



# **AGENDA FOR ORDINARY COUNCIL MEETING**

**Monday 17<sup>th</sup> August 2020**

**NOTICE IS HEREBY GIVEN** pursuant to clause 7 of Council's Code of Meeting Practice that the Council Meeting of Castlereagh Macquarie County Council will be held at the Coonamble Shire Council Chambers on **17<sup>th</sup> August 2020** commencing at **10.00am** to discuss the items listed in the Agenda.

Michael Urquhart  
**ACTING 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 HELD 15<sup>TH</sup> JUNE 2020**

**5. REPORT OF THE GENERAL MANAGER**

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**6. REPORT OF THE SENIOR BIOSECURITY OFFICER**

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## 1. OPENING OF MEETING/WELCOME

Time: \_\_\_\_\_ am

## 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> <b>Seconded:</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 15TH JUNE 2020

Minutes of Ordinary Council Meeting – 15 <sup>th</sup> June 2020
<p><b>Recommendation:</b></p> <p>That the minutes of the ordinary Council meeting held 15<sup>th</sup> June 2020, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b> <b>Seconded:</b></p>

**Attachments:**

Meeting Minutes – 15<sup>th</sup> June 2020

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

### MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD VIA VIDEO CONFERENCE ON MONDAY 15<sup>TH</sup> JUNE 2020 AT 10.00AM

**PRESENT:** Clrs D. Batten (Chairman), G Peart, P Shinton, Bill Fisher, Mark Beach, Manuel Martinez and Andrew Brewer.

**ABSENT:** Nil

**STAFF MEMBERS:** M. Urquhart (Acting General Manager), A. Fletcher (Senior Weeds Officer)

- 1. WELCOME:** Meeting was opened at 10.10am and Clr Batten welcomed all councillors and staff to the meeting.
- 2. APOLOGIES:** Clrs Ray Lewis, Pat Cullen and Ian Woodcock

#### 06/20/1 Resolved:

That apologies from Clrs Ray Lewis, Pat Cullen and Ian Woodcock be accepted and leave of absence be granted.

**Moved:** Clr Brewer  
**Seconded:** Clr Beach

**Carried**

- 3. DECLARATIONS OF INTEREST- Nil**
- 4. CONFIRMATION OF MINUTES – MEETING HELD ON THE 16<sup>th</sup> MARCH 2020.**

#### 06/20/2 Resolved:

That the minutes of the ordinary meeting of Castlereagh Macquarie County Council, held on the 16<sup>th</sup> March 2020, having been circulated be confirmed as a true and accurate record of that meeting.

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

**Carried**

- 5. CONFIRMATION OF MINUTES – MEETING HELD ON THE 24<sup>th</sup> APRIL 2020.**

#### 06/20/3 Resolved:

That the minutes of the special meeting of Castlereagh Macquarie County Council, held on the 24<sup>th</sup> April 2020, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Brewer  
**Seconded:** Clr Beach

**Carried**

## **6. REPORT OF THE GENERAL MANAGER**

### **Item 6.1 Cash and Investment Reports for 31<sup>st</sup> March 2020, 30<sup>th</sup> April 2020 and 31<sup>st</sup> May 2020**

#### **06/20/4 Resolved:**

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

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

**Carried**

### **Item 6.2 Circulars received from the NSW Office of Local Government**

Mayor Manual Martinez joined the meeting at 10.15am.

#### **06/20/5 Resolved:**

That the information contained in the following Departmental circulars 20-12 to 20-21 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Brewer  
**Seconded:** Clr Fisher

**Carried**

### **Item 6.3 Adoption of the 2020-2021 Operational Plan**

#### **Adoption 2020-2021 Operational Plan and Long Term financial Plan**

#### **06/20/6 Resolved:**

That Council receive and adopt the Operational Plan for 2020-2021.

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

**Carried**

**Item 6.4      Revised Investment Policy**

**06/20/7 Resolved:**

That Council receive and adopt the Revised Investment Policy.

**Moved:**            Clr Fisher

**Seconded:**      Clr Peart

**Carried**

**7. REPORT OF THE SENIOR BIOSECURITY OFFICER**

**06/20/8 Resolved:**

1. That Council receive and Note Senior Bio Security Officer's June 2020 report.
2. That Council make representation to Crown Land relinquishing the Crown Reserve at Coolah (R97121)

**Moved:**            Clr Brewer

**Seconded:**      Clr Shinton

**Carried**

**8. MOVE INTO CLOSED SESSION**

**06/20/9 Resolved:**

That at 10.27am Council move into Confidential session and 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 Brewer

**Seconded:**      Clr Peart

**Carried**

**9. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING**

**Item 9.1      Lease**

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



**06/20/10 Resolved:**

1. That the Acting General Managers report be received.
2. That Council lease the shed situated at 21-23 Railway Street Coonamble for a period of five (5) years with a commencing rental of \$4,576.00 per annum (including GST) from the Skulthorp Family Superannuation Trust
3. The Council Seal be affixed to the lease agreement and the Mayor and Acting General Manager be authorised to execute the Lease documents.

**Moved:** Clr Shinton

**Seconded:** Clr Fisher

**Carried**

**10. RETURN TO OPEN SESSION**

**6/20/11 Resolved:**

That at 10.29am Council return to open session.

**Moved:** Clr Brewer

**Seconded:** Clr Martinez

**Carried**

**11. ADOPTION OF CLOSED SESSION REPORTS**

**06/20/12 Resolved:**

1. That the Acting General Manager's report be received.
2. That Council Lease the shed situated at 21-23 Railway Street, Coonamble for a period of 5 years with commencing rental of \$4,576.00 per annum (including GST) from the Skuthorp Family Superannuation Trust.
3. The Council Seal be affixed to the Lease Agreement and the Mayor and Acting General Manager be authorised to execute the Lease Documents.

**Moved:** Clr Shinton

**Seconded:** Clr Fisher

**Carried**

**12. QUESTIONS FOR THE NEXT MEETING**

Clr Batten recommended the recruitment process for the General Manager's Position commence and a Recruitment Committee be formed including Chairman Batten, Clr Shinton and Clr Fisher. The recruitment process to be actioned by Gilgandra Shire Council

**13. CONFIRM DATE OF NEXT MEETING**

The next meeting is scheduled for Monday 17<sup>th</sup> August 2020 – Location and Medium to be advised.

**THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 10.31am**

**To be confirmed as a true and accurate record at the Council Meeting held on Monday 17<sup>th</sup> August 2020.**

**CHAIRMAN**

**GENERAL MANAGER**

## 5. REPORT OF THE GENERAL MANAGER

### ITEM 5.1 CASH AND INVESTMENT REPORTS FOR 30<sup>TH</sup> JUNE 2020 AND 31<sup>ST</sup> JULY 2020

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

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#### Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 30<sup>th</sup> June and 31<sup>st</sup> July 2020.

#### Background:

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

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

All investments at 30<sup>th</sup> June and 31<sup>st</sup> July 2020 are compliant with the Relevant Reference Documents and Policies listed later in this report.

#### Current Position:

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

#### 30<sup>th</sup> June 2020

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
PART472250081929 ELE Reserve	07/05/2020	111,876.61	CBA	1.00	6 months	07/11/2020
PART 472250081929 Plant	07/05/2020	9,000.00	CBA	1.00	6 months	07/11/2020
General Fund Bank Account Balance	30/06/2020	841,113.14	CBA			N/A
<b>TOTAL</b>		\$961,989.75				

### 31<sup>st</sup> July 2020

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
PART472250081929 ELE Reserve	07/05/2020	111,876.61	CBA	1.00	6 months	07/11/2020
PART 472250081929 Plant	07/05/2020	9,000.00	CBA	1.00	6 months	07/11/2020
General Fund Bank Account Balance	31/07/2020	614,230.95				N/A
<b>TOTAL</b>		<b>\$735,107.56</b>				

#### Relevant Reference Documents/Policies:

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

#### Governance issues:

Nil

#### Environmental issues:

Nil

#### Financial Implications:

As per report

#### Alternative Solutions/Options:

Nil

#### Stakeholders:

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

#### Conclusion:

As at 31<sup>st</sup> July 2020, Council's available cash and invested funds totalled \$735,107.56.

### **Certification – Responsible Accounting Officer**

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005*, the *Investment Order (of the Minister) 5<sup>th</sup> January 2016* and Council's Investments Policy.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at 30<sup>th</sup> June and 31<sup>st</sup> July 2020.

Michael J Urquhart

**Acting General Manager – Responsible Accounting Officer**

<b>Cash and Investment Reports – 30<sup>th</sup> June and 31<sup>st</sup> July 2020</b>
<p><b>Recommendation:</b></p> <p>That the investment report for 30<sup>th</sup> June and 31<sup>st</sup> July 2020 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**ITEM 5.2 QUARTERLY BUDGET REVIEW STATEMENT – 30 JUNE 2020**

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

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**Summary:**

The General Manager reports to Council on the status of the June 2020 Quarterly Budget Review Statement (QBRS). 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 4 (period ending 30<sup>th</sup> June 2020) Quarterly Budget Review Statement report. The June quarter cash result is a surplus of \$29,977.

The general fund cash result for 2019/2020 after transfer to and from reserves is a cash surplus of \$83,877. I would remind Council the forecast surplus as presented, is an un-audited result and may be subject to change as a consequence of the end of year processes and audit process.

All other adjustments are netted off for the overall surplus of \$83,877.

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

Description	Explanation	Saving	Expense
Private works income and expenditure	Adjustments this quarter have resulted in a deficit of \$13,629. This is due to a correction/reallocation of expenditure from previous quarters.	29,582	43,211
Profit on sale of plant	The year end balance sheet transactions for plant sales has resulted in a profit.	11,950	0
Employee Overheads	Overheads, end of year accruals have recorded a saving in sick leave and other leave liabilities.	20,610	0
Destruction of weeds	Correction of previous quarter adjustment due to reallocation of expenditures.	108,396	0
Other expenses	Depot, plant expenses exceeded revised budget estimates and actual depreciation cost is greater than original estimate	0	65,920
Other variations	Net of all other variations for the quarter		31,430
	<b>Total of adjustments</b>	<b>170,538</b>	<b>140,561</b>
	<b>Net adjustment for quarter</b>	<b>\$29,977</b>	

**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 30<sup>th</sup> June 2020.

### **Alternative Solutions/Options:**

Not Applicable

### **Conclusion:**

The QBRS as at 30<sup>th</sup> June 2020 provides Council with information relating to the status of the budget after 12 months of operation.

### **Quarterly Budget Review Statement – 30 June 2020**

#### **Recommendation:**

That Council adopt the attached Quarterly Budget Review Statement for 30<sup>th</sup> June 2020 as tabled, noting the transfer to and from reserves for 2019/2020.

#### **Moved:**

#### **Seconded:**

### **Attachments:**

Quarterly Budget Review Statement – 30 June 2020

**\*Refer to Ordinary Attachment Document\***

## ITEM 5.3 NEW & REVISED POLICIES

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

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**Summary:**

Council must review its policies periodically in accordance with the provisions of each policy.

**Background:**

The writer has examined the existing Purchase Card and Related Parties policies and now submits these for Council consideration. The Financial Management/Control and Work Health and Safety are new policies for adoption.

**Current Position:**

Council staff are in the process of revising all existing policies and developing new policies that are necessary for compliance with legislation, risk management and auditing requirements.

**Governance issues:**

Local Government Act 1993

Local Government (General) Regulation 2005

Australian Accounting Standards issued by the Australian Accounting Standards Board

**Environmental issues:**

NIL

**Stakeholders:**

Castlereagh Macquarie County Council

Financial institutions

Constituent Councils

County Council LGA Ratepayers

**Financial Implications:**

NIL

**Alternative Solutions/Options:**

NIL

**Conclusion:**

The Acting General Manager is recommending to Council for adoption of the above mentioned policies.

New & Revised Policies
<p><b>Recommendation:</b></p> <ul style="list-style-type: none"><li>• That the report be received.</li><li>• Council adopts the revised Purchase Card, Related Parties, Financial Management/Control and Work Health &amp; Safety policies.</li></ul> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>



**Attachments:**

Purchase Card, Related Parties, Financial Management/Control and Work Health & Safety policies





# PURCHASE CARD POLICY & PROCEDURE

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Approval Date:	30 April 2019
Review Date:	April 2020
Responsible Officer:	General Manager

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## Objective

Corporate Purchase (Credit) cards are a routine aspect of Council's accounts payable and goods procurement functions. When used appropriately, purchase cards provide benefits to Council in the form of streamlined purchasing processes and better utilisation of resources. However, the use of purchase cards involves the potential risk of fraud and misuse. This policy along with the associated procedures document establishes guidelines in order to protect Council funds and to maintain public confidence in Council's operations.

Council officers with purchase cards are to comply with these instructions. It is the responsibility of each employee to understand the policies and procedures as well as their meaning and intent. Should an employee have any questions they are to be raised with the General Manager.

In observing this policy and the attached Purchase Card Procedures document, Council officers will ensure that they are making a meaningful contribution to Council's objectives which in turn contribute to meeting Council's Mission.

## Council Policy Reference

Purchase Card Policy

## Statutory Requirements

[Local Government Act \(NSW\)1993](#)

[Local Government \(General\) Regulation 2005](#)

[Castlereagh Macquarie County Council Procurement of Goods and Services Policy](#)

## Definitions

A Purchase Card is a bank issued credit card in the name of Castlereagh Macquarie County Council. The card also carries the name of the Council Officer to whom it was issued. Each card has an individual security PIN that is known only to the cardholder.

