



AGENDA FOR ORDINARY COUNCIL MEETING

Monday 15th June 2020

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Special Council Meeting of Castlereagh Macquarie County Council will be held via Video Conference on **15th June 2020** commencing at **10.00am** to discuss the items listed in the Agenda.

Zoom Meeting

Join Zoom Meeting

<https://zoom.us/j/9426522286?pwd=SnBpdTRsTFZ1TmFjS0dYS0dYS0kxU0hkQT09>

Meeting ID: 942 652 2286

Password: 5xXqdy

Michael Urquhart
ACTING GENERAL MANAGER

AGENDA – SPECIAL COUNCIL MEETING

1. OPENING OF MEETING/WELCOME
 2. LEAVE OF ABSENCE
 3. DECLARATION OF INTERESTS
 4. CONFIRMATION OF MINUTES/MATTERS ARISING HELD 16TH MARCH 2020
 5. CONFIRMATION OF MINUTES/MATTERS ARISING HELD 24TH APRIL 2020
 6. REPORT OF THE GENERAL MANAGER
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15. CORRESPONDENCE (ATTACHED)

1. OPENING OF MEETING/WELCOME

Time: _____ am

2. LEAVE OF ABSENCE

Leave of Absence
<p>Recommendation:</p> <p>That the leave of absence received from Cllr Ian Woodcock are accepted and a leave of absence granted.</p> <p>Moved: Seconded:</p> <p style="text-align: right;">Carried</p>

3. DECLARATION OF INTERESTS

Councillors and senior staff are reminded of their obligation to declare their interest in any matters listed before them.

In considering your interest you are reminded to include pecuniary, non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

Councillor	Item No.	Pecuniary/Non-Pecuniary	Reason

4. CONFIRMATION OF MINUTES/MATTERS ARISING

4.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 16TH March 2020

Minutes of Ordinary Council Meeting – 16 th March 2020
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 16th March 2020, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved: Seconded:</p> <p style="text-align: right;">Carried</p>

Attachments:

Meeting Minutes – 16th March 2020, Gilgandra Shire Council

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT GILGANDRA SHIRE COUNCIL CHAMBERS ON MONDAY 16 MARCH 2020 AT 10.00AM

PRESENT: Clrs D. Batten (Chairman), R. Lewis, G. Peart, P. Shinton, P.Cullen, B.Fisher and I.Woodcock,

ABSENT: Clr Mark Beach, Manual Martinez, Clr Andrew Brewer

Staff Members: M. Urquhart (Acting General Manager), A. Fletcher (Senior Weeds Officer), P Jacobs (Minute Secretary).

1. **WELCOME:** Clr Batten welcomed all councillors and staff to the meeting.
2. **APOLOGIES:** Clrs M.Beach and A.Brewer

03/20/1 Resolved:

That apologies from Clrs M.Beach, M Martinez and A.Brewer be accepted and leave of absence be granted.

**Moved: Clr Lewis
Seconded: Clr Cullen**

Carried

3. **DECLARATIONS OF INTEREST- Nil**

4. **CONFIRMATION OF MINUTES**

03/20/2 Resolved:

That the minutes of the meeting of Castlereagh Macquarie County Council, held at Lightning Ridge Bowling Club on Monday 2 December 2019, having been circulated, be confirmed as a true and accurate record of that meeting.

**Moved: Clr Shinton
Seconded: Clr Peart**

Carried

5. GENERAL MANAGER'S REPORT

Item 5.1 Cash and Investment Report as at 31st December, 31st January 2020 and 29th February 2020

Recommendation: That the Cash and Investment Report as at 31st December, 31st January 2020 and 29th February 2020 to be received and noted.

Confirmation that the Working Capital is \$594K was received and noted.

03/20/3 Resolved:

That the Cash and Investment Report as at 31st December, 31st January 2020 and 29th February 2020 to be received and noted. Confirmation that the Working Capital is \$594K was received and noted.

Moved: Clr Woodcock

Seconded: Clr Peart

Carried

Item 5.2 Circulars received from the NSW Office of Local Government

Recommendation: That the information contained in the following Departmental circulars 19-29, 2019-20, 19-31 and 20-02 from the Local Government Division Department of Premier and Cabinet be received and noted.

