lt Herbidye

Gilgandra

400 lt Grazon extra

460 lt Uptake

10 lt Access

70 lt Herbidye

80kg Grasslands

80 lt Wetter

500 lt Roundup Ultra

Warren

20 lt Grazon

20 lt Roundup Ultra

20 lt Uptake

Coonamble

20 lt Grazon Extra

20lt Uptake

20 kg Grasslands

5 lt Access

Walgett

100 lt Grazon Extra

140 lt Uptake

40 lt Weedpro (Roundup Bio)

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ITEM 7.2: QUARTERLY BUDGET REVIEW STATEMENT AS AT 31 MAY 2018

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 09/47-03

Summary:

AS previously advised, a computer glitch in the adopt 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 May, 2018 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	18,297	46,094
Capital Budget result	(59,513)	45,500	(14,013)

As a result of the review as at 31 May, 2018 additional operating income (net) \$ 18,297 has 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.

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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 third periodic report in respect of 2017/18, and variations to budget have become apparent, including an increase in operating income of \$28,464 which offsets increases in operating expenditure (net) of \$13,401.

The total variations reveal a net operating budget surplus of \$46,094 which translates to an overall budget surplus for the year of \$32,081 after provision has been made for depreciation of \$30,000 and capital expenditure (net) of \$14,013.

The proposed capital expenditure has now been increased by \$11,174 to allow for the purchase of two new Quik Spray tanks at a cost of \$12,525 each as the old units were subject to major splitting.

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 \$106,256 and the Central West LLS element of WAP funding now determined at \$188,174

This QBRs sets out the recommended changes of \$4,937 the amended budget surplus of \$37,018 to result in a revised total budget surplus of \$32,018 net. This is listed on a separate page along with reference to our key performance ratios and required declarations in respect of contractual arrangements, consultancies and legal expenses. However, after allowing for capital income/expenditure Council will operate at an estimated overall surplus in 2017/18 of \$62,018 after allowing for depreciation \$30,000.

Details of Council's stores balance as at 31 May, 2018 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 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.

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Financial Implications:

It is proposed to discuss the matter what level of grant funds which may become available in 2018/19 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 May 2018

Recommendation:

That the Quarterly Budget Review Statement for the period ended 31 May, 2018 be received and noted, and the recommended variations to the revised budget as detailed in the attached statement be adopted.

Moved:

Seconded:

Attachments:

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

Attachment B - Quarterly Budget Review Statement as at 31 May, 2018

Attachment C - Cash Flow Statement as at 31 May, 2018

Attachment D - Quarterly Budget Review Statement 31 May, 2018 – Operating Budget Summary

Attachment E - Quarterly Budget Review Statement 31 May, 2018 - Operating Budget – Detailed Breakdown

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

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Quarterly Budget Review Statement – 31 May, 2018.

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 May, 2018 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 25 June, 2018 in respect budget amendments and associated issues to offset any loss in grant income are implemented within the timelines determined or as duly amended.

Signed: 

Date: 14 June, 2018

Don Ramsland - Responsible Accounting Officer – Castlereagh Macquarie County Council

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Attachment B - Quarterly Budget Review Statement as at 31 May, 2018

Recommended Changes to Revised Budget

A. Revenue Income (net)	\$	\$
1. Additional Grant Income	3,190	
2. Additional Private Work Income	17,093	
3. Profit on sale of plant	8,181	
Total – Revenue Income Adjustments		\$28,464

Revenue Expenditure (net)

1. Additional meeting expenses	1,049
2. Storage costs	1,166
3. Additional Advertising Costs	1,258
4. Additional Sick Leave	2,828
5. Additional Cost – PPE	297
6. Additional – Staff Training	2,588
7. Saving – Supervision Costs	(7,467)
8. Additional Priority Weeds Costs	4,757
9. Additional – Private works offset	(690)
10. Additional Plant Running Expenses	7,103

Total Revenue Expense Adjustments **\$13,401**

Net Increase in Operating Surplus **\$15,063**

B. Capital Income Adjustments (net) -

Adjusted Plant Profit	(20,000)
Transfer from Plant Reserve	11,174

C. Capital Expenditure Adjustments (net)

Additional Cost - plant purchases 11,174

Total – Capital Adjustments **(\$20,000)**

Net decrease in Surplus **\$4,937**

Budget Review - Key Performance Indicators Statement

- Unrestricted Current Ratio – 3.59:1** (1 July, 2017)
- Debt Service Ratio – 2.28:1** (1 July, 2017)
- Building and Infrastructure Renewal Ratio** - as a 1 July, 2017 this ratio was 0.00% as Council had made no provision for assets renewals
- Cash Expense Cover Ratio – 5.62 months**

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

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Attachment C - Cash Flow Statement as at 31 May, 2018

			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 Equipment			-	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

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Attachment D - Quarterly Budget Review Statement 31 May, 2018 – Operating Budget Summary

<u>Operating Budget Summary</u>															
	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/05/18	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		0	0				828,297	816,667	14,820	831,487	3,190	98		831,487
Total - Destruction of Weeds	0		0	0				0	0	0	0	0	0		
Total - Private Works	38,000		24,095	32,256				94,351	96,444	15,000	111,444	17,093	87		111,444
Total - Other Income	120,000		0	2,727				122,727	99,683	31,225	130,908	8,181	76		130,908
Total Operating Revenue	986,297		24,095	34,983				1,045,375	1,012,794	61,045	1,073,839	28,464	94		1,073,839
<u>OPERATING EXPENSES</u>															
sub total - administration	132,122		0	5011				137,133	50,301	90,305	140,606	3,473	36		140,606
sub total - insurance	51,960		787	0				52,747	49,806	2,941	52,747	0	94		52,747
sub total - governance	35,784		0	0				35,784	12,787	22,997	35,784	0	36		35,784
sub total - employee expenses	189,658		762	5515				195,935	149,411	52,749	202,160	6,225	74		202,160
Total - Administration Expenses	409,524		1,549	10526				421,599	262,305	168,992	431,297	9,698	61		431,297
Total - Destruction of Weeds	433,476		18,091	1682				453,249	252,279	198,260	450,539	(2,710)	56		450,539
Total - Private Works	30,500		3,664	20332				54,496	36,179	17,627	53,806	(690)	67		53,806
Total - Other Expenses	85,000		0	0				85,000	60,116	31,987	92,103	7,103	65		92,103
Total - Operating Expenses	958,500		23,304	32540				1,014,344	610,879	416,866	1,027,745	13,401	59		1,027,745
NET OPERATING SURPLUS (DEFICIT)	27,797		791	2,443				31,031	401,915	(355,821)	46,094	15,063			46,094

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<u>Capital Budget Summary</u>													
	Original Budget		Adopted Changes Todate					Revised Budget	YTD to 31/05/18	Remainder of Year	Projected for Year	Further Variations	Percentage Todate
		cfd/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	final						
<u>CAPITAL INCOME</u>													
Total - Capital Income	82500		-7500	13000				88,000	24174	55,000	79,174	(8,826)	31
<u>CAPITAL EXPENDITURE</u>													
Total - Capital Expenditure	142,013		(60,000)	0				82,013	64,174	29,013	93,187	11,174	69
NET CAPITAL SURPLUS (DEFICITS)	(59,513)		52500	13000				5,987	(40,000)	25,987	(14,013)	(20,000)	285
								5,987					
<u>ESTIMATED TOTAL BUDGET RESULT - 31 May, 2018</u>													
Surplus/(Deficit) after Dep'n	(31,716)		53,291	15,443				37,018	361,915	(329,834)	32,081	(4,937)	
Add Dep'n Included in above	30,000		0	0				0	0	0	0	0	
Surplus(Deficit) before Dep'n	(1,716)		53,291	15,443				37,018	426,089	(305,660)	32,081	(4,937)	

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Attachment E - Quarterly Budget Review Statement 31 May, 2018 - Operating Budget – Detailed Breakdown

Operating Budget													
	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/05/18	Remainder of Year	Projected for Year	Further Variations	Percentage todate
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
OPERATING REVENUE			Oct	Feb	May								
Administration													
DPI - MVWAC Grant	291,557							291,557			0	(291,557)	0
NW LLS - WAP Grant									106,256		106,256	106,256	
CW LLS - WAP Grant									188,174		188,174	188,174	
Weed Certificates	5,000							5,000	3,854	1,146	5,000	0	77
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	2,714	2,286	5,000	0	54
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	832		832	317	100
Motor vehicle Claims Exp Discount	2,580							2,580	500	2,080	2,580	0	19
Jury Duty	-							0		0	0	0	0
Administration Total	828,297	0	0	0				828,297	816,667	14,820	831,487	3,190	98
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				7,453				7,453	7,762		7,762	309	100
Walgett Shire - Private Works			6,095	21,981				28,076	28,076		28,076	0	
Warren - Private Works								0			0	0	0
Gilgandra - Private Works				2,822				2,822	1,970		1,970	(852)	100
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			18,000					18,000	37,727		37,727	19,727	100
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	11,818		11,818	(1,182)	100
DPI HP PRMF Project R7623 LR	10,000							10,000	9,091		9,091	(909)	100
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	24,095	32,256				94,351	96,444	15,000	111,444	17,093	87
Other Income													
Plant Income	120,000							120,000	88,775	31,225	120,000	0	74
Const Council Advances								0		0	0	0	0
Profit on sale of plant				2,727				2,727	10,908		10,908	8,181	100
Other Income -Total	120,000	0		2,727			0	122,727	99,683	31,225	130,908	8,181	76
Total Operating Revenue	986,297	0	24,095	34,983	0	0	0	1,045,375	1,012,794	61,045	1,073,839	28,464	94