## Policy Statement

### DELEGATION OF AUTHORITY

The Council delegates to the General Manager the authority to incur financial expenditure on behalf of Council under the following provisions:

- Where expenditure has been provided for in Council's budget; or
- Genuine emergency or hardship.

- Other officers may only incur expenditure on behalf of the Council if:
  - The officer has been granted a financial delegation by the General Manager and
  - Expenditure is provided for in Council's budget; or
  - In the case of genuine emergency, or hardship where the power to incur expenditure in these circumstances has also been delegated

The General Manager must approve financial delegations in writing by recording them in the Delegations Register.

## **ELIGIBILITY**

The provision of a corporate purchase card is a facility offered by Council to officers occupying certain positions from time to time. The officers occupying these positions will be designated by Council as being eligible under this policy.

Council reserves the right to amend, alter or vary the list of eligible positions from time to time.

Where an officer occupies a position subject to change, such officer will be consulted and a period of at least one calendar month of notice shall be given of the change.

The General Manager has the right to cancel corporate purchase cards in circumstances that he/she considers warranted.

## **CREDIT LIMITS**

The maximum credit limit for a Castlereagh Macquarie County Council corporate purchase card shall be up to \$5,000 for all cardholders. The General Manager shall have the authority to determine, within this limit, the credit limits for individual card holders.

## **CIRCUMSTANCES IN WHICH CARDS MAY OR MAY NOT BE USED**

Corporate Purchase cards must only be used for the payment of goods and services associated with Council business. Activities that would **not** qualify for the use of a corporate purchase card include the following:

- Any use that is of a personal or private nature;
- No cash advances are available from automatic teller machines or over the counter and BPay facilities are not available.
- The card is not to be linked to any form of award points and any personal award card or membership should not be used in conjunction with the use of the Purchase Card (eg, Mitre 10 Rewards, Woolworths Rewards, and Frequent Flyer).
- A tax invoice is required to be obtained for every purchase you make. This is required in reconciliation of the Purchase Card transaction.
- If a transaction is done by telephone or by mail order, the cardholder will need to ensure that an appropriate tax invoice is obtained from the supplier and included with the reconciliation.

Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the card holder. Should there be an accidental transgression, the General Manager is to be notified and the Council reimbursed immediately.

## **FORMAL ACKNOWLEDGEMENT OF POLICY CONDITIONS**

Council officers issued with corporate purchase cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All purchase card holders are to acknowledge receipt of the purchase card and instructions for use. The acknowledgement will include a signed agreement to abide by all Council and card supplier guidelines and conditions of use.

## **PURCHASE CARD GUIDELINES AND PROCEDURES**

Please refer to the attached Purchase Card Procedures Document.

## **ANNUAL REVIEW OF PURCHASE CARD FACILITY**

The Administration Officer is to prepare a written report on an annual basis at 30 June to the General Manager that includes details of:

- Expenditure for the year to date in summary form;
- Any matters indicating the efficiency or effectiveness of the corporate purchase card eg card not used;
- Action taken in response to issues raised in the report; and
- The results of action taken in response to issues raised in previous reports.

## **COMPLAINTS**

Those persons wishing to lodge a complaint regarding the Corporate Purchase Card policy and procedures at Castlereagh Macquarie County Council should forward their written complaint to the following address:

General Manager  
Castlereagh Macquarie County Council  
77 Fox Street  
Walgett NSW 2832

## **PURCHASE CARD PROCEDURES**

### **1.0 Objective**

- 1.1 Ensure effective controls, procedures are in place with respect to the use of Castlereagh Macquarie County Council Purchase Cards.
- 1.2 Fulfil all statutory requirements of the Local Government Act with respect to the use of Purchase Cards.

### **2.0 Related legislation/Policies**

Local Government Act 1993

Local Government (General) Regulations 2005

Castlereagh Macquarie County Council Procurement of Goods and Services Policy

### **3.0 Definitions**

A Purchase Card is a bank issued credit card in the name of Castlereagh Macquarie County Council. The card also carries the name of the Council Officer to whom it was issued. Each card has an individual security PIN that is known only to the cardholder.

### **4.0 Purchase Card Summary**

Purchase cards have been implemented to allow the Council to transact its business in a more efficient manner and at the same time provide Council Officers with a more convenient method to meet costs they incur on Council's behalf.

Purchase cards should be recognised as a valuable tool for the efficient and effective operation of Council's daily business and not as a benefit assigned to specific individuals. The use of Purchase Cards will create savings in staff administration time in matters such as arranging transport, accommodation and registration for attendance at conferences and small local purchases. It will reduce the number of creditors created for one-off purchases. The procurement rules are the same for transactions using purchase cards as any other type of transaction. The cardholder must be satisfied these requirements are met this will mean that the purchase is necessary and the best value for money has been obtained.

Internal controls around purchase cards are detailed in these guidelines and include a monthly reconciliation process.

### **5.0 Purchase Card Guidelines/Procedures**

#### **5.1 Issuing of Cards**

The General Manager has delegated authority to authorise the issuing of Purchase Cards to staff.

Before a Castlereagh Macquarie County Council staff member can become a cardholder it will be necessary for that person to provide adequate proof of identity to satisfy the Bank's requirements of at least 100 identification points.

The Administration Officer will be responsible for obtaining approval of the General Manager for the issue of a card and this will be recorded on a "Cardholder Approval and Acknowledgement" form (Attachment 1). Each cardholder will be required to sign this form on receipt of the Purchase Card and acknowledge these procedures.

## 5.2 Card Security

The physical security of the card is the cardholder's personal responsibility.

Purchase Cards must be signed immediately upon receipt, as an unsigned card is a security risk.

## 5.3 Restrictions

Purchase Cards are for official Council business and are not to be used for personal expenses under any circumstances. If the Purchase Card is used in error for a personal expense the employee must notify the General Manager immediately and reimburse Council as soon as possible.

A cardholder must not allow another employee or person to use their card and hence PIN numbers must not be given to any other employee or person. Notwithstanding this, the cardholder can approve a telephone credit card purchase made by another employee on behalf of Council. The purchaser (employee) must seek prior approval from the cardholder, and shall complete the credit card reconciliation sheet immediately after completing the purchase. The tax invoice and reconciliation sheet is then given to the cardholder for signature and subsequently lodged with the Administration Officer.

Purchase Cards should only be used for purchases of fuel for Council Vehicles in an emergency ie where a Caltex Service Station is not available or the fuel card is not working. Staff should use their vehicle's fuel card for normal fuel purchases.

Purchase Cards are not to be used for uniforms or protective clothing/equipment which is available through a monthly account.

Use of the Purchase Cards for purchases over the internet should be restricted to trusted secure sites.

Third party travel websites should not be used for bookings with the Purchase Card (eg Web jet or Agoda) as a tax invoice may not be issued by the website.

The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of Castlereagh Macquarie County Council.

## 5.4 How Do I Use It?

Purchase Cards are to be used as a normal credit card, with the allocated PIN number required to make any purchase.

No cash advances are available from automatic teller machines or over the counter and BPay facilities are not available.

The card is not to be linked to any form of award points and any personal award card or membership should not be used in conjunction with the use of the Purchase Card (eg, Mitre 10 Rewards, Woolworths Rewards, and Frequent Flyer).

A tax invoice is required to be obtained for every purchase you make. This is required in reconciliation of the Purchase Card transaction.

If a transaction is done by telephone or by mail order, the cardholder will need to ensure that an appropriate tax invoice is obtained from the supplier and included with the reconciliation.

Tax invoices must contain the components in order to comply with taxation law and allow Council to claim an input tax credit for the GST paid.

All details of the purchase, including tax invoices are required to be obtained and retained to support the appropriate allocation of purchases when reconciling.

Use of the Purchase Card will require the user to abide by Council's purchasing policies including purchasing from Council's preferred suppliers wherever possible.

The credit limit of the individual card is not to be exceeded. The remaining credit limit can be ascertained at any time by contacting the Administration Officer.

#### 5.5 Purchases on the Internet

Ensure sufficient documentation is kept relating to the transaction you make to justify any expenditure claims, preferably showing the transaction or payment number as a reference, a tax invoice and ABN number if the provider of the goods or service is within Australia. Most reputable organisations will e-mail you a confirmation of your order. Keep details of the web address.

Ensure you are confident you know who you are dealing with and that you are dealing with a reputable company/organisation with a proven track record. Contact the provider prior to the transaction to confirm. If any doubt exists do not use that provider.

Keep passwords and usernames completely confidential. Any legitimate payment provider will never request details in regard to your pin number or password. Do not e-mail your credit card number to any provider.

Look for a padlock site or a solid key in the status bar at the bottom of the window to indicate you are on a secure page. These symbols mean the information you are sending is encrypted and cannot be read by other internet users.

Secure sites address box should start with https:// and NOT http:// Sites that start with https:// have an added encrypted transaction layer.

Do not click on the pop-up windows when making payment or go to different links on the site.

Overseas transactions increase the risk of fraud and should be avoided where possible.

#### 5.6 Payment of Monthly Account

The outstanding balance of each Purchase Card will be automatically debited to Council's bank account at the time the statement is issued.

#### 5.7 Reconciling Monthly Statements

Staff with Purchase Cards must obtain a tax invoice and attach it to the reconciliation sheet and sign that they have received the goods or services and hand to the Administration Officer.

All reconciliations must be done within one week of purchase.

#### **PLEASE NOTE:**

***Tax invoices are necessary to enable Council to claim back the GST each month.***

For FBT purposes, expenses relating to the provision of entertainment, including food and beverage, you must provide details of the total number of staff who attended, and the total number of attendees on the invoice.

As part of the audit process, a periodical review of the supporting documentation in respect of the monthly Purchase Card statement will be undertaken by the Administration Office

#### 5.8 Disputed Purchases

Council is responsible for paying all accounts on the monthly Purchase Card statements and the bank will debit this amount to the Council's bank account at the time of issuing the statement.

The Administration Officer is to be notified of all disputed transactions. The cardholder must complete the "Disputed Transactions" form and include it with the monthly reconciliation (Attachment 2).

When a dispute occurs, the cardholder should attempt to correct the situation with the merchant. In many cases a simple telephone call can clear up a problem without any delay. If unable to correct the situation, contact the Administration Officer. The Administration Officer will attempt to resolve the matter and may have to contact the bank for assistance.

The Administration Officer will liaise with the bank to help some disputes with merchants, particularly those involving duplicated charges, non-receipt of goods ordered or credits not processed after refund vouchers have been issued

#### 5.9 Terminating/Ceasing Employment and Extended Periods of Leave

Cards should be returned as soon as no longer required and if leaving the services of Council, should be returned to the General Manager, no later than the last day of employment. Cardholders must acquit all expenditure on the Purchase Card and produce all supporting documentation prior to leaving. In the case of Extended Periods of leave ie 6 weeks or more the Cardholder should hand in their card to the Administration Officer during their absence.

#### 5.10 Reporting Lost or Stolen Cards

If a card is lost or stolen it is the cardholder's responsibility to immediately telephone Council's Bank (Commonwealth Bank) to report the loss. Council's bank can be contacted 24 hours a day, 7 days a week on 1800 033 103.

The Administration Officer should be contacted immediately or advised by the next business day and the cardholder should then complete a "Lost or Stolen Cards" form (Attachment 3) and forward it to the Finance Unit.

A replacement card will be arranged and issued upon receipt from the bank.

#### 5.11 Replacement Cards

The card is valid for the period shown on the face of the card and Commonwealth Bank will automatically reissue replacement card to the Administration Officer one month prior to the expiry date. The Administration Officer will then distribute to the cardholder.

Should the cardholder require a replacement card that has been lost or stolen, they will need to complete a Replacement Cards form and sign the form (Attachment 4) on receipt of the new card.

**5.12 Implementation**

The General Manager is responsible for the implementation of these procedures.



## **Attachment 1**

### **Purchase Card Cardholder Approval and Acknowledgement**

<u>Approval</u> Cardholders Name:	
Position:	
Credit Limit (Monthly): \$	
General Manager	
Signature	Date:

<p><u>Acknowledgement</u></p> <p>I acknowledge receipt of the Castlereagh Macquarie County Council Purchase Card and agree that:</p> <ol style="list-style-type: none"> <li>1 I will not use the Purchase Card, other than for official Council purposes.</li> <li>2 I will ensure security of the Purchase Card at all times.</li> <li>3 If the Purchase Card is lost or stolen, I will immediately report it missing to Council's bank and will also inform the Administration Officer.</li> <li>4 If my position with Castlereagh Macquarie County Council changes or my employment terminates, or I am asked to surrender the card for any reason, I will immediately return the card.</li> <li>5 I will retain all original supporting documentation that meets the requirements of a tax invoice for presentation to the relevant authorising officer.</li> <li>6 I will ensure that all Work Health &amp; Safety requirements are complied with for all purchases.</li> <li>7 I will ensure that adequate funds are available to cover expenditure before it is incurred.</li> <li>8 I will submit approved reconciliations and supporting documents within seven (7) days of using the Purchase Card.</li> <li>9 I will immediately sign the Purchase Card upon receipt of it.</li> <li>10 If I misuse the Purchase Card (ie use it in a manner otherwise than in accordance with the instructions provided) I may be liable for disciplinary action.</li> </ol>
--

Card No:	Expiry Date:
Signature of Cardholder:	Date:
Witness Name (Print):	Signature:

## **Attachment 2**

### **Purchase Card Disputed Transactions**

*Note: This form is to be completed and forwarded to the Administration Officer with monthly reconciliation*

Purchase Card No:
Cardholder's Name: <span style="float: right;">Date</span>

Transaction Date	Supplier	Reason for Dispute	Amount

### **Attachment 3**

#### **Purchase Card Lost or Stolen Cards**

*Note: This notification is on the loss or theft of a Castlereagh Macquarie County Council Purchase Card.*

*You are requested to telephone Council's bank immediately the loss is discovered.*

*The Administration Officer should be advised on the first business day and the following information completed.*

Details (Cardholder to complete)	
Purchase Card No:	
Cardholders Name:	
Details of Loss:	
Council's Bank notified (Date):	
Administration Officer notified on (Date)::	
Cardholder's Signature:	Date:

Financial Control (Administration Officer to complete)	
Council's bank notified:	
Purchase Card Register updated:	
New Card No:	
Date Received:	Signature:

**Attachment 4**

**Purchase Card  
Replacement Cards**

<b>Details (Cardholder to complete)</b>	
Name:	
Old Purchase Card No:	
Reason for Replacement:	
Cardholder's signature:	Date:

<b>Financial Control (Administration Officer to complete)</b>	
Council's bank notified:	
Purchase Card Register updated:	
New Card No:	
Date Received:	Signature:



# RELATED PARTIES DISCLOSURE

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## OBJECTIVES

From July 2016, the Australian Accounting Board Standard – Related Parties Disclosures (AASB 124) applies to Councils in New South Wales.