03/20/4 Resolved:

That the information contained in the Departmental circulars 19-29, 2019-20, 19-31 and 20-02 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Clr Cullen

Seconded: Clr Fisher

Carried

Councillor Peart left the Chambers at 10.05am.

Councillor Peart returned to the Chamber at 10.06am.

Item 5.3 Organisational Action Plan Review

Recommendation: That the Council receive and note the CMCC report by the General Manager 16th March 2020.

03/20/5 Resolved:

That the General Manager will not need to present an Operational Report at future meetings

Moved: Clr Peart

Seconded: Clr Lewis

Carried

Item 5.4 Quarterly Budget Review

Recommendation: That Council adopt the attached Quarterly Budget Review Statement for the 31st December 2019 as tabled.

03/20/6 Resolved:

- a) **The Council adopt the Acting General Manager’s Report for the 31st December 2019.**
- b) **That the General Manager distribute the Quarterly Budget Review working document to Councillors after the meeting.**

Moved: Cllr Woodcock
Seconded: Cllr Shinton

Carried

6. REPORT OF THE SENIOR BIOSECURITY OFFICER

Item 6.1. Senior Biosecurity Officer’s Report

Items Reported Include:-

- 1. Hudson Pear Bio-Control , Sticky Nightshade and Harrisia
- 2. Storage of records at Walgett Shire Depot – Records to be reviewed and Shredded. This can be done at Gilgandra Shire
- 3. Staffing - David Ryan started 16th March. A full compliment of staff has been achieved.
- 4. Coolah Depot (Demountable) could be moved to Lightning Ridge – General Manager to do a report on the feasibility of moving or selling at next meeting.
- 5. Confirm if Demountable is in the Asset Register.
- 6. Review of Asset Register for all Properties
- 7. Coonamble Depot – Old Funeral Parlour has been sold and the new owner (Chemical Holding) is offering a Long Term Lease with very cheap reasonable rent.
- 8. Lightning Ridge Hudson Pear Facility – Employment of a Sub-Contractor for 3 days per week- Salary range from \$60K per year for a 3 year period. This needs to be reviewed as CMCC will deliver the tasks and Invoice DPI.

Recommendation: That Council receive and note the Senior Biosecurity Officer’s Report, specifically a presentation by Andrea Fletcher,

03/20/8 Resolved:

That Council receive and note the Biosecurity Officer’s Report.

Moved: Cllr Fisher
Seconded: Cllr Peart

Carried

7. MOVE INTO CLOSED SESSION

MOVE INTO CLOSED SESSION

Time: 11.05am

That the public be excluded from the meeting pursuant to Sections 10A (2) (a) (c) & (d) of the Local Government Act 1993 on the basis that the items deal with:

- (a) Personnel matters concerning particular individuals (other than Councillors)
- (c) That information that would, if disclosed confer a commercial advantage on a person with whom the Council is conducting business (or proposed to conduct business)
- (d) That the matter and information is commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Moved: Clr Fisher

Seconded: Clr Cullen

Carried

8. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

ITEM 8.1 CHAIRMANS REPORT

This information should be classified as CONFIDENTIAL under section 10A (2)(a) of the local Government Act 1993.

CMCC CHAIRMAN'S REPORT – NIL

RECOMMENDATION

03/20/9 Resolved:

1. That delegates endorse the actions of the Chair and deputy Chair in the Temporary appointment of Mr Urquhart as Part Time General Manager for a period of six months.

Moved: Clr Lewis

Seconded: Clr Shinton

Carried

9. RETURN TO OPEN SESSION

Return to open session

Time:

Time: 11.15am

Recommendation:

That Council return to open session.

Moved: Clr Fisher

Seconded: Clr Peart

Carried

10. ADOPTION OF CLOSED SESSION REPORTS

Adoption of closed session reports	
03/20/10	Resolved:
That Council adopt the recommendations of the Closed Committee Reports.	
1. That delegates endorse the actions of the Chair and Deputy Chair in the temporary appointment of Mr Urquhart as the Part time General Manager for the period of six months.	
Moved:	Clr Woodcock
Seconded:	Clr Shinton
Carried	

11. QUESTIONS FOR THE NEXT MEETING

12. CONFIRM DATE OF NEXT MEETING – Monday 15 June, 2020 at Coonamble Shire Council.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 11.35am

To be confirmed as true and accurate record at the Council Meeting held on Monday 15th June 2020

CHAIRMAN	DATE	GENERAL MANAGER	DATE
.....		

5. CONFIRMATION OF MINUTES/MATTERS ARISING

5.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 24th April 2020

Minutes of Special Council Meeting – 24 th April 2020
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 24th April 2020, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved: Seconded:</p> <p style="text-align: right;">Carried</p>

Attachments:

Meeting Minutes – 24th April 2020, Teleconference

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD VIA TELECONFERENCE ON FRIDAY 24TH APRIL 2020 AT 2.30PM

PRESENT: Clrs D. Batten (Chairman), R. Lewis, Manuel Martinez, P. Shinton, P.Cullen, A Brewer and I.Woodcock,

ABSENT: Clr Mark Beach, G Peart, B.Fisher

Staff Members: M. Urquhart (Acting General Manager), A. Fletcher (Senior Weeds Officer), P Jacobs (Minute Secretary).

1. **WELCOME:** Clr Batten welcomed all Councillors and staff to the meeting.
2. **LEAVE OF ABSENCE:** Clrs M.Beach, B Fisher and G Peart

04/20/1 Resolved:

That apologies from Clrs M.Beach, G Peart and B Fisher be accepted and leave of absence be granted.

**Moved: Clr Lewis
Seconded: Clr Shinton**

Carried

3. **DECLARATIONS OF INTEREST- Nil**

4. **CONFIRMATION OF MINUTES – MEETING HELD ON THE 16th MARCH 2020.**

04/20/2

That the minutes of the meeting of Castlereagh Macquarie County Council, held on the 16th March be held over to the 15th June 2020 meeting.

**Moved:
Seconded:**

Carried

5. Report of the General Manager

Item 5.1 March 2020 Quarterly Budget Review

Recommendation: That the Council adopt the attached March 2020 Quarterly Budget Review.

Questions from Councillors – Nil

04/20/3 Resolved:

That the Council adopt the Acting General Manager’s March 2020 Budget Review

Moved: Clr Lewis

Seconded: Clr Martinez

Carried

Item 5.2 Operational Plan 2020/2021

Questions from Councillors – Nil

Chairman Clr Doug Batten has requested that the Acting General Manager email the Council Constituents seeking a rate peak on increase in Contributions.

Recommendation: That the Council adopts that the March 2020 Quarterly Budget Review and the Operational Plan for 2020/2021 be put on Public Exhibition.

04/20/4 Resolved:

That the Council adopt the Acting General Manager’s Operational Plan for 2020/2021

Moved: Clr Lewis

Seconded: Clr Shinton

Carried

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 3.00pm

To be confirmed as true and accurate record at the Council Meeting held on Monday 15th June 2020

CHAIRMAN DATE

GENERAL MANAGER DATE

.....

.....

6. REPORT OF THE GENERAL MANAGER

ITEM 6.1 CASH AND INVESTMENT REPORTS FOR 31ST MARCH 2020, 30TH APRIL 2020 AND 31ST MAY 2020

REPORTING SECTION: Corporate Services
AUTHOR: Michael Urquhart – Acting General Manager
FILE NUMBER: 09/1460

Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 31st March 2020, 30th April 2020 and 31st May 2020.

Background:

The investment portfolio consists of bank accounts and fixed rate interest bearing deposits. The portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Council's investment portfolio is not subject to share market volatility.

Comparisons are regularly made between existing investments with available products that are not part of Council's portfolio, but that meet Council's policy guidelines.

All investments at 31st March 2020, 30th April 2020 and 31st May 2020 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 31st May 2020 held a total of \$120,876.61 in on-call and interest bearing deposits with financial institutions within Australia. All investments are held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

31st March 2020

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
PART472250081929 ELE Reserve	30/10/2018	111,876.61	CBA	2.30	18 months	30/04/2020
PART 472250081929 Plant	30/10/2018	9,000.00	CBA	2.30	18 months	30/04/2020
General Fund Bank Account Balance	31/03/2020	1,032,329.08	CBA			N/A
TOTAL		\$1,153,205.69				

30th April 2020

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
PART472250081929 ELE Reserve	30/10/2018	111,876.61	CBA	2.30	18 months	30/04/2020
PART 472250081929 Plant	30/10/2018	9,000.00	CBA	2.30	18 months	30/04/2020
General Fund Bank Account Balance	31/01/2020	934,831.65	CBA			N/A
TOTAL		\$1,055,708.26				

31st May 2020

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
PART 472250081929 ELE Reserve	07/05/2020	111,876.61	CBA	1.00	6 months	07/11/2020
PART 472250081929 Plant	07/05/2020	9,000.00	CBA	1.00	6 months	07/11/2020
General Fund Bank Account Balance	31/05/2020	918,994.10	CBA			N/A
TOTAL		\$1,039,870.71				

Relevant Reference Documents/Policies:

Local Government Act (NSW), 1993
 Local Government (General) Regulation 2005
 Ministerial Investment Order 5th January 2016
 Investment Policy (Revised and adopted in June 2019)

Governance issues:

Nil

Environmental issues:

Nil

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Stakeholders:

Castlereagh Macquarie County Council
 Constituent Councils
 Residents of Constituent Councils
 Financial Institutions

Conclusion:

As at 31st May 2020, Council's available cash and invested funds totalled \$1,039,870.71
The Acting General Manager shall in the coming days place a further short investment with a financial institution.

Certification – Responsible Accounting Officer

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005*, the *Investment Order (of the Minister) 5th January 2016* and Council's Investments Policy.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at 31st December 2019, 31st January 2020 and 29th February 2020.

Michael J Urquhart

Acting General Manager – Responsible Accounting Officer

Cash and Investment Report as at 31st March 2020, 30th April 2020 and 31st May 2020

Recommendation:

That the Investment report for the three (3) months 31st March 2020, 30th April 2020 and 31st May 2020 be received and noted.

Moved:

Seconded:

Carried

ITEM 6.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart – Acting General Manager
FILE NUMBER:

Summary:

Copies of circulars received from the Local Government Office Department of Premier and Cabinet are attached for Councillors information. Circulars are emailed to Councillors when published from LGNSW.

Background:

The General Manager has flagged the following circulars as requiring the particular attention of Councillors:

- 20-12 – Modification of statutory requirements in response to COVID-19 pandemic
- 20-13 – Managing Fraud and corruption risks during COVID-19 pandemic
- 20-14 – Updated guidance on attendance by Councillors and Others at Council and Committee meetings during the COVID-19 pandemic
- 20-15 – New Integrated Planning and reporting requirements for NSW Councils
- 20-16 – COVID-19 Stimulus Package
- 20-17 – Relaxation of some restrictions on the attendance of Councillors and staff at Council and Committee meetings during the COVID-19 pandemic
- 20-18 – Important changes for all Councils made by COVID-19 Legislative Amendment
- 20-19 – Information about Ratings 2020-21
- Gc-14- 2020-21 – Financial Assistance Grants (FAGs) – Advance payment

Governance Issues:

All circulars have Governance implications. Where necessary the subject of particular circulars will be raised in following reports.

Stakeholders:

Councillors and Castlereagh Macquarie County Council staff

Financial Implications:

Obviously some circulars will have a financial impact and where this is the case, Councillors particular attention will be drawn to them.

Conclusion:

Council will need to comply with the various requirements set out in the circulars.

Circulars Received From the NSW Office of Local Government
<p>Recommendation:</p> <p>That the information contained in the following Departmental circulars 20-12 to 20-21 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p>Moved: Seconded:</p> <p style="text-align: right;">Carried</p>

Attachments:

ITEM 6.3 ADOPTION OF THE 2020-2021 OPERATIONAL PLAN

ADOPTION 2020-2021 OPERATIONAL PLAN AND LONGTERM FINANCIAL PLAN

REPORTING SECTION: Executive
AUTHOR: Acting General Manager
FILE NUMBER: XXXXXXXXXXXXXXXXXXXX

Summary

This report recommends the 2020/2021 Operational Plan and Long Term Financial Plan formally made and adopted as required under the Local Government Act (1993) for the 2020/2021 financial year.

Background

The 2020/2021 Operational Plan and Budget including, the Long Term Financial Plan for the 10 year period starting 2020/2021 were placed on exhibition on 5th May 2020, and public comment invited with submissions closing at 4.00pm Monday 1st June 2020.

Current Position

Submissions will be tabled on the day.

Relevant Reference Documents/Policies

Local Government Act 1993 and Integrated Planning and Reporting legislation.

Governance issues

Council must comply with the Local Government Act 1993 and Integrated Planning and Reporting legislation.

Stakeholders

Walgett Shire Community
Walgett Shire Council
Office of Local Government

Financial Implications

The respective financial details relating to the components of this report are detailed in the Operational Plan and long-term budget.

Recommendation:

That Council after having considered any submissions received by the 1st June 2020:

1. Adopts the 2020/2021 Operational Plan and Budget, and Long Term Ten (10) Year Financial Plan.

Moved:

Seconded:

Attachments:

NIL

ITEM 6.4 REVISED INVESTMENT POLICY

REPORTING SECTION: Executive Services
AUTHOR: Michael Urquhart – Acting General Manager
FILE NUMBER: xx/xx

Summary:

Council must review its Investment Policy each year in accordance with the provisions of its policy.

Background:

Each year Council must review its Investment policy. The writer has examined the policy to ensure it meets current legislation and the Office of Local Government guidelines and now submits a revised policy for Council's consideration.

Current Position:

The revised Investment Policy was last adopted in 2019. The policy makes provision to maximise the rate of return on invested funds in terms of Institutional balances.

Governance issues:

Ministers Order July 2008

Local Government Act 1993

Local Government Act 1193 – Investment Order dated 132th January 2011

Local Government (General) Regulation 2005

Trustee Act 1925 (NSW)

Australian Accounting Standards issued by the Australian Accounting Standards Board

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council

Financial institutions

Constituent Councils

County Council LGA Ratepayers

Financial Implications:

Council investments are made in accordance with the Investment policy.

Alternative Solutions/Options:

N/A

Conclusion:

The Acting General Manager is recommending the revised Investment Policy be adopted.

REVISED INVESTMENT POLICY

Recommendation:

- That the report be received.
- Council adopts the revised Investment policy as presented.

06/20/1 Resolved:

- 1. That the Revised Investment Policy be received by Council.**
- 2. That Council adopts the Revised Investment Policy.**

Moved:

Seconded:

Carried

Attachments:

Investment Policy

7. REPORT OF THE SENIOR BIOSECURITY OFFICER

ITEM 7.1 *Parthenium Hysterophorous*

After receiving much need rain this year **Parthenium Hysterophorous** has been the priority target weed through the State, Castlereagh Macquarie County Council have 3 reported sites;

1st April 2020, Walgett Shire – Cumborah 1 mature plant roadside.

24th April 2020, Warrumbungle Shire, Goolhi 50 mature plants and numerous juvenile plants on private property.

30th April 2020, Walgett Shire, Burren Junction 1 mature plant roadside.

These 3 locations have been treated and reported to DPI. (Please see attached report)

ITEM 7.2 *Coolah Depot Update*

Coolah Depot update – Lot 122 DP 44929 at Coolah was reserved for the purpose of storage on 30 December 1983.

The Mid Western County Council were appointed as trustees on the same day.

On 1 February 2008, the Coolah Storage (R97121) Reserve Trust was established and CMCC appointed as Corporate Manager.

In accordance with the provisions of the Local Government Act 1993, Castlereagh Macquarie County Council has been appointed the Reserve Manager of the Crown Reserve.

Senior Biosecurity Officer's Report

Recommendation:

That Council receive and note the Senior Biosecurity Officer's June 2020 report.

Moved:

Seconded:

Carried

Attachments:

Situation Report – NSW Parthenium Weed Response 2020