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	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/05/18	Remainder of Year	Projected for Year	Further Variations	Percentage todote
		c/fwd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final						
			Oct	Feb	May								
OPERATING EXPENSES								1,045,375					
Administration													
Salaries													
General Manager's Salary	22,583							22,583	11,480	11,103	22,583	0	51
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	82	5,364	5,446	0	2
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			3293				5,793	6,842		6,842	1,049	100
Travelling	2,000							2,000		2,000	2,000	0	0
Audit Fees	10,500							10,500	10,245	255	10,500	0	98
Advertising	2,732							2,732	3,990		3,990	1,258	100
Printing & Stationary	2,575							2,575	385	2,190	2,575	0	15
Postage & Freight	1,083							1,083		1,083	1,083	0	0
Storage Rental				1718				1,718	2,800		2,800	1,082	100
Telephone	8,196							8,196	8,280		8,280	84	100
Bank Charges	600							600	109	491	600	0	18
Legal Expenses	530							530		530	530	0	0
Sundry Expenses								0		0	0	0	0
Computer Biosecurity System	10,691							10,691	3,876	6,815	10,691	0	36
security services								0		0	0	0	0
office cleaning								0		0	0	0	0
sundry admin expenses	2,500							2,500	2,060	440	2,500	0	82
web site costs	1,500							1,500	44	1,456	1,500	0	3
Subscription - Shires Assoc	2,758							2,758	108	2,650	2,758	0	4
sub total - administration	132,122		-	5011	0	0	0	137,133	50,301	90,305	140,606	3,473	36
Administration - Insurances													
Fidelity Gaurantee	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			830					830	830		830	0	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		- 43					7,510	7,510		7,510	0	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	787	0	-	0	0	52,747	49,806	2,941	52,747	0	94
Elected Members Activities													
Chairperson's Allowance	3,686							3,686	1,820	1,866	3,686	0	49
Councillors' Meeting Fees	20,455							20,455	8,609	11,846	20,455	0	42
Councillors' Travelling	4,774							4,774	117	4,657	4,774	0	2
Councillors' Subsistence	4,624							4,624	2,241	2,383	4,624	0	48
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	12,787	22,997	35,784	0	36

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		e/fwd	1st Qtr Oct	2nd Qtr Feb	3rd Qtr May	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	18,663	12,082	30,745	0	61
Long Service Leave	9,399							9,399		9,399	9,399	0	0
Sick Leave	10,000							10,000	12,828		12,828	2,828	100
Compassionate Leave			762					762	762		762	0	100
Union Picnic Day								0	512		512	512	100
Public Holidays NEI	13,061							13,061	8,530	4,531	13,061	0	65
Jury Duty								0		0	0	0	0
Superannuation	45,851							45,851	26,601	19,250	45,851	0	58
Pre -Tax Contributions								0		0	0	0	0
Post Tax Contributions								0		0	0	0	0
Workers Compensation	10,500							10,500	5,993	4,507	10,500	0	57
Staff Misc								0		0	0	0	0
Protective Clothing	1,053							1,053	1,350		1,350	297	100
Allowances Disability/Climatic	1,549							1,549	926	623	1,549	0	60
Staff Training	12,500			5515				18,015	20,603		20,603	2,588	100
sub total - employee expenses	189,658		762	5515				195,935	149,411	52,749	202,160	6,225	74
Total - Administration Expenses	409,524		1,549	10526				421,599	262,305	168,992	431,297	9,698	61
Destruction of Weeds													
Supervision of Weeds Officers	7,376		91					7,467			0	(7,467)	0
Property Inspections	79,950							79,950	55,922	24,028	79,950	0	70
Other Costs - Council Roads	88,150							88,150	72,096	16,054	88,150	0	82
WAP1520 Grant Expenses	205,000							205,000	109,600	95,400	205,000	0	53
HP TaskForce Administration	5,000							5,000	4,302	698	5,000	0	86
Casual/Contract Spraying	40,000							40,000		40,000	40,000	0	0
Hudson Pear Walgett Shire								0		0	0	0	0
Mesquite Contol Program				775				775	562		562	(213)	100
Parthenium Weed Control				907				907	1,025		1,025	118	100
Parkinsonia Weed Control			18000					18,000	556	22,080	22,636	4,636	2
Promotions & Field Days	8,000							8,000	8,216		8,216	216	100
Pasture Trials								0		0	0	0	0
Destruction of Weeds Total	433,476		18091	1682				453,249	252,279	198,260	450,539	(2,710)	56
Private Works													
Bre Shire - Private Works								0		0	0	0	0
Warren - Private Works								0	60		60	60	100
Walgett - Private Works			3344	12551				15,895	18,962		18,962	3,067	
Coonabarabran - Private Works				2890				2,890	1,533		1,533	(1,357)	
Coonamble - Private Works				1467				1,467	750		750	(717)	
Gilgandra - Private Works				1915				1,915	3,138		3,138	1,223	
WLC (HP) - 5 Ways								0	7,488		7,488	7,488	100
DPI HP PRMF ProjectVSS	13,000							13,000	406	6,685	7,091	(5,909)	6
DPI HP PRMF Project R 7623 LR	10,000							10,000		5,455	5,455	(4,545)	
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	513	487	1,000	0	51
Cost for the Sale of Parts etc	1,500		320	1509				3,329	3,329		3,329	0	100
Private Works -Total	30,500		3664	20332				54,496	36,179	17,627	53,806	(690)	67
Other Expenses													
Depot Expenses	10,000							10,000	8,013	1,987	10,000	0	80
Plant Expenses	45,000							45,000	52,103		52,103	7,103	100
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	60,116	31,987	92,103	7,103	65
Total - Operating Expenses	958,500		23,304	32,540				1,014,344	610,879	416,866	1,027,745	13,401	59
NET OPERATING SURPLUS (DEFICIT)	27,797		791	2,443				31,031	401,915	(355,821)	46,094	15,063	

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<u>Quarterly Budget Review Statement - 31 May, 2018</u>															
	Original Budget	Adopted Changes Todate						Revised Budget	YTD to 31/05/18	Remainder of Year	Projected for Year	Further Variations	Percentage todate		
		c/twd	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Final								
Capital Income															
Profit on Sale of Plant	20,000							20,000			0	(20,000)	0		
Sale of Depot Facilities (Coonamble, Coon'bran)				3,000				3,000	3,000		3,000	0	100		
Sale of Surplus Equipment				10,000				10,000	10,000		10,000	0	100		
Transfer from Plant Reserve								0	11,174		11,174	11,174	100		
Transfer from ELE	62,500	-	7,500					55,000		55,000	55,000	0	0		
Capital Income - Total	82,500	-	7,500	13,000				88,000	24,174	55,000	79,174	(8,826)	31		
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	-	60,000					53,000	64,174		64,174	11,174	100		
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	-	60,000	-				82,013	64,174	29,013	93,187	11,174	69		93,187
Net Capital Surplus/(Deficit)	(59,513)	-	52,500	13,000				5,987	- 40,000	25,987	- 14,013	(20,000)	285		- 14,013
<u>Quarterly Budget Review as at 31 May, 2018 - Est. Summary for Year</u>															
Total Income	1,068,797		16,595	47,983				1,133,375	1,036,968	✓ 140,219	1,153,013	19,638	90		
Total Expenditure	1,100,513	-	36,696	32,540				1,096,357	610,879	445,879	1,120,932	24,575	54		
Net Total Surplus/(Deficit) after Depn	(31,716)		53,291	15,443				37,018	426,089	(305,660)	32,081	(4,937)			
								37,018	426,089	- 305,660	32,081	- 4,937			
Allowance for Deprecn	30,000								-			-			
Total Surplus(Deficit) before Depn	(1,716)		53,291	15,443				37,018	426,089	- 305,660	32,081	- 4,937		32,081	120,429
Retained Earning	338,000							338,000	37,018	(4,937)	32,081	(305,919)	115		
ELE Reserve	103,000							103,000	- 55,000	9,399	57,399		(96)		
Plant Reserve	9,000							9,000	12,614		21,614		58		

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ITEM 7.3: REPORT ON DRAFT OPERATIONAL PLAN AND BUDGET – 2018/19 AND SUPPORTING DOCUMENTATION

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 09/47-03

Summary:

To consider Council's Draft 2018/19 Operational Plan and Budget and supporting documentation

Background:

Council's Operational Plan and Budget for 2018/19 was prepared pursuant to the provision of Section 404 of the LGA and circulated for Council's consideration at the March, 2018 meeting. Both the Operating Plan and the Budget for 2018/19 should be reviewed in conjunction with the preparation of the other elements of Council's Resourcing Strategy which were also tabled at that meeting.

