



# **AGENDA FOR SPECIAL COUNCIL MEETING**

**Friday, 24<sup>th</sup> April 2020**

**NOTICE IS HEREBY GIVEN** pursuant to clause 7 of Council's Code of Meeting Practice that the Special Council Meeting of Castlereagh Macquarie County Council will be held via Tele-Conference on **24<sup>th</sup> April 2020** commencing at **2.30pm** to discuss the items listed in the Agenda.

Michael Urquhart  
**ACTING GENERAL MANAGER**

## AGENDA – SPECIAL COUNCIL MEETING

1. OPENING OF MEETING/WELCOME
2. LEAVE OF ABSENCE
3. DECLARATION OF INTERESTS
4. CONFIRMATION OF MINUTES/MATTERS ARISING

**5. REPORT OF THE GENERAL MANAGER**

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## 1. OPENING OF MEETING/WELCOME

Time: \_\_\_\_\_ pm

## 2. LEAVE OF ABSENCE

Leave of Absence
<p><b>Recommendation:</b></p> <p>That the leave of absence received from _____ are accepted and a leave of absence granted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> <p style="text-align: right;"><b>Carried</b></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 16<sup>TH</sup> March 2020

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

**Attachments:**

Meeting Minutes – 16<sup>th</sup> March 2020, Gilgandra Shire Council

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

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

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

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

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

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

**03/20/1 Resolved:**

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

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

**Carried**

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

**03/20/2 Resolved:**

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

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

**Carried**

## **5. GENERAL MANAGER'S REPORT**

### **Item 5.1 Cash and Investment Report as at 31<sup>st</sup> December, 31<sup>st</sup> January 2020 and 29<sup>th</sup> February 2020**

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

**03/20/3 Resolved:**

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

**Moved: Cllr Woodcock**

**Seconded: Cllr Peart**

**Carried**

### **Item 5.2 Circulars received from the NSW Office of Local Government**

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

**03/20/4 Resolved:**

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

**Moved: Cllr Cullen**

**Seconded: Cllr Fisher**

**Carried**

Councillor Peart left the Chambers at 10.05am.

Councillor Peart returned to the Chamber at 10.06am.

**Item 5.3 Organisational Action Plan Review**

**Recommendation:** That the Council receive and note the CMCC report by the General Manager 16<sup>th</sup> March 2020.

<p><b>03/20/5 Resolved:</b></p> <p><b>That the General Manager will not need to present an Operational Report at future meetings</b></p> <p><b>Moved: Clr Peart</b> <b>Seconded: Clr Lewis</b></p> <p style="text-align: right;"><b>Carried</b></p>
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**Item 5.4 Quarterly Budget Review**

**Recommendation:** That Council adopt the attached Quarterly Budget Review Statement for the 31<sup>st</sup> December 2019 as tabled.

<p><b>03/20/6 Resolved:</b></p> <p>a) <b>The Council adopt the Acting General Manager’s Report for the 31<sup>st</sup> December 2019.</b></p> <p>b) <b>That the General Manager distribute the Quarterly Budget Review working document to Councillors after the meeting.</b></p> <p><b>Moved: Clr Woodcock</b> <b>Seconded: Clr Shinton</b></p> <p style="text-align: right;"><b>Carried</b></p>
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**6. REPORT OF THE SENIOR BIOSECURITY OFFICER**

**Item 6.1. Senior Biosecurity Officer’s Report**

Items Reported Include:-

1. Hudson Pear Bio-Control , Sticky Nightshade and Harrisia
2. Storage of records at Walgett Shire Depot – Records to be reviewed and Shredded. This can be done at Gilgandra Shire
3. Staffing - David Ryan started 16<sup>th</sup> March. A full compliment of staff has been achieved.
4. Coolah Depot (Demountable) could be moved to Lightning Ridge – General Manager to do a report on the feasibility of moving or selling at next meeting.
5. Confirm if Demountable is in the Asset Register.
6. Review of Asset Register for all Properties
7. Coonamble Depot – Old Funeral Parlour has been sold and the new owner (Chemical Holding) is offering a Long Term Lease with very cheap reasonable rent.