Council is required to disclose Related Party Transactions and Relationships and Key Management Personnel compensation in the annual Financial Statements to comply with AASB 124.

## APPLICABILITY

Key Management Personnel named in this policy.

## GENERAL

### AASB 124 framework and requirements

The Policy establishes that Related Parties and Key Management Personnel will be identified such that transactions between Council and Related Parties can be identified and where assessed as being required to be disclosed, be reported in the annual Financial Statements in accordance with AASB 124.

AASB 124 requires that Council must disclose the following financial information in its annual Financial Statements:

- disclosure of any Related Party relationships outlining the relationship with any Related Parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period
- Key Management Personnel (KMP) Compensation Disclosures

The disclosure of Related Parties information requirements under AASB 124 are additional to those in place under Section 449 of the Local Government Act 1993 regarding the annual returns disclosing interests of Councillors and designated persons. Additionally, the requirements under this Policy do not supplant the responsibilities to declare conflicts of interest as identified in the Council's Code of Conduct.

In the preparation of the annual Financial Statements, an assessment of the materiality and significance of the Related Party Transactions will be made to determine the level of disclosure.

AASB 124 identifies that the purpose of disclosing Related Parties is to assess where transactions or relationships could impact on the profit and loss of an entity. This may be because a Related Party may enter into transactions in a manner that other parties may not due to the relationship with the Council or Key Management Personnel. Alternatively, there may be a personal relationship between a Key Management Personnel and their relatives or other persons that could influence the transactions of the Council with another party.

Key Management Personnel are responsible for planning, directing and controlling.

Key Management Personnel are required to identify Related Parties and Related Transactions that they expect will or do occur between those Related Parties and Council. Council will itself have Related Parties and Related Transactions which similarly need to be identified.

The Policy identifies the requirement to capture disclosures of Related Parties and Transactions between those Parties and Council and the need to collate the disclosures in a Register. The Register will be used to prepare the required components for inclusion in the annual Financial Statements.

#### **Related Parties Identification and Disclosure timetable**

Disclosures of Related Parties and Transactions will be required of Key Management Personnel at least twice annually.

The due dates for Disclosures will be 15 June annually.

Key Management Personnel should provide updates on Related Parties and Transactions as issues arise by submitting an updated Related Parties Disclosure Form at times other than the two collection dates listed above if their situation changes.

The Council will also disclose any Related Parties and Related Transactions for inclusion in the Related Parties Disclosures register by 15 June annually.

#### **Related Parties Disclosure Register**

Information collected on the Related Parties Disclosure Form (attached) will be securely stored in Council's Related Parties Disclosure Register.

Access to the Related Parties Disclosure Register will be available only to those who may lawfully be granted access after consideration of matters of privacy and other legislative requirements.

The Related Parties Disclosures Register will be used as the basis for the information included in the annual Financial Statements to satisfy the Related Party reporting requirements.

The General Manager is responsible for the updating and maintenance of the Related Parties Disclosures Register.

#### **KEY MANAGEMENT PERSONNEL (KMP)**

Key Management Personnel are identified as those persons having authority and responsibility, either directly or indirectly, for planning, directing and controlling the activities of the entity.

Castlereagh Macquarie County Council has identified as Key Management Personnel:

- Councillors
- Administrators
- General Manager
- Team Leaders

### **Compensation Disclosure requirements**

KMP Compensation Disclosures require that information on all forms of paid, payable, or provided in exchange for services provided must be disclosed.

This information may include:

- *Short-term employee benefits* - such as:
  - wages, salaries and social security contributions
  - paid annual leave and paid sick leave
  - profit sharing and bonuses (if payable within twelve months of the end of the period)
  - non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees.
- *Post-employment benefits* such as:
  - pensions, other retirement benefits
  - post-employment life insurance
  - post-employment medical care
- *Other long-term employee benefits*, including:
  - long-service leave or sabbatical leave
  - jubilee or other long-service benefits
  - long-term disability benefits
  - and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation
- *Termination benefits*.

### **Close members of the family of KMP**

The method for identifying the close family members and associated entities of KMP will be by KMP self-assessment with details to be submitted on the Related Parties Disclosure form.

KMP have an ongoing responsibility to advise Council immediately of any changes to Related Parties and associated Transactions.

Close family members of the KMP are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council, and include:

- that person's children
- that person's spouse/domestic partner
- children of that person's spouse/domestic partner
- dependants of that person or that person's spouse/domestic partner.

In addition to those family member identified above as close family members, a KMP may have other members of their extended family who they should identify as close family members if these family members could be expected to influence, or be influenced by, that person in their dealings with Council. This could include:

- that person's brothers and sisters
- that person's spouse/domestic partner's brothers and sisters
- aunts, uncles, and cousins of that person's or that person's spouse/domestic partner
- dependants of those person's or that person's spouse/domestic partner
- that person's or that person's spouse/domestic partners', parents and grandparents.

It is the responsibility of KMP to assess and report all related parties that they know do, or expect are likely to, have transactions with Council.

## **RELATED PARTIES AND RELATED PARTY RELATIONSHIPS**

### **Related Party**

A Related Party is:

- a) a person who is a close family member of a KMP where that person has control or joint control of the reporting entity or has significant influence over, or could be influenced by any nominated person in the key management personnel.
- b) an entity related to the Council if the entity is the member of the same group of companies (e.g. parent company or one of its subsidiaries), is part of arrangements such as joint ventures or is an associate of the reporting entity, is a post-employment benefit plan, is an entity controlled, jointly controlled or is significantly influenced by a person identified in (a), is an entity that a person identified in (a) is a key management personnel of, as a related party.

Entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. Entities may also include companies, trusts, partnerships, incorporated association or unincorporated groups or bodies and non-profit associations such as sporting clubs. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A KMP and the Council needs to consider what associated entities exist when compiling their Related Parties Disclosures form.

### **Related Party Relationships**

Related Party relationships are a normal feature of commerce and business.

A Related Party relationship could influence the normal business operations of Council even if Related Party Transactions do not occur.

The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties.

### **Related Party Transactions**

Related Party Transactions are the transfer of resources, services or obligations between Council and a related party. They are considered to be transactions whether or not a price is charged.

Such transactions may include:

- purchase or sale of goods (finished or unfinished)
- purchase or sale of property and other assets
- rendering or receiving services
- leases
- transfers of research and development
- transfers under licence agreements
- transfers under finance arrangements (including loans and equity contributions in cash or in kind)
- provision of guarantees or collateral



- commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised)
- quotations and/or tenders
- commitments
- settlements of liabilities on behalf of Council or by Council on behalf of the related party.

Regard must also be given if transactions that are collectively or individually significant.

#### **ISSUES THAT WILL BE ASSESSED IN CONSIDERING RELATED PARTY TRANSACTIONS**

The Disclosure process will consider all transactions between Council and persons and entities the Council or KMPs have named as related parties.

Collations of the disclosures may be made in some circumstances. AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances, including commitments, in its annual Financial Statements. Generally, reporting will be made where a transaction has occurred between Council and a related party of Council where the transaction is material and/or significant in nature or size when considered individually or collectively.

For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality. In preparing the information for the annual Financial Statements, the Council will consider the information in the Related Parties Disclosures Register on the basis of materiality and significance.

#### **Ordinary citizen transactions**

Ordinary citizen transactions do not need to be disclosed on the basis of services being available to all citizens at the same fee or level of service. Examples include:

- paying rates and charges
- paying normal entry fee for use of the Council's swimming pool
- attending the theatre when tickets have been bought at prices other patrons would pay
- fines on normal terms and conditions

#### **DISCLOSURES**

AASB 124 provides that Council must disclose all material and significant Related Party Transactions in its annual Financial Statements by aggregate or general description and include the following detail:

- the nature of the Related Party Relationship, and
- relevant information about the transactions including:
  - the amount of the transaction;
  - the amount of outstanding balances, including commitments, and
  - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
  - details of any guarantee given or received;
- provision for doubtful debts related to the amount of outstanding balances; and
- the expense recognised during the period in respect of bad or doubtful debts due from Related Parties.

Generally, transactions with amounts receivable from and payable to KMP or their Related Parties which occur within normal employee, customer or supplier relationships and at arm's length and are

not material or significant, shall be excluded from detailed disclosures, but they will be disclosed in the financial statements by general description.

Disclosures that Related Party Transactions were made on terms equivalent to an arm's length transaction can only be made if such terms can be substantiated.

**Review of this policy**

This policy will be reviewed annually but may also be reviewed if any of the following occur:

- corporate restructure that impacts on the KMPs,
- legislative, accounting standard or Local Government Code of Accounting Practice change that impacts on the application of the Policy, or
- other circumstances as determined from time to time by a resolution of Council

**RELATED POLICIES/DOCUMENTS**

Related Party Disclosure form (attached)

Local Government Act 1993

Australian Accounting Board Standard – Related Parties Disclosures AASB 124

Council's Code of Conduct

Related Parties Operational Policy

## Related Parties - Disclosure Form

NAME OF KEY MANAGEMENT PERSONNEL (KMP)
DATE

[illegible]



# FINANCIAL MANAGEMENT AND CONTROL POLICY

Adoption Date: 17 August 2020

Review Date: August 2021

Responsible Officer: General Manager

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## POLICY STATEMENT

CMCC is committed to the timely and accurate preparation of all mandated financial reports.

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## OBJECTIVES:

- To ensure CMCC complies with the NSW Local Government Act 1993, the Local Government (General) Regulation 2005 and currently applicable Australian Accounting Standards.
- To provide a clearly defined financial management and control structure for the guidance of all CMCC Staff.
- To ensure Council's financial management policy, procedures and guidelines are best practice and meet the highest standard of accountability.
- To ensure all financial reporting requirements are met as and when they fall due.
- To deliver consistently high quality financial information to internal and external stakeholders.

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## Policy Implementation Procedures, Guidelines and Documents

NSW Local Government Act 1993 Part 3 and Part 4

Financial Management and Control Procedures

Local Government (General) Regulation 2005 Part 9

## Related CMCC Policies

Investment Policy

## **Financial Management and Control**

### **1. Bank Accounts**

Council operates one accounts being:

- General Fund Bank Account

All money and property must be deposited and held in the General Fund Bank Account.

### **2. Strategic Planning**

Council must as part of its strategic planning compliance, develop a 10 year financial plan which includes a works program, capital expenditures and recurrent income and expenditures and fees and charges.

- Resourcing strategy
- (1) A council must have a long-term strategy (called its **resourcing strategy**) for the provision of the resources required to implement the strategies established by the community strategic plan that the council is responsible for.
- (2) The resourcing strategy is to include long-term financial planning, workforce management planning and asset management planning.
- Operational plan
- (1) A council must have a plan (its **operational plan**) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.
- (2) An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.

### **3. Investing Council Funds**

The investment of Council funds must be made in accordance with Section 625 of the Local Government Act 1993. Investing surplus funds should be made in such a manner to ensure security in safeguarding the preservation of capital and provide a reasonable return, preferably a return above the 90 day BBSW

- (1) A council may invest money that is not, for the time being, required by the council for any other purpose.
- (2) Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.