The 2018/2019 Operational Plan and Budget continues to be directly impacted by the remedial action determined by Council at its meeting on 6 March, 2014 to correct past budget over runs. However, need for this remedial action has now been finalised and a fresh action plan was adopted at the June, 2016 Council meeting.

Whilst the major preparations for the 2018/2019 Operational Plan and drafting the 2018/2019 Budget and revised ten year Long Term Financial Plan (spread sheets to be circulated) have been completed, these can't be finalised until action recommended with regards the Resourcing Strategies is now endorsed by Council.

The various documents prepared as part of the integrated planning and reporting legislation were placed on public exhibition for comment for 28 days, until the 15th June 2018. No submissions have been received.

Current:

The draft Budget document for 2018/2019, sets out in detail the measures proposed to be undertaken in the next financial year and includes continuing provisions for cash backed reserves for employees leave entitlements (established this year – currently by an investment of \$104,000) and a plant reserve (currently \$9,000).

An option to vary the basis of future constituent council contributions is an issue that was discussed when considering the proposed contribution of from each council – an increase of 2.3% in line with State Government rate pegging legislation.

However, in considering setting the basis for contributions, Council should be mindful of the responsibility of higher tiers of government to fund major weed incursions, particularly where these are spread over a number of adjoining shires.

As an example, in 2014/15 contracts were negotiated with Western Local Lands Services for funding of Hudson Pear control programme of \$150,000. The Strategic/Risk Analysis

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undertaken as part of that programme has led to further funds being made available to address the Hudson Pear problem on an ongoing basis including re-activation of the Hudson Pear Taskforce.

The Budget needs to be considered in conjunction with the Long Term Financial Plan.

As advised at the March meeting, as required by legislation, three scenarios have been prepared and included in the LTFP. A copy of the recommended (*“planned”*) scenario is also included with this report for the Councillors’ information. It is proposed to go over this scenario again at the meeting noting the various minor changes made to update budget requirements.

In summary then, Scenario 3 – “planned” is the preferred scenario for 2018/2019 and includes a 2.3 increase in Constituent Council contributions and WAP1520 funding. It also provides for staffing levels to increase to seven permanent full time employees – a senior weeds officer, 5 weeds officers and a spray operator as well as one step performance increase - and the continuation of the outsourcing of the delivery of the administration function. Along with this is the continuation of transfers to reserve for future plant and equipment upgrades. Continued transfers to the employees’ leave entitlement reserve will allow Council the scope to progressively reduce untaken leave to a more sustainable level.

This results in an operational surplus of \$119,834, a capital deficit of \$75,787 and an overall surplus of \$44,106. However, at 4.18%, it is only slightly above the aim of retaining at least 4% cash each year but at 31.34% it does achieve the aim of a three year working funds balance of at least 25%.

Relevant Reference Documents/Policies:

Council’s 2018/19 Operational Plan and Budget.

2018/2928 Long Term Financial Plan

2018/2028 Asset Management Plan

Governance Issues:

The preparation of the Operational Plan and Budget is a requirement of Section 404 of the Local Government Act 1993.

Stakeholders:

CMCC and Constituent Councils

Local Land Services – North West and Central West

Rural communities across constituent council areas

Financial Implications:

The Operational Plan and Budget is the corner stone on which Council’s future viability and sustainability is based. The Budget and ten year Long Term Financial Plan indicates that relying on a 6 man workforce using present trends the Budget will achieve an overall surplus in the next year and over a ten year life would also produce a surplus on current trends. The Long Term Financial Plan also provides in detail the assumptions made in relation to the various income and expenditure items included in the annual budget. Provision exists for casual staff and/or contractor engagement.

Legal Issues:

Nil

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Alternative Solutions/Options:

Dissolution of the County with weeds functions reverting to the control of constituent councils
Look at Joint Organisation concept.

Conclusion:

The various decisions to be taken in the consideration of the 2018/2019 Operational Plan and Budget should be considered as an extension to the ongoing remedial action already identified in Council's June, 2018 Quarterly Budget Review Statement outcomes. More detail in this regard will be available at the meeting

Operational Plan and Budget – 2018/19 and IP&R Documentation
<p>Recommendation:</p> <p>That Council, following public exhibition and no comments/submissions being received, adopt the draft 2018/2019 Operational Plan and Budget and the supporting integrated planning and reporting documentation noting that there may be some legislative changes to be made that will be automatically incorporated into such documentation.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Draft Operating Plan and Budget for 2018/19 –Scenario 3 “Planned”

Note: Other Integrated Planning and Reporting Documentation will be emailed separately and hard copies tabled at the meeting.

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Scenario 3 “Planned”

