



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 23rd September 2019

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Ordinary Council Meeting of Castlereagh Macquarie County Council will be held at the **Warrumbungle Shire Council Chambers** on **23rd September 2019** commencing at **10:00am** to discuss the items listed in the Agenda.

Greg Ingham
GENERAL MANAGER

AGENDA - ORDINARY COUNCIL MEETING

- 1. OPENING OF MEETING/WELCOME**
- 2. LEAVE OF ABSENCE**
- 3. DECLARATION OF INTERESTS**
- 4. CONFIRMATION OF MINUTES/MATTERS ARISING**
- 5. REPORT FROM CHAIRMAN**

6. REPORT OF THE GENERAL MANAGER

Item 6.1	Reconciliation Certificates – 30 June, 31 July and 31 August 2019.....	page 17
Item 6.2	Quarterly Budget Review Statement as at 30 June, 2019.....	page 23
Item 6.3	Annual Financial Statements 2018/2019.....	page 33
Item 6.4	Organisational Action Plan Review Update	page 35
Item 6.5	Review of Council's Insurances 2019/2020	page 40
Item 6.6	Circulars received from the NSW Office of Local Government.....	page 42
Item 6.7	Webcasting of Council Meetings.....	page 52
Item 6.8	Closedown of Outdoor Staff over Festive Season.....	page 53
Item 6.9	Ordinary Council Meetings – Time, Dates and Venues for 2020.....	page 55
Item 6.10	Matters for Brief Mention or Information Only	page 57

7. REPORT OF THE SENIOR BIOSECURITY OFFICER

Item 7.1	Senior Biosecurity Officers Report.....	page 59
Item 7.2	Biosecurity Officers Report.....	page 62

8. MOVE INTO CLOSED SESSION

9. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

10. RETURN TO OPEN SESSION

11. ADOPTION OF CLOSED SESSION REPORTS

12. QUESTIONS FOR NEXT MEETING

13. CONFIRM DATE OF NEXT MEETING – Monday 2 December, 2019 at Walgett Shire Council Chambers

14. CLOSE OF MEETING

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 _____ are accepted and a leave of absence granted.</p> <p>Moved:</p> <p>Seconded:</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 24 JUNE 2019

Minutes of Ordinary Council Meeting – 24 June 2019
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 26 March 2019, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved: Seconded:</p>

Attachments:

Meeting Minutes – 24 June, 2019 – Warren Shire Council Chambers

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 24 JUNE 2019 COMMENCING AT 10:00AM

PRESENT: Ctrs D. Batten (Chairman), G. Peart, M. Beach (10.10 am), B Fisher, R. Lewis, P. Shinton and I. Woodcock

ABSENT: Nil

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

1. **WELCOME:** Ctr Batten welcomed all councillors and staff to the meeting.
2. **APOLOGIES:** Ctrs A. Brewer and M. Martinez

06/19/1 Resolved:

That apologies from Ctrs A. Brewer and M. Martinez be accepted and leave of absence be granted.

Moved: Ctr Lewis
Seconded: Ctr Shinton

Carried

3. **DECLARATIONS OF INTEREST- Nil**

4. **CONFIRMATION OF MINUTES**

06/19/2 Resolved:

That the minutes of the meeting of Castlereagh Macquarie County Council, held at Coonmable Shire Council Chambers on Monday 25th March 2019, having been circulated, be confirmed as a true and accurate record of that meeting.

Moved: Ctr Peart
Seconded: Ctr Fisher

Carried

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

6. **CHAIRMAN'S REPORT – Nil**

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Item 7.1 Reconciliation Certificates 31 March, 30 April and 31 March 2019

Recommendation: That the Bank Reconciliations as at 31 March, 30 April and 31 May 2019 be received and noted.

06/19/3 Resolved:

That the Bank Reconciliations as at 31 March, 30 April and 31 May 2019 be received and noted.

Moved: Clr Woodcock

Seconded: Clr Fisher

Carried

Item 7.2 Quarterly Budget Review Statement – Period Ended 31 May, 2019

Recommendation: 1. That the Quarterly Budget Review Statement for the period ended 31 May, 2019 be received and noted, and the recommended variations to the revised budget as detailed in the attached statement be adopted.

2. That the General Manager investigate options for an appropriate depot facility site in Coonamble.

06/19/4 Resolved:

1. That the Quarterly Budget Review Statement for the period ended 31 May, 2019 be received and noted, and the recommended variations to the revised budget as detailed in the attached statement be adopted.

2. That the General Manager further investigate options for an appropriate depot facility site in Coonamble.

Moved: Clr Fisher

Seconded: Clr Lewis

Carried

Item 7.4. Organisational Action Plan Review – June 2019

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.

06/19/5 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: Clr Peart

Seconded: Clr Shinton

Carried

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Item 7.5. Adoption of Revised Codes of Conduct/Administrative Procedures and Meeting Practice

Recommendation: 1. That the General Manager's report be received and noted and that as no submissions were received during the advertised period from 1 May to 12 June, 2019 Council now adopt the Model Code of Meeting Practice and Model Code of Conduct/Administrative Procedures as required by OLG Circulars 18/44 and 18/45.

2. That the General Manager write to the Office of Local Government regarding Code of Conduct and Webcasting/Audio facilities using constituent council facilities which may not allow a consistent approach to webcasting.

06/19/6 Resolved:

1. That the General Manager's report be received and noted and that as no submissions were received during the advertised period from 1 May to 12 June, 2019 Council now adopt the Model Code of Meeting Practice and Model Code of Conduct/Administrative Procedures as required by OLG Circulars 18/44 and 18/45.

2. That the General Manager write to the Office of Local Government regarding Code of Conduct and Webcasting/Audio facilities using constituent council facilities which may not allow a consistent approach to webcasting.

3. That Council write to local Joint Organisations to ascertain the possibility of using their Conduct Review Panels.

Moved: Cllr Shinton

Seconded: Cllr Lewis

Carried

Item 7.6. Review of Investment Policy and Procedure – Transfer of Funds to Reserves

Recommendation: That Council receive and note the General Manager's report, adopt the revised Investments Policy and Procedure 2019 and delegate authority to the General Manager to place any surplus funds in a cash backed General Reserve or other reserves at the most effective rate of interest be it the cheque account, daily at call account or interest bearing deposits.

06/19/7 Resolved:

That Council receive and note the General Manager's report, adopt the revised Investments Policy and Procedure 2019 and delegate authority to the General Manager to place any surplus funds in a cash backed General Reserve or other reserves at the most effective rate of interest be it the cheque account, daily at call account or interest bearing deposits.

Moved: Cllr Woodcock

Seconded: Cllr Fisher

Carried

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Item 7.7. Lightning Ridge, Quanda and Baradine – Research Collaboration Subcontract

Recommendation: 1. That the General Manager's report be received and noted and Council formally accept that grant and endorse the action taken to date in respect of the DPI Research and Collaboration Subcontract in the sum of \$250,000 (Ex GST) and the three year lease of the site on the Nine Mile Road at Lightning Ridge from the Lightning Ridge Opal Committee in the sum of \$100 per week, subject to CPI Adjustments and the rental agreement for the Depot/Caretaker's residence be left in the hands of the General Manager to formalise.
2. That the General Manager negotiate with DPI and LLS regarding the day to day management of the facility.

06/19/8 Resolved:

1. That the General Manager's report be received and noted and Council formally accept that grant and endorse the action taken to date in respect of the DPI Research and Collaboration Subcontract in the sum of \$250,000 (Ex GST) and the three year lease of the site on the Nine Mile Road at Lightning Ridge from the Lightning Ridge Opal Committee in the sum of \$100 per week, subject to CPI Adjustments and the rental agreement for the Depot/Caretaker's residence be left in the hands of the General Manager to formalise.
2. That the General Manager negotiate with DPI and LLS regarding the day to day management of the facility.

Moved: Cllr Lewis

Seconded: Cllr Peart

Carried

Item 7.8. Items for Brief Mention or Information Only – June 2019

Recommendation: That the above issues for brief mention or information only as detailed in the General Managers report to the June, 2019 meeting be received and noted and Council determine what further action, if any, should be taken in respect of the matters listed.

06/19/9 Resolved:

That the above issues for brief mention or information only as detailed in the General Manager's report to the June, 2019 meeting be received and noted and Council determine what further action, if any, should be taken in respect of the matters listed.

Moved: Cllr Fisher

Seconded: Cllr Peart

Carried

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

06/19/10 Resolved:

That the General Manager write to Coonamble Shire Council and request that a second Council delegate be nominated in respect of Cllr Michael Webbs resignation and a report be prepared for the August meeting in relation to the earlier proposal to reduce constituent council representation.

Moved: Cllr Shinton

Seconded: Cllr Peart

Carried

Item 7.3. Draft Operational Plan and Budget – 2019/2020

Recommendation: 1. That the report of the General Manager be received and noted including the minor variations made following the exhibition period and that following public exhibition and the fact that no comments or submissions were received during that period, Council adopt the 2019/2020 Operational Plan and Budget (*scenario 3 planned*) and the supporting Integrated Planning and Reporting documentation noting that any legislative changes which occur will automatically be incorporated into such documentation.

2. It was noted that the budget should now include increased funding to enable 4 days per week Administrative Support from Walgett Shire Council.

06/19/11 Resolved:

1. That the report of the General Manager be received and noted including the minor variations made following the exhibition period and that following public exhibition and the fact that no comments or submissions were received during that period, Council adopt the 2019/2020 Operational Plan and Budget (*scenario 3 planned*) and the supporting Integrated Planning and Reporting documentation noting that any legislative changes which occur will automatically be incorporated into such documentation.

2. It was noted that the budget should now include increased funding to enable 4 days per week Administrative Support from Walgett Shire Council.

Moved: Cllr Peart

Seconded: Cllr Lewis

Carried

8. SENIOR WEEDS OFFICER'S REPORT

Item 8.1. Senior Biosecurity Officer's Report

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

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

06/19/12 Resolved:

That Council receive and note the Senior Biosecurity Officer's Report.

Moved: Clr Fisher
Seconded: Clr Shinton

Carried

Item 8.2. Biosecurity Officers' Reports

Recommendation: That Council receive and note the Biosecurity Officers' Reports for the period 1 January to 31 May 2019.

06/19/13 Resolved:

That Council receive and note the Biosecurity Officers' Reports for the period 1 January to 31 May 2019.

Moved: Clr Woodcock
Seconded: Clr Shinton

Carried

Item 8.3. Contentious Issue: Use of Glyphosate in Land Management

Recommendation: 1. That Council receive and note the correspondence received in relation to the use of Glyphosate in Land Management.
2. Council will continue to be guided by scientific evidence as it becomes available.

06/19/13 Resolved:

1. That Council receive and note the correspondence received in relation to the use of Glyphosate in Land Management.
2. Council will continue to be guided by scientific evidence as it becomes available.

Moved: Clr Shinton
Seconded: Clr Fisher

Carried

CONFIDENTIAL SESSION

1. Motion to move in to Confidential Session

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

06/19/14 Resolved:

That at 12.25pm Council move into Confidential session and that the public be excluded from the meeting pursuant to Section 10A (2) (a) and (c) of the Local Government Act 1993 on the basis that the matters being considered are in relation to staff and/or commercial in confidence.

Moved: Cllr Fisher

Seconded: Cllr Woodcock

Carried

Item 9.1. Review of Council's Organisational Structure

Recommendation: That the General Manager's Report be received and noted and Council proceed with the proposed organisational restructure and follow the procedure set out below:

1. Determine a change in Council's organisational structure to include the position of Biosecurity Officer (Weeds) Coonabarabran at the appropriate band and level under the Local Government (State) Award, 2017 under Section 332 1(A) – (B) LGA.2.

2. If Council does decide to reclassify the position, commence a formal consultation process with the employee concerned as the employee should be kept well-informed about how the changes will affect his current position as this process would allow the employee to raise any concerns, or even contribute ideas, that might improve the role and business.

3. If the employee indicates a willingness to accept the new position of Biosecurity Officer (Weeds) Coonabarabran, Council would need to advertise the new role consistent with Section 348 of the LGA with a view to making an appointment based on merit under Section 349 of the Act.

4. Alternatively, if the employee indicates that he would be prepared to consider a voluntary redundancy option early in 2019/20 rather than undertake the retraining involved in becoming a Biosecurity Officer (Weeds) Coonabarabran, in view of his age and impending retirement that written consent be obtained from the employee before proceeding forward.

5. Where the employee consents in writing to a voluntary redundancy under Clause 38 (i)(e) of the Award, Council immediately implement such change in organisational structure provided the union to which the employee belongs has been given at least seven (7) days' notice of the proposed change.

6. Where the affected employee neither indicates a willingness to accept the new role or alternatively a voluntary redundancy under Clause 38 then Council determine to make the employee's position redundant by providing Notice of Termination, as per Clause 39(i)(a).