### **4. Annual Financial Reports**

Annual Financial reports will be prepared in accordance with the requirements of:

- [Local Government Act 1993 \(NSW\) \(as amended\)](#)
- [Local Government \(General\) Regulation 2005](#)

- [Local Government Code of Accounting Practice and Financial Reporting](#) (the Code)
- [Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board](#)

## **5. External Auditors**

In accordance with Section 422 of the Local Government Act 1993 the Auditor General is to be Council's auditor. The Auditor General is appointed to provide an opinion on council's annual financial reports (Part 3, [Divisions 2 and 3 of Local Government Act 1993](#)). The Auditor General provides Council with a financial control that will assist in:

- strengthening Council's good governance and policy framework
- ensuring financial reports are compliant with legislation and Accounting Standards
- reviewing and improving Council's financial management practices, its accountability for public monies, and financial performance

## **6. Legislative Requirements**

Under the provisions of the LGA 1993 the Annual Financial Report must be prepared and audited within the period of four months after the end of that year and must be presented at a council meeting held on or before 5 December after the year end to which the reports relate. The following legislative requirements for financial reports are mandatory for compliance:

## List of requirements

<a href="#">Section 413(1)</a>	Council must prepare financial reports as soon as possible after year end having regard to requirements of <a href="#">Section 416(1)</a> .
<a href="#">Section 413(2)(c)</a>	Council must prepare a statement on the General Purpose Reports as to its opinion on the reports (prior to sign off by auditor).
<a href="#">Section 415(1)</a>	Council's auditor must audit financial reports as soon as practicable after receipt having regard to requirements of <a href="#">Section 416(1)</a> .
<a href="#">Section 415(3)</a>	The Local Government (Financial Management) Regulation 1999 may prescribe matters that an auditor must consider and provide comment on in auditing council's financial reports.
<a href="#">Section 416(1)</a>	Council's financial reports must be completed and audited within 4 months after year end.
<a href="#">Section 416(2)</a>	Council may make application to the Director General for an extension to that period.
<a href="#">Section 416(3)</a>	A council must make such an application if requested to do so by its auditor.
<a href="#">Section 416(6)</a>	A council must notify its auditor of any application for an extension made under this section and of the outcome of the application.
<a href="#">Section 417(1)</a>	Auditor must prepare two reports to council: <ul style="list-style-type: none"> <li>➤ A report on the general purpose financial report; and</li> <li>➤ A report on the conduct of the audit.</li> </ul>
<a href="#">Section 417(5)</a>	As soon as practicable after receiving the auditor's reports, council must send a copy of the audited financial reports and the auditor's reports to the DLG and ABS.
<a href="#">Section 418(1) (a) &amp; (b)</a>	<ul style="list-style-type: none"> <li>➤ Council must: fix a date for a meeting to present its financial reports, and</li> <li>➤ Give public notice of the date so fixed.</li> </ul>
<a href="#">Section 418(2)</a>	The date for the meeting must be at least 7 days after the date the notice is given, but not more than 5 weeks after the auditor's reports are given to council.
<a href="#">Section 418(3) (a)</a> (b) (c)	The public notice must include: <ul style="list-style-type: none"> <li>➤ A statement that the business of the meeting will include the presentation of the audited financial reports and the auditor's reports; and</li> <li>➤ Summary, in the approved form, of the financial reports; and</li> <li>➤ A statement to the effect that any person may, in accordance with section 420, make submissions (within the time provided by that section and specified in the statement) to the council with respect to the council's audited financial reports or with respect to the auditor's reports.</li> </ul>
<a href="#">Section 418(4)</a>	Copies of the audited financial reports and audit reports must be available for public inspection at the council's office from the date of the public notice until 1 day after the meeting.
<a href="#">Section 419(1)</a>	Council must present its financial reports and audit reports at the meeting of council.
<a href="#">Section 420(1)</a>	Any person may make submissions to the council on the financial reports and/or audit reports.
<a href="#">Section 420(2)</a>	Submissions to the council must be in writing and submitted within 7 days after the reports were presented.
<a href="#">Section 420(3)</a>	Copies of any submissions made must be referred to the auditor.
<a href="#">Section 420(4)</a>	Council to take appropriate action in respect to submissions, including advising the Director General of any matter that appears to require amendment to the financial reports.
<a href="#">Local Government (LGGR cl.216(1) &amp; (2))</a>	The Director General can by notice in writing direct the council to amend its financial reports. Any amendments will require council to make public notice of the amendment. Council must specify in the notice that the public can inspect, without fee, the amended reports at council offices.
<a href="#">Section 428(1)</a>	Council must present its Annual Report within 5 months of year end.
<a href="#">Section 428(2a)</a>	Council's Annual Report must include a copy of the council's audited financial reports (these include Special Purpose Financial Reports).

**Procedure Review History**

Date	Changes Made	Approved By





# CASTLEREAGH MACQUARIE COUNTY COUNCIL

## Work Health and Safety Policy

Castlereagh Macquarie County Council is committed to the implementing of Council's statutory obligations under the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2017.

It shall apply to all Castlereagh Macquarie County Council operations; however it must be read in conjunction with all other statutory legislation that applies in regards to health and safety requirements.

Council is committed to providing a safe and healthy work place for all employees, contractors and visitors and acknowledges the following obligations to:

- Secure and promote the health, safety and welfare of staff, contractors and visitors in the workplace
- Promote a safe and healthy workplace that protects them from injury and illness
- Provide for consultation and co-operation between employers and employees in achieving the objectives of the Work Health and Safety Act 2011
- Ensure that risks to health and safety in the workplace are identified, assessed and eliminated or controlled
- Develop and promote community awareness of Work Health and Safety issues
- Provide a framework that allows for progressively higher standards of Work Health and Safety to take account of changes in technology and work practices
- Protect staff, contractors and visitors against risks to Health and Safety arising from the use of plant that affects public safety.

Michael Urquhart  
Acting General Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ITEM 5.4 COUNCILLOR FEES, LOCAL GOVERNMENT REMUNERATION TRIBUNAL

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

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### Summary:

This report sets out the Local Government Remuneration Tribunals range of fees for Councillors and Chairpersons within each category for 2020/2021. The county council category includes Castlereagh Macquarie County Council.

### Background:

The Remuneration Tribunal in accordance with section 239 and 241 of the Local Government Act 1993 each year makes its determination for the annual fees payable to Mayors/Chairpersons and Councillors of Local Councils. Under sections 248 (4) and 249 (4) of the Act a Council that does not fix its fees must pay the appropriate minimum fee determined by the Remuneration Tribunal.

### Current Position:

The tribunal has not increased the fees for the forthcoming year they remain the same as 2019/2020.

The table below sets out the new fee structure applicable for 2020/2021 and Council must now formally adopt fees within the range as shown. The Chairperson fee is paid in addition to the Councillors fee.

<b>Category “County” Fees</b>	<b>Category Minimum</b>	<b>Category Maximum</b>
Chairperson	<b>3,920</b>	<b>11,060</b>
Councillor	<b>1,820</b>	<b>6,060</b>

### Relevant Reference Documents/Policies:

Local Government Act 1993  
 Local Government Tribunal Annual Report and Determination 10<sup>th</sup> June 2020.

### Governance issues:

Council is obliged to adopt a Councillor and Chairperson fee for the forthcoming financial year in accordance with the provisions as set out in the Local Government Act 1993.

### Environmental issues:

Nil

### Stakeholders:

Castlereagh Macquarie County Council  
 Castlereagh Macquarie County Council Councillors

### Financial Implications:

The 2020/2021 budget has made provision for the fees payable.

**Alternative Solutions/Options:**

Council may adopt a fee within the range determined by the Local Government Tribunal Annual Report and Determination.

**Conclusion:**

The report recommends that Council adopt the minimum fee for Councillors and the Chairperson for 2020/2021 as per previous financial years.

Councillor Fees, Local Government Remuneration Tribunal
<p><b>Recommendation</b></p> <p>That the Councillor fees be set at the minimum level set by the Local Government Remuneration Tribunal for a County Council;</p> <p>a) The Councillor fee for 2020/2021 be \$1820.00</p> <p>b) The Chairperson fee for 2020/2021 be set at \$3920.00</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Nil

## ITEM 5.5 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

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

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### Summary:

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

### Background:

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

- 20-22 – Supporting local businesses to comply with COVID-19 restrictions
- 20-23 – 2020/21 Determination of the Local Government Remuneration Tribunal
- 20-24 – Extension of increased tendering exemption threshold for contracts for bushfire response and recovery to 31 December 2020.
- 20-25 – The date of the next ordinary local government elections is 4 September 2021
- 20-26 – New guidelines for registration agents
- 20-27 – Amendments to the Companion Animals Regulation 2018
- 20-28 – Rules on attendance a council and committee meetings during the COVID-19 pandemic as of 1 July 2020.
- 20-29 – September 2020 Mayoral Elections
- 20-30 - COVID-19 Economic Stimulus Package – 2020-21

### 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><b>Recommendation:</b></p> <p>That the information contained in the following Departmental circulars 20-22 to 20-30 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

### Attachments:

## Circulars

Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	20-22 / June 2020 / A707074
<b>Previous Circular</b>	N/A
<b>Who should read this</b>	General Managers / Council public health and enforcement staff
<b>Contact</b>	Council Engagement Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Action by relevant staff

**Supporting local businesses to comply with COVID-19 restrictions****What's new or changing**

- The NSW Government recognises that councils are playing a critical role in protecting the community from the transmission of COVID-19. Central to this has been their ongoing engagement and education of the community in relation to COVID-19 restrictions in public spaces and council-owned facilities.
- As restrictions ease and the focus moves towards recovery, the NSW Government is requesting that councils build on their community safety role by engaging with local businesses that need assistance in complying with COVID-19 Public Health Orders.
- The NSW Government has developed the COVID Safe Check app, which provides a way for customers to give feedback in real time to businesses and to regulators for action where necessary.
- In some cases, feedback about businesses who may not be fully complying with the Public Health Order may be provided to councils through the Office of Local Government (OLG).
- Councils are asked to engage with identified businesses through targeted site visits, the primary purpose of which will be to guide and assist business operators towards compliance with the Public Health Orders.
- All enforcement action will remain a matter for the NSW Police Force.

**What this will mean for your council**

- OLG will refer relevant COVID Safety Check app feedback to the appropriate council based on the location of the business. OLG will establish a point of contact in each council to ensure consistency in the referral process.
- Councils are asked to review the feedback and respond within available resourcing. However, site visits to businesses to provide information about restrictions and encourage compliance are likely to be the most effective approach.
- To assist councils, an information pack including a standardised site visit checklist and an online training presentation will be available on the OLG webpage in the coming days. This will include links to relevant information which councils can provide to businesses as part of the education and engagement process.



- Where a site visit is undertaken, council officers should consider:
  - (a) Alerting the business that the council has received information the business may not be in compliance with the Public Health Order.
  - (b) Explaining the importance of the Public Health Order restrictions and seek their cooperation by providing education material in the standard information pack.
  - (c) Advising that if council or the NSW Government receives information about further breaches from the business, the matter may be escalated to the NSW Police Force for enforcement.
- Councils are asked to report back to OLG on any action taken. OLG will provide a streamlined reporting tool for this purpose.
- Councils are also encouraged where possible to take proactive action by providing relevant information to local businesses even if a complaint has not been received.

#### Key points

- Businesses have an obligation to comply with the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 3) 2020 in relation to the COVID-19 pandemic.
- Under the Public Health Orders, businesses have been allowed to open to the public for limited purposes and subject to the conditions set out in the Public Health Orders. These conditions can include the development of and compliance with a COVID-19 Safety Plan that address the matters in the published checklist relevant to that industry or venue type.
- Councils can build on their well-established public health community engagement processes to encourage local businesses to comply with the Public Health Orders.
- An overview of the roles and responsibilities of councils and other NSW Government agencies in relation to the Public Health Orders is contained in Attachment 1.

#### Where to go for further information

- OLG's Council Engagement Managers will contact councils in the coming days to develop a database of relevant officers and answer any questions councils may have about the process.
- Further information (including resources such as a standardised checklist and reporting tools) will be available on the OLG's COVID-19 webpage.



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**Attachment 1 - Overview of the role and responsibilities of councils and other NSW Government agencies:**

<b>Business type</b>	<b>Council role</b>	<b>Other agency role</b>
<b>Restaurants, food courts and cafes</b>	<ul style="list-style-type: none"> <li>Follow-up any initial complaints referred from Service NSW.</li> </ul>	<b><u>NSW Food Authority</u></b> <ul style="list-style-type: none"> <li>Proactive engagement in industrial areas, Sydney Harbour Foreshore Authority (SHFA) and Unincorporated areas.</li> <li>Follow-up initial complaints referred from Service NSW in industrial areas, SHFA and Unincorporated areas.</li> </ul>
<b>Pubs, clubs, casino, microbreweries, producer/wholesaler, small bars, nightclubs, karaoke bars, vessels and racecourses</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<b><u>Liquor &amp; Gaming</u></b> <ul style="list-style-type: none"> <li>Proactive engagement and follow-up initial complaints referred from Service NSW in most metro areas.</li> </ul> <b><u>NSW Police Force</u></b> <ul style="list-style-type: none"> <li>Proactive engagement and follow-up initial complaints referred from Service NSW in most regional and some metro areas.</li> </ul>
<b>All other business (retail, gyms, beauty salon, tattoo parlours etc)</b>	<ul style="list-style-type: none"> <li>Follow-up any initial complaints referred from Service NSW.</li> </ul>	<b><u>NSW Health EHOs</u></b> <ul style="list-style-type: none"> <li>Proactive engagement in all council areas (except retail).</li> <li>Follow-up initial complaints referred from Service NSW in all council areas (including retail).</li> </ul> <b><u>SafeWork</u></b> <ul style="list-style-type: none"> <li>Will proactively promote work health and safety in retail business and will advise relevant councils when focussing on particular areas.</li> </ul>
<b>All business types</b>	<ul style="list-style-type: none"> <li>No enforcement role.</li> </ul>	<b><u>NSW Police Force</u></b> <ul style="list-style-type: none"> <li>Enforcement of all escalated incidents.</li> </ul>



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## Circular to Councils

<b>Circular Details</b>	20-23 / 22 June 2020 / A707486
<b>Previous Circular</b>	19-07 2019/20 Determination of the Local Government Remuneration Tribunal
<b>Who should read this</b>	Councillors / General Managers
<b>Contact</b>	Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Councils to Implement

### 2020/21 Determination of the Local Government Remuneration Tribunal

#### What's new or changing

- The Local Government Remuneration Tribunal (the Tribunal) has determined that there will be no increase in mayoral and councillor fees for the 2020/21 financial year.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories in 2017 and has undertaken a review as part of its 2020 determination.
- For the Metropolitan group the Tribunal has determined to retain the existing categories and has amended the population criteria applicable to Metropolitan Large and Metropolitan Medium.
- For the Non-Metropolitan group, the Tribunal has determined to:
  - create two new categories - Major Strategic Area and Regional Centre
  - rename one category - Regional City to Major Regional City, and
  - revise the criteria for some of the existing categories to account for the new categories.
- The Tribunal has determined the following categories:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Large	Regional Strategic Area
Metropolitan Medium	Regional Centre
Metropolitan Small	Regional Rural
	Rural

- Each council is allocated into one of these categories based on criteria identified by the Tribunal in Appendix 1 of its determination.