Scenario 3 "planned" OPERATING BUDGET FOR 2018/19 AND TEN YEAR FINANCIAL PLAN as at 17 June, 2018																
	actual 2013/14	actual 2014/15	to come actual 2015/16	to come actual 2016/17	revised estimate 2017/18	Year 1 estimate 2018/19	Year 2 estimate 2019/20	Year 3 estimate 2020/21	Year 4 estimate 2021/22	Year 5 estimate 2022/23	Year 6 estimate 2023/24	Year 7 estimate 2024/25	Year 8 estimate 2025/2026	Year 9 estimate 2026/2027	Year 10 estimate 2027/2028	
INCOME																
Administration			****	****												
DPI - MVWAC Grant	345,249	354,916	313,085	287,248				-	-	-	-	-	-	-	-	
DPI - NW LLS WAP Grant					106,256	108,700	111,417	114,203	117,058	119,984	122,984	126,059	129,210	132,440	135,751	
DPI - CW LLS WAP Grant					188,174	192,502	197,315	202,247	207,304	212,486	217,798	223,243	228,824	234,545	240,409	
Weed Certificates	6,810	6,967	6,062	7,290	5,000	4,000	4,100	4,203	4,287	4,372	4,460	4,549	4,640	4,733	4,827	
Constituent Council Contris	475,000	485,925	497,590	506,547	514,145	525,970	539,119	549,902	560,900	572,118	583,560	595,231	607,136	619,279	631,664	
Interest on Investments	6,000	6,138	6,137	6,000	5,000	3,500	3,588	3,659	3,732	3,807	3,883	3,961	4,040	4,121	4,203	
Property Insurance Rebate	1,776	2,551	3,267	3,342	3,000	3,000	3,075	3,146	3,218	3,292	3,368	3,445	3,525	3,606	3,689	
Vehicle Insurance Adj	1,738	1,778	1,727	1,767	1,500	1,500	1,538	1,573	1,609	1,646	1,684	1,723	1,762	1,803	1,844	
WH&S Incentive Rebate	2,435	2,491	5,000	5,115	5,000	5,000	5,125	5,243	5,363	5,487	5,613	5,742	5,874	6,009	6,148	
Workers Comp Incentive payment		1,316		506	832	515	528	540	552	565	578	591	605	619	633	
MV Claim discount		1,590	2,480	2,537	2,580	2,580	2,645	2,705	2,768	2,831	2,896	2,963	3,031	3,101	3,172	
Jury Duty	453	463		-	-	-	-	-	-	-	-	-	-	-	-	
Administration - Total	839,461	864,135	835,348	820,352	831,487	847,267	868,449	887,421	906,791	926,589	946,825	967,507	989,760	1,010,255	1,030,460	
Destruction of Weeds																
Con't from Constituent Councils	30,000	-	-		-	-	-	-	-	-	-	-	-	-	-	
Mesquite Control - Grant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Parthenium Weed - Grant		-	-		-	-	-	-	-	-	-	-	-	-	-	
Parkinsonia - Grant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Destruction of Weeds - Total	30,000	-	-		-	-	-	-	-	-	-	-	-	-	-	
Private Works																
Private Works Income		-														
Bre Shire - Private Works	30,000															
Coonamble Private Works		218		400												
Warrumbungle Shire Private Works			2,416	1,920	7,762											
Warren Private Works		6,568	4,587	3,900												
Walgett Shire Private Works			14,545	4,470	28,076											
Gilgandra Private Works		100	3,718	2,238	1,970											
WLC (HP)	46,300	25,000														
Walget Shire - HP		20,000	40,000													
North West LLS - Parkinsonia					37,727											
Western CMA (HP)	20,000															
Western LLS (HP) S/R Analysis	30,000	15,000														
Western LLS (HP) Control Pgmes	120,000	25,000														
NW LLS - Hudson Pear Taskforce				10,000	10,000		-	-	-	-	-	-	-	-	-	
DLWC - 5 ways	18,909	5,085														
DPI HP PRMF Project VSS				12,927	11,818											
DPI HP PRMF Project R 7623 LR					9,091	39,207										
DPI HP PRMF Project R7623 Cbh				6,819	5,000	14,184										
DPI HP VSS Fire Trails				1,721												
Agency Commissions	21,914															
Sale of Parts etc																
Private Works - Total	287,123	96,971	65,266	44,395	111,444	53,391	-	-	-	-	-	-	-	-	-	
Other Income																
Plant Income	151,245	136,121	141,559	145,940	120,000	140,000	143,220	146,514	149,884	153,331	156,858	160,466	164,156	167,932	171,794	
profit on sale of plant			16,000		10,908											
Const Council Advances	250,000			-	-	-										
Other Income - Total	401,245	136,121	157,559	145,940	130,908	140,000	143,220	146,514	149,884	153,331	156,858	160,466	164,156	167,932	171,794	
Revenue Income - Total	1,557,829	1,097,227	1,058,173	1,010,687	1,073,839	1,040,658	1,011,669	1,033,935	1,056,675	1,079,920	1,103,682	1,127,973	1,153,916	1,178,187	1,202,254	
EXPENDITURE																
Administration Costs																
General Manager's Salary	20,016	20,667	19,670	22,032	22,583	25,000	25,625	26,266	26,922	27,595	28,285	28,992	29,717	30,460	31,222	
Clerical Assistance	32,641	1,350	-													
Commission on auction sale		14,887														
Contract Administrative Support	-	25,000	25,359	26,523	35,000	35,875	36,772	37,691	38,633	39,599	40,589	41,604	42,644	43,710	44,803	
MVWAC - Project Officer Costs	636	1,333	6,340	7,407	5,446	5,446	5,446	5,446	5,446	5,446	5,446	5,446	5,446	5,446	5446	
Orange CC - Weeds Coord cost	9,250	9,281	22,933	20,108	20,610	21,125	21,653	21,653	21,653	21,653	21,653	21,653	21,653	21,653	21653	
IPR Costs	275	275		309	318	328	338	348	358	369	380	391	403	415	415	
Host - Meeting Expenses - MVW			1,438	10,422	6,842	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
BioSecurity Info Expenses																
Travelling	2,000	2,000		1,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
Audit Fees	6,537	7,000	6,600	7,426	10,500	10,815	11,139	11,474	11,818	12,172	12,538	12,914	13,301	13,700	14,111	
Advertising	2,000	2,500	1,277	2,652	3,990	2,814	2,898	2,985	3,075	3,167	3,262	3,360	3,461	3,565	3,672	
Printing & Stationary	4,500	2,000	1,519	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,075	3,167	3,262	3,360	3,461	
Postage & Freight	1,000	1,000	147	1,061	1,083	1,115	1,149	1,183	1,219	1,255	1,293	1,332	1,372	1,413	1,455	
Storage Rental			1,680	1,000	2,800	2,884	2,971	3,060	3,151	3,246	3,343	3,444	3,547	3,653	3,763	
Telephone	10,000	7,500	7,346	7,957	8,280	8,528	8,784	9,048	9,319	9,599	9,887	10,183	10,489	10,804	11,128	
Bank Charges	533	550	500	583	600	619	637	656	676	696	717	739	761	784	807	
Legal Expenses	749	520		515	530	546	563	580	597	615	633	652	672	692	713	
Sundry Expenses	-			-	-	-	-	-	-	-	-	-	-	-	-	
Computer Bio Security System	386	400		13,908	10,691	11,012	11,342	11,682	12,033	12,394	12,766	13,149	13,543	13,949	14,368	
security services	1,000	913	-	-	-	-	-	-	-	-	-	-	-	-	-	
office cleaning	5,000		-			-	-	-	-	-	-	-	-	-	-	
sundry admin expenses	2,700	2,500	1,080	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2500	
web site costs	4,000	4,000	423	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
Subscription - Shires Assoc	1,202	1,880	2,700	2,678	2,758	2,841	2,926	3,014	3,105	3,198	3,294	3,392	3,494	3,599	3,707	
Administration Costs - Total	104,425	105,556	99,012	132,081	140,607	140,101	143,475	146,399	149,404	152,490	155,661	158,918	162,573	165,703	169,223	

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Warrumbungle Shire Council Chambers

On 25th June 2018

Scenario 3 "planned" OPERATING BUDGET FOR 2018/19 AND TEN YEAR FINANCIAL PLAN as at 17 June, 2018																
	actual	actual	to come	to come	revised	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/2026	2026/2027	2027/2028	
Insurance Costs																
Fidelity Gaurantee	879	1,250	1,393	1,393	1,435	1,478	1,522	1,568	1,615	1,663	1,713	1,765	1,818	1,872	1,928	
Public Liability & Prof Indemnity	22,670	23,191	23,748	24,175	24,900	25,647	26,417	27,209	28,025	28,866	29,732	30,624	31,543	32,489	33,464	
Accumulated Sick Leave	-	-	-	-	830										-	
Property Insurance	10,733	10,420	5,380	9,275	4,975	5,124	5,278	5,436	5,599	5,767	5,940	6,119	6,302	6,491	6,686	
State Cover Capital Levy	1,193	1,229	1,266		1,343	1,383	1,425	1,468	1,512	1,557	1,604	1,652	1,701	1,752	1,805	
Personal Accident		1,889	1,889	1,889	1,946	2,004	2,065	2,126	2,190	2,256	2,324	2,393	2,465	2,539	2,615	
Councillor's and Officers' Liability		9,125	9,354	9,522	9,808	10,102	10,405	10,717	11,039	11,370	11,711	12,062	12,424	12,797	13,181	
Motor vehicle liability		11,440	7,222	14,843	7,510	7,735	7,967	8,206	8,453	8,706	8,967	9,236	9,513	9,799	10,093	
Insurance Costs - Total	35,475	58,544	50,252	61,097	52,747	53,474	55,078	56,731	58,433	60,186	61,991	63,851	65,320	67,740	69,772	
Governance Costs																
Chairperson's Allowance	5,346	5,469	5,000	3,603	3,686	2,427	2,483	2,540	2,598	2,658	2,719	2,782	2,846	2,911	2,978	
Councillors' Meeting Fees	16,486	25,000	30,000	19,995	20,455	11,333	11,594	11,860	12,133	12,412	12,698	12,990	13,288	13,594	13,907	
Councillors' Travelling	4,252	4,380	3,986	3,635	4,774	4,917	5,065	5,217	5,373	5,534	5,700	5,871	6,048	6,229	6,372	
Councillors' Subsistence - CMCC Mtgs			4,252	6,076	4,624	4,751	4,882	5,016	5,154	5,296	5,441	5,591	5,745	5,903	6,039	
Delegates Expenses	2,000	2,060	1,400	2,180	2,245	2,313	2,382	2,454	2,527	2,603	2,681	2,762	2,844	2,930	2,997	
Insurance Members Accident	-															
Governance Costs - Total	28,084	36,909	44,638	35,489	35,784	25,741	26,405	27,087	27,786	28,503	29,240	29,995	30,685	31,567	32,293	
Employee Overheads																
Redundancy - Termination Pay	197,523	92,931	200										-			
Redundancy - Annual Leave	14,090	24,827											-			
Redundancy - Long Service Leave	38,387	97,476											-			
Provision for ELE - retirement	-				55,000		38,000						-			
Annual Leave	39,376	30,000	23,613	29,338	30,745	30,176	30,931	31,704	32,496	33,309	34,142	34,995	35,870	36,767	37,612	
Long Service Leave	8,273	13,100		19,297	9,399	10,678	10,944	11,218	11,499	11,786	12,081	12,383	12,692	13,010	13,309	
Sick Leave	52,565	43,000	6,606	12,134	12,828	12,500	12,813	13,133	13,461	13,798	14,143	14,496	14,859	15,230	15,580	
compassionate leave		242		767	762								-			
Union Picnic Day			487	500	512										-	
Public Holidays NEI	14,057	16,500	13,357	12,428	13,061	13,453	13,789	14,134	14,487	14,849	15,221	15,601	15,991	16,391	16,768	
Jury Duty	945														-	
Superannuation	80,000	50,553	42,346	44,408	45,851	34,000	34,850	35,721	36,614	37,530	38,468	39,430	40,415	41,426	42,378	
Workers Compensation	16,136	16,500	15,293	10,618	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10500	
Staff Medical expenses	-			120												
Protective Clothing	1,500	600	2,337	1,578	1,350	1,074	1,095	1,117	1,140	1,163	1,186	1,209	1,234	1,258	1,287	
Allowances Disability/Climatic	2,667	1,500	941	2,161	1,549	1,588	1,627	1,668	1,710	1,753	1,796	1,841	1,887	1,934	1,979	
Staff Training	2,500	6,000	26,108	19,454	20,603	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,448	19,002	19,439	
Sub -Total - Employee Overhead	468,019	393,229	131,288	152,803	202,160	128,968	170,000	135,109	138,298	141,569	144,925	148,366	151,779	155,517	158,853	
Sub Total Administrative Overhead	636,003	594,237	325,190	381,470	431,298	348,284	394,958	365,326	373,920	382,748	391,817	401,131	410,357	420,527	430,140	
On-cost Recovery													-			
Employee Overheads - Total				381,470									-			
Destruction of Weeds																
Supervision of Weeds Officers		-	1,950	7,196		7,654	7,845	8,041	8,243	8,449	8,660	8,876	9,098	9,326	9,559	
Property Inspections	50,000	80,000	32,574	78,000	79,950	80,000	82,000	84,050	86,151	88,305	90,513	92,775	95,095	97,472	99,909	
Other Costs - Council Roads	443,926	230,931	83,105	91,052	88,150	85,000	87,125	89,303	91,536	93,824	96,170	98,574	101,038	103,564	106,153	
WAP 1520 Grant expenses			243,409	200,000	205,000	165,000	169,125	173,353	177,687	182,129	186,682	191,349	196,133	201,036	206,062	
H P Taskforce Administration			5,805	4,300	5,000		-	-	-	-	-	-	-	-	-	
Casual/Contract Spraying	24,000	-	-	-	40,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
Fruit Fly Control		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Mesquite Contol Program	2,443	2,974	1,746	92	562								-			
Parthenium Weed Control	-	-	109		1,025								-			
Parkinsonia Weed Control	1,549	-		4,136	22,636	18,000	18,000		-	-	-	-	-			
Promotions & Field Days	104	5,588	8,751	7,710	8,216	7,000	7,175	7,354	7,538	7,727	7,920	8,118	8,321	8,529	8,742	
Pasture Trials	-		-	-	-	-	-	-	-	-	-	-	-	-	-	
Destruction of Weeds - Total	522,022	319,493	377,449	392,486	450,539	412,654	421,270	412,102	421,155	430,434	439,944	449,693	460,036	469,927	480,426	
Private Works																
Cost of Private Works		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Bre Shire - Private Works	24,000			-			-	-	-	-	-	-	-	-	-	
Sundry Private Works		6,886											-	-		
Warrumbungle Shire - Cost of Private Works			756	1,072	1,533											
Gilgandra Shire - Cost of Private Works			3,556	696	3,138											
Walgett Shire - Cost of Private Works			8,475	3,120	18,962											
Coonamble - Private Works				135	750											
Warren Shire - Cost of Private Works			5,766	2,253	60											
Walgett Shire - HP			32,040										-	-		
WLC (HP)	46,300	2,980		-	-	-	-	-	-	-	-	-	-	-		
Western CMA (HP)	20,000			-	-	-	-	-	-	-	-	-	-	-		
Western LLS (HP) S/R Analysis	30,000	15,000		-	-	-	-	-	-	-	-	-	-	-		
Western LLS (HP) Control Pgmes	96,000	25,000		-	-	-	-	-	-	-	-	-	-	-		
DLWC - 5 ways	4,627		907	1,000	8,488	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1000	
DPI HP PRMF Project VSS				11,109	7,091		-	-	-	-	-	-	-	-		
DPI HP PRMF Project 7623 LR					5,455	39,207		-	-	-	-	-	-	-		
DPI HP PRMF Project R7623 Cbh				6,818	5,000	14,184		-	-	-	-	-	-	-		
Agency Expenses	34,660	-		-	-		-	-	-	-	-	-	-	-		
Cost for the Sale of Parts etc	-	-	3,630	1,500	3,329	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1500	
Private Works -Total	255,587	49,866	55,130	27,703	53,806	55,891	2,500	2,500	2,500	2,500	2,500	2,500	2,558	2,500	2500	
Other Expenses																
Depot Expenses	12,600	15,000														