8. Lightning Ridge Hudson Pear Facility – Employment of a Sub-Contractor for 3 days per week- Salary range from \$60K per year for a 3 year period. This needs to be reviewed as CMCC will deliver the tasks and Invoice DPI.

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

**03/20/8 Resolved:**

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

**Moved: Clr Fisher**

**Seconded: Clr Peart**

**Carried**

## **7. MOVE INTO CLOSED SESSION**

### **MOVE INTO CLOSED SESSION**

**Time: 11.05am**

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

(a) Personnel matters concerning particular individuals (other than Councillors)

(c) That information that would, if disclosed confer a commercial advantage on a person with whom the Council is conducting business (or proposed to conduct business)

(d) That the matter and information is commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**Moved: Clr Fisher**

**Seconded: Clr Cullen**

**Carried**

## **8. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING**

### **ITEM 8.1 CHAIRMANS REPORT**

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

**CMCC CHAIRMAN'S REPORT - NIL  
RECOMMENDATION**

<b>03/20/9</b>	<b>Resolved:</b>	
<b>1.</b>	<b>That delegates endorse the actions of the Chair and deputy Chair in the Temporary appointment of Mr Urquhart as Part Time General Manager for a period of six months.</b>	
<b>Moved:</b>	<b>Clr Lewis</b>	
<b>Seconded:</b>	<b>Clr Shinton</b>	
		<b>Carried</b>

**9. RETURN TO OPEN SESSION**

<b>Return to open session</b>	<b>Time:</b>
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<b>Time: 11.15am</b>	
<b>Recommendation:</b>	
That Council return to open session.	
<b>Moved:</b>	<b>Clr Fisher</b>
<b>Seconded:</b>	<b>Clr Peart</b>
	<b>Carried</b>

**10. ADOPTION OF CLOSED SESSION REPORTS**

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

**11. QUESTIONS FOR THE NEXT MEETING**

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

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

To be confirmed as true and accurate record at the Council Meeting held on Friday 24th April 2020

**CHAIRMAN**

**DATE**

**GENERAL MANAGER**

**DATE**

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## 5. GENERAL MANAGER'S REPORTS-

### ITEM 5.1 MARCH 2020 QUARTERLY BUDGET REVIEW

#### **QUARTERLY BUDGET REVIEW STATEMENT – MARCH 2020**

**REPORTING SECTION:** General Manager's Office  
**AUTHOR:** Michael Urquhart – Acting General Manager  
**FILE NUMBER:**

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##### **Summary:**

The General Manager reports to Council on the status of the March 2020 Quarterly Budget Review (QBR) Statement. The report outlines the third quarter operations against the adopted 2019/2020 budget estimates, with income and expenditure variations made because of actual differences or known trends.

##### **Background:**

The Quarterly Budget Review document is a statutory requirement under the Local Government (General) Regulations 2005, Part 9, Division 3, Section 203 and is an essential aspect of Council's financial management. A budget review is to be prepared and submitted to Council not later than two months after the end of each quarter.

##### **Current Position:**

The current position is detailed in the attached Quarter 3 (period ending 31<sup>st</sup> March 2020) Quarterly Budget Review Statement report.

Generally the majority of income and expenditure estimates for 2019/2020 are on track, however there is a large number of minor variations brought to account in the attached report because of current expenditure trends, new grant projects, rollover projects from 2019/2020 or the availability of known actual figures.

Council's General Fund operations after capital expenditures and transfers to and from reserves has recorded a small deficit of \$2,000 for the quarter. The forecast cash result for the year is a surplus of \$63,900. This is a good result considering the additional expenditure incurred with redundancies and additional management expenses.

The major variations for the March 2020 quarter are listed below.

Description	Explanation	Saving	Expense
Private works income and expenditure	Increased private works for the quarter has resulted in a net surplus.	30,000	11,737
DPI Bio control and Quanda	Accounting adjustment as the expenditure for this item comes from a roll over reserve income offset by expenditure in the December QBR.	250,000	250,000
Depot expenses	An increase in the vote is requested due to the purchase of WH&S equipment for depots		10,000
Other variations	Net of all other variations for the quarter		10,263
	<b>Totals of adjustments</b>	280,000	282,000
	Net adjustment for quarter		(\$2,000)

**Relevant Reference Documents/Policies:**

Local Government Act 1993  
 Local Government (General) Regulation 2005  
 Integrated Planning and Reporting Framework

**Governance issues:**

The Quarterly Budget Review Statement is a key document for Council in monitoring the progress of the Annual Budget and more broadly its achievement of the objectives within the Strategic Plan.

**Financial Implications:**

The Quarterly Budget Review details Councils current financial projections for the 2019/2020 fiscal year as at the quarter ending 31<sup>st</sup> March 2020.

**Alternative Solutions/Options:**

Not Applicable

**Conclusion:**

The QBRS as at 31<sup>st</sup> March 2020 provides council with information relating to the status of the budget after nine (9) months of operation.

**Quarterly budget review statement 2019/2020**

**Recommendation:**

That Council adopt the attached Quarterly Budget Review Statement for 31<sup>st</sup> March 2020 as tabled.

**Moved:**

**Seconded:**

**Attachments:**

March 2020. Quarterly Budget Review Statement\***Refer to Ordinary Attachment Document\***

## **ITEM 5.2 OPERATIONAL PLAN FOR 2020/2021**

### **2020/21 DRAFT Operational Plan**

**REPORTING SECTION:** General Manager's Office  
**AUTHOR:** Michael Urquhart - Acting General Manager  
**FILE NUMBER:**

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#### **Summary**

This attached document 2020/2021 Operational Plan is presented to Council for consideration and then display.

#### **Background**

Council in accordance with Section 405 of the Local Government Act 1993 must prepare an Operational Plan and then resolve to place the document on display for a period of 28 days. During the display period, submissions from interested parties/public may be made to Council.

The Council at its June 20 meeting will consider any submissions that have been made concerning the draft plan.

#### **Current Position**

The Acting General Manager and Senior Bio Control Officer have reviewed the draft operational plan for 2020/2021 and have agreed on the changes to increase some expenditure activities to address the roadside weeds problem throughout the shire.

The line item changes from the last review have now been made, and the revised document is tabled for Council's consideration before public exhibition.

#### **Relevant Reference Documents/Policies:**

Community Strategic Plan

#### **Governance issues**

Council in accordance with Section 405 (2) must prepare an Operational Plan which must include a statement of the Council's revenue Policy. The Operational Plan in accordance with Section 405 (3) must be publicly exhibited for a period of 28 days, calling for submissions from the public.

#### **Environmental issues**

There are no identified environmental implications in relation to this matter.

#### **Stakeholders**

Castlereagh Macquarie County Council.

Constituent Council's.

Ratepayers in the Castlereagh County Council Area.

**Financial Implications**

Provision is made in the Draft 2020/2021 Operational Plan and LTFP.

**Alternative Solutions/Options**

That the budget items not be adopted or amended as determined.

**Conclusion**

This report and the Operational Plan 2020/2021, Resourcing Strategy are presented to Council for public display in accordance with Section 405 (3) for a period of 28 days, and submissions may be made during this time up to the 29th May 2020.

**Recommendation:**

**That** the Draft Operational Plan for 2020/2021 be placed on public exhibition for a period of 28 days from the 1<sup>st</sup> May 2020 until 4.30pm on the 29<sup>th</sup> May 2020, inviting submissions from the public during this time.

**Moved:**

**Seconded:**

**Attachments**

Operational Plan 2020/2021.

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

**7. CLOSE OF MEETING**

**Time:** .....