#### What this will mean for your council

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee based on the Tribunal's determination for the 2020/21 financial year.
- While there is to be no increase in fees paid for the 2020/21 financial year, mayors and councillors in some councils may receive an increase as a result of a change to their council's categorisation.

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**Key points**

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

**Where to go for further information**

- The Tribunal's report and determination is available at [www.remtribunals.nsw.gov.au/local-government](http://www.remtribunals.nsw.gov.au/local-government).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



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## Circular to Councils

<b>Circular Details</b>	20-24 / 26 June 2020 / A708194
<b>Previous Circular</b>	<i>20-03 Amendments to the Local Government (General) Regulation 2005 to increase the tendering exemption threshold for contracts for bushfire recovery and operations</i>
<b>Who should read this</b>	Councillors / General Managers / Staff involved in bushfire recovery and procurement
<b>Contact</b>	Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council to Implement

### Extension of increased tendering exemption threshold for contracts for bushfire response and recovery to 31 December 2020

#### What's new or changing

- The NSW Government is committed to helping local councils and their communities recover and rebuild in the wake of the recent bushfire emergencies.
- The Government recognises that recovery efforts have been made more challenging as a result of the impact of the COVID-19 pandemic.
- In recognition of these challenges, the temporary higher \$500,000 tendering exemption threshold prescribed under the *Local Government (General) Regulation 2005* (the Regulation) for contracts for the purpose of bushfire-related response and recovery work has been extended for a further six months to 31 December 2020.

#### What this will mean for your council

- Until 31 December 2020, councils will not be required to tender when entering into contracts with a value of up to \$500,000 that are primarily for the purpose of bushfire-related response and recovery.
- After 31 December 2020, the usual \$250,000 tendering exemption threshold will apply.
- Councils should continue to apply appropriate standards of probity in their procurement for bushfire response and recovery work and should continue to ensure that the contracts they enter into represent best value for money.

#### Key points

- The Regulation was amended in January to temporarily increase the tendering exemption threshold to \$500,000 for contracts that are entered into primarily for the purpose of bushfire-related response and recovery work before 1 July 2020.
- A further amendment has been made to the Regulation to extend this period to 31 December 2020.

#### Where to go for further information

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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## Circular to Councils

<b>Circular Details</b>	20-25 / 29 June 2020 / A706318
<b>Previous Circular</b>	20-10 <i>Postponement of the September 2020 Local Government Elections</i>
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information

**The date of the next ordinary local government elections is 4 September 2021**

### What's new or changing

- The Minister for Local Government has published orders in the Gazette under section 318B of the *Local Government Act 1993* (the Act) postponing the next ordinary local government elections in response to the COVID-19 pandemic.
- The next local government elections will be held on 4 September 2021.
- The decision to postpone the elections until September 2021 has been made in consultation with and on the advice of the NSW Electoral Commissioner.

### What this will mean for your council

- The orders made under section 318B suspend the election requirements of the Act including the requirement to hold by-elections to fill vacancies for the period specified in the orders.
- Current councillors and popularly elected mayors will continue to hold their civic offices until council elections are held on 4 September 2021.
- Councils will not be required to hold by-elections to fill vacancies or to apply to the Minister to dispense with the requirement to hold a by-election during the period specified in the orders.
- The making of the orders will not affect the requirement to hold mayoral elections. Mayoral elections must be held for mayors elected in September 2018 when their two year-terms expire in September 2020.
- Mayors elected in September 2019 will continue to hold office until council elections are held on 4 September 2021.
- The composition of joint organisation boards may need to change in September 2020 if mayors of member councils elected by councillors are not re-elected.
- The postponement of the next ordinary local government elections will not affect the timing of future council elections, and the subsequent ordinary local government elections will still proceed in September 2024.

### Key points

- The Act was amended in March 2020 to confer on the Minister for Local Government a time-limited power to postpone council elections in response to the COVID-19 pandemic.
- The amendment allows the Minister by an order published in the Gazette, to postpone elections for 12 months from the date of the order. The order may be extended for an additional period to 31 December in the year after the order is made.

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## Circular to Councils

<b>Circular Details</b>	20-26 / 30 June 2020/ A637765
<b>Previous Circular</b>	Circular 18-26
<b>Who should read this</b>	General Managers / Rangers / Pounds / Finance
<b>Contact</b>	Program Delivery Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council to Implement

### New guidelines for registration agents

#### What's new or changing?

- New *Guidelines for Registration Agents* have been issued and partially replace the *Guidelines on the Exercise of Functions under the Companion Animals Act*.
- The Guidelines, issued under clause 13 of the *Companion Animals Regulation 2018*, outline the mandatory roles and responsibilities of registration agents appointed under the *Companion Animals Act 1998*.
- From 1 July 2020 the NSW Government will introduce annual permits for owners of non-desexed cats, restricted dog breeds, and dogs declared to be dangerous.

#### Key points

- The new Guidelines partially replace the Guidelines on the Exercise of Functions Guidelines in relation to:
  - identification information (Chapter 4)
  - registration information and fees (Chapter 5)
  - changing the Register (part of Chapter 8)
  - greyhounds and dingoes (part of Chapter 14), and
  - paying and reconciling fees (Chapter 15).
- The attached table shows which chapters from the Exercise of Functions Guidelines have been replaced by the new Guidelines.
- The Guidelines reflect the NSW Pet Registry and legislative changes made since 2018.
- In 2018, the *Companion Animals Act 1998* and the *Prevention of Cruelty to Animals Act 1979* were amended by the *Companion Animals and Other Legislation Amendment Act 2018*.
- Circular 18-26 advised councils about amendments that took effect in 2018.
- A new requirement for vets to ear-mark or tattoo desexed female cats and dogs took effect on 1 July 2019.
- The remaining amendments will come into effect from 1 July 2020, including:
  - requiring annual permits for cats that are not de-sexed
  - requiring annual permits for restricted and dangerous dogs.
- Also from 1 July 2020, a one-off \$10 reduction in registration fees for cats will be made together with annual adjustments to reflect the Consumer Price Index.
- The Guidelines (at 5.5.28) advise that eligible pensioners that buy a pet from an eligible pound or shelter are entitled to access the cheapest registration fee.
- To the extent that the new Guidelines are inconsistent with the Exercise of Functions Guidelines, registration agents should apply the new Guidelines.

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**Where to go for further information**

- New Guidelines for Registration Agents may be viewed at [www.olg.nsw.gov.au/councils/responsible-pet-ownership/nsw-pet-registry/the-cat-and-dog-register/](http://www.olg.nsw.gov.au/councils/responsible-pet-ownership/nsw-pet-registry/the-cat-and-dog-register/).
- The *Companion Animals and Other Legislation Amendment Act 2018* is at [www.legislation.nsw.gov.au/#/view/act/2018/27](http://www.legislation.nsw.gov.au/#/view/act/2018/27)
- The *Companion Animals Regulation 2018* may be viewed at [www.legislation.nsw.gov.au/#/view/regulation/2018/441](http://www.legislation.nsw.gov.au/#/view/regulation/2018/441)



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**Attachment****Exercise of Functions Guidelines replaced by new Guidelines for Registration Agents**

Reference	Title
<b>Chapter 4</b>	<b>Handling identification information</b>
4.1	Identification information (in part)
4.4	Inconsistent records (in part)
4.5	Animals with pre-existing microchips (in part)
4.6	Animals with more than one microchip (in part)
4.7	Microchips that cannot be read (in part)
4.8	Incorrect 'duplicate' microchip numbers (in part)
4.9	Removing an incorrect record (in part)
<b>Chapter 5</b>	<b>Dealing with registrations</b>
5.1	<i>Companion Animals Amendment Act 2013 - Registrations</i>
5.2	Council responsibilities
5.3	Registration categories
5.4	De-sexed animals
5.5	De-sexed animals sold by an eligible pound or shelter - 50% discount
5.6	When to flag an animal as eligible for pound/shelter discount registration...
5.7	Pensioner discounts
5.8	Recognised breeders
5.9	Assistance animals
5.10	Working dogs
5.11	Loss of registration exemption
5.12	Processing registration information
5.13	Correcting or removing a registration
5.14	Registration tags
5.16	Request for refunds
<b>Chapter 8</b>	<b>Changing information on the Register</b>
8.1	Possible reasons to change information
8.2	Who is responsible for changing information?
8.4	Receiving and processing requests
8.5	Correcting minor errors
8.6	Change of ownership or contact details
8.7	Deleting records
8.8	Missing and found animals
8.9	Notifications of dangerous or menacing dog declaration and death of animal
8.10	The recorded owner has not notified change of contact details
8.11	Change of ownership is not notified and recorded owner does not know new owner...
<b>Chapter 14</b>	<b>Other dog management issues</b>
14.1	Greyhound micro-chipping
14.3	Dingoes
<b>Chapter 15</b>	<b>Paying and reconciling registration fees</b>
15.1	Overview
15.2	What are councils required to do?
15.3	The reconciliation process
15.4	Reimbursing fees to councils
15.5	Audit process





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## Circular to Councils

<b>Circular Details</b>	20-27 / 1 July 2020/ A708906
<b>Previous Circular</b>	<i>Not applicable</i>
<b>Who should read this</b>	General Managers / Companion Animals Compliance and Enforcement Officers / Pounds / Customer Service Officers
<b>Contact</b>	Policy Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	For Information

### Amendments to the *Companion Animals Regulation 2018*

#### What's new or changing

- The NSW Government is introducing annual permits for non-desexed cats and restricted and dangerous dogs as part of its commitment to promoting responsible pet ownership and improving animal welfare standards.
- From 1 July 2020 cat and dog lifetime registration fees increased in line with the Consumer Price Index (CPI).
- The *Companion Animals Regulation 2018* (the Regulation) has been amended to clarify certain aspects of these changes.
- Further changes to the Regulation also came into effect from 1 July 2020 as indicated below.

#### What this will mean for your council

- Annual permit requirements for dangerous and restricted dogs and for cats not desexed by four months of age commenced on 1 July 2020. Transitional arrangements provide pet owners with additional time to comply.
- The new lifetime registration fees are listed in the attached summary of amendments. This includes changes to registration categories as well as to the registration fees that apply from 1 July 2020.
- Councils should update their systems to accommodate the new registration, annual permit and penalty fees and categories.

#### Key points

- Changes to the Regulation, which are set out in more detail in the attachment, include:
  1. a 21-day transition period within which pet owners can comply with new annual permit requirements after 1 July 2020
  2. an annual permit exemption for recognised breeders for cats kept for breeding purposes
  3. a definition of "recognised breeder" for annual permit purposes
  4. an annual permit exemption for cats that cannot be de-sexed, either temporarily or permanently, until they can be de-sexed, where a vet has certified that in writing before the cat is four months of age
  5. abolishing the additional fee payable when registering a dog de-sexed after the age of six months if the dog was adopted from a rehoming organisation

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6. enabling notices for the seizure or surrender of animals to be served by email where an email address was provided upon registration
  7. changing the registration fee category for cats so that the additional registration fee for cats not de-sexed by the age of four months is removed, to reflect the introduction of annual permits
  8. reducing registration fees for all cats by \$10 from 1 July 2020
  9. prescribing fees payable for the 2020-21 year, and
  10. creating new penalty notices for offences that relate to annual permits.
- The Companion Animals Register and NSW Pet Registry have been modified to allow councils to apply the new lifetime registration fees from 1 July 2020 and to incorporate the other changes to the Regulation.
  - Both the old and new registration fee structures will be maintained on the Companion Animals Register to allow councils to correct registration details for existing records and catch up on data entry backlogs (i.e. where fees have been receipted before 1 July 2020 but not entered on the Register).
  - The current R2 – Lifetime Registration form can continue to be used.

**Where to go for further information**

- Further information about annual permits is available on the Annual Permits page of OLG's website at <https://www.olg.nsw.gov.au/councils/responsible-pet-ownership/nsw-pet-registry/annual-permits/>.
- While the Pet Registry and Companion Animals Register are temporarily unavailable to allow urgent maintenance and upgrading work, councils should process any applications by way of paper forms and hold on to these forms until further notice. Further advice on processing of companion animal matters will be issued shortly.
- Further information will also be provided directly to councils and other registration agents about registration and annual permit processes.



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## **Circular Attachment**

### **Summary of amendments to the Companion Animals Regulation 2018 (the Regulation)**

#### **1) Annual permits transition period for compliance and enforcement**

From 1 July 2020 owners of:

- cats not desexed by four months of age will be required to pay an \$80 annual permit in addition to their one-off lifetime pet registration fee, and
- dogs of a restricted breed or declared to be dangerous will be required to pay a \$195 annual permit in addition to a one-off lifetime pet registration fee.

The amendment provides for a 21-day transition period to provide affected pet owners with additional time to update their animal's records and pay for an annual permit.

The transition period will also assist local councils, rehoming organisations and the Office of Local Government to manage requests for support and advice as the new annual permit requirements are introduced.