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Warrumbungle Shire Council Chambers

On 25th June 2018

DRAFT CAPITAL BUDGET FOR 2018/19 AND TEN YEAR FINANCIAL PLAN as at 17 June, 2018															-		
	actual 2013/14	actual 2014/15	to come 2015/16	to come 2016/17	revised estimate 2017/18		Year 1 estimate 2018/19		Year 2 estimate 2019/20	Year 3 estimate 2020/21	Year 4 estimate 2021/22	Year 5 estimate 2022/23	Year 6 estimate 2023/24	Year 7 estimate 2024/25	Year 8 estimate 2025/26	Year 9 estimate 75	Year 10 estimate 2027/28
Capital Income															-		
Sale/Trade in of Plant Assets		162,000		5,455			15,000		20,000	25,600	20,600	15,600	21,068	16,391	21,768	17,271	22,789
Sale of Depot Facilities (Coonamble, Coon'br profit on sale of surplus assets (Equipment)		325,000 17,320			3,000 10,000										-		
Transfer from Plant Reserve				10,000	11,174				10,000	10,000			15,000	15,000	15,000	15,000	15,000
Transfer from ELE				10,000	55,000				38,000								
Capital Income - Total	-	504,320	-	25,455	79,174		15,000		58,000	35,600	30,600	15,600	36,068	31,391	32,113	32,271	37,789
Capital Expenditure															-		
Office Equipment	-	10,000		31,070	5,000					5,000		5,000		5000		5,000	
Minor Building Improvements							4,000		5,000			5,000	5,000	5,000	5,000	5,000	5,000
Provision for Depot facility - Coonamble			10,000	5,000			20,000			5,000	5,000				-		
New Vehicles - Nett		60,000	64,598	37,932	64,174		41,250		58,000	59,250	79,250	45,000	60,000	45,000	60,500	45,500	60,500
Small Plant, Tools, Radios	-	5,000			2,000		3,000		3,000	2,000		2,000	2,000	2,000	2,000	2,000	2,000
Transfer to ELE Reserve	-	80,000	5,000	5,000	9,399		9,634		5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Transfer to Plant Reserve	-	9,000	12,000	12,330	12,614		12,904		13,226	13,557	13,896	14,243	14,599	14,964	15,338	15,722	16,115
Capital Expenditure - Total	-	164,000	91,598	91,332	93,186		90,787		84,226	89,807	103,146	76,243	86,599	76,964	78,735	78,222	88,615
Net Capital Surplus/(Deficit)	-	340,320	- 91,598	- 65,877	- 14,012		- 75,787		- 26,226	- 54,207	- 72,546	- 60,643	- 50,531	- 45,573	- 46,622	- 45,951	- 74,708
Estimated Budget Results for Ten Year Plan as at 30 June, 2019																	
Total Income	1,557,829	1,601,547	1,058,173	1,036,142	1,153,013		1,055,658		1,069,669	1,069,535	1,087,275	1,095,520	1,139,750	1,159,364	1,186,029	1,210,458	1,240,043
Total Expenditure	1,559,218	1,332,474	1,044,017	1,038,466	1,120,933		1,011,552		1,023,674	1,000,292	1,042,589	1,035,515	1,074,596	1,094,236	1,119,403	1,149,182	1,190,026
Net Total Surplus/(Deficit)	- 1,389	269,073	14,156	- 2,324	32,080		44,106		45,995	69,243	44,686	60,006	65,155	65,128	66,626	61,276	26,135
% of Income	- 0.09	16.80	1.34	- 0.22	2.78		4.18		4.30	6.47	4.11	5.48	5.72	5.62	5.62	5.06	2.11
check	- 1,389	269,073	14,156	- 2,324	32,080		44,106		45,995	69,243	44,686	60,006	65,155	65,128	66,626	61,276	50,017
Estimated Budget Results for Ten Year Plan - Reserves as at 30 June, 2019																	
Retained Earnings/Asset Reval Res		238,130	252,286	249,962	282,042		326,148		372,143	441,385	486,071	546,077	611,231	676,360	742,986	804,262	830,397
% retained earning to total inc.		21.70	23.84	24.73	26.26		31.34		36.79	42.69	46.00	50.57	55.38	59.96	64.39	68.26	69.07
ELE Reserve		103,000	108,000	103,000	57,399		67,033		34,033	39,033	44,033	49,033	54,033	59,033	64,033	69,033	74,033
Plant Reserve		9,000	21,000	33,330	34,770		47,673		60,900	64,457	68,352	82,596	82,195	82,159	82,498	83,220	84,335
		350,130	381,286	386,292	\$ 374,237		440,854										988,764

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

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On 25th June 2018

ITEM 7.4: REVIEW – ORGANISATIONAL ACTION PLAN – JUNE, 2018

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 any proposed local government reforms.

It was also a requirement that all the elements of the IP&R supporting legislation be reviewed within twelve months of the September, 2016 quadrennial elections and ensure they address the requirements of the Bio-Security Act 2015.

During August, 2016 Council commenced putting a new digital information system in place to meet the requirements of the new Bio-Security Information System (BIS) and be able to provide data for the new state wide data base. Training for staff has taken longer than expected and is still 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 both 2016/17 and 2017/18. It is now planned to continue to update and implement that plan progressively throughout 2018/19 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. Whilst it will be possible to reduce delegate numbers with the concurrence of all constituent councils the OLG supports continuing with the current County Council structure.

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This report to the June, 2018 meeting will be the third of these reviews for 2017/18 and progress in respect of the following elements has now been identified:

1. Update Draft Budget for 2018/19 and supporting documentation
2. Community consultation
3. Commence annual statement preparation
4. Review ELE reserves
5. Review the General Manager's appointment
6. Review the administrative support function at present provided through Walgett Shire
7. Finalisation of 2017/18 Audit requirements with Auditor General's Office and Victorian based contract auditors RSD Audit

Any Councillors' queries can be discussed at the meeting.

Relevant Reference Documents:

Council's Operational Plan and Budget for 2017/2018, October, 2017/18 QBRs statements and Long Term Financial Plan

Business Activity Strategic Plan Link:

1. The issues identified during the preparation of the 2017/18 Updated Draft Budget for 2018/19 and supporting documentation
2. Community consultation
3. Commence annual statement preparation
4. Review ELE reserves

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.

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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 five 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 Bio-security Legislation that became effective from 1 July, 2017 and are still in the implementation phase in some areas

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 bio-security 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 which has now been updated for the coming year.

Review – Organisational Action Plan – June, 2018
<p>Recommendation:</p> <p>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.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Organisational Action Plan

CASTLEREAGH MACQUARIE COUNTY COUNCIL

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ORGANISATIONAL ACTION PLAN – 2018/19

August

1. Be proactive in the local government reform process by preparing any necessary submissions.
2. Finalise annual statements of account for 2017/18.
3. Review and update its WH&S policies and procedures.
4. Review and negotiate Council's Insurances for 2018/19.
5. Update Local Control Plans – Priority Weeds.
6. Prepare 2017/18 WAP 1520 return.
7. Prepare Quarterly Budget Review Statements.

November (formerly October/December)

8. Report on the outcomes achieved through the Integrated Planning and Reporting legislation Council from its Business Activity Strategy and supporting legislation.
9. All the elements of the IP&R supporting legislation be reviewed as required to ensure they address the current requirements.
10. Review Councillors' remuneration.
11. Review its salary system, work practices and costing documentation.
12. Update all policies and procedures.
13. Prepare Quarterly Budget Review Statements.
14. Follow up review of Councillor numbers and Committee Structure.
15. Auditor's presentation to November, 2018 meeting and annual statements table for adoption.
16. Re-negotiate property leases with constituent councils where appropriate.
17. Conduct both WH&S and Award Consultative Committee meetings.
18. Provide the support for secretariat for the Hudson pear Task Force if required.
19. Run a series of weeds eradication programmes based on seasonal conditions.
20. Improve communication with state agencies and other stakeholders.
21. Prepare Quarterly Budget Review Statements.
22. Review Staffing Structure

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. Provide regular feedback to constituent councils through the distribution of agendas and minutes.
29. Prepare Draft Budget for 2019/20 and supporting documentation.
30. Advertise draft estimates
31. Review the General Manager's appointment
32. Review the administrative support function at present provided through Walgett Shire

June

33. Update Draft Budget for 2019/20 and supporting documentation
34. Community consultation
35. Commence annual statement preparation
36. Review ELE reserves
37. Finalisation of 2018/19 Audit requirements with Auditor General's Office and Victorian based contract auditors RSD Audit

CASTLEREAGH MACQUARIE COUNTY COUNCIL

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ITEM 7.5: PAYMENT OF COUNCILLORS 2018/19

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 09/47-03

Summary:

Pursuant to Section 241 of the Local Government Act 1993, the Local Government Remuneration Tribunal determines the categories for Councils and the maximum and minimum fees to be paid during the forthcoming Financial Year to Mayors and Councillors within each category. The Tribunal released its determinations for the 2018/19 Financial Year on 17th April 2018.

Background:

In June, 2017 Council resolved to:

6/17/13 Resolved:

That Council as a matter of policy resolve to adopt the minimum fees payable for “County Councils - Other” as set by the Local Government Remuneration Tribunal from time to time and that the fees for 2017/18 be set at \$3,730 for the Chairperson and \$1,740 for a member.

Moved: Cllr Webb

Seconded: Cllr Shinton

Carried

Current Position:

In 2016 Council adopted the minimum fee set by the remuneration tribunal. As a matter of policy Councillor fees in future should be set at the minimum level set by the Local Government Remuneration Tribunal. There continues to be a need to determine this matter annually.

Relevant Reference Documents:

Local Government Act 1993

2017/18 Report and Determinations of the Local Government Remuneration Tribunal

Governance issues:

It is considered important that Councillor’s fees should properly reflect the effort put into this very important and at times onerous public office.

Environmental issues:

Nil

Stakeholders:

Councillors and citizens

Financial Implications:

Provision for the fees has been made in the Draft Budget 2018/2019.

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Conclusion:

That Council adopt the minimum fees payable as set by the Local Government Remuneration Tribunal from time to time for County Councils.

Fees for Councillors 2018/2019

Recommendation:

That Council as a matter of policy resolve to adopt the minimum fees payable for “County Councils – Other” as set by the Local Government Remuneration Tribunal from time to time. And that the fees for 2018/19 be set at \$3,820 for the Chairperson and \$1,780 for a member.

Moved:

Seconded:

Attachments:

Local Government Remunerations Tribunal - Determination pursuant to section 241 of the Local Government Act - Fees for Councillors and Mayors.

Please refer to Row – other

Local Government Remuneration Tribunal

Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2018 are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils – Metropolitan	Principal CBD	26,970	39,540	164,980	217,080
	Major CBD	17,980	33,310	38,200	107,620
	Metropolitan Large	17,980	29,670	38,200	86,440
	Metropolitan Medium	13,480	25,160	28,640	66,860
	Metropolitan Small	8,970	19,790	19,100	43,150
General Purpose Councils – Non-metropolitan	Regional City	17,980	31,260	38,200	97,370
	Regional Strategic Area	17,980	29,670	38,200	86,440
	Regional Rural	8,970	19,790	19,100	43,170
	Rural	8,970	11,860	9,540	25,880
County Councils	Water	1,780	9,890	3,820	16,250
	Other	1,780	5,910	3,820	10,790

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 17 April 2018

CASTLEREAGH MACQUARIE COUNTY COUNCIL

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ITEM 7.6: MATTERS FOR BRIEF MENTION OR GENERALLY FOR INFORMATION ONLY – JUNE, 2018

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. 2017/18 Financial Statements – Audit Timetable

An email dated 6 June, 2018 from RSD Audit advising of the audit arrangements the 2017/18 Financial Statements. See details attached

2. Hudson Pear Taskforce

The next Hudson Pear Taskforce meeting is set down for 18 September, 2018 at Lightning Ridge.

3. NSW Local Land Services - Additional \$10,000 2017/18 WAP Funding

Advice of \$10,000 additional 2017/18 WAP funding for the production of a local Biosecurity Information for Residents pamphlet.

4. Office of Local Government – CMCC Structure

A response from the Office of Local Government dated 30 November, 2017 in relation to Council's queries about Councillor numbers and a possible Section 355 Committee structure. The response was self-explanatory and explained the issues involving the requirements of the BIS Act, 2015. Council is awaiting responses from constituent Councils with regards delegate numbers.

5. NSW Auditor General's Client Service Agreement – Management Letter

The Audit Office's Management letter in respect of last year's audit has indicated a change required to Council's past policy of not partially depreciating assets in the year they are acquired. This change has already been made for the 2016/17 Financial Statements.

Matters for Brief Mention or Information Only – June 2018

Recommendation:

That the above issues for brief mention or information only as detailed in the General Manager's report to the June, 2018 meeting be received and noted.

Moved:

Seconded:

Attachments:

1. Audit Programme and fees for 2017/18 audit
2. Email from NSW Local Lands Services concerning a local Biosecurity Pamphlet
3. Auditor General's Office – 2016/17 Management Letter

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Audit Programme and fees for 2017/18 audit

6 AUDIT TIMETABLE

Accurate and timely financial reporting is key to sound financial management. Preparing high quality financial statements in a timely manner is essential for effective decision-making, managing public funds and public accountability.

