



AGENDA FOR ORDINARY COUNCIL MEETING

Monday 16th November 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 **16th November 2020** commencing at **10.00am** to discuss the items listed in the Agenda.

Michael Urquhart
GENERAL MANAGER

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1. OPENING OF MEETING

Time:_____am

2. LEAVE OF ABSENCE

Leave of Absence
<p>Recommendation:</p> <p>That the leave of absence received from _____are accepted and a leave of absence granted.</p> <p>Moved:</p> <p>Seconded:</p>

3. ELECTION OF CHAIRPERSON/DEPUTY CHAIRPERSON

3.1 DETERMINATION OF METHOD OF VOTING FOR ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON BY COUNCILLORS

REPORTING SECTION: General Manager

AUTHOR: Michael Urquhart

Summary:

This report is prepared to allow Council to determine the Method of Voting for the Election of the Chairperson and Deputy Chairperson by Councillors.

Discussion (including issues and background):

Schedule 8 of the Local Government (General) Regulation 2005 sets out the process to be followed for the election of a Chairperson and Deputy Chairperson by Councillors, including the methods of voting that may be determined by a resolution of Council. The methods of voting for the election of the Chairperson and Deputy Chairperson, that Council may adopt are summarised below:

- Preferential Ballot – as per its normal interpretation the ballot papers are to contain names of all candidates and Councillors mark their votes 1, 2, 3 and so on against the various names, so as to indicate their order of preference for all of the candidates.
- Ordinary ballot – this is the usual method adopted in New South Wales. Ballots are secret with only one (1) candidate's name written on a ballot paper.
- Open Voting – this is by show of hands or similar means

Where there are two (2) candidates, the person with the higher number of votes is elected. If the ballots for the two (2) candidates are tied, the one to be elected is to be chosen by lots, with the first name out being declared elected.

Where there are three (3) or more candidates, the person with the lowest number of votes is eliminated and the process is then repeated until there are only two (2) candidates. The determination of the election would then proceed as if the two (2) were the only candidates. In the case of three (3) or more candidates where a tie occurs the one (1) to be excluded will be chosen by lot.

- Choosing by Lot – to choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer, the slips are folded by the Returning Officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen, on the basis detailed above.

* **NOTE:** Ballot has its normal meaning of secret ballot.

On the 25th March 2020 the Covid-19 Legislation Amendment (Emergency Measures) Act 2020 came into force. This Act subsequently amended a number of Acts, including the Local Government Act 1993.

- (1) *For the prescribed period—*
- (a) *a requirement in the Act or the regulations that members of a council or other persons attend a meeting is satisfied if the meeting is held in whole or in part—*
 - (i) *remotely using audio visual links, or*
 - (ii) *in any other manner approved by the Minister but only if audio visual links are not reasonably available, and*
 - (b) *a requirement in the Act or the regulations that a meeting be open to members of the public is satisfied if—*
 - (i) *a webcast of the meeting is made public, or*
 - (ii) *members of the public are informed of what occurred at the meeting in any other manner approved by the Minister but only if a webcast is not practicable in the circumstances.*
- (2) *The regulations may prescribe that subsection (1) does not apply to—*
- (a) *a particular council, or*
 - (b) *a particular class of meeting.*
- (3) *In this section— prescribed period means the period—*
- (a) *starting on the commencement of this section, and*
 - (b) *ending on—*
 - (i) *the day that is 6 months after the commencement, or*
 - (ii) *the later day, not more than 12 months after the commencement, prescribed by the regulations.*

Should a Councillor wish to attend the September 2020 meeting remotely using an audio visual link, the number of methods available shall be limited to just the “Open Voting – this is by show of hands or similar means”.

Relevant Reference Documents:

Schedule 8 “Election of Chairpersons of County Councils” of the Local Government (General) Regulations 2005.

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Chairperson and Deputy Chairperson
<p>Recommendation:</p> <p>The method for election of Chairperson and Deputy Chairperson be selected on the day.</p> <p>Moved:</p> <p>Seconded:</p>

3.2 ELECTION OF CHAIRPERSON FOR ENSURING ONE (1) YEAR

REPORTING SECTION: General Manager

AUTHOR: Michael Urquhart

Summary:

Section 391 of the Local Government Act 1993 states that each County Council must have a Chairperson elected in accordance with the provisions of the Act.

Discussion (including issues and background):

The role of Chairperson is defined vide Section 391A as follows:

- to preside at meetings of the county council, and
- to exercise such other functions of the county council as the county council determines.

The Chairperson for the Castlereagh Macquarie County Council is elected by the Members from among their own number. As per section 391 the appointment is for one (1) year only.

The procedures for election of Chairperson by Members under Schedule 8 of the Local Government (General) Regulation 2005 are summarised below:

- The General Manager (or a person appointed by the General Manager) is the Returning Officer.
- A Member may be nominated without notice for election as Chairperson or Deputy Chairperson.
- The nomination is to be made in writing by two (2) or more Members (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- The nomination is to be delivered or sent to the Returning Officer.
- The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.
- Nomination papers have been enclosed with the business paper and may be delivered or sent to the Returning Officer either prior to or at the commencement of the Ordinary meeting.
- If only one (1) Member is nominated, that Member is elected.
- If more than one (1) Member is nominated then the election will proceed in accordance with the method of voting determined by Council, at this meeting.
- The election is to be held at the Council meeting at which the Council resolves on the method of voting.

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA

Local Government (General) Regulation 2005 – Schedule 8

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Chairperson for Ensuring One (1) Year
<p>Recommendation:</p> <p>That the report be received and noted and the election for the position of Chairperson be held now.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nomination Form circulated separately.

3.3 ELECTION OF DEPUTY CHAIRPERSON FOR ENSURING ONE (1) YEAR

REPORTING SECTION: General Manager

AUTHOR: Michael Urquhart

Summary:

Section 391 of the Local Government Act 1993 states that each County Council may have a Deputy Chairperson elected in accordance with the provisions of the Act.

Discussion (including issues and background):

The role of Deputy Chairperson, in the absence of the Chairperson, is defined vide Section 391A as follows:

- to preside at meetings of the county council, and
- to exercise such other functions of the county council as the county council determines.

The Deputy Chairperson for the Castlereagh Macquarie County Council is elected by the Members from among their own number. This is usually for one (1) year only.

The procedures for election of Deputy Chairperson by Members under Schedule 8 of the Local Government (General) Regulation 2005 are summarised below:

- The General Manager (or a person appointed by the General Manager) is the Returning Officer.
- A Member may be nominated without notice for election as Chairperson or Deputy Chairperson.
- The nomination is to be made in writing by two (2) or more Members (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- The nomination is to be delivered or sent to the Returning Officer.
- The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.
- Nomination papers have been enclosed with the business paper and may be delivered or sent to the Returning Officer either prior to or at the commencement of the Ordinary meeting.
- If only one (1) Member is nominated, that Member is elected.
- If more than one (1) Member is nominated then the election will proceed in accordance with the method of voting determined by Council, at this meeting.
- The election is to be held at the Council meeting at which the Council resolves on the method of voting.

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA

Local Government (General) Regulation 2005 – Schedule 8

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Deputy Chairperson for Ensuring One