#### **2) Exemption for recognised breeders from needing annual permits for cats**

Members of recognised breeder organisations are currently exempt from paying higher registration fees for a cat or dog that has not been desexed by the relevant desexing age, if the animal is kept for breeding purposes.

The amendment provides for a similar exemption to apply to the annual permit requirement for cats kept for breeding purposes by recognised breeders.

#### **3) Definition of 'recognised breeder' for annual permits purposes**

The *Companion Animals Act 1998* (Act) contains a definition for "recognised breeders organisation" for the purposes of issuing a Breeder Identification Number.

To provide for an exemption from holding an annual permit, this amendment includes the addition of a similar definition of 'recognised breeder' under clause 3(1) of the Regulation:

**recognised breeder**, in relation to a species of companion animal, means a person who is a member of a recognised breeders' organisation (within the meaning of Part 9 of the Act) for the species of companion animal.

#### **4) Excluding cats that cannot be desexed, either temporarily or permanently, from permit requirements**

The Regulation provides for an exemption to the requirement to pay the annual permit fee for a cat if a vet has specified in writing, before the cat reaches four months of age, that the cat should not be desexed:

- until it reaches an age specified (a temporary exemption), or
- that desexing the cat at any time of its life would constitute a serious health risk to the cat (a permanent exemption).

**5) Abolishing the additional fee payable when registering dogs desexed after the age of six months if the dog was adopted from a rehoming organisation**

The Regulation provides for a 50 per cent discount on registration fees for desexed animals sold by rehoming organisations. Many dogs sold by rehoming organisations are not desexed until they come into the custody of the organisation and are often older than the relevant desexing age.

This amendment provides for an exemption to the requirement to pay the additional registration fee for desexed animals, including those desexed after the relevant desexing age, when sold by a rehoming organisation.

**6) Enabling notices for the seizure or surrender of animals to be served by email where an email address was provided upon registration**

Where an animal is seized or surrendered, sections 63(1) and 63(1A) of the Act require that a notice of the fact be given to the owner of the animal. This amendment enables notices, required by section 63 of the Act, to be served by email to the owner's email address specified in the Companion Animals Register.

**7) Changing the registration fee category for cats so that the additional registration fee for cats not de-sexed by the age of four months is removed, to reflect the introduction of annual permits**

The annual permit requirements for non-desexed cats, commencing on 1 July 2020, replace the one-off additional fee requirement for cats that are not de-sexed by the age of four months (entire cats).

This amendment removes the additional registration fee for entire cats. The additional registration fee will only continue to apply to dogs not desexed by six months of age.

**8) Reducing registration fees for all cats by \$10 from 1 July 2020**

In 2018 the Government committed to making a one-off \$10 reduction in lifetime registration fees for cats, reducing the cost of registration for owners who do the right thing and desex their cats, to coincide with the introduction of annual permits.

The Regulation has been amended to specify that the registration fee for cats is to be \$10 less than the registration fee for dogs that are de-sexed. In future, this registration fee for cats will be applied following the annual adjustment for inflation, which will keep it consistent in subsequent years at \$10 less for cats.



**9) Prescribing fees payable for the 2020-21 year**

Registration related fees prescribed in the Regulation are to be adjusted annually for inflation before the commencement of each financial year. A formula is prescribed for this purpose.

The adjusted fees are usually notified annually by way of a notice made under the Regulation. However, as the Regulation has been amended at the same time, the fees for the 2020-21 financial year have been prescribed in the Regulation itself to reduce any confusion.

The 2020-21 registration categories and corresponding fee amounts from 1 July 2020 are as follows:

Registration Category	Fee Amount
Dog – Desexed (by relevant age)	\$60
Dog – Desexed (by relevant age eligible pensioner)	\$26
Dog – Desexed (sold by pound/shelter)	\$30
Dog – Not Desexed or Desexed (after relevant age)	\$216
Dog – Not Desexed (not recommended)	\$60
Dog – Not Desexed (recognised breeder)	\$60
Dog – Working	\$0
Dog – Service of the State	\$0
Assistance Animal	\$0
Cat – Desexed or Not Desexed	\$50
Cat – Eligible Pensioner	\$26
Cat – Desexed (sold by pound/shelter)	\$25
Cat – Not Desexed (not recommended)	\$50
Cat – Not Desexed (recognised breeder)	\$50

**10) Creating new penalty notices for offences that relate to annual permits**

A number of offences for annual permits have been established and penalties can be applied by a court for failure to comply.

To enable council rangers and other authorised officers to issue penalty notices (on the spot fines), these offences are set out in Schedule 2 of the Regulation together with the maximum penalty notice that may be issued, as below:

Section	Offence and penalty	Penalty notice amount
11B	Requires cats over the age of 4 months to have an annual permit from 6 months of age unless that cat is de-sexed (with exceptions). It is an offence if a permit is not in force. Maximum penalty of 50 penalty units (\$5,500).	\$400

Section	Offence and penalty	Penalty amount	notice
11C	Requires dangerous dogs to have an annual permit from 7 days from the declaration date if declared after 6 months of age. It is an offence if a permit is not in force. Maximum penalty of 60 penalty units (\$6,600). <b>Note:</b> two permits are required if a dog is restricted and dangerous.	\$700	
11D	Requires restricted dogs to have an annual permit from 6 months old. If a dog is of a breed that is restricted in future, the permit is due 21 days after the breed is listed as restricted. It is an offence if a permit is not in force. Maximum penalty of 60 penalty units (\$6,600). <b>Note:</b> two permits are required if a dog is restricted and dangerous.	\$700	
11E (2)(a), and (2)(b)	Enables councils to issue a notice that requires a pet owner to apply for a permit within 14 days. It is an offence if a notice is not complied with. (a) Maximum penalty of 50 penalty units (\$5,500) in relation to a cat, or (b) Maximum penalty of 60 penalty units (\$6,600) in relation to a dog. <b>Note:</b> Under section 377 of the <i>Local Government Act 1993</i> , the governing body of council may choose to delegate this power. These notes may be given more than once to a pet owner, but only every three months at most.	For (a) \$400 For (b) \$700	
11K	Conditions may be imposed on the holder of the permit. It is a \$220 offence to not comply with any conditions. Maximum penalty of 20 penalty units (\$2,200)	\$220	



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	20-28 / 3 July 2020 / A709308
<b>Previous Circular</b>	20-21 <i>Further relaxation of restrictions on attendance at council and committee meetings during the COVID-19 pandemic</i>
<b>Who should read this</b>	Councillors / General Managers / Council governance staff
<b>Contact</b>	Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council to Implement

### Rules on attendance at council and committee meetings during the COVID-19 pandemic as of 1 July 2020

#### What's new or changing

- The Minister for Health and Medical Research, the Hon. Brad Hazzard MP (the Minister), made the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020* on 30 June 2020.
- The new Public Health Order further relaxes restrictions on attendance at meetings by persons other than councillors and staff.

#### What this will mean for your council

- Councillors and council staff may attend council and committee meetings in person. However, councils must continue to allow councillors and staff to attend and participate in meetings by audio visual links where it is reasonably practicable to do so.
- Members of the public are permitted to attend meetings. However, councils must not allow persons to attend a meeting if the size of the meeting venue is insufficient to ensure there is 4 square metres of space for each person attending the meeting.
- Councillors and council staff are not to be counted when calculating the space available for each person at the meeting venue and the number of persons who are attending a meeting.
- Where councils exclude members of the public from meetings, they must livestream their meetings using audio-visual links to satisfy the requirement under section 10 of the *Local Government Act 1993* for members of the public to be permitted to "attend" meetings.

#### Key points

- A failure to comply with a direction in a Public Health Order is an offence under Section 10 of the *Public Health Act 2010* that carries a maximum penalty of imprisonment for 6 months or a fine of up to \$11,000 (or both) plus a further \$5,500 fine each day the offence continues.

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## Circular to Councils

<b>Circular Details</b>	20-29 / 4 August 2020 / A713425
<b>Previous Circular</b>	20-25 <i>The date of the next ordinary local government elections is 4 September 2021</i> 20-28 <i>Rules on attendance at council and committee meetings during the COVID-19 pandemic as of 1 July 2020</i>
<b>Who should read this</b>	Councillors / General Managers / Governance staff
<b>Contact</b>	Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council to Implement

### September 2020 mayoral elections

#### What's new or changing

- Councils that elected mayors in September 2018 must have mayoral elections in September 2020 when the 2-year term of the current mayor expires. The mayor elected in September 2020 will hold their office until ordinary elections are held on 4 September 2021.
- Councils must also hold an election for deputy mayor if the deputy mayor's term has expired and county councils must elect a chairperson.

#### What this will mean for your council

- Schedule 7 of the *Local Government (General) Regulation 2005* prescribes three methods of election of mayors:
  - open ballot (eg a show of hands)
  - ordinary ballot, or
  - preferential ballot.
- Open ballots can be undertaken remotely where a council is conducting its meetings by audio visual link.
- Ordinary and preferential ballots are secret ballots and councillors will need to attend the meeting in person if the election is to be by way of an ordinary or preferential ballot.

#### Key points

- In deciding which method to use for the mayoral election, councils should consider the personal circumstances of their councillors to ensure that all councillors can participate in the mayoral election.
- Councillors may attend council meetings in person under the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020* for the purposes of participating in a mayoral election and staff may attend for the purposes of conducting the election.
- Councils should observe appropriate social distancing when conducting mayoral elections and take any other steps necessary to minimise the risk of infection by the COVID-19 virus and to ensure the health and safety of all attendees.

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## Circular to Councils

<b>Circular Details</b>	20-30 / 05 August 2020 / A713952
<b>Previous Circular</b>	20-16
<b>Who should read this</b>	General Managers and Responsible Accounting Officer
<b>Contact</b>	Performance Team and Council Engagement Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information / Council to Implement

### COVID-19 Economic Stimulus Package – 2020-21

#### What's new or changing

- The Office of Local Government (OLG) has released updated resources that will assist councils to apply for the *Council Job Retention Allowance Subsidy* for the first quarter 2020-21 (Q1), a key element of the COVID-19 Economic Stimulus Package.

#### What this will mean for your council

- The following documents are now available:
  - Guidelines for the Council Job Retention Allowance Subsidy (JRA Guidelines)
  - Financial Stimulus Eligibility Criteria (Eligibility Criteria) 2020-21; and
  - Financial Stimulus Eligibility Return – 2020-21 (FSER).
- The JRA Guidelines, Eligibility Criteria and FSER provide detailed guidance to assist councils determine their eligibility for the JRA Subsidy for Q1.
- Councils are encouraged to submit the FSER to access the JRA Subsidy.
- OLG will inform councils of the outcome of its assessment of the FSER.

#### Key points

- All councils should have submitted their funding agreement to benefit from the Stimulus Package.
- The JRA Guidelines, Eligibility Criteria and FSER are available for download from the COVID-19 page on OLG's website and the Council Portal page.
- A council's FSER will be its application for the JRA Subsidy.
- The FSER should be completed and emailed to [FSER@olg.nsw.gov.au](mailto:FSER@olg.nsw.gov.au) by 14 August 2020. Late submissions will be considered but may delay payment of the JRA Subsidy.
- Councils who do not wish to access the JRA do not need to submit a FSER.

#### Where to go for further information

- Councils should contact OLG's Performance Team about the Eligibility Criteria and the FSER, and their Council Engagement Manager about the Stimulus Package or in relation to other COVID-19 matters.

**Tim Hurst**  
Deputy Secretary  
Local Government, Planning and Policy

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## 6. REPORT OF THE SENIOR BIOSECURITY OFFICER

### ITEM 6.1

Mass Rearing Facility Lightning Ridge update, NSW DPI have signed the contract and returned to AgriFutures Australia. The subcontract will be sent to CMCC with confirmed figures,

FY 2020 - \$177,000 (on signing of subcontract)

FY2021 - \$90,000 (December 2020 – on acceptance of milestone report by Agrifutures)

FY2022 - \$3,000 (August 2021 - on acceptance of milestone report by Agrifutures)

Tuesday 7<sup>th</sup> July 2020 NSW Agricultural Minister Adam Marshall visited the facility, followed by a field inspection on a private property release site. Thank you to Michael Urquhart, Clr Woodcock and Clr Martinez for attending this event at short notice.



(above NSW Agricultural Minister Adam Marshall with Andrew McConnachie DPI inspecting Hudson Pear Biological release site)

Proposed date for the official opening of the Mass Rearing Facility is 25<sup>th</sup> November 2020 after the Hudson Pear Taskforce meeting which will be 24<sup>th</sup> November.

**Parthenium** is a high priority with our inspections and will be for some time to come. To date CMCC have no further infestations to report.



Situation report – NSW Parthenium weed response 2020 Sitrep No – 10 Date of issue – August 4, 2020 Time of Sitrep – 10:35pm Distribution: Not for public information. For distribution within state and local government networks. Contains sensitive information.

New information since Sitrep 9 is in bold text.

1. Situation to date • to date (April - August 2020), Parthenium weed (*Parthenium hysterophorus*) has been detected on 22 infested premises (IPs) as new incursions across NSW. Three of these IPs have multiple sites of infestation bringing the total sites to 42. • 1 new IP has been detected since July 13 (IP 22) at Croppa Creek • Parthenium weed is identified as a significant biosecurity risk in NSW and is listed as Prohibited Matter in Schedule 2 of the NSW Biosecurity Act 2015. • NSW has a longstanding successful program of detecting and eradicating incursions of Parthenium weed since 1982. This is the highest number of outbreaks since 1999 and 2 IPs are the first recorded presence of PW east of the Great Dividing Range. • the flowering window for PW is closing and senescing plants will be less recognisable as colder weather sets in.