The County Council can prepare accurate and timely financial reports and facilitate an efficient and effective audit by:

- completing early close procedures, which bring forward traditional year-end procedures
- performing revaluations of infrastructure, property plant and equipment before year-end
- resolving financial reporting issues early
- lodging financial statements within agreed timeframes
- giving high quality and complete work papers to the audit team by the agreed dates
- agreeing selected notes to be completed and audited before the agreed date
- informing the audit team of significant accounting issues as they occur.

Section 412 of the LG Act requires the County Council to keep accounting records necessary to correctly record and explain its financial transactions and its financial position. Consequently, the audit team is obliged to report any contraventions of this provision in the Report on the Conduct of the Audit, the Client Service Report, and in a separate letter to those charged with governance (Chairman and General Manager). Significant contraventions may be reported to the Minister under s426 of the LG Act.

General Purpose and Special Purpose Financial Statements

The audit timetable, designed to meet the statutory financial reporting requirements, has been discussed and agreed with Mr Don Ramsland, General Manager.

Event	Date(s)
• Audit team emails Client Assistance Schedule to Responsible Accounting Officer	Interim by Late May Final by Early June
• Audit team completes interim audit visit	15-17 May
• The County Council gives the audit team all bank account details (e.g. current accounts, interest bearing deposits, overdraft accounts, promissory notes, etc.) to confirm via Confirmation.com*	Early June 2018
• Audit team submits bank account information to Confirmation.com	Late June 2018
• The County Council's authorised bank signatory receives and approves a systems generated email from systems_administrator@confirmation.com.au authorising the release of all bank account information to the audit team*	Late June 2018
• Audit Office issues management letter detailing matters from the interim audit (if required)	15 June
• County Council drafts confirmation requests for related party disclosures	June 2018
• County Council drafts and gives Confirmation Certificate(s) and associated Request Letter(s) to audit team for posting (e.g. bank confirmation)	Late June 2018
• County Council drafts and gives 'Letter of Enquiry to Legal Counsel' to the audit team for posting (sample available on the Audit Office website: http://www.audit.nsw.gov.au/Publications/Client-Service-Resource)	June 2018

CASTLEREAGH MACQUARIE COUNTY COUNCIL

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Event	Date(s)
	October 2018
County Council gives financial statements and supporting working papers listed in Client Assistance Schedule to the audit team for the General Purpose Financial Statements	3 September 2018
Audit team starts audit of the financial statements	10 September 2018
County Council's solicitors submit response to 'Letter(s) of Enquiry to Legal Counsel' to audit team	10 September 2018
Audit clearance meeting	8 October 2018
Audit Office issues Client Service Report for the: - General Purpose Financial Statements	18 October 2018
County Council approves statements for lodgement to OLG and for public exhibition, and the Chairman, a Councillor, the General Manager and the Responsible Accounting Officer sign the Statement	25 October 2018
Council signs and gives the Management Representation Letter to the audit team (Sample on the Audit Office website: http://www.audit.nsw.gov.au/Publications/Client-Service-Resource)	25 October 2018
Audit Office issues to the County Council and to the Chief Executive of OLG, in accordance with section 417 of the LG Act: - Independent Auditor's Report on the General Purpose Financial statements - Report on the Conduct of the Audit	25 October 2018
Audit Office reports any identified significant issues to the Minister in accordance with s426 of the LG Act	11 October 2018
County Council submits audited financial statements and the Independent Auditor's Reports to OLG and the Australian Bureau of Statistics	By 31 October 2018
County Council presents its audited financial statements and the Independent Auditor's Reports at the County Council meeting	25 October 2018
Audit Office issues final Management Letter	November 2018
Audit Office gives the Chief Executive of OLG and the Minister the draft Auditor-General's Report to Parliament. Specific comments referring to Castlereagh Macquarie County Council are given to the General Manager/CEO.	February 2019

7 AUDIT FEES

	2018	2017	Increase/(decrease)	
	\$	\$	\$	%
Total audit fee (excluding GST)	10,450	10,245	205	2.0
Total audit hours	62	62	--	--
Average hourly rate	169	165	4	2.4

The 2018 estimated audit fee includes:

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Our insights inform and challenge government to improve outcomes for citizens

- Independent Auditors' reports in accordance with section 417 of the LG Act:
 - a report on the general purpose financial statements
 - a report on the conduct of the audit

The estimated audit fee is based on estimated hours, the audit team structure and charge-out rates, known changes in the County Council, its operations and audit requirements.

The Audit Office has published its 'pricing approach' to provide transparency about its pricing model and hourly charge-out rates for each role. The Audit Office performs multi-layered benchmarking to promote accountability for its use of public resources. For more information, please refer to the publication on the Audit Office [website](#).

The fee may change if matters, not known at the date of this Plan, emerge during the audit and lead to a significant change to the budgeted audit cost, or if the County Council causes unreasonable delays to the audit. The County Council will be invoiced monthly as costs are incurred. The Audit Office's payment terms are 14 days.

Please provide the Audit Office with a purchase order for the total estimated audit fee when you return the signed 'Agreement of Terms'.

8 YOUR AUDIT TEAM

The Auditor-General has appointed RSD Audit as our contract audit agent (CAA) to provide audit services on this engagement.

The Audit Office is committed to ensuring continuity of audit staff on engagements, if practical and possible. However, the Audit Office (including its CAAs) must comply with ethical and legal obligations, which require regular rotation of key audit personnel. Lengthy service on audit engagements increases familiarity risks in financial statement audits, which may negatively impact audit quality.

Audit team

The proposed audit team for this engagement is:

Engagement Controller:

Caroline Karakatsanis, CA

Director, Financial Audit Branch

(02) 9275 7143

caroline.karakatsanis@audit.nsw.gov.au

Engagement Manager:

Patrick Or, CPA

Audit Leader, Financial Audit Branch

(02) 9275 7335

patrick.or@audit.nsw.gov.au

Audit Office of New South Wales contact details:

Address

Level 15

1 Margaret Street

Postal Address

GPO Box 12

SYDNEY NSW 2001

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Email from NSW Local Lands Services concerning a local Biosecurity Pamphlet

From: Jodie Lawler [<mailto:jodie.lawler@lls.nsw.gov.au>]

With the funds each Council will develop and print their own Biosecurity Information for Residents pamphlet which will have relevant information for their area. I have organised a graphic designer to design the template for this pamphlet and each Council will be required to insert their relevant information into the pamphlet and organise to get it printed. I have attached an example pamphlet from Orange City Council.

Jodie Lawler | Senior Lands Services Officer - Regional Weeds Coordinator

Central West|Local Land Services

96 Victoria Street | PO Box 6082 | Dubbo NSW 2830

T: 02 6841 6532 F: 02 6884 2302 | M: 0437 842 214 E: jodie.lawler@lls.nsw.gov.au

Weeds
Property owners may fulfil their general biosecurity duty by controlling the movement of weeds on and off their land by:

- Finding out where products brought onto the property (such as fodder, soil, mulch or gravel) originated and taking steps to manage any risks from it
- Holding newly acquired livestock in a restricted area before releasing them onto the property
- Holding stock in a weed-free area before transporting them off the farm if they had been exposed to weed seed
- Not selling feed, soil, gravel or other products that might contain weed seed

Handbook version available upon request

Council's obligation
Under the Biosecurity Act 2015 Orange City Council as the Local Control Authority has a legal obligation to manage the biosecurity risk posed or likely to be posed to human health, the economy, community and environment by Priority Weeds.

Council meets these obligations through programs to:

- Control Priority Weeds on Council managed land
- Inspect private lands to ensure owners of land carry out their obligations
- The Council Weeds Team takes a co-ordinated sub-catchment and broader landscape approach working with residents, community groups and other agencies.

Your obligation
Under the Biosecurity Act 2015, all land owners or land managers have a 'General Biosecurity Duty' to prevent, eliminate or minimise the Biosecurity Risk posed or likely to be posed by Priority Weeds.

Local Weed Spraying Contractors

- Ironbark Agricultural Management - Tim Carroll 0428 669 825
- Don Oakley Rural Weed Spraying - 0418 650 946
- C & J Howarth Weed Spraying - 63631420
- Barnes Mowing & Slashing - Russell 0418 206 432

Get the free weeds app NSW
Weed Wise is provided as a free smartphone app through the app stores or at weeds.dpi.nsw.gov.au

Contact Council:

- 02 6393 8025
- www.orange.nsw.gov.au

ORANGE CITY COUNCIL

WEEDS
Biosecurity information for residents

NSW
no space 4 weeds


CASTLEREAGH MACQUARIE COUNTY COUNCIL

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Priority weeds in your area




Privet




Bittersweet



Serrated tussock



St. John's wort



Chilean Needle Grass

How does this weed affect you?
Chilean needle grass is a serious weed in the Central Tablelands. It is a Weed of National Significance.

Chilean needle grass is closely related to serrated tussock (*Diosella trichotoma*). Chilean needle grass affects both down pasture and native grasslands of south eastern Australia. It is relatively unpalatable and reduces farm productivity by displacing more desirable pasture species. It also causes injury to stock and downgrades wool, skins and hides with its long, sharp seeds.

Inspection process

Notice of Inspection

↓

Weeds Present - Seek undertaking - S142

↓

Re-inspection

↓

No control work observed - Biosecurity Direction Issued S128

↓

Re-inspection

↓

No control work observed - show cause interview - S133 issued

↓

Council will arrange for work to be undertaken and costs recovered

FAQs Biosecurity Act 2015

What is Biosecurity?
Biosecurity refers to the protection of native plant communities, reducing the risk to human health, and the risk to agricultural production, from invasive weeds.

What is an invasive weed?
Invasive weeds are plants that are spread by birds, wind and storm water. Invasive weeds impact bushland by excluding and competing with native plant growth and regeneration.

What is changing?
Recently a new law came into play to replace a range of existing legislation. The new Biosecurity Act 2015 combines 14 different pieces of legislation, including the Noxious Weeds Act, into a single Act of law. Under the Noxious Weeds Act all landowners have a responsibility to control noxious weeds on their property.

What does the new Biosecurity Act mean for me?
If you notice invasive weeds coming up on your property, you will need to control them as soon as possible to prevent them from spreading to other properties or our native bushland. Remember: Biosecurity Bagged in your Backyard. The only difference residents will see is a change in the terminology used, for example, the term Noxious Weed will be replaced with Invasive Weeds or Biosecurity Matter and Priority Weeds.

Will the Biosecurity Act change the way Council manages weeds on private property?
No. Council's Weeds Program and the process for inspecting private properties for invasive weeds will continue unchanged. Council will also maintain its current approach to education and enforcement relating to invasive weeds.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

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On 25th June 2018

Auditor General's Office – 2016/17 Management Letter



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

Contact: Caroline Karakatsani
Phone no: 9275 7143
Our ref: D1807275/1815

2 May 2018

Dear Mr Ramsland

Management Letter on the Audit for the Year Ended 30 June 2017

The final phase of the audit for the year ended 30 June 2017 is complete. This letter outlines:

- matters of governance interest I identified during the current audit
- matters I am required to communicate under Australian Auditing Standards.

I planned and carried out the audit to obtain reasonable assurance the financial statements are free from material misstatement. Because the audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to my attention.

This Management Letter may be sent to the Minister, if the Minister requests it.

For each matter in this letter, I have included my observations, risk assessment and recommendations. The risk assessment is based on my understanding of your Council. Management should make its own assessment of the risks to the Council.

I have kept management informed of the issues included in this letter as they have arisen. A formal draft of this letter was provided on 29 March 2018. This letter includes management's formal responses, the person responsible for addressing the matter and the date by which this should be actioned.

As soon as practicable, I recommend you:

- assign responsibility for implementing the recommendations
- develop an action plan, including a timetable, to implement the recommendations
- nominate an individual or establish a committee to monitor and report on progress.

The Auditor-General may include items listed in this letter in the Report to Parliament. I will send you a draft of this report and ask for your comments before it is tabled in Parliament.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

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If you would like to discuss any of the matters raised in this letter, please contact me on 9275 7143 or Jeff Shanks on 6883 2200.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. Karakatsanis'.

Caroline Karakatsanis
Director, Financial Audit Services

cc: Mr Noel Kinsey, Chair

CASTLEREAGH MACQUARIE COUNTY COUNCIL

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Castlereagh Macquarie County Council

Management Letter

for the year ended 30 June 2017

I have rated the risk of each issue as 'Extreme', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur. The risk assessment matrix used aligns with the risk management framework in [TPP12-03 'Risk Management Toolkit for the NSW Public Sector'](#).

RISK LEVELS	
Extreme	12 - 16
Moderate	5 - 11
Low	1 - 4

The risk level is a combination of the consequences and likelihood.

		CONSEQUENCE			
		Low	Medium	High	Very High
LIKELIHOOD	Almost Certain	10	11	15	16
	Likely	4	9	13	14
	Possible	3	7	8	12
	Rare	1	2	5	6

Castlereagh Macquarie County Council

Management Letter

for the year ended 30 June 2017

For each issue identified, I have used the consequence and likelihood tables from TPP 12-03 to guide my assessment.

Consequence levels and descriptors

Consequence level	Consequence level description
Very high	Affects the ability of your entire Council to achieve its objectives and may require third party intervention
High	Affects the ability of your entire Council to achieve its objectives and requires significant coordinated management effort at the executive level
Medium	Affects the ability of a single business unit in your Council to achieve its objectives but requires management effort from areas outside the business unit
Low	Affects the ability of a single business unit in your Council to achieve its objectives and can be managed within normal management practices

Likelihood levels and descriptors

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent
Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Warrumbungle Shire Council Chambers

On 25th June 2018

Summary of Issues

Appendix	Detail	Likelihood	Consequence	Risk Assessment
1.1	New asset acquisitions have not been depreciated in the first year of purchase	Possible	Medium	Moderate

APPENDIX 1.1

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
New asset acquisitions have not been depreciated in the first year of purchase	Possible	Medium	Moderate	Yes	Operational

Observation	Implication	Recommendation	Management Response
During the year Council purchased some new assets. While these have been entered into the Excel asset register, they have not been depreciated for the partial year. This was subsequently corrected during the audit process.	The general ledger and financial statements may not accurately reflect the infrastructure, property, plant and equipment of Council.	Council depreciates new assets from the date of purchase.	Council will ensure asset additions are depreciated from the date of acquisition. Person Responsible: Don Ramsland Date to be Actioned: By 30 June 2018 Date Resolved (if applicable):

Section 2

Senior Weeds Officer's Report

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

Held at Warrumbungle Shire Council Chambers

On 25th June 2018

ITEM 8.1: SENIOR WEEDS OFFICERS REPORT

Property Inspections / BIS reporting

Castlereagh Macquarie County Council Authorised Weed Officers are fully functional in the field carrying out inspections.

We are however experiencing issues with the current map layers;

1. Outdated property / cadastre layer
2. Missing owner information
3. Missing crownlands, rivers/creeks, rail corridors
4. Missing road segments

Would it be possible for GIS officers in each shire provide missing data and assist in providing updated owner information at regular intervals that will help in keeping dataset up to date?

Ankit Khanna, System Consultant Iconyx Division of Rapid Map is happy to assist if required.

Bio Security Act 2015

It's been almost 12 months since the Bio Security Act 2015 came into effect and repealed the Noxious Weed Act 1993. During attendance at North West and Central West Regional Weeds Meetings it has been reminded that shires update their websites to comply with the Act.

An updated website for example; Liverpool Plains Shire Council (<http://www.lpsc.nsw.gov.au>)

Weeds of National Significance in the Field

Parkinsonia (Aculeata) ; CMCC have a control programme over 3 years with North West Local Land Services, covering the Narran, Namoi and Barwon Rivers.

Field work and treatment have commenced on the Narran covering approx. 5km above the weir with no infestation and approx. 5 km downstream from the weir with wide spread densities infestations.

Work is scheduled to continue and road side awareness signs are planned to be installed.

Hudson Pear - 5 ways Coonamble

(Mungery Rd, Gunnawarra Rd, Goorianawa Rd, Quanda Rd, Gulargambone Rd)

A site meeting at the 5 Ways was held 23rd May, 2018 with myself, Carl Molloy-authorised weeds officer Coonamble, Phil Blackmore – Invasive species Officer and John Nolan – Crown Lands Dubbo to discuss the Hudson Pear infestation and responsibilities moving forward.

Hudson Pear Bio control release

CMCC have been actively involved with the release and monitoring of the new biocontrol for Hudson Pear. Five releases are now active (2 at Cumborah, 2 at Lightning Ridge and 1 at Grawin)

CMCC Authorised Weed Officers attended the Walgett, Coonamble and Warren P & A Shows with the weeds trailer promoting education and awareness.

Confidential Reports

CONFIDENTIAL COMMITTEE PROCEDURES

- 1. Need a resolution to proceed into Committee of the Whole to consider the matters listed on the General Manager's Report and any other matters for which a separate resolution has been carried this meeting.**
- 2. Need then a resolution to exclude the press and public from the Committee of the Whole meeting for the reasons stated in the motion of referrals.**
- 3. When in Committee formality re number of times a member can speak is relaxed and discussion can occur on an item before a motion is put to the Committee.**
- 4. When all items have been considered a resolution to resume open Council is required.**
- 5. Once Council has resumed into open Council a resolution is then required to adopt the recommendations from the Committee of the Whole.**

CASTLEREAGH MACQUARIE COUNTY COUNCIL

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On 25th June 2018

ITEM 9.1: GENERAL MANAGER'S CONTRACT

Report to be tabled