



## **BUSINESS PAPER**

# **Supplementary Reports Ordinary Council Meeting Wednesday, 14 June 2023**

**Date: Wednesday, 14 June 2023**

**Time: 4.30 pm**

**Location: Shire Chamber  
Coonamble**

**Paul Gallagher  
GENERAL MANAGER**

**Order Of Business**

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## 10 REPORTS TO COUNCIL

### 10.15 ADMINISTRATIVE AFFAIRS - CASTLEREAGH MACQUARIE COUNTY COUNCIL

**File Number:** C6 & N7  
**Author:** Paul Gallagher-General Manager  
**Authoriser:** Paul Gallagher, General Manager  
**Annexures:** Nil

#### PURPOSE

To seek, council endorsement to undertake the administrative affairs for the Castlereagh Macquarie County Council.

#### BACKGROUND

The General Manager of Castlereagh Macquarie County Council has advised that Walgett Shire Council will be withdrawing all of its assistance to manage the affairs of the County Council operations and has requested that Coonamble Shire Council consider taking over the administrative affairs of the county.

##### (a) Relevance to Integrated Planning and Reporting Framework

L1.4.4 Governance is open and transparent.

##### (b) Financial Considerations

As noted in the commentary of the report, a retainer of \$45,000 will be paid to cover costs associated with the provision of administrative services.

#### COMMENTARY

The support CMCC is looking for is as follows which has been with one (1) member of staff for three (3) days per week.

Council currently uses MYOB, moving to zero.

- Action and file daily Emails and snail mail (very little)
- Fortnightly payroll and EOY
- Fortnightly processing and remittance of creditor payments
- Monthly debtor processing (very few)
- Processing of journals
- Reconciliation of BAS and remit
- Bank reconciliations monthly
- Pull together Business Paper and email to Councillors and run off hard copy for meeting day. General Manager and Senior Bio Security Officer prepare reports.
- Taking of meeting minutes
- Pull together Annual Report and run off
- Advertising as and when required

- Posting of information is emailed to a third party for posting on the web. The site is also managed by the third party.
- Current retainer is \$45,000 per annum.

**(a) Governance/Policy Implications**

The provision of administrative services by Council would be carried out in accordance with Coonamble Shire Council's suite of policies.

**(b) Legal Implications**

There are no legal implications directly attached to this report.

**(c) Social Implications**

Contributing to community wellbeing.

**(d) Environmental Implications**

In supporting the Castlereagh Macquarie County Council through the provision of administrative services, Council would be supporting the positive work that the Council does in the control of Noxious weeds.

**(e) Economic/Asset Management Implications**

There are no economic/asset management implications directly attached to this report.

**(f) Risk Implications**

There are several minor risk implications associated with the proposal considered before Council. These include potential increase in demand on Council resources due to potential changes with structure of the Castlereagh Macquarie County Council or changes in regulations

## **CONCLUSION**

If the County Council requires a council to host the operations, this is an opportunity to support the County Council in the delivery of their core services. Whilst Council will provide the support from its already existing resources, there exists the opportunity to create some part-time work for a local person to prepare the Business Paper and correspondence and financial management.

## **RECOMMENDATION**

- 1. That Council notes the information contained within this report.**
- 2. That Council resolves to authorise the General Manager to liaise with representatives from the Castlereagh Macquarie County Council to provide the administrative support as requested for a period of 12 months, commencing 1 July 2023.**
- 3. That prior to the completion of the 12-month period that review of the administrative support arrangement be conducted, and the findings from this review be reported back to Council for its consideration.**