## 2. Summary of Infested Premises (IPs) to date

Table 1. Summary of Parthenium weed Infested Premises 2020

Infested Premises (IP) LLS Date Number/Size/location Suspected source; Notes IP1 Cumborah NW 1 Apr 16 plants; roadside vehicle/machinery IP2 Forbes CW 7 Apr 1 plant; roadside rest area vehicle/machinery IP3 Engadine GS 16 Apr 3 plants; domestic compost heap organic whole grain chicken feed IP4 Goolhi CW 24 Apr 50 plants; feed out bins sunflower seed IP5 Muswellbrook H 24 Apr 200-300 plants; 9 trackside locations machinery/excavator IP6 Wee Waa NW 23 Apr 3 plants; roadside vehicle/machinery IP7 Merah North NW 27 Apr 2 plants; roadside vehicle/machinery IP8 Gunnedah NW 29 Apr 1 plant; feed out area sunflower seed; IP4 connection IP9 Burren Junction NW 30 Apr 1 plant; roadside vehicle/machinery

State Coordination Orange

OUT20/9182

Sitrep Number 10 – NSW Parthenium Weed Response 2020 Version date: August 4 2020 Page 2

IP22 Croppa Creek - 100s of established, flowering plants and seedlings in a Travelling Stock Reserve in the Gwydir Shire LGA. On 27 July Gwydir Biosecurity Officer – Weeds was conducting follow-up inspections of drought fodder feed out areas in the Upper Horton area. A landowner reported that he knew of PW in a TSR near Croppa Creek village. On inspection there is a heavy infestation of at least 1-2 ha on both sides of Croppa Creek in the TSR, about 80 m west of Baroma Downs Road and 5.8 km SE of the intersection of Baroma Downs Road and the Croppa Moree Road. Plants have spread at least 1.3 km downstream and onto some private properties. Outlying plants have been manually removed. The plants are senescent and are covered with dead flowers.

IP10 Blandford consisting of: IP10a Sandy Ck Rd Murrurundi IP10b Bowmans Creek IP10c Isis Parish IP10d Timor Parish UH66014 IP10e Timor Parish UH65814 IP10f Scotts Creek IP10g Murulla Parish UH56653 IP10h Murulla Parish UH56687 IP10i Murulla Parish UH 56912 IP10j Henry St Murrurundi

H 4 May Ranging from 1 to over 200 plants near feed out areas hay consignment Murrurundi hay drive; IP11 connection

IP11 Bendemeer NW 6 May 6 plants; feed out area hay consignment Murrurundi hay drive IP12 Tamworth NW 7 May 2-3 hectares; camping area at Australian Equine & Livestock Events stock feed IP13 Boggabri NW 6 May 1 plant; roadside vehicle/machinery IP14 Kamilaroi Hwy consisting

of: IP14a Wee Waa levee IP14b Middle Route Road IP14c Walgett Shire boundary NW 12 May 1 plant at each site; roadside vehicle/machinery IP15 Gunningbland CW 18 May >500 plants; cropping farm headland header/machinery IP16 Parkes CW 29 May 1 plant; roadside possible connection to IP15 IP17 Inverell NW 4 June 1 plant; bird feeding area at peri urban residence mixed grain poultry/bird feed IP18 Boggabri Grain Valley Rd NW 9 June 2 plants; roadside vehicle/machinery IP19 Warrah NW 9 June 30 plants; feed out area contaminated hay; connection to IP10 IP20 Ravensdale GS 21 June 100s of plants; vacated chicken coop, peri urban residence contaminated organic whole grain chicken feed from QLD – same as IP3 IP21 Missabotti NC 13 July 100s of plants at a commercial organic chicken farm contaminated organic whole grain chicken feed from QLD – same as IP3 IP22 Croppa Creek NW 27 July 100s of plants in a TSR and along a creek line unconfirmed

State Coordination Orange

OUT20/9182

Sitrep Number 10 – NSW Parthenium Weed Response 2020 Version date: August 4 2020 Page 3

### 3. Actions since last sitrep

- IP21 Missabotti denser patches have been fenced off and treated with herbicide. A Biosecurity Undertaking has been accepted from the owners agreeing to a range of quarantine, hygiene, and control measures for the property.
- IP22 A media release was circulated in the Nambucca Valley region, resulting in an ABC radio interview on the local rural report and on the state Country Hour program and three local newspapers also ran the story.
- IP15 Gunningbland - Parkes Shire Council, LLS and DPI staff met on 31 July to confirm the inspection of surrounding and related properties and to develop a plan for ongoing surveillance and treatment.
- DPI Emergency Management have provided receipts for movements of fodder during the bushfire response. The IMT are collating the origin and recipient information from these to inform further surveillance of feed out areas.
- The supplier of organic whole grain chicken feed from QLD has provided additional information on volumes of ungraded stock with stockists in NSW. This will be considered prior to a decision about recall of ungraded stock from NSW.

### 4. Actions to be completed

- IP22 An inspection has been arranged for August 4 with DPI and Gwydir Council staff. Gwydir Council staff will undertake an initial downstream delimitation survey to determine the extent of the infestation within the next 7 days. There may be a need for a more coordinated joint exercise to determine the extent at a later date in 2020.
- IP21 a delimitation survey is planned for approximately 35 properties for the 11-12 of August. A team of 15 officers from Councils, LLS and DPI will inspect high risk sites and pathways on nearby properties. Activities will be recorded in BIS and will be undertaken as an official response for PW.
- Treatment of IP22 Croppa Creek site with herbicide will occur within 5 days.
- A NSW Parthenium Weed Taskforce meeting is planned for August 5 in Moree.
- New Border Inspection signs for the 6 border washdown facilities are being developed.
- IP12 Tamworth - The infested area requires more robust fencing to be put in place prior to the site being used post-COV19. The IMT will liaise with the facility managers and the Council to regulate the types and origins of feed that users can bring to the site in future.
- IMT to conduct trace back on mixed grain from IP17.

5. Note(s) • it is expected that all incursions will be eradicated. • Maps (of IPs, drought distribution points and Parthenium weed distribution in Queensland), charts and images are stored in the

Incident Action Plan CM9 • Sitreps, awareness materials and media releases for sharing are on the Weeds Extranet at <https://extranet.dpi.nsw.gov.au/weeds/biosecurity/prohibited-matter-response>

Completed by: Rod Ensbey A/Team Leader & Elissa van Oosterhout A/Manager Invasive Species Policy and Programs

Approved by: Scott Charlton, State Incident Controller, and Director Invasive Species Biosecurity

Date: August 3, 2020

Abbreviations: CMCC- Castlereagh-Macquarie County Council IAP - Incident Action Plan IP - Infested premises LCA – Local Control Authority

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Sitrep Number 10 – NSW Parthenium Weed Response 2020 Version date: August 4 2020 Page 4

LGA – Local government area LLS– Local Land Services DPI - NSW Department of Primary Industries PW – Parthenium Weed UHWA – Upper Hunter Weeds Authority RWC – Regional Weeds Coordinator RAA – Rural Assistance Authority

DPI Incident Management Team - Roles and Responsibilities Logistics: Robyn Henderson, Emma Fitzsimmons Operations: Phil Blackmore North West & Central West LLS; Nicola Dixon Greater Sydney LLS; Charles Mifsud North Coast, Hunter LLS Communications: Bernadette York, Wendy Gibney, Elissa van Oosterhout, Nicola Dixon Planning and Surveillance: Elissa van Oosterhout, Claire Lock, Phil Blackmore. Incident Controller: Rod Ensbey State Incident Controllers: Scott Charlton, Andrew Sanger

NSW WeedWise Parthenium weed profile: <https://weeds.dpi.nsw.gov.au/Weeds/PartheniumWeed>

Senior Biosecurity Officer's Report
<p><b>Recommendation:</b></p> <p>That Council receive and note the Senior Biosecurity Officer's August 2020 report.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

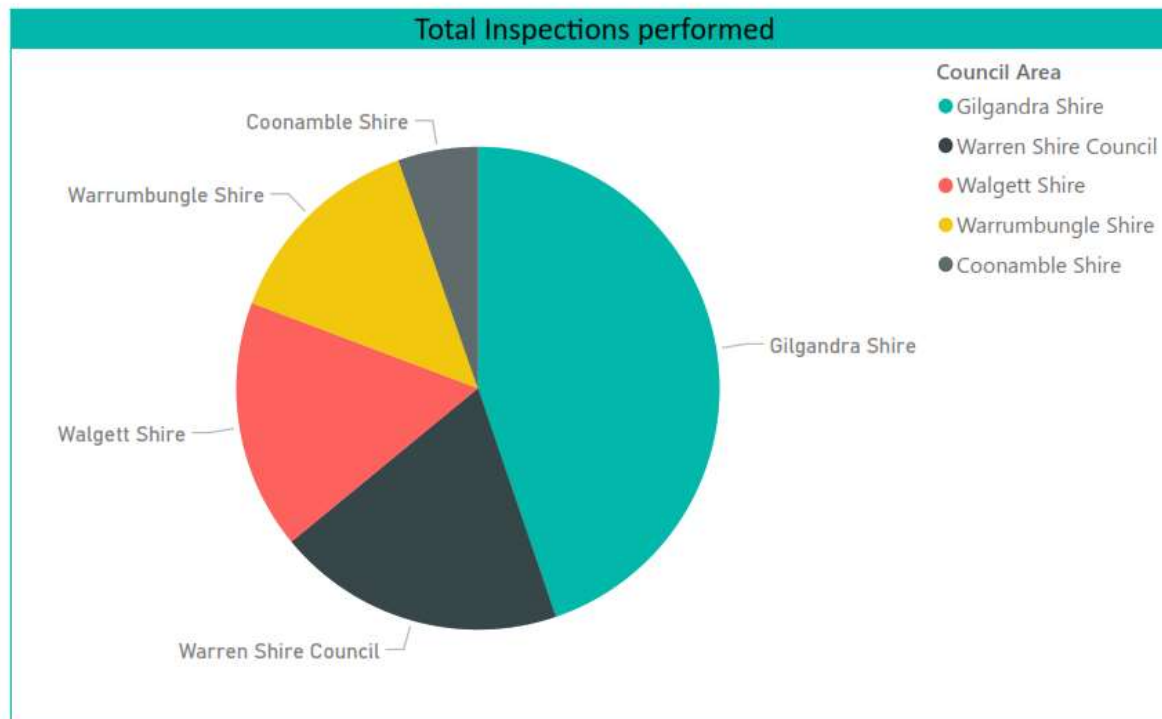
**Attachments:**

Inspection Reports July 2019 – July 2020



## Castlereagh Macquarie County Council Report July 2019 - July 2020

Total Inspections performed	
Council Area	Total Inspections
Coonamble Shire	69
Gilgandra Shire	579
Walgett Shire	216
Warren Shire Council	249
Warrumbungle Shire	180
<b>Total</b>	<b>1293</b>



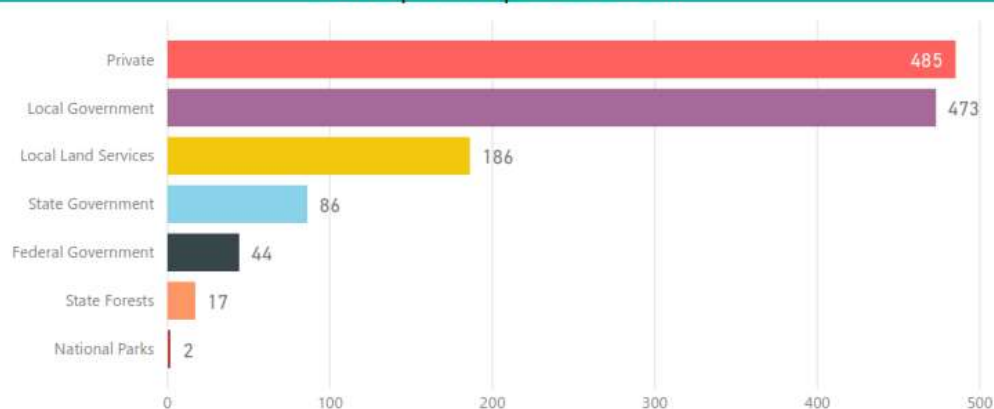


## Castlereagh Macquarie County Council Report July 2019 - July 2020

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
Coonamble Shire	Local Government	18
Coonamble Shire	Local Land Services	13
Coonamble Shire	Private	32
Coonamble Shire	State Government	6
Gilgandra Shire	Local Government	252
Gilgandra Shire	Local Land Services	57
Gilgandra Shire	Private	194
Gilgandra Shire	State Forests	16
Gilgandra Shire	State Government	60
Walgett Shire	Federal Government	44
Walgett Shire	Local Government	76
Walgett Shire	Private	92
Walgett Shire	State Government	4
Warren Shire Council	Local Government	23
Warren Shire Council	Local Land Services	116
Warren Shire Council	National Parks	2
Warren Shire Council	Private	104
Warren Shire Council	State Forests	1
Warren Shire Council	State Government	3
Warrumbungle Shire	Local Government	104
Warrumbungle Shire	Private	63
Warrumbungle Shire	State Government	13
<b>Total</b>		<b>1293</b>

Total Inspections per Land Tenure



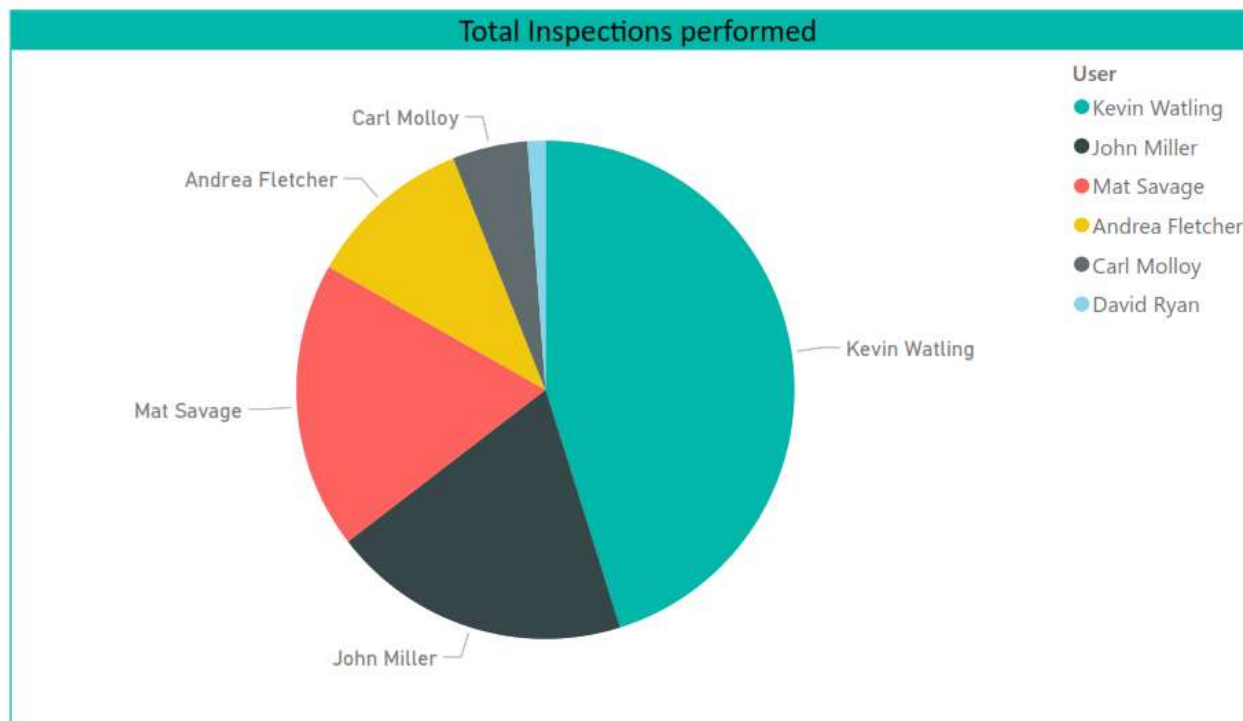
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Federal Government	44
Local Government	473
Local Land Services	186
National Parks	2
Private	485
State Forests	17
State Government	86
<b>Total</b>	<b>1293</b>



## Castlereagh Macquarie County Council Report July 2019 - July 2020

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	139
Carl Molloy	63
David Ryan	15
John Miller	251
Kevin Watling	584
Mat Savage	241
<b>Total</b>	<b>1293</b>





## Castlereagh Macquarie County Council Report July 2019 - July 2020

Andy's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Andrea Fletcher	Gravel Quarries	Local Government	2	19.28	65.00
Andrea Fletcher	High Risk Council owned land	Local Government	6	20.84	12.60
Andrea Fletcher	High risk rail corridors	Private	1	3.23	2.00
Andrea Fletcher	High risk rail corridors	State Government	3	11.39	6.00
Andrea Fletcher	High risk water courses	Local Government	1	0.00	100.00
Andrea Fletcher	Other High Risk Sites	Local Government	3	1.91	0.40
Andrea Fletcher	Private Property Inspections	Local Government	2	7.82	1.00
Andrea Fletcher	Private Property Inspections	Private	45	5,615.51	1,040.19
Andrea Fletcher	Roadside Inspection(s)	Local Government	7	219.67	52.40
Andrea Fletcher	Roadside Inspections High Risk Inspections	Local Government	61	1,473.39	831.40
Andrea Fletcher	Roadside Inspections High Risk Inspections	Private	3	223.54	130.00
Andrea Fletcher	Roadside Inspections High Risk Inspections	State Government	3	419.15	0.30
Andrea Fletcher	Waterways High Risk Pathways	Local Government	2	0.00	201.00
<b>Total</b>			<b>139</b>	<b>8,015.73</b>	<b>2,442.29</b>





## Castlereagh Macquarie County Council Report July 2019 - July 2020

Carl's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	ARTC	State Government	1	13.40	0.00
Carl Molloy	Gravel Quarries	Local Government	1	28.63	1.00
Carl Molloy	High Risk Crown Lands	State Government	1	28.63	5.00
Carl Molloy	High risk TSRs	Local Land Services	1	199.32	0.10
Carl Molloy	Local Land Services Reserves	Local Land Services	12	1,070.28	4.00
Carl Molloy	Other Council lands	Local Government	3	154.16	1.10
Carl Molloy	Private Property Inspections	Private	24	2,496.28	70.31
Carl Molloy	Private Property Re-Inspections	Private	3	680.13	53.00
Carl Molloy	Roadside Inspection(s)	Local Government	3	0.00	1.10
Carl Molloy	Roadside Inspections High Risk Inspections	Local Government	10	0.00	2.01
Carl Molloy	Roadside Inspections High Risk Inspections	State Government	4	0.00	1.02
<b>Total</b>			<b>63</b>	<b>4,670.85</b>	<b>138.65</b>





## Castlereagh Macquarie County Council Report July 2019 - July 2020

David's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
David Ryan	Private Property High Risk Re-Inspections	Local Government	1	390.00	50.00
David Ryan	Private Property High Risk Re-Inspections	Private	3	3,746.07	500.10
David Ryan	Private Property Inspections	Private	2	3,192.97	3.00
David Ryan	Roadside Inspection(s)	Local Government	8	245.00	802.20
David Ryan	Roadside Inspections High Risk Inspections	Federal Government	1	0.00	0.10
<b>Total</b>			<b>15</b>	<b>7,574.05</b>	<b>1,355.40</b>



## Castlereagh Macquarie County Council Report July 2019 - July 2020

### John's Inspection Stats

User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
John Miller	-----##-----Private Property Sites-----##-----	Private	1	388.32	30.00
John Miller	ARTC	Local Government	7	305.11	79.00
John Miller	ARTC	Local Land Services	15	1,160.16	212.00
John Miller	ARTC	Private	22	7,891.84	1,139.00
John Miller	ARTC	State Government	1	65.80	30.00
John Miller	Department Of Lands	Local Land Services	2	713.94	400.00
John Miller	High Risk Council owned land	Local Government	3	433.30	5.00
John Miller	High Risk Pathways Inspection	Private	5	391.16	530.00
John Miller	High risk rail corridors	Private	10	137.00	1,128.00
John Miller	High risk TSRs	Local Government	1	49.93	50.00
John Miller	High risk TSRs	Local Land Services	53	15,189.86	2,246.00
John Miller	High risk water courses	Local Land Services	8	1,334.93	1,500.00
John Miller	High risk water courses	Private	4	129.53	235.00
John Miller	Local Land Services Reserves	Local Land Services	39	8,310.28	3,366.00
John Miller	Local Land Services Reserves	National Parks	2	463.43	55.00
John Miller	Other Council lands	Local Government	6	391.42	12.00
John Miller	Other High Risk Sites	State Forests	1	536.11	100.00
John Miller	Other Private Properties	Private	6	1,120.99	4,526.00
John Miller	Other_1	Private	1	54.15	50.00
John Miller	Private Property Inspections	Private	45	16,789.29	2,317.00
John Miller	Private Property Re-Inspections	Private	1	78.07	5.00
John Miller	Private Property Waterways	Private	6	4,608.97	12,230.00
John Miller	Private Property Waterways	State Government	2	2.29	13.00
John Miller	Roadside Inspection(s)	Local Government	2	761.63	70.00
John Miller	Roadside Inspection(s)	Private	3	197.40	75.00
John Miller	Roadside Inspections High Risk Inspections	Local Government	4	678.66	86.00
John Miller	Waterways High Risk Pathways	Private	5	695.89	34.00
<b>Total</b>			<b>255</b>	<b>62,879.47</b>	<b>30,523.00</b>



## Castlereagh Macquarie County Council Report July 2019 - July 2020

Kevin's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Kevin Watling	-----#-----Private Property Sites-----#-----	Private	2	0.15	0.20
Kevin Watling	High Risk Council owned land	Local Government	9	189.12	5.80
Kevin Watling	High Risk Crown Lands	State Government	9	66.22	14.30
Kevin Watling	High Risk Pathways Inspection	Local Government	17	22.35	12.20
Kevin Watling	High Risk Pathways Inspection	Local Land Services	4	460.58	2.40
Kevin Watling	High Risk Pathways Inspection	Private	10	51.04	10.50
Kevin Watling	High Risk Pathways Inspection	State Forests	12	1,038.71	103.00
Kevin Watling	High Risk Pathways Inspection	State Government	16	954.95	29.80
Kevin Watling	High risk TSRs	Local Land Services	2	42.16	2.00
Kevin Watling	High risk water courses	Private	1	0.00	0.10
Kevin Watling	Local Land Services Reserves	Local Land Services	44	806.90	78.31
Kevin Watling	National Parks/Nature Reserves	State Forests	1	66.47	2.00
Kevin Watling	Nurseries	Private	1	0.20	0.00
Kevin Watling	Other Council lands	Local Government	30	456.36	5.74
Kevin Watling	Other Council lands	Private	2	1.76	0.60
Kevin Watling	Other Private Properties	State Government	3	20.38	4.10
Kevin Watling	Other_1	Private	1	78.29	10.00
Kevin Watling	Other_1	State Government	1	0.00	0.10
Kevin Watling	Private Property High Risk Area	Local Government	1	0.00	1.00
Kevin Watling	Private Property High Risk Area	Private	1	0.07	0.10
Kevin Watling	Private Property High Risk Area	State Forests	3	196.70	23.00
Kevin Watling	Private Property High Risk Re-Inspections	Private	2	0.20	0.20
Kevin Watling	Private Property Inspections	Local Government	3	0.00	0.10
Kevin Watling	Private Property Inspections	Local Land Services	4	6.53	2.10
Kevin Watling	Private Property Inspections	Private	171	12,719.96	98.90
Kevin Watling	Private Property Re-Inspections	Private	1	0.40	0.01
Kevin Watling	Recreational Areas	Private	1	0.98	0.10
Kevin Watling	Roadside Inspection(s)	Local Government	4	0.00	2.50
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	189	976.31	697.24
Kevin Watling	Roadside Inspections High Risk Inspections	Local Land Services	2	0.00	4.00
Kevin Watling	Roadside Inspections High Risk Inspections	Private	5	0.00	0.31
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	27	602.45	10.34
Kevin Watling	Waterways High Risk Pathways	Local Government	1	0.05	0.10
Kevin Watling	Waterways High Risk Pathways	State Government	4	57.64	22.10
<b>Total</b>			<b>584</b>	<b>18,816.93</b>	<b>1,143.26</b>



## Castlereagh Macquarie County Council Report July 2019 - July 2020

Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	Department Of Lands	Federal Government	14	6,132.65	4,521.80
Mat Savage	Grain Handling Sites	Private	3	325.59	132.50
Mat Savage	Gravel Quarries	Local Government	1	5,318.98	10.00
Mat Savage	High Risk Crown Lands	Federal Government	15	41,168.29	7,841.00
Mat Savage	High Risk Crown Lands	Private	7	6,893.51	680.00
Mat Savage	High Risk Crown Lands	State Government	4	2,110.08	589.00
Mat Savage	High risk rail corridors	Private	3	0.00	60.00
Mat Savage	High risk water courses	Local Government	1	20.00	2.00
Mat Savage	Other Council lands	Local Government	10	532.27	929.60
Mat Savage	Private Property High Risk Area	Federal Government	5	14,607.59	111.00
Mat Savage	Private Property High Risk Area	Private	23	37,053.41	15,297.05
Mat Savage	Private Property High Risk Re-Inspections	Federal Government	3	4,540.99	3,994.20
Mat Savage	Private Property High Risk Re-Inspections	Private	6	5,560.99	2,105.10
Mat Savage	Private Property Inspections	Federal Government	4	7,498.54	4.00
Mat Savage	Private Property Inspections	Local Government	3	9,364.14	104.50
Mat Savage	Private Property Inspections	Private	45	59,617.70	7,538.10
Mat Savage	Private Property Inspections	State Government	2	350.97	11.00
Mat Savage	Private Property Re-Inspections	Private	11	15,705.34	5,856.00
Mat Savage	Roadside Inspection(s)	Federal Government	1	0.00	1.00
Mat Savage	Roadside Inspection(s)	Local Government	27	0.00	2,335.40
Mat Savage	Roadside Inspections High Risk Inspections	Federal Government	1	0.00	0.10
Mat Savage	Roadside Inspections High Risk Inspections	Local Government	37	2,889.56	366.30
Mat Savage	Roadside Inspections High Risk Inspections	State Government	1	10.40	10.00
Mat Savage	Waterways High Risk Pathways	Local Government	7	14,924.88	3.40
Mat Savage	Waterways High Risk Pathways	Private	3	474.63	2.00
Mat Savage	Waterways High Risk Pathways	State Government	4	0.00	80.00
<b>Total</b>			<b>241</b>	<b>235,100.52</b>	<b>52,585.05</b>



Hoping you all stay well and continue practicing safe distancing practices.



**11. QUESTIONS FOR NEXT MEETING**

**12. CONFIRM DATE OF NEXT MEETING**

**13. CLOSE OF MEETING**

**Time: .....**