7. In the case of (6) above Council shall provide the employee with five weeks' notice of termination or alternatively five weeks pay in lieu of notice and to ensure that the redundancy was genuine, Council should be sure that:

The employee was offered alternative positions within Council's organisational structure but refused and

The employee was provided with appropriate ancillary services such as support under Council's EAP programme and professional advice from Local Government Super.

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

06/19/15 Recommended:

That the General Manager's Report be received and noted and Council proceed with the proposed organisational restructure by following the procedure set out below:

1.Vary Council's organisational structure to include the position of Biosecurity Officer (Weeds) Coonabarabran at the appropriate band and level under the Local Government (State) Award, 2017 under Section 332 1(A) – (B) LGA.2. and delete the position of Spray Operator (Gilgandra).

2.A formal consultation process with the Spray Operator (Gilgandra) as the employee should be kept well-informed about how the changes will affect his current position as this process would allow the employee to raise any concerns, or even contribute ideas, that might improve the role and business.

3. If this employee indicates a willingness to accept the new position of Biosecurity Officer (Weeds) Coonabarabran, Council would need to advertise the new role consistent with Section 348 of the LGA with a view to making an appointment based on merit under Section 349 of the Act.

4. Alternatively, if the employee indicates that he would be prepared to consider a voluntary redundancy option early in 2019/20 rather than undertake the retraining involved in becoming a Biosecurity Officer (Weeds) Coonabarabran, in view of his age and impending retirement that written consent be obtained from the employee before proceeding forward.

5. Where the employee consents in writing to a voluntary redundancy under Clause 38 (i)(e) of the Award, Council immediately implement such change in organisational structure provided the union to which the employee belongs has been given at least seven (7) days' notice of the proposed change.

6. Where the affected employee neither indicates a willingness to accept the new role or alternatively a voluntary redundancy under Clause 38 then Council determine to make the employee's position redundant by providing Notice of Termination, as per Clause 39(i)(a).

7.In the case of (6) above Council shall provide the employee with five weeks' notice of termination or alternatively five weeks pay in lieu of notice and to ensure that the redundancy was genuine, Council should be sure that:

The employee was offered an alternative position within Council's organisational structure but refused and

The employee was provided with appropriate ancillary services such as support under Council's EAP programme and advised to seek independent financial advice and professional advice from Local Government Super.

Moved: Cllr Shinton

Seconded: Cllr Fisher

Carried

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Item 9.2. Adoption of Revised Salary System and Position Descriptions

Recommendation: That the General Manager's report be received and noted and that the revised Salary System Policy 2019, together with supporting documentation be adopted.

06/19/16 Recommended:

That the General Manager's report be received and noted and that the revised Salary System Policy 2019, together with supporting documentation (position descriptions) be adopted.

Moved: Clr Fisher

Seconded: Clr Woodcock

Carried

2. Motion to move out of Confidential Session

06/19/17 Resolved:

That at 12.35pm Council move out of Confidential Session.

Moved: Clr Fisher

Seconded: Clr Peart

Carried

GENERAL BUSINESS

1. In respect of Clr Webb's resignation, Chairperson Clr Doug Batten called for nominations for the election of Deputy Chairperson for the remainder of the ensuring term. There being only one nomination for the position of Deputy Chairperson, being Clr S Shinton the Chairperson declared Peter Shinton as the Deputy Chairperson for the remainder of the ensuring term.

2. Motion to move in to Confidential Session

06/19/18 Resolved:

That at 12.45pm Council move into Confidential session and that the public and staff 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 Woodcock

Seconded: Clr Beach

Carried

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Item 9.3. General Manager's Contract

06/19/19 Recommendation:

That Council note and decline the offer by Mr Ramsland to structure the Castlereagh Macquarie County Council as a stand-alone entity and in doing so rule his application as ineligible.

Moved: Cllr Batten
Seconded: Cllr Shinton

Carried

06/19/20 Recommendation:

1. That Council, through the Chair and Deputy Chair, offer Mr Gregory Craig Ingham the position of Part Time General Manager for a period of two years commencing 5 August 2019 and that approval be given for the signing and sealing of the related contract.
2. Council acknowledge the commitment and achievements of outgoing General Manager, Mr Donald Ramsland.

Moved: Cllr Batten
Seconded: Cllr Shinton

Carried

3. Motion to move out of Confidential Session

06/19/21 Resolved:

That at 12.55pm Council move out of Confidential Session.

Moved: Cllr Fisher
Seconded: Cllr Woodcock

Carried

4. Adoption of Closed Section Reports

06/19/22 Resolved:

That Council adopt the recommendations of the Confidential Committee Recommendations.

- Review of Organisational Structure
- Review of Salary System
- General Manager's Contract

Moved: Cllr Woodcock
Seconded: Cllr Shinton

Carried

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MEETING

The next meeting is scheduled for Monday 19 August, 2019 at Coonabarabran.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 1.00 pm

To be confirmed as a true and accurate record at the next Council Meeting.

CHAIRMAN

GENERAL MANAGER

6. GENERAL MANAGERS REPORTS

ITEM 6.1 RECONCILIATION CERTIFICATES – 30 JUNE, 31 JULY AND 31 AUGUST 2019

RECONCILIATION CERTIFICATE – 30 June 2019

Reconciled Ledger Accounts for 30 June 2019 are as follows:

Balance of Ledger – 1-1110

Balance 31/05/19	949,966.46
Plus Receipts	65,436.22
Less Payment	79,262.06
	<u>\$936,140.62</u>

Balance of Bank Accounts

Balance 30/06/2019 #273228001484	\$936,140.62
Less: Outstanding Cheques	Nil
	<u>\$936,140.62</u>

ELE Reserve Balance	1-1210	30/06/2019	\$111,876.61
Plant Reserve	1-1220	30/06/2019	\$9,000.00
Debtors Balance	1-1310	30/06/2019	\$18,481.49
Stores Balance	1-1410	30/06/2019	\$32,506.09

Karren Foran	Inv 9016	5/02/2018	178.99
Coonabarabran Show Trust	Inv 9065	6/05/2019	2,700.50
Crown Land Department of Industry	Inv 9068	13/06/2019	15,602.00

Total			\$18,481.49
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INVESTMENTS REGISTER

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	111,876.61	CBA	2.30	18 months	30/04/2020	
Details	Employee Leave Entitlement (ELE) Reserve						

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	9,000	CBA	2.30	18 months	30/04/2020	
Details	Plant Reserve						

Certification – Responsible Accounting Officer

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 (2) of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005, The Ministerial Investment Order of 12 January, 2016 and Council's Investment and Procedures Policy, 2019.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at (date)

Signed: _____
 Don Ramsland
 General Manager/Responsible Accounting Officer

RECONCILIATION CERTIFICATE – 31 July 2019

Reconciled Ledger Accounts for 31 July 2019 are as follows:

Balance of Ledger – 1-1110

Balance 30/06/19	936,140.62
Plus Receipts	16,132.67
Less Payment	34,544.38
	<u>\$917,728.91</u>

Balance of Bank Accounts

Balance 31/07/2019 #273228001484	\$917,728.91
Less: Outstanding Cheques	Nil
	<u>\$917,728.91</u>

ELE Reserve Balance	1-1210	31/07/2019	\$111,876.61
Plant Reserve	1-1220	31/07/2019	\$9,000.00
Debtors Balance	1-1310	31/07/2019	\$10,265.99
Stores Balance	1-1410	31/07/2019	\$34,266.09

Karren Foran	Inv 9016	5/02/2018	178.99
Coonabarabran Show Trust	Inv 9065	6/05/2019	2,700.50
Walgett Shire Council	Inv 9069	31/07/2019	2,849.00
Walgett Shire Council	Inv 9070	31/07/2019	4,537.50

Total			\$10,265.99
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INVESTMENTS REGISTER

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	111,876.61	CBA	2.30	18 months	30/04/2020	
Details	Employee Leave Entitlement (ELE) Reserve						

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	9,000	CBA	2.30	18 months	30/04/2020	
Details	Plant Reserve						

Certification – Responsible Accounting Officer

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 (2) of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005, The Ministerial Investment Order of 12 January, 2016 and Council's Investment and Procedures Policy, 2019.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at (date)

Signed: _____
 Don Ramsland
 General Manager/Responsible Accounting Officer

RECONCILIATION CERTIFICATE – 31 August 2019

Reconciled Ledger Accounts for 31 August 2019 are as follows:

Balance of Ledger – 1-1110

Balance 31/07/19	917,728.91
Plus Receipts	3,176.98
Less Payment	119,564.94
	<u>\$801,340.95</u>

Balance of Bank Accounts

Balance 31/08/2019 #273228001484	\$801,340.95
Less: Outstanding Cheques	Nil
	<u>\$801,340.95</u>

ELE Reserve Balance	1-1210	31/08/2019	\$111,876.61
Plant Reserve	1-1220	31/08/2019	\$9,000.00
Debtors Balance	1-1310	31/08/2019	\$8,025.29
Stores Balance	1-1410	31/08/2019	\$34,266.09

Karren Foran	Inv 9016	5/02/2018	178.99
Coonabarabran Show Trust	Inv 9065	6/05/2019	2,700.50
Walgett Shire Council	Inv 9070	31/07/2019	4,537.50
Donald Ramsland	Inv 9071	19/08/2019	110.00
Gilgandra Shire Council	Inv 9072	26/08/2019	498.30

Total			\$8,025.29
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INVESTMENTS REGISTER

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	111,876.61	CBA	2.30	18 months	30/04/2020	
Details	Employee Leave Entitlement (ELE) Reserve						

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	9,000	CBA	2.30	18 months	30/04/2020	
Details	Plant Reserve						

Certification – Responsible Accounting Officer

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 (2) of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005, The Ministerial Investment Order of 12 January, 2016 and Council's Investment and Procedures Policy, 2019.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at (date)

Signed:  9/9/2019.
 Greg Ingham
 General Manager/Responsible Accounting Officer

Reconciliation Certificate – 30 June, 31 July and 31 August 2019

Recommendation:

That the Statement of Bank Balances and Investments as at 30 June, 31 July and 31 August 2019 be received & adopted.

Moved:

Seconded:

ITEM 6.2 QUARTERLY BUDGET REVIEW STATEMENT AS AT 30 JUNE, 2019

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – Former General Manager
FILE NUMBER:

Summary:

An analysis of Council's actual income and expenditure to 30 June, 2019 has now been completed and a revised budget result forecast for the year ending 30 June, 2019 has been prepared showing the anticipated result on present trends.

These results are summarised as follows:

	Budgeted Surplus/(Loss) \$	Revised Budget Surplus/(Loss) \$	Forecast Budget Surplus / (Loss)\$
Revised Operating budget result	\$366,833	\$16,007	\$382,880
Capital Budget result	(\$90,788)	\$17,240	(\$73,548)
	\$276,086	\$33,247	\$309,332

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. This has particular relevance as Council begins formulating its budget for 2019/2020 and what the long term financial outcome planning will look like ten years down the track.

Current Position:

The attached Quarterly Budget Review Statement (QBRS) has been prepared as a document which breaks down the actual budget line item income and expenditure for the year. Details of any variations from the original budget in respect of those various line items is also attached. It is proposed to go over these variations in detail at the meeting.

However, in summary, and in view of the fact that this is the final quarterly report in respect of 2018/19, the variations represent actual income and expenditure for the year.

These variations reveal a net operating budget surplus for the year of \$382,880 after provision has been made for depreciation of \$57,775 and allowance made for additional grant income received late in the period.

This result better than the expectations voiced at the time of adopting the 2018/19 budget and operational plan at the June, 2018 meeting, mainly because of additional grant income which will have to be carried forward to 2019/20 for unfinished projects.

The following amounts will now be carried forward to 2019/20 in respect of the following grants:

Capital Works:

Lightning Ridge Biosecurity Facility -\$171,870.00

Revenue Works:

Brochures - \$7,500.00

Parkinsonia Project - \$3730.50

Hudson pear – Quanda/Baradine - \$33,725.00

WAP – Hudson pear - \$24,000.00

This QBRS sets out recommended savings to the revised operational expenditure budget of \$61,449 net. These are listed on the budget worksheet and relate mainly to changes in private works expenditure, staff training, advertising, depot expenses and printing/stationery. Works carried forward from 2017/18 were flagged at the November review.

This decrease in expenditure has been offset by a decrease in operational income of \$45,492 from private works, grant income CPI adjustments and other sundry amounts

From an asset perspective, we received \$29,091 in additional income from the trading in of a vehicle for a better than expected price of \$27,273 and the sale of an old quick spray unit for \$1,818.

A separate page with reference to our updated key performance ratios and required declarations in respect of contractual arrangements, consultancies and legal expenses is also included. Our exact key performance details are out with our unaudited financial statements for 2018/19.

After allowing for capital income/expenditure Council will operate at an estimated overall surplus in 2018/19 of \$309,332 after allowing for depreciation. This result bears out the old approach as being conservative when estimating both income and expenditure – under estimated income and overestimate expenditure.

The announcement of WAP 1520 funding for 2018/19 resulted in a slight increase of \$4,713 in line with standard CPI adjustments.

It is anticipated that Council will continue to attract a reasonable level of private works which, if appropriate, will be undertaken using casual/contract resources.

The planning for the construction of a new Biosecurity Facility at Lightning Ridge is progressing along with the purchases provided for two quick spray units as replacement units in 2019/20.

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 continues to monitor developments with regards the establishment of Joint Organisations as outcomes in this area could impact on the degree of certainty in which to plan for the immediate and short-term future.

Stakeholders:

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

Financial Implications:

It is proposed to discuss the matter as to what level of grant funds may become available in 2019/20 following the recent State and Federal elections in the confidential section of the meeting as any cuts could impact unfavourably on Council's bottom line.

Legal Issues:

In the event of the County Council being wound-up, Constituent Councils would share in any surplus funds realised or be required to make good and shortfall.

Alternative Solutions/Options:

As previously advised, Council's financial position, both in immediate future and going forward needs to be continually monitored closely.

Conclusion:

Council's ongoing actions are aimed at rectifying the financial downturn that was compounded by significant operating losses over the last decade. To date, the measures seem to be working quite satisfactorily but the situation needs to be regularly monitored to identify if and when any further action is required to maintain our viability, sustainability and affordability.

Quarterly Budget Review Statement – 30 June 2019
<p>Recommendation:</p> <p>That the Quarterly Budget Review Statement for the period ended 30 June 2019 be received and noted, and the recommended variations to the revised budget as detailed in the attached statement be adopted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

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

Attachment B - Quarterly Budget Review Statement as at 30 June, 2019

Attachment C - Quarterly Budget Review Statement 30 June, 2019 – Operating Budget – Detailed Breakdown

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

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 30 June, 2019 indicates that Council's projected financial position as at 30 June, 2019 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 24 September, 2019 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: 21 August, 2019

Don Ramsland - Responsible Accounting Officer – Castlereagh Macquarie County Council

Attachment B - Quarterly Budget Review Statement as at 30 June, 2019

Recommended Changes to Revised Budget

A. Revenue Income (net)	\$	\$
Additional income from investments	\$4,057	
Minor Administration adjustments (net)	(\$7,088)	
Reduction in grant income (net)	(\$22,634)	
Reduction in Plant Hire income	(\$19,827)	
Total – Revenue Income Adjustments		(\$45,492)
B. Revenue Expenditure (net)		
MVWAC – Project Officer cost saving	(\$21,125)	
Additional cost – Advertising	\$4,619	
Additional cost – Biosecurity system software	\$7,806	
Sundry expense savings (net)	(\$7,342)	
Insurance saving	(\$1,384)	
Saving in Governance costs	(\$9,866)	
Additional costs - employment overheads (net)	\$6,366	
Savings – WAP costs (net)	(\$19,405)	
Reduction in grant expenditure (net)	(\$19,419)	
Saving in other expenses (net)	(\$1,749)	
Total Revenue Expense Adjustments	(\$ 61,499)	
Net Increase in Operating Surplus		\$16,007
C. Capital Income Adjustments (net)		Nil
D. Capital Expenditure Adjustments (net)		
Net Amendments as per worksheet	\$17,240	
E. Total – Capital Adjustments		\$17,240
F. Increase in Total Surplus		\$33,247

Budget Review - Key Performance Indicators Statement

- Unrestricted Current Ratio – 9.88:1** (1 July, 2019)
- Debt Service Ratio – Nil:1** (1 July, 2019)
- Building and Infrastructure Renewal Ratio** - as a 1 July, 2019 this ratio was 0.00% as Council had made no provision for assets renewals
- Cash Expense Cover Ratio – 14.82 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	300	No
Legal Fees	Nil	No

Attachment C - Quarterly Budget Review Statement 30 June, 2019 – Operating Budget Detailed Breakdown

	revised estimate 2017/18	adopted budget 2018/19	Amendments					Revised Budget	YTD 30/06/19	remainder of year	projected for year	further variance	%
			01-07-18	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr						
INCOME													
Administration													
DPI - MVWAC Grant													
DPI - NW LLS WAP Grant	106,256	108,700				2,337		111,037	111,037	-	111,037	0	100.00
DPI - CW LLS WAP Grant	188,174	192,502				2,576	24,000	218,878	218,878		218,878	-	100.00
MVWAC - Group Weed Subsidy						895		895	895		895	-	100.00
Weed Certificates	5,000	4,000						4,000	2,214		2,214	-	100.00
Constituent Council Contris	514,145	525,970						525,970	525,970	0	525,970	-	100.00
Interest on Cheque Account	5,000	3,500					2,500	6,000	5,694		5,694	-	100.00
Interest on Investments									4,057		4,057	-	100.00
Property Insurance Rebate	3,000	3,000						3,000	2,084		2,084	-	100.00
Vehicle Insurance Adj	1,500	1,500						1,500				-	100.00
WH&S Incentive Rebate	5,000	5,000				1,699		6,699	6,699	-	6,699	-	100.00
WorkersComp Incentive payment	832	515					317	832	832		832	-	100.00
MV Claim discount	2,580	2,580						2,580				-	100.00
Jury Duty	-	-										-	100.00
Administration - Total	831,487	847,267				7,307	26,817	881,391	878,360	0	878,360	-	100.00
Destruction of Weeds													
Con't from Constituent Councils													0.00
Mesquite Control - Grant													0.00
Parthenium Weed - Grant													0.00
Parkinsonia - Grant													0.00
Destruction of Weeds - Total													0.00
Private Works													
Private Works Income													0.00
Bre Shire - Private Works													0.00
Coonamble Private Works													0.00
Warrumbungle Shire Private Works	7,762				2,615	7,855	2,888	13,358	13,358		13,358	-	100.00
Warren Private Works				327				327	327		327	-	100.00
Walgett Shire Private Works	28,076				1,302	21,880		23,182	23,182		23,182	-	100.00
Gilgandra Private Works	1,970					230	251	481	481		481	-	100.00
WLC (HP)								-				-	0.00
Walgett Shire - HP								-				-	0.00
North West LLS - Parkinsonia	37,727		8,181					8,181				-	100.00
Western CMA (HP)								-				-	0.00
Western LLS (HP) S/R Analysis								-				-	0.00
North West LLS Pamphlet Project			8,181					8,181				-	100.00
NW LLS - H P Bio Control Project	10,000			4,535				4,535				-	100.00
DPI Bio Facility - LR 9 Mile Road							200,000	200,000	200,000		200,000	-	100.00
DLWC - S Ways Project Grant							50,000	50,000	50,000		50,000	-	100.00
DPI HP PRMF Project V55	11,818							-				-	0.00
DPI HP PRMF Project R 7625 LR	9,091	39,207						-				-	0.00
DPI HP PRMF Project R7625 Cbh	5,000	14,184					14,184	14,184	14,184		14,184	-	100.00
DPI HP V55 Fire Trails				1,737				1,737				-	100.00
Agency Commissions								-				-	0.00
Sale of Parts etc								-				-	0.00
Private Works - Total	111,444	53,391	16,362	-	46,792	3,917	29,965	324,166	301,532	-	301,532	-	100.00
Other Income													
Plant Income	120,000	140,000						140,000	120,173		120,173	-	100.00
profit on sale of plant	10,908	15,000					14,091	29,091	29,091		29,091	-	100.00
Const Council Advances	-	-						-				-	0.00
Other Income - Total	130,908	155,000					14,091	169,091	149,264		149,264	-	100.00
Revenue Income - Total	1,073,839	1,055,658	16,362	-	46,792	3,917	51,363	1,374,648	1,329,156	0	1,329,156	-	100.00
EXPENDITURE													
Administration Costs													
General Manager's Salary	22,583	25,000						25,000	25,000	-	25,000	-	100.00
Clerical Assistance												-	0.00
Commission on auction sale												-	0.00
Contract Administrative Support	35,000	35,875						35,875	31,818		31,818	-	100.00
MVWAC - Project Officer Costs	5,446	5,446						5,446	82		82	-	100.00
Orange CC - Weeds Coord cont	20,610	21,125						21,125				-	100.00
IPR Costs	318	328						328				-	100.00
Regional Meeting Expenses	6,842	2,500			925	2,690	750	6,865	8,014		8,014	-	100.00
BioSecurity Info Expenses								-				-	0.00
Travelling	2,000	2,000						2,000	2,331		2,331	-	100.00
Audit Fees	10,500	10,815						10,815	11,256		11,256	-	100.00
Advertising	3,990	2,814			2,070	5,976		10,860	15,479		15,479	-	100.00
Printing & Stationary	2,575	2,652			3,249	353		6,254	5,988		5,988	-	100.00

CASTLEREAGH MACQUARIE COUNTY COUNCIL AGENDA – 23 September 2019 – ORDINARY COUNCIL MEETING

		revised	adopted												
		estimate	budget		Amendments				Revised	YTD	remainder	projected	further		%
		2017/18	2018/19	01-07-18	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Budget	30/06/19	of year	for year	variance		
Postage & Freight		1,083	1,115						1,115	167		167	- 948	100.00	
Storage Rental		2,800	2,884					171	3,055	3,055	-	3,055	-	100.00	
Telephone		8,280	8,528						8,528	8,725		8,725	197	100.00	
Bank Charges		600	619						619	478		478	- 141	100.00	
Legal Expenses		530	546						546			-	- 546	0.00	
Sundry Expenses		-	-						-		-	-	-	0.00	
Computer Bio Security System		10,691	11,012					1,747	12,759	20,565		20,565	7,806	100.00	
security services		-	-						-		-	-	-	0.00	
office cleaning		-	-						-		-	-	-	0.00	
sundry admin expenses		2,500	2,500						2,500	6,917		6,917	4,417	100.00	
web site costs		1,500	1,500						1,500	60		60	- 1,440	100.00	
Subscription - Shires Assoc		2,758	2,841						2,841	2,055		2,055	- 786	100.00	
Administration Costs - Total		140,606	140,101			6,244	9,019	2,668	158,032	141,990	-	141,990	- 16,042	100.00	
Insurance Costs															
Fidelity Guarantee		1,435	1,478	-	50				1,428	1,428		1,428	-	100.00	
Public Liability & Prof Indemnity		24,900	25,647	-	867				24,780	24,780		24,780	-	100.00	
Accumulated Sick Leave		830			996				996	996		996	-	100.00	
Property Insurance		4,975	5,124		825				5,949	5,949		5,949	- 0	100.00	
State Cover Capital Levy		1,343	1,383						1,383			-	- 1,383	0.00	
Personal Accident		1,946	2,004		127				2,131	2,131		2,131	- 0	100.00	
Councillor's and Officers' Liability		9,808	10,102	-	342				9,760	9,760		9,760	-	100.00	
Motor vehicle liability		7,510	7,735		1,118				8,853	8,853		8,853	- 0	100.00	
Insurance Costs - Total		52,747	53,474		1,807				55,281	53,897	-	53,897	- 1,384	100.00	
Governance Costs															
Chairperson's Allowance		3,686	2,427						2,427	1,820		1,820	- 607	100.00	
Councillors' Meeting Fees		20,455	11,333						11,333	11,050		11,050	- 283	100.00	
Councillors' Travelling		4,774	4,917						4,917	1,212		1,212	- 3,705	100.00	
Councillors' Subsistence - CMCC Mtgs		4,624	4,751						4,751	192		192	- 4,559	100.00	
CMCC Meeting Expenses		2,245	2,313						2,313	1,601		1,601	- 712	100.00	
Insurance Members Accident									-		-	-	-	0.00	
Governance Costs - Total		35,784	25,741						25,741	15,875		15,875	- 9,866	100.00	
Employee Overheads															
ToolBox Meetings							1,249	738	1,987	1,987		1,987	-		
Redundancy - Termination Pay													-	0.00	
Redundancy - Annual Leave													-	0.00	
Redundancy - Long Service Leave													-	0.00	
Provision for ELE - retirement		55,000											-	0.00	
Annual Leave		30,745	30,176						30,176	17,620		17,620	- 12,556	100.00	
Accrued Annual Leave										15,510		15,510	- 15,510		
Long Service Leave		9,399	10,678						10,678			-	- 10,678	0.00	
Accrued Long Service Leave										13,013		13,013	- 13,013		
Sick Leave		12,828	12,500						12,500	12,021		12,021	- 479	100.00	
compassionate leave		762				561			561	561		561	-	100.00	
Union Picnic Day		512				513	280		793	793		793	-	100.00	
Public Holidays NEI		13,061	13,453		-	513			12,940	14,136		14,136	- 1,196	100.00	
Jury Duty													-	0.00	
Superannuation		45,851	34,000						34,000	36,211		36,211	- 2,211	100.00	
Workers Compensation		10,500	10,500					-	8,890	8,890		8,890	-	100.00	
Staff Medical expenses													-	0.00	
Protective Clothing		1,350	1,074				548	609	2,231	2,480	-	2,480	- 249	100.00	
Allowances Disability/Climatic		1,549	1,588					2,044	3,632	1,004		1,004	- 2,628	100.00	
Staff Training		20,603	15,000			2,000		2,044	19,044	19,571		19,571	- 527	100.00	
Sub -Total - Employee Overheads		202,160	128,968			2,561	6,165	- 263	137,431	143,797	-	143,797	- 6,366	100.00	
Sub Total Administrative Overheads		431,297	348,285		1,807	8,805	15,184	2,405	376,486	355,559	-	355,559	- 20,927	100.00	
On-cost Recovery															
Employee Overheads - Total															
Destruction of Weeds															
WAP 1520 Grant - Supervision - WOs			7,654				2,994	6,178	16,826	16,029		16,029	- 797	100.00	
WAP 1520 Grant - Property Inspections		79,950	80,000			65,000	- 2,994		142,006	110,957		110,957	- 31,049	100.00	
WAP 1520 Grant - Other Costs - Cnl Roads	6	88,150	85,000				4,250	26,619	115,869	131,423	-	131,423	- 15,554	100.00	
WAP 1520 Grant expenses - HR - Roads						60,000		17,850	77,850	87,781		87,781	- 9,931	100.00	
WAP 1520 Grant expenses - HR - TSRs						10,000	- 2,000		8,000	4,660		4,660	- 3,340	100.00	
WAP 1520 Grant expenses - HR - WC						8,500	- 2,000		6,500	1,664		1,664	- 4,836	100.00	
WAP 1520 Grant expenses - HR - Rail						6,000			6,000	5,050		5,050	- 950	100.00	
WAP 1520 Grant Expenses - HR - n, s, o						5,000	- 250	38	4,788	325		325	- 4,463	100.00	
WAP 1520 Grant Expenses - H P T'force Admin 1		5,000				5,000		207	5,207	5,207		5,207	-	100.00	
WAP 1520 Grant Expenses - Other		205,000	165,000			-162,500	- 1,045		1,455			-	- 1,455		
Casual/Contract Spraying		40,000	50,000					-	-			-	-	0.00	
Fruit Fly Control		-	-						-		-	-	-	0.00	
Mesquite Control Program		562						162	162	299		299	- 137	100.00	
Parthenium Weed Control		1,025				30		3,212	3,242	3,242		3,242	-	100.00	
Parkinsonia Weed Control	xxx	22,636							-		-	-	-	0.00	
Field Day Expenses		8,216	7,000				1,045	4,606	12,651	15,422		15,422	- 2,771	100.00	
Weed Control Publicity		-	-			3,000			3,000	2,092		2,092	- 908	100.00	
Destruction of Weeds - Total		450,539	394,654			30	-	8,872	403,556	384,151	-	384,151	- 19,405	100.00	

CASTLEREAGH MACQUARIE COUNTY COUNCIL AGENDA – 23 September 2019 – ORDINARY COUNCIL MEETING

		revised	adopted												
		estimate	budget		Amendments					Revised	YTD	remainder	projected	further	%
		2017/18	2018/19	01-07-18	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		Budget	30/06/19	of year	for year	variance	
Private Works															
Cost of Private Works		-	-							-		-	-		0.00
Bre Shire - Private Works										-		-	-		0.00
Sundry Private Works										-		-	-		0.00
Warrumbungle Shire - Cost of Private Works		1,533				1,423	2,528	1,513		5,464	7,280		7,280	1,816	100.00
Gilgandra Shire - Cost of Private Works		3,138			104		64	101		269	269		269	-	100.00
Walgett Shire - Cost of Private Works		18,962				543	10,560			11,103	11,790		11,790	687	100.00
Coonamble - Private Works		750			396					396	396		396	-	100.00
Warren Shire - Cost of Private Works		60								-		-	-	-	0.00
Walgett Shire - HP										-		-	-	-	0.00
North West LLS - Promotional Pamphlet		-	-	7,500						7,500			-	7,500	0.00
North West LLS - Parkinsonia Project	xxx	-	18,000	7,500				1,031		26,531	10,080		10,080	16,451	100.00
North West LLS Bio Control Project	4	4	4		4,545			1,318		5,867	5,864		5,864	3	100.00
DLWC - HP BIO Project 9 Mile	3							20,000		20,000	17,581		17,581	2,419	
North West LLS (HP) Pgmes Signs		-	-				530			530	530		530	-	100.00
DLWC - 5 ways	2	8,488	1,000	-	1,000			10,000		10,000	10,172		10,172	172	100.00
DPI HP PRMF Project VSS		7,091								-		-	-	-	0.00
DPI HP PRMF Project 7623 LR		5,455	39,207	-	39,207					-		-	-	-	0.00
DPI HP PRMF Project R7623 Cbh	5	5,000	14,184	-	14,184			9,456		9,456	13,736		13,736	4,280	100.00
Agency Expenses		-	-							-		-	-	-	0.00
Cost for the Sale of Parts etc		3,329	1,500					38		1,538	1,538		1,538	-	100.00
Private Works -Total		53,810	73,895	15,000	- 49,346	1,966	13,682	43,457		98,654	79,236	-	79,236	- 19,418	100.00
Other Expenses															
Depot Expenses		10,000	6,435			4,023				10,458	7,779		7,779	2,679	100.00
Plant Expenses		52,103	52,500					3,604		56,104	61,776		61,776	5,672	100.00
Depreciation		30,000	45,000					17,517		62,517	57,775		57,775	4,742	100.00
Refund - Const Council Advances		-	-							-		-	-	-	0.00
Other Expenses -Total		92,103	103,935			4,023		21,121		129,079	127,330	-	127,330	- 1,749	100.00
Revenue Expenses - Total		1,027,749	920,769	15,000	- 47,539	14,824	28,866	75,855		1,007,775	946,276	-	946,276	- 61,499	100.00
										-		-	-	-	
Net Operating Surplus/(Deficit) after Deprecn		46,090	134,890	1,362	747	- 10,907	22,497	218,285		366,874	382,880	0	382,880	16,007	

CASTLEREAGH MACQUARIE COUNTY COUNCIL AGENDA – 23 September 2019 – ORDINARY COUNCIL MEETING

CAPITAL BUDGET FOR 2018/19 as at 29 June, 2019														
		revised	adopted	Amendments					Revised	YTD	remainder	projected	further	%
		estimate	budget	01-07-18	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Budget	30/06/19	of year	for year	variance	
		2017/18	2018/19											
Capital Income														
Sale/Trade in of Plant Assets				-	-	-		-	-		-	-	-	0.00
Sale of Depot Facilities (Coonamble, Coon'bran)	3,000			-		-			-		-	-	-	0.00
profit on sale of surplus assets (Equipment)	10,000			-		-			-		-	-	-	0.00
Transfer from Plant Reserve	11,174			-		-			-		-	-	-	0.00
Transfer from ELE	55,000			-		-			-		-	-	-	0.00
Capital Income - Total	79,174		-	-	-	-	-	-	-	-	-	-	-	0.00
Capital Expenditure														0.00
Office Equipment	5,000								-	10,430		10,430	10,430	100.00
Minor Building Improvements		4,000							4,000			-	4,000	0.00
Provision for Depot facility - Coonamble		20,000							20,000			-	20,000	0.00
New Vehicles - Nett	64,174	41,250							41,250	40,580		40,580	- 670	100.00
Small Plant, Tools, Radios	2,000	3,000							3,000			-	3,000	0.00
Transfer to ELE Reserve	9,399	9,634							9,634		9,634	9,634	-	0.00
Transfer to Plant Reserve	12,614	12,904							12,904		12,904	12,904	-	0.00
Transfer to Grant Reserve												-	-	0.00
Capital Expenditure - Total	93,187	90,788							90,788	51,010	22,538	73,548	- 17,240	69.36
Net Capital Surplus/(Deficit)	- 14,013	- 90,788					-		- 90,788	- 51,010	(22,538)	- 73,548	17,240	69.36
Estimated Budget Results as at 30 June, 2019														
Total Income	1,153,013	1,055,658	16,362	- 46,792	3,917	51,363	294,140	1,374,648	1,374,648	1,329,156	0	1,329,156	- 45,492	100.00
Total Expenditure	1,120,933	1,011,557	15,000	- 47,539	14,824	28,866	75,855	1,098,563	1,098,563	997,286	22,538	1,019,824	- 78,739	97.79
Net Total Surplus/(Deficit)	32,080	44,102	1,362	747	- 10,907	22,497	218,285	276,086	331,870	- 22,538	309,332	33,247	ok	
% of Income	2.78	4.18						20.08						
check	32,080	44,102	1,362	747	- 10,907	22,497	218,285	276,086				309,332	33,247	ok
Estimated Budget Results for Ten Year Plant - Reserves as at 30 June, 2019														
Retained Earnings/Asset Reval Res	819,000	863,102	864,464	865,211	854,304	876,801	1,095,086	1,095,086				1,128,332	33,247	
% retained earning to total inc.	71.03	81.76						79.66				84.891		
ELE Reserve	107,819	117,453						117,453				117,453		
Plant Reserve	9,000	21,904						21,904				21,904		

ITEM 6.3 ANNUAL FINANCIAL STATEMENTS 2018/2019

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – Former General Manager
FILE NUMBER:

Summary:

This report recommends the Draft Annual Financial Statements for the year ending 30 June 2019, be referred for audit.

Background:

Section 413, 415 and 416 of the Local Government Act 1993 requires the Council's General Purpose Annual Financial Reports for the year ending 30 June 2019 to be prepared, referred for audit and audited by 31 October, 2019.

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

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

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

Current Position:

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

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

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

Council's former General Manager has prepared the draft financial statements, and they will shortly be referred to Council's Auditors, as the nominated independent auditing body.

Relevant Reference Documents/Policies:

Local Government Act (1993)

Governance issues:

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

Environmental issues:

There are no identified environmental issues.

Stakeholders:

Councillors of Castlereagh Macquarie County Council

Department Local Government

Financial Implications:

The Financial Reports represent Council's financial position as at 30 June 2019.

Alternative Solutions/Options:

N/A

Conclusion:

It is now appropriate that action be taken in accordance with the Local Government Act in relation to the 2018/2019 Financial Reports.

Annual Financial Statements 2018/2019 - Refer for Audit
<p>Recommendation:</p> <ol style="list-style-type: none">1. The Draft Annual Financial Reports for 2018/2019 be referred to Council's Auditor.2. The Chairperson, another Councillor, the General Manager and Finance Officer be authorised to sign the necessary Financial Statements.3. On receipt of the Audited Report, a copy be forwarded to the Department of Local Government and the Australian Bureau of Statistics.4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and its requirements. <p>Moved:</p> <p>Seconded:</p>

Attachments:

Section 413 statement for signature will be tabled at the meeting.

ITEM 6.4 ORGANISATIONAL ACTION PLAN REVIEW – AUGUST 2019

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – Former General Manager
FILE NUMBER:

Summary:

To review the Organisational Action Plan.

Background:

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

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

Current Position:

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

It 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 Biosecurity Act 2015.

During August, 2016 Council commenced putting a new digital information system in place to meet the requirements of the new Biosecurity Information System (BIS) and be able to provide data for the new state-wide data base.

Council is currently finalising direct access to Land Registry Services property data for all five constituent council areas.

At its meeting on 27 June, 2016 Council adopted a thirty-point Organisational Action Plan for 2016/17 and this was updated and progressively implemented during both 2016/17, 2017/18 and 2018/19. It is now planned to continue to update and implement that plan progressively throughout 2019/20 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 five 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.

This was also the underlying feeling at the June, 2019 when considering the resignation of one of the Coonamble Shire delegates, former Cllr Michael Webb. Council determined to seek a replacement councillor from Coonamble and Cllr Patrick Cullen has now been nominated. Council requested that a report be prepared for its next meeting to again canvass this issue.

This Organisational Action Plan Report to the September, 2019 meeting will be the first of these reviews for 2019/20 and progress in respect of the follow elements has now been identified:

September

1. Finalisation of 2018/19 Audit requirements with Auditor General's Office and new Sydney based contract auditors - *ongoing*
2. Be proactive in the local government reform process by preparing any necessary submissions - *completed*
3. Finalise annual statements of account for 2018/19 - *draft completed*
4. Review and update its WH&S policies and procedures - *ongoing*
5. Review and negotiate Council's Insurances for 2018/19 - *completed*
6. Update Local Control Plans – Priority Weeds - *ongoing*
7. Prepare 2018/20 WAP 1520 returns - *completed*
8. Prepare Quarterly Budget Review Statements - *ongoing*
9. Review Councillors' remuneration - *completed*
10. Review its salary system, work practices and costing documentation - *completed*

Any Councillors' queries can be discussed at the meeting.

Relevant Reference Documents:

Council's Operational Plan and Budget for 2019/20, September, 2019/20 QBRs statements and Long Term Financial Plan

Business Activity Strategic Plan Link:

The issues identified during the preparation of the Updated Draft Budget for 2019/20 and supporting documentation

Delivery Plan Link:

The issues identified during the preparation of the 2019/20 Operational Plan and Budget are linked back to Council's 2018/22 Delivery Plan and Business Activity Strategy

Operational Plan/Budget Link:

The issues identified in Council's 2018/22 Delivery Plan and Business Activity Strategy are directly linked to the 2019/20 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.

Additionally, the issue of preparing separate Business/Disaster Recovery Plan and an IT Security Plan will be discussed with Council's auditors to ascertain whether or not these requirements are covered by the current contract administrative arrangements.

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 six 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.

Additionally, provision will also need to be made to transfer funds received during 2019/20 for ongoing projects and maintenance to cover expenditure in future years.

Legal Issues:

Council will need to be mindful of any changes in local government legislation that may have serious impacts into the future. This particularly relates to changes in the Biosecurity Legislation that became effective from 1 July, 2017 and are still in the implementation phase in some areas as well as possible Joint Organisation developments in the next few months.

Alternatives/Options:

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

Conclusion:

As discussed previously, it is to Council's credit that it has been prepared to make the tough decisions to address its recent financial dilemma and turn the financial situation around. However, as well as routine operational requirements, there are other issues outside Council's control including the functioning Local Land Services, the implementation and review of the new Biosecurity legislation and more possible changes to the NSW Office of Local Government's approach to local government reform that have now come into play.

This report notes the success and progress made in relation to the revised Organisational Action Plan which has now been updated for the coming year.

Organisational Action Plan – August 2019
<p>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 (August) and endorse the action taken so far.</p> <p>Moved: Seconded:</p>

Attachments:

Updated Organisational Action Plan



CASTLEREAGH MACQUARIE COUNTY COUNCIL

ORGANISATIONAL ACTION PLAN – 2019/2020

September

1. Finalisation of 2018/19 Audit requirements with Auditor General's Office and new Sydney based contract auditors - *ongoing*
2. Be proactive in the local government reform process by preparing any necessary submissions - *completed*
Finalise annual statements of account for 2018/19 - *draft completed*
3. Review and update its WH&S policies and procedures - *ongoing*
4. Review and negotiate Council's Insurances for 2018/19 - *completed*
5. Update Local Control Plans – Priority Weeds - *ongoing*
6. Prepare 2018/20 WAP 1520 returns - *completed*
7. Prepare Quarterly Budget Review Statements - *ongoing*
8. Review Councillors' remuneration - *completed*
9. Review its salary system, work practices and costing documentation - *completed*

November (formerly October/December)

10. Report on the outcomes achieved through the Integrated Planning and Reporting legislation to Council from its Business Activity Strategy and supporting legislation.
11. All the elements of the IP&R supporting legislation be reviewed as required to ensure they address the current requirements.
12. Update all policies and procedures - *ongoing*
13. Prepare Quarterly Budget Review Statements.
14. Follow up review of Councillor Numbers and Committee Structure.
15. Auditor's presentation to 2 December, 2019 meeting and annual statements tabled for adoption.
16. Re-negotiate property leases with Constituent Council's where appropriate.
17. Conduct both WH&S and Award Consultative Committee meetings.
18. Provide the support for secretariat for the Hudson pear Taskforce if required.
19. Run a series of weeds eradication programmes based on seasonal conditions.
20. Improve communication with state agencies and other stakeholders - *ongoing*
21. Review Council Staffing Structure.
22. Prepare annual report for 2018/19
23. Discuss Business/Disaster Recovery Plan (AG) with new auditors
24. Discuss IT Security Policy (AG) with new auditors

March (formerly February/April)

25. Monitor insurance cover and ensure all risks are reasonably addressed.
26. Provide regular feedback to Constituent Council's through the distribution of agendas and minutes.
27. Maintain an up to date website and records system.

- 28. Prepare Quarterly Budget Review Statements.
- 29. Research grant funding opportunities.
- 30. Prepare Draft Budget for 2020/21 and supporting documentation
- 31. Advertise draft estimates.
- 32. Investigate early close – 2019/20 Financial Accounts.

June

- 33. Update Draft Budget for 2020/21 and supporting documentation
- 34. Community consultation
- 35. Commence annual statement preparation
- 36. Review ELE reserves
- 37. Finalisation of 2020/21 Audit requirements with Auditor General's Office and contract auditors.
- 38. Canvassing Constituent Council's with regards to reduction of delegate numbers.
- 39. Contractual arrangements in respect of Hudson pear bio-agent breeding facilities at Lightning Ridge.
- 40. Transfer to reserves in 2019/20 for ongoing projects.
- 41. Reviewing direct access to Land Registry Services property data for all five constituent councils

ITEM 6.5 REVIEW OF COUNCILS INSURANCES 2019/2020

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – Former General Manager
FILE NUMBER:

Summary:

To endorse the action taken in reviewing and renewing Councils insurances for the year ending 30 June, 2020.

Background:

In accordance with standard procedure, Council's various insurances were reviewed as at 30 June, 2019 and appropriate action taken to renew the existing policies to ensure Council's interests were properly covered.

Current Position:

Council's Insurance Brokers, JLT Pty Ltd, have placed the following cover for the twelve months commencing 1 July, 2019.

Date	Inv. No.	Class	Inception	Amount Due
1/07/2019	099-146866	<i>Public Liability – Professional Indemnity</i>	30/06/2019	\$27,133.33
1/07/2019	099-146858	<i>Councillors and Officers Liability</i>	30/06/2019	\$10,907.71
1/07/2019	099-146859	<i>Crime</i>	30/06/2019	\$1,596.05
1/07/2019	099-146861	<i>Motor Vehicle – Renewal</i>	30/06/2019	\$8,453.60
1/07/2019	099-146864	<i>Property - Renewal</i>	30/06/2019	\$6,265.27
1/07/2019	025-613754	<i>Personal Accident</i>	30/06/2019	\$2,131.80
Total				\$56,487.76

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

Relevant Reference Documents:

Relevant insurance policies

Business Activity Strategic Plan Link:

Council's 2018/2022 Delivery Plan and Business Activity Strategy

Delivery Plan Link:

Council's 2018/2022 Delivery Plan and Business Activity Strategy

Operational Plan/Budget Link:

2019/2020 Operational Plan and Budget provisions

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils

Governance Issues:

None identified

Environmental Issues:

None identified

Financial Implications:

The premiums for 2019/2020 totalling \$56,487.76 have decreased by \$2,487.23 when compared with the 2018/2019 premiums paid of \$58,974.99

Legal Issues:

None identified

Alternatives/Options:

Operate without appropriate insurance coverage

Conclusion:

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

Review of Council's Insurances 2019/2020

Recommendation:

That the action taken to renew Council's insurance policies for 2019/2020 be endorsed and appropriate adjustment made to Council's budget where required.

Moved:

Seconded:

ITEM 6.6 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

REPORTING SECTION: General Manager
AUTHOR: Greg Ingham - 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:

26 August 2019

- 19-19 Resources to support implementation of the new Model Code of Conduct for Local Councils in NSW

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 19-19 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Circulars



Office of
Local Government

Circular to Councils

Circular Details	Circular No 18-44 / 18 December 2018 / A621282
Previous Circular	<i>18-24 Status of the new Model Code of Conduct for Local Councils in NSW and Procedures</i>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Complaints Coordinators / Conduct Reviewers
Contact	Council Governance Team – (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Commencement of the new Model Code of Conduct for Local Councils in NSW and Procedures

What's new or changing

- The new 2018 *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (Procedures) have now been prescribed under the *Local Government (General) Regulation 2005*. The new prescribed Model Code of Conduct and Procedures are available on OLG's website.
- Provisions governing the use of social media (clause 8.21) in the previously released version of the Model Code of Conduct issued on 5 September 2018 have been removed. However, it remains open to councils to adopt this provision as a supplementary provision of their code of conduct, should they choose to do so.

What this will mean for your council

- Councils have six months from the date of prescription, (**14 December 2018 – 14 June 2019**) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures. The transitional arrangements for the new Model Code of Conduct and Procedures are set out below.
- Councils' complaints coordinators should bring this circular and the attached FAQ to the attention of their council's conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new code of conduct and procedures and provide copies.
- Councils should review their existing panels of conduct reviewers and determine to appoint a new panel using the expression of interest process prescribed under the Procedures if they have not done so in the past four years. Councils may appoint shared panels with other councils including through a joint organisation or another regional body associated with the councils.

Key points

- Councils' existing adopted codes of conduct and procedures will remain in force until such time as councils adopt a new code of conduct and procedures

based on the Model Code of Conduct and Procedures prescribed under the Regulation.

- If a council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and Procedures through the operation of sections 440(4) and 440AA(4) of the *Local Government Act 1993* (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct).
- In adopting a new code of conduct and procedures, councils may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Councils may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct.
- Some councils indicated in their feedback on the consultation draft of the Model Code of Conduct a preference for adopting separate codes of conduct for councillors, staff and delegates and committee members instead of a single code of conduct that applies to all council officials. To assist councils to do this, OLG has prepared bespoke versions of the Model Code of Conduct for councillors, staff and delegates and committee members for adoption, instead of a single code of conduct, should councils wish to do so.
- Code of conduct complaints must be assessed against the standards prescribed under the version of the council's code of conduct that was in force at the time the conduct the subject of the complaint is alleged to have occurred.
- Code of conduct complaints must be dealt with in accordance with the version of the council's procedures that were in force at the time the complaint was made.

Where to go for further information

- Further information is provided in the FAQ attached to this circular.
- The new Model Code of Conduct and Procedures and other associated documents are available on OLG's website at www.olg.nsw.gov.au.
- OLG will be providing further guidance and assistance to councils to support implementation of the new Model Code of Conduct and Procedures during the six month transitional timeframe.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Chief Executive

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FREQUENTLY ASKED QUESTIONS

What is the purpose of the Model Code of Conduct?

The *Model Code of Conduct for Local Councils in NSW* prescribes the minimum ethical and behavioural standards all council officials in NSW are required to comply with. In doing so it seeks to:

- prescribe uniform minimum ethical and behavioural standards for all councils in NSW
- provide clear guidance to council officials on the minimum ethical and behavioural standards expected of them as council officials
- provide clear guidance to local communities on the minimum ethical and behavioural standards they can expect of the council officials who serve them
- promote transparency and accountability
- promote community confidence in the integrity of the decisions councils make and the functions they exercise on behalf of their local communities, and
- promote community confidence in the institution of local government.

How is the Model Code of Conduct prescribed?

The Model Code of Conduct is prescribed under section 440 of the *Local Government Act 1993* (LGA) and the *Local Government (General) Regulation 2005* (the Regulation).

Under section 440 of the LGA, each council is required to adopt a code of conduct based on the Model Code of Conduct prescribed under the Regulation. Councils may enhance or strengthen the standards prescribed under the Model Code of Conduct in their adopted codes of conduct to make them more onerous. Councils may also supplement the provisions contained in the Model Code of Conduct with additional provisions in their adopted codes of conduct.

However, councils cannot dilute or weaken the standards prescribed in the Model Code of Conduct in their adopted codes of conduct. Provisions contained in a council's adopted code of conduct that are less onerous than those prescribed under the Model Code of Conduct will be invalid and the equivalent provisions of the Model Code of Conduct will override them through the operation of section 440 of the LGA.

How are the Procedures prescribed?

The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* are prescribed under section 440AA of the LGA and the Regulation. Under section 440AA, each council is required to adopt procedures for the administration of their adopted code of conduct based on the Model Procedures prescribed under the LGA and Regulation. Councils' adopted procedures may contain provisions that supplement the Model Procedures, but a council's adopted procedure has no effect to the extent that it is inconsistent with the Model Procedures prescribed under the Regulation.

Are joint organisations and county councils required to adopt the Model Code of Conduct and Procedures?

Yes.

Who does the Model Code of Conduct apply to?

Section 440 of the LGA specifies the classes of council officials that a Model Code of Conduct prescribed under the Regulation may apply to. Under section 440, a Model Code of Conduct may be prescribed that applies to councillors, members of staff of councils and delegates of councils. For this reason, the Model Code of Conduct prescribed under the Regulation only applies to councillors, council staff and delegates of councils (including members of committees that are delegates of councils). These are all defined as “council officials” for the purposes of the Model Code of Conduct and the Procedures.

Section 440 also allows regulations to be made to apply the provisions of the Model Code of Conduct relating to the disclosure of pecuniary interests to members of a committee of a council (including the Audit, Risk and Improvement Committee) and advisers to councils. A regulation has been made to give effect to this and the new Model Code of Conduct contains provisions prescribing the obligations of committee members and advisers to councils in relation to the disclosure of pecuniary interests.

What is the regulatory scope of the Model Code of Conduct?

The Model Code of Conduct applies to any conduct by a “council official” that is connected with their role as a council official or the exercise of their functions as a council official.

It is the personal responsibility of all council officials to ensure that their conduct complies with the ethical and behavioural standards prescribed under the Model Code of Conduct. This applies to both the exercise by council officials of their functions as a council official and any conduct (including in a private capacity) that is connected with their role as a council official.

Can councils adopt separate codes of conduct for councillors, staff and delegates and committee members?

Yes. Some councils indicated in their feedback on the consultation draft of the Model Code of Conduct, a preference for adopting separate codes of conduct for councillors, staff and delegates and committee members instead of a single code of conduct applying to all council officials.

There is nothing to prevent councils from doing so, provided that the adopted codes of conduct, taken together as a package, reflect all the provisions contained in the prescribed Model Code of Conduct and are consistent with it. To assist councils to do this, OLG has prepared bespoke versions of the Model Code of Conduct for councillors, staff and delegates and committee members for adoption instead of a single code of conduct for councils wishing to do this.

Can a council extend the application of its adopted code of conduct to persons other than councillors, council staff and delegates of council?

Yes. There is nothing under the LGA to prevent a council, when adopting a code of conduct based on the Model Code of Conduct, to extend its application to persons other than councillors, council staff and delegates of council.

In adopting a code of conduct based on the Model Code of Conduct, councils may amend the provisions of the Model Code of Conduct and the associated Procedures to extend their application to contractors, community members of wholly advisory committees and/or volunteers. In doing so, to be effective, councils will also need to

make it a condition of a contractor's engagement or volunteer's or advisory committee member's appointment that they comply with the council's adopted code of conduct.

How many iterations of the Model Code of Conduct and Procedures have there been?

The Model Code of Conduct has been reviewed every four years to address new and emerging issues and to reflect shifting community standards and expectations. The 2018 version of the Model Code of Conduct is the fourth iteration. The first iteration of the Model Code of Conduct was prescribed in January 2005 in support of amendments to the LGA that required the adoption of a code of conduct based on a prescribed Model Code of Conduct. Before this, councils were free to adopt their own codes of conduct with the result that ethical standards varied from council to council.

The 2018 version of the Procedures is the second iteration. The first iteration of the Procedures was prescribed in March 2013 in support of amendments to the LGA that required the adoption of procedures for the administration of council's adopted codes of conduct based on a prescribed Model Procedure.

Why was the new Model Code of Conduct developed?

The new 2018 version of the Model Code of Conduct gives effect to a key reform made by amendments passed by the NSW Parliament to consolidate the prescription of all ethical standards for local government into a single statutory instrument. Previously, ethical standards were prescribed from three sources, the pecuniary interest provisions of the LGA and the Regulation and the Model Code of Conduct.

Consolidating all ethical standards into a single instrument will:

- result in a better understanding of, and compliance, with ethical standards - council officials will no longer need to be familiar with their obligations prescribed from three separate statutory sources, the LGA, the Regulation and the Model Code of Conduct
- allow pecuniary interest breaches by councillors to be treated as "misconduct", meaning that minor breaches can be dealt with by the Chief Executive of OLG as an alternative to referral to the NSW Civil and Administrative Tribunal (NCAT) and suspensions for pecuniary interest breaches will be counted towards disqualification for the purposes of the "three strikes" automatic disqualification
- allow greater flexibility and efficiency in updating the standards to address emerging issues – amendments will now be able to be made by way of a Regulation amendment.

How were the new Model Code of Conduct and Procedures developed?

Moving the pecuniary interest provisions to the Model Code of Conduct necessitated a rewrite of the Model Code of Conduct. As part of this process, it was decided to also undertake a comprehensive review of the existing provisions of the Model Code of Conduct (as part of the regular four-year review cycle) and the Procedures.

In undertaking the review, OLG consulted extensively with councils and other stakeholders. In developing the new Model Code of Conduct and Procedures, there have been two rounds of public consultation:

- in late 2016, submissions were invited suggesting changes and improvements to the existing Model Code of Conduct and Procedures

- based on the feedback received from the first round of consultation, consultation drafts of the proposed new Model Code of Conduct and Procedures were developed and issued for comment.

The final versions of the 2018 Model Code of Conduct and Procedures have been informed by the comment received in response to the consultation drafts.

What changes have been made in the 2018 version of the Model Code of Conduct?

The most obvious change is that the pecuniary interest provisions previously contained in the LGA and Regulation have now been included in the Model Code of Conduct.

One of the recurrent themes of the feedback received in the first round of consultation on the new Model Code of Conduct was that the “principles-based” approach to prescribing ethical and behavioural standards in the previous version of the Model Code of Conduct resulted in some of the prescribed standards being too vague, meaning that the ethical and behavioural standards expected of council officials were unclear and that almost anything could potentially constitute a breach of a council’s code of conduct. In response to this, the Model Code of Conduct has been substantially redrafted to be more prescriptive and to more clearly identify the behaviours that it seeks to deter.

Other key changes include:

- new standards relating to discrimination and harassment, bullying, work health and safety, behaviour at meetings, access to information and maintenance of council records
- new rules governing the acceptance of gifts including mandatory reporting
- a new ongoing disclosure requirement for councillors and designated persons requiring disclosure of new interests in returns of interests within three months of becoming aware of them
- councillors will be required to disclose in their returns of interests whether they are a property developer or a close associate of a property developer.

What changes have been made to the previously approved version of the Model Code of Conduct posted on OLG’s website on 5 September 2018?

Provisions governing the use of social media (clause 8.21) in the previously released version of the Model Code issued on 5 September 2018 have been removed. However, it remains open to councils to adopt this provision as a supplementary provision of their code of conduct, should they choose to do so. Should councils require further assistance in relation to this, they may contact OLG’s Council Governance Team.

What changes have been made in the 2018 version of the Procedures?

In response to feedback, changes have been made to the Procedures to address the following issues:

- the role of the general manager in the receipt and initial management of code of conduct complaints about councillors
- the ability of complainants, who are unhappy with decisions of the council, to misuse councils’ codes of conduct by repackaging routine complaints as “code of conduct complaints”

7

- the lack of recourse against members of the public who inappropriately disclose information about complaints they have made under a council's code of conduct.

These changes are outlined below:

How can councils outsource and centralise the management of complaints about councillors through regional arrangements under the new Procedures?

The new Procedures have sought to address concerns about the role of the general manager in the receipt and initial management of code of conduct complaints about councillors by giving general managers (and mayors in the case of complaints about the general manager) the flexibility to delegate their functions under the Procedures to another member of staff or a person external to the council.

The new Procedures have also been designed to allow councils to centralise the management of code of conduct complaints through a joint organisation, a regional organisation of councils or another shared arrangement should they choose to do so. This could be done, for example, through the establishment of a broader internal ombudsman function in a joint organisation or regional organisation of councils or through another shared arrangement to service member councils.

In particular:

- councils are able to establish and maintain regional panels of conduct reviewers through a joint or regional organisation of councils or another shared arrangement
- a staff member of a joint or regional organisation of councils or another member council can (in consultation with and through the executive officer of the joint organisation or general manager of the employer council) be appointed by general managers of member councils as the complaints coordinator for all member councils
- general managers and mayors of member councils can (in consultation with and through the executive officer of the joint organisation or general manager of the employer council) delegate their complaints management functions under the Procedures to a joint organisation or regional organisation of councils or to a staff member of another member council
- councils' internal ombudsman may, with the approval of OLG, be appointed to a panel of conduct reviewers allowing them to exercise the functions of a conduct reviewer, subject to their being able to meet the qualification criteria for conduct reviewers and being able to demonstrate to OLG's satisfaction a requisite degree of independence from member councils.

This offers a number potential benefits:

- centralisation of these functions through a joint organisation, a regional organisation of councils or another shared arrangement has the potential to deliver efficiencies and economies of scale and allows the development of a body of expertise within the region in the management of code of conduct complaints
- it allows general managers and mayors to divest themselves of the sometimes onerous responsibilities associated with code of conduct complaints management, allowing them to focus on their core responsibilities
- it allows all code of conduct complaints about mayors, councillors and general managers to be managed independently of the councils they relate to.

How do the new Procedures address misuse of councils' codes of conduct?

The purpose of a council's code of conduct is to prescribe the ethical and behavioural standards council officials are expected to comply with. The purpose of the Procedures is to support the enforcement of those standards. Consistent with this, councils' codes of conduct should not be used to deal with routine complaints.

The definition of a "code of conduct complaint" under the new Procedures has been tightened up to address the potential for misuse of councils' codes of conduct to re-litigate council decisions a person may disagree with or to re-prosecute complaints that have previously been addressed under councils' routine complaints management processes.

To be a code of conduct complaint, a complaint must show or tend to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct. Complaints that do not meet this definition of a "code of conduct complaint" must not be dealt with under the Procedures and are to be dealt with under councils' routine complaints management processes.

The new Procedures make it clear that the following are not code of conduct complaints:

- complaints about the standard or level of service provided by a council or a council official
- complaints that relate solely to the merits of a decision made by a council or a council official or the exercise of a discretion by a council or a council official
- complaints about the policies or procedures of a council
- complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.

What recourse do the new Procedures provide against persons who inappropriately disclose information about code of complaints they have made?

Allegations of breaches of a council's code of conduct must not be made publicly and information about code of conduct complaints and the consideration of code of conduct complaints is not to be publicly disclosed. This is to ensure the allegations are dealt with appropriately and fairly in accordance with the prescribed Procedures for the management of code of conduct complaints.

While council officials disclosing this information may face disciplinary action, under the previous Procedures there was no recourse against members of the public who did so. Under the new Procedures, where members of the public publicly disclose information about a code of conduct complaint they have made, general managers can determine, with OLG's consent, that the complainant is to receive no further information about their complaint and any future code of conduct complaints they make (subject to the requirements of the *Government Information (Public Access) Act 2009*).

When must councils adopt a new code of conduct and procedures based on the new prescribed Model Code of Conduct and Procedures?

Councils have six months from the date of prescription, (**14 December 2018 – 14 June 2019**) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures.

What are the transitional arrangements for the new Model Code of Conduct and Procedures?

The following transitional arrangements apply to the new Model Code of Conduct and Procedures:

- Councils' existing adopted codes of conduct and procedures will remain in force until such time as councils adopt a new code of conduct and procedures based on the Model Code of Conduct and Procedures prescribed under the Regulation.
- If a council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and Procedures through the operation of sections 440(4) and 440AA(4) of the LGA (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct).
- In adopting a new code of conduct and procedures, councils may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Councils may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct.
- Code of conduct complaints must be assessed against the standards prescribed under the version of the council's code of conduct that was in force at the time the conduct the subject of the complaint is alleged to have occurred.
- Code of conduct complaints must be dealt with in accordance with the version of the council's procedures that was in force at the time the complaint was made.

Where can I get Word® versions of the new Model Code of Conduct and Procedures?

If you require a Word® version of the new Model Code of Conduct or Procedures, please contact OLG's Council Governance Team.

ITEM 6.7 WEBCASTING OF COUNCIL MEETINGS

REPORTING SECTION: General Manager
AUTHOR: Greg Ingham - General Manager
FILE NUMBER:

Summary:

The purpose of this report is to inform Council of the requirement to webcast meetings in accordance with the Model Code of Meeting Practice for New South Wales.

Background:

The new Model Code of Meeting Practice for NSW requires all Local Government organisations to webcast their meetings with effect from December 2019. This requirement includes County Councils. Several Councils are already webcasting their meetings.

The requirement to webcast meetings may be met by posting a video or audio recording of the meeting on Councils website. Walgett Shire Council has adopted the latter approach (audio recording) for its first webcast meeting in December 2019. Chairperson Councillor Doug Batten has confirmed that audio recording would be the preferred approach for Castlereagh Macquarie County Council. The Office of Local Government will be informed of this.

The General Managers of Coonamble, Gilgandra, Warren and Warrumbungle Shires have confirmed that their facilities are set up already, or will be set up to audio record meetings from December 2019.

Current Position:

Castlereagh Macquarie County Council does not webcast its meetings

Relevant Reference Documents:

Local Government Act 1993

Model Code of Meeting Practice

A Council Policy may need to be developed to cover matters such as privacy and defamation in regards to audio recording of meetings.

Governance Issues:

Recording and webcasting of meetings should support openness, accountability and transparency, the cornerstones of good governance.

Financial Implications:

Nil

Webcasting of Council Meetings
<p>Recommendation:</p> <p>That Council receive and note the General Mangers report and that Council endorse the recording and webcasting of Castlereagh Macquarie County Council Ordinary meetings from December 2019.</p> <p>Moved:</p> <p>Seconded:</p>

ITEM 6.8 CLOSDOWN OF OUTDOOR STAFF OVER FESTIVE SEASON

REPORTING SECTION: General Manager
AUTHOR: Greg Ingham - General Manager
FILE NUMBER:

Summary:

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

Discussion (including issues and background):

This year Christmas Day falls on Wednesday 25th December, Boxing Day on Thursday 26th December, 2019 and New Year's Day on Wednesday 1st January 2020.

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

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

This report is included in the Agenda for this meeting (23 September) as the next meeting (2 December) is close to the Christmas closedown period.

Relevant Reference Documents:

Public Holidays Act 2010

Stakeholders:

Council staff and residents

Financial Implications:

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

Closedown of Outdoor Staff over Festive Season 2019/2020
<p>Recommendation:</p> <ol style="list-style-type: none">1. Council operations will close for a period of two weeks commencing 20 December 2019 till 5 January 2020 inclusive.2. Staff will be required to take either Annual Leave or accumulative time in lieu during this closedown period3. The closedown period will be published in local media outlets. <p>Moved: Seconded:</p>

Attachments:

Schedule of 2018-2019 Public Holidays from NSW Government Industrial Relations Website

9/9/2019

Public Holidays in NSW | NSW Industrial Relations

Industrial
Relations[Home](#)

Public Holidays in NSW

NSW Public Holidays 2019-2021

Holidays for NSW under the [Public Holidays Act 2010](#)

	2019	2020	2021
New Year's Day	Tuesday, 1 January	Wednesday, 1 January	Friday, 1 January
¹ Australia Day	Monday, 28 January	Monday, 27 January	Tuesday, 26 January
Good Friday	Friday, 19 April	Friday, 10 April	Friday, 2 April
Easter Saturday - the Saturday following Good Friday	Saturday, 20 April	Saturday, 11 April	Saturday, 3 April
Easter Sunday	Sunday, 21 April	Sunday, 12 April	Sunday, 4 April
Easter Monday	Monday, 22 April	Monday, 13 April	Monday, 5 April
Anzac Day	Thursday, 25 April	Saturday, 25 April	Sunday, 25 April
Queen's Birthday	Monday, 10 June	Monday, 8 June	Monday, 14 June
² Bank Holiday	Monday, 5 August	Monday, 3 August	Monday, 2 August
Labour Day	Monday, 7 October	Monday, 5 October	Monday, 4 October
Christmas Day public holiday	Wednesday, 25 December	Friday, 25 December	Saturday, 25 December
³ Additional Day			Monday, 27 December

<https://www.industrialrelations.nsw.gov.au/public-holidays/public-holidays-nsw>

1/3

ITEM 6.9 ORDINARY COUNCIL MEETINGS – TIME, DATES AND VENUES FOR 2020

REPORTING SECTION: General Manager
AUTHOR: Greg Ingham – General Manager
FILE NUMBER:

Summary:

Council's Code of Meeting Practice Clause 5 (2) requires "that Council shall, by resolution set the Time, Date and place of Ordinary Meetings of the Council". It is desirable that Council determine its meeting schedule for the whole of 2020, to facilitate forward planning.

Background:

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

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

Proposed:

The following schedule provides for Meetings in 2020 to be held on the third Monday of the months of March, June, August and November. It is proposed that meetings continue to commence at 10:00am as this has been best practice in the past. Changes were made to the 2019 calendar that Council was made aware of which serves as a reminder that the final Ordinary Meeting of Castlereagh Macquarie County Council will be held on the 2 December 2019 at Walgett Shire Council Chambers.

16 March – Gilgandra – Council Chambers

15 June – Coonamble – Council Chambers

17 August – Warren – Council Chambers

16 November – Coonabarabran – Council Chambers

Relevant Reference Documents:

Council's Code of Meeting Practice

Stakeholders:

Councillors, Staff and Public

Financial Implications:

Nil

Ordinary Council Meetings – Time, Dates and Venues for 2020
<p>Recommendation:</p> <p>That Council endorse the below time, dates and venues for the 2020 Ordinary Council Meetings.</p>

16 March – Gilgandra – Council Chambers – 10.00am
15 June – Coonamble – Council Chambers – 10.00am
17 August – Warren – Council Chambers – 10.00am
16 November – Coonabarabran – Council Chambers – 10.00am

Moved:

Seconded:

ITEM 6.10 ITEMS FOR BRIEF MENTION OR INFORMATION ONLY

REPORTING SECTION: General Manager
AUTHOR: Greg Ingham – General Manager
FILE NUMBER:

Summary:

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

1. Meeting with Biosecurity Officers

The General Manager had an introductory meeting with the CMCC Biosecurity Officers in Walgett on the 5th August. The meeting was constructive. The General Manager gave a brief overview of his background and outlined his role and the expectations from the Biosecurity Officers in their roles. Each Biosecurity Officer was given the opportunity to talk about their background, interests etc.

2. Chemical Training Accreditation

A community training session to achieve chemical handling and use accreditation was held in Lightning Ridge on the 2nd August 2019. The training was coordinated by Northern Slopes Landcare Association and is part of the NSW Government Local Land Services Initiative. Castlereagh Macquarie County Council have previously contributed \$5,000 towards the Chemical training accreditation.

Whilst Hudson Pear and the control thereof was the main focus of the day, the training session also enabled broader weed discussion. There was strong community interest in the training program with 22 people attended and all were successful in gaining their accreditation (AQF3). The community learnt about the proper transport, storage, handling and application of chemicals and also got to meet their Weeds Officer Matt Savage who was particularly helpful on the day with his knowledge of Hudson Pear.

It is important that the community do not lose sight of the fact that Hudson Pear is a serious pest and threat to our region and that there needs to be an ongoing focus on both biological and chemical controls.

3. Hudson Pear Bio-control Facility

As council is aware a scientific research program and initiative for a Hudson Pear biocontrol mass rearing facility for the breeding of bugs as a biological control for Hudson Pear has been underway for some time.

An old nurse site at Nine Mile North West of Lightning Ridge had been identified for the facility. A three year lease was to be negotiated for the site with a rental agreement for a caretaker's residence. See Item 7.7 - 24th June 2019 CMCC meeting agenda.

The site at Nine Mile would have issues with site security due to its remoteness and also would have to meet stringent building code requirements to have a resident. Subsequently a site at the existing Walgett Shire Council works depot at Lightning Ridge has been identified. The works depot is located on Butterfly Avenue and the proposed greenhouse site has several advantages over other locality options;

- The site at Butterfly Ave will be fully fenced with some minor modification

- There is easy road access with an existing vehicular gate
- The site is level and the ground conditions good for a concrete slab base
- There are existing ablutions on site as well as a kitchen area
- There is an emergency wash down facility on site
- The site is centrally located in terms of Hudson Pear infestation

At the time of writing the concrete floor slab design was complete and the poly tunnel that will sit on top of the slab was in the process of being fabricated. It is important that structure meets building and planning requirements.

The next step is for a revised (from Nine Mile) DA to be submitted. This is underway and is expected to be processed expediently.

It is expected that the project will come in under the \$200,000 funding allocation.

4. Hudson Pear Taskforce Meeting

A Hudson Pear Taskforce meeting was held in Lightning Ridge on 6 August 2019. The full minutes of this meeting will be circulated under separate cover at a later date.

Peter Dawson (North West Local Land Services) provided a verbal update on new incursions. Mathew Savage (CMCC) provided an update on the Hudson Pear Bio-control Project and Jo-Anna Skewes (Northern Slopes Landcare Association) tabled a quarterly report on the North West Cacti Control Program. Doug Batten acknowledged Don Ramslands service and Peter Dawson thanked Don from a North West LLS perspective.

5. CMCC Depots

It has come to the GM's attention that there are several maintenance/improvement required issues at the CMCC depots that need to be addressed. The GM will be involved in inspections of these depots during October 2019 to identify a program of works. Any deferred maintenance work that presents a WHS or environmental risk will be prioritised for improvement.

Any works of a substantial nature (Capital) that cannot be funded from the operational budget will be reported to Council and funding approval sought.

Matters for Brief Mention or Information Only
<p>Recommendation:</p> <p>That the above issues for brief mention or information only as detailed in the General Manager's report to the September, 2019 meeting be received and noted and Council determine what further action, if any, should be taken in respect of the matters listed.</p> <p>Moved:</p> <p>Seconded:</p>

7. REPORT OF THE SENIOR BIOSECURITY OFFICER

ITEM 7.1 SENIOR BIOSECURITY OFFICERS REPORT

On behalf of my staff Carl Molloy, Kevin Watling, John Miller, Mat Savage and Ian Prout we welcome our newly appointed General Manager Greg Ingham.

Or though still in drought stricken circumstances we have continued with field inspections and reporting to DPI. Our aim when conducting inspections is engaging in conversation of weed awareness with landowners buying in hay/grain. With transportation of hay and grain coming in from all over the country we are on alert for Annual Ryegrass, Bedstraw, Black Knapweed, Branched Boomrape, Cape Tulips, Fireweed, Gamba Grass, Grader Grass, Parthenium, St John's Wort, Tropical Soda Apple and Wild Radish. The majority of these weeds would be classified as new incursion weeds therefore possibly unidentifiable to most landowners so the message we are conveying is to contact us to report anything that they see unfamiliar growing, as that first detection and weed identification can save their future production and the environment. Given the fact Walgett Shire has already had roadside Parthenium incursions at Lightning Ridge and Carinda in the past six months after scatters of minimal rain, sends a message as to what to expect after the drought.

CMCC Biosecurity officers have also been proactive inspecting residential properties targeting Green Cestrum, cacti species and any other invasive species.

New Weed Incursions

Parkinsonia – Walgett Shire. When I became aware of Parkinsonia infestations (as a new recruit) I started investigating. Many years ago an infestation was reported on a property near Mungindi which runs along the Barwon River, another infestation at the Narran River Bridge (near Hebel) and nearby property, and an infestation 10km from Walgett on the Namoi river alerted me. Given the fact that there were floods before this, seed pods are viable for up to 18+ years and no further investigation was conducted up or downstream from these infestations. Funding was granted from North West Local Land Services over a period of 3 years. With this funding we have continued inspections for Parkinsonia on the Narran, Barwon and Namoi rivers capturing GPS data on each individual infestation and treating the infestations.

Previous inspections detected infestations along flood zones of river banks and previous reinspections in June 2019 found infestations on dry river beds. The terrain is rough with no vehicle access. Foot work and Gator has been our only accessible source. Our technology from Iconyx enables us to capture the data. We used a drone (utilised from MVW) to inspect inaccessible terrain which captured further infestations. 150 mature trees were found with one measuring 1200 diameter and 5 meters tall in full pod.

Hudson Pear - Coonamble Shire, Pilliga/Coonamble Road, roadside and private property infestations Inspections and treatment followed up by Carl Molloy (Coonamble Shire). This infestation is approximately 25km from infestations found in National Parkes, Terebone Road

(off Coonamble Road) West Pilliga, Urawilke, in March 2019. National Parkes treated 539 mature plants under the biosecurity obligation. I will be joining a team of 15 National Parkes field staff this month to continue inspections in Pilliga National Park.

Sticky Leaf nightshade (Solanum sisymbriifolium) – Gilgandra Shire Inspection, treatment and monitoring carried out by Kevin Watling. This new incursion has recently been detected in Orange, Molong, and Bathurst Shires. As this species was not listed on WeedWise, a weed risk assessment had to be completed and analysed by DPI so we could report the species to BIS. This invasive species is an emerging threat to landowners due to its competitiveness with crop and pasture plants. It is also able to invade native inaccessible sites such as rocky hillsides. Sticky leaf nightshade is a short lived perennial with abundant fruit that is not only spread by birds, foxes, and vehicles and imported fodder but also regenerates from underground rhizomes. The process with DPI has been ongoing for 7 months. To date this species has still not been added to WeedWise despite being approved, however I have obtained a chemical control permit to control this species before it becomes a well-known infestation along with Hudson Pear, African Boxthorn, Blue heliotrope, St John's Wort etc. (Permit number PER12942 28/3/2012 to 30/6/22).

Hudson Pear – Warrumbungle Shire, 13kms South on Newell highway 1 plant found roadside. A local Warrumbungle resident noticed it while pulled over and put a picture on Facebook to get it identified. I received a call from Cllr Ray Lewis and went to the site. The plant has been removed and area sprayed. Unfortunately I was unable to record the inspection due to ongoing mapping issues.

Central West Hudson Pear Taskforce – With growing concern of the Hudson Pear infestation at Quanda 5 Ways Coonamble I organised a site meeting with Phil Blackmore (DPI State Priority Weed Coordinator Armidale). From this visit he supported both Jodie Lawler LLS Dubbo and myself to hold a Hudson Pear workshop. This took place 26th March 2019 where a site tour was conducted followed by a meeting at the Coonamble Bowling Club. The response from landowners was outstanding. With the growing concern of the current infestation and new incursion infestations in Central West we have formed a Central West Hudson Pear Taskforce which saw the Coonamble Times attend. CMCC have been granted \$50,000 from DPI to control roadsides at Quanda and a further \$30,000 from LLS to spray adjoining land owner properties.

Presentation by Mathew Savage at the NSW Weeds Conference Mathew Savage was nominated by North West Regional Weeds Committee to give a PowerPoint presentation on Hudson Pear at the recent NSW Weeds Conference held in Newcastle. There were 286 attendees at the conference. We received positive feedback and attention from this presentation. Iconyx would like to nominate the PowerPoint presentation at the International Environmental Awards and Peter Turner, Manager Invasive Weeds Research at Department of Primary Industries will be coming to Lightning Ridge next month to conduct field inspections with us. Pete also signed off the funding CMCC recently received at Quanda and Lightning Ridge.

The Buerckner Award - 'For outstanding contribution to the on ground control of weeds in NSW'

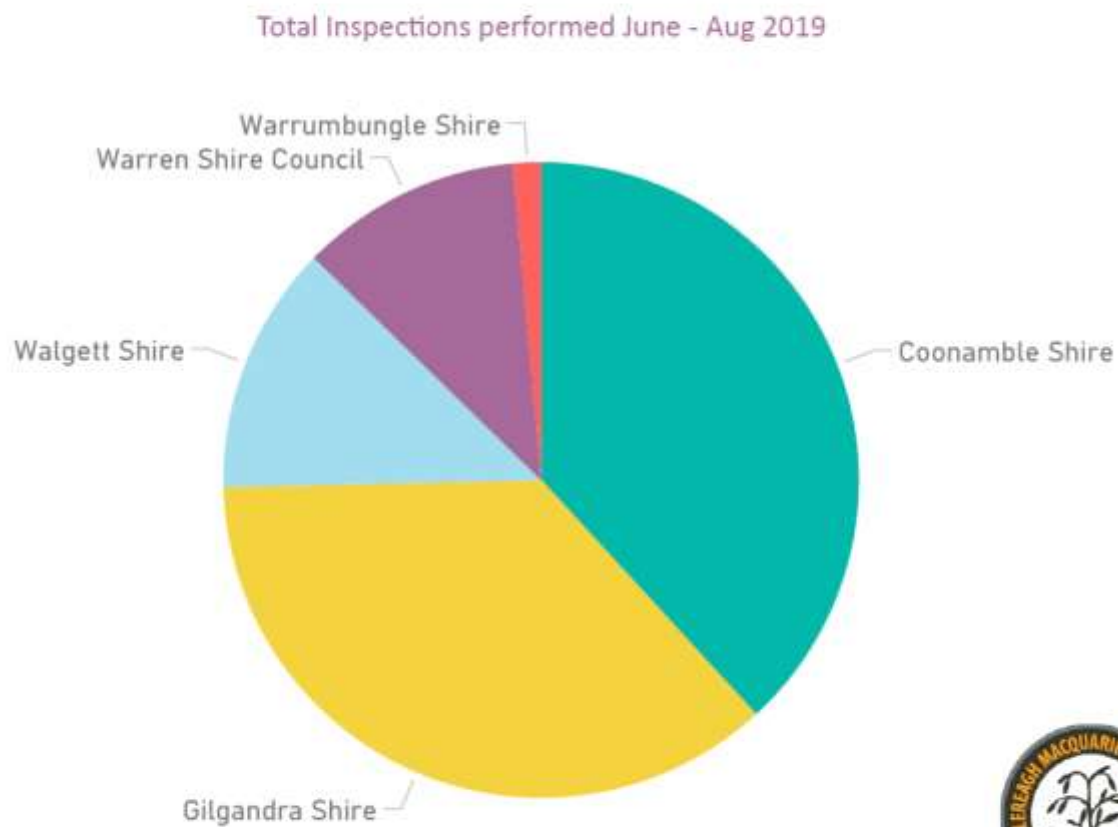
I was nominated to receive the Buerckner Award at the NSW Weeds Conference by Jodie Lawler, Central West Local Land Services. I achieved this award.

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

ITEM 7.2 BIOSECURITY OFFICERS REPORT (JUNE TO AUGUST 2019)

Castlereagh Macquarie County Council Report June - August 2019

Total Inspections performed June - Aug 2019	
Council Area	Total No. of Inspections
Coonamble Shire	265
Gilgandra Shire	253
Walgett Shire	88
Warren Shire Council	78
Warrumbungle Shire	10
Total	694



Castlereagh Macquarie County Council Report June - August 2019

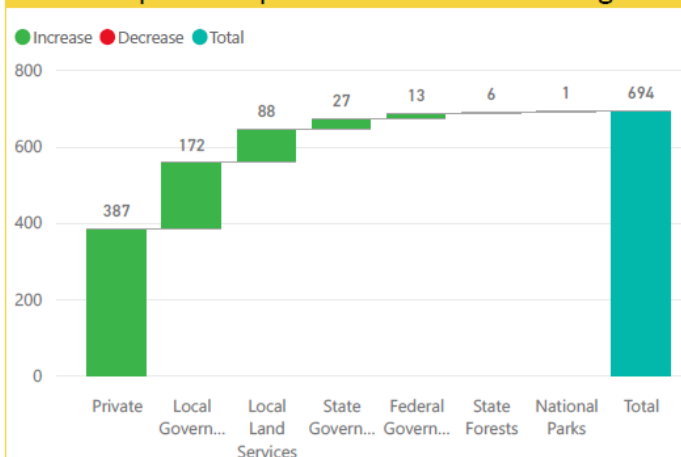
Total Inspections per Land Tenure June - Aug 2019

Council Area	Land Tenure	Count of Inspections
Coonamble Shire	Local Government	17
Coonamble Shire	Local Land Services	29
Coonamble Shire	Private	218
Coonamble Shire	State Government	1
Gilgandra Shire	Local Government	97
Gilgandra Shire	Local Land Services	31
Gilgandra Shire	Private	95
Gilgandra Shire	State Forests	6
Gilgandra Shire	State Government	24
Walgett Shire	Federal Government	13
Walgett Shire	Local Government	41
Walgett Shire	Private	34
Warren Shire Council	Local Government	11
Warren Shire Council	Local Land Services	28
Warren Shire Council	National Parks	1
Warren Shire Council	Private	36
Warren Shire Council	State Government	2
Warrumbungle Shire	Local Government	6
Warrumbungle Shire	Private	4
Total		694

Total Inspections per land Tenure June - Aug 2019

Land Tenure	Count of Inspections
Federal Government	13
Local Government	172
Local Land Services	88
National Parks	1
Private	387
State Forests	6
State Government	27
Total	694

Total Inspections per land Tenure June - Aug 2019



Castlereagh Macquarie County Council Report June - August 2019

Total Inspections June - Aug 2019	
User	Count of Inspections
Carl Molloy	265
Kevin Watling	254
Mat Savage	82
John Miller	78
Andrea Fletcher	15
Total	694



Castlereagh Macquarie County Council Report June - August 2019

Carl's Inspection report June - Aug 2019					
User	Reportable Codes	Land Tenure	Count of Land Tenure	Area Inspected (Hectares)	Area Inspected (kms)
Carl Molloy	Grain Handling Sites	Local Government	1	0.00	0.00
Carl Molloy	Grain Handling Sites	Private	1	0.00	0.00
Carl Molloy	Gravel Quarries	Local Government	1	0.00	0.00
Carl Molloy	High Risk Crown Lands	State Government	1	13.14	0.00
Carl Molloy	High Risk Pathways Inspection	Local Government	1	0.00	0.03
Carl Molloy	Local Land Services Reserves	Local Land Services	29	12.57	1.63
Carl Molloy	Other Council lands	Local Government	9	5.08	0.44
Carl Molloy	Private Property High Risk Re-Inspections	Private	2	12.25	1.64
Carl Molloy	Private Property Inspections	Private	208	59.50	1.38
Carl Molloy	Private Property Re-Inspections	Private	7	23.09	0.00
Carl Molloy	Recreational Areas	Local Government	1	0.00	0.00
Carl Molloy	Roadside Inspections High Risk Inspections	Local Government	4	0.00	66.37
Total			265	125.63	71.49



Castlereagh Macquarie County Council Report June - August 2019

Kevin's Inspection report June - Aug 2019					
User	Reportable Codes	Land Tenure	Count of Land Tenure	Area Inspected (Hectares)	Area Inspected (kms)
Kevin Watling	-----##---Private Property Sites-----##----	Private	2	0.00	0.00
Kevin Watling	High Risk Council owned land	Local Government	2	0.00	1.36
Kevin Watling	High Risk Pathways Inspection	Local Government	5	5.28	8.33
Kevin Watling	High Risk Pathways Inspection	Local Land Services	4	14.65	0.78
Kevin Watling	High Risk Pathways Inspection	Private	1	1.64	0.00
Kevin Watling	High Risk Pathways Inspection	State Forests	6	36.90	0.00
Kevin Watling	High Risk Pathways Inspection	State Government	4	0.00	101.80
Kevin Watling	High risk TSRs	Local Land Services	2	37.49	0.00
Kevin Watling	Local Land Services Reserves	Local Land Services	22	186.23	0.00
Kevin Watling	Other Council lands	Local Government	5	4.62	0.00
Kevin Watling	Other High Risk Sites	Private	3	0.00	0.00
Kevin Watling	Other High Risk Sites	State Government	3	0.00	0.00
Kevin Watling	Private Property High Risk Area	Local Land Services	2	16.50	0.00
Kevin Watling	Private Property High Risk Re-Inspections	Private	2	0.17	0.00
Kevin Watling	Private Property Inspections	Local Government	1	0.00	0.00
Kevin Watling	Private Property Inspections	Local Land Services	1	1.82	0.00
Kevin Watling	Private Property Inspections	Private	81	455.63	12.79
Kevin Watling	Recreational Areas	Local Government	2	0.00	0.00
Kevin Watling	Roadside Inspection(s)	Local Government	1	0.00	12.02
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	82	0.00	963.70
Kevin Watling	Roadside Inspections High Risk Inspections	Private	3	0.00	39.27
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	17	0.00	7.23
Total			251	760.92	1,147.29

Castlereagh Macquarie County Council Report June - August 2019

Mat's Inspection report June - Aug 2019					
User	Reportable Codes	Land Tenure	Count of Land Tenure	Area Inspected (hectares)	Area Inspected (kms)
Mat Savage	Department Of Lands	Federal Government	7	7,531.00	0.00
Mat Savage	Grain Handling Sites	Private	2	132.00	0.00
Mat Savage	High risk water courses	Local Government	1	2.00	0.00
Mat Savage	Other Council lands	Local Government	1	0.10	0.00
Mat Savage	Other Council lands	Private	1	142.00	0.00
Mat Savage	Private Property High Risk Area	Federal Government	2	2,089.00	0.00
Mat Savage	Private Property High Risk Area	Private	8	6,988.00	0.00
Mat Savage	Private Property High Risk Re-Inspections	Federal Government	1	1,997.00	0.00
Mat Savage	Private Property High Risk Re-Inspections	Private	2	1,127.00	0.00
Mat Savage	Private Property Inspections	Federal Government	2	2.00	0.00
Mat Savage	Private Property Inspections	Private	18	2,557.20	5.04
Mat Savage	Roadside Inspection(s)	Federal Government	1	1.00	10.43
Mat Savage	Roadside Inspection(s)	Local Government	10	548.10	89.79
Mat Savage	Roadside Inspections High Risk Inspections	Local Government	18	54.00	250.09
Mat Savage	Waterways High Risk Pathways	Local Government	6	3.30	0.00
Mat Savage	Waterways High Risk Pathways	Private	2	2.00	0.00
Total			82	23,175.70	355.35



Castlereagh Macquarie County Council Report June - August 2019

John's Inspection report June - Aug 2019				
User	Reportable Codes	Land Tenure	Count of Land Tenure	Area Inspected (hectares)
John Miller	ARTC	Local Government	4	8.00
John Miller	ARTC	Local Land Services	10	101.00
John Miller	ARTC	Private	6	25.00
John Miller	High Risk Council owned land	Local Government	1	2.00
John Miller	High Risk Pathways Inspection	Private	2	45.00
John Miller	High risk rail corridors	Private	1	3.00
John Miller	High risk TSRs	Local Land Services	6	67.00
John Miller	High risk water courses	Private	1	5.00
John Miller	Local Land Services Reserves	Local Land Services	12	130.00
John Miller	Local Land Services Reserves	National Parks	1	25.00
John Miller	Other Council lands	Local Government	5	7.00
John Miller	Private Property Inspections	Private	22	343.00
John Miller	Private Property Re-Inspections	Private	1	5.00
John Miller	Private Property Waterways	State Government	2	13.00
John Miller	Roadside Inspection(s)	Local Government	1	30.00
John Miller	Roadside Inspection(s)	Private	1	20.00
John Miller	Waterways High Risk Pathways	Private	2	22.00
Total			78	851.00



Castlereagh Macquarie County Council Report June - August 2019

Andrea's Inspection report June - Aug 2019				
User	Reportable Codes	Land Tenure	Count of Land Tenure	Area Inspected (hectares)
Andrea Fletcher	Private Property Inspections	Private	5	120.10
Andrea Fletcher	Roadside Inspection(s)	Local Government	5	25.00
Andrea Fletcher	Waterways High Risk Pathways	Local Government	5	5.40
Total			15	150.50

Biosecurity Officers Reports – 1 June to 31 August 2019

Recommendation:

That Council receive and note the Biosecurity Officers Reports for the period of 1 June to 31 August 2019.

Moved:

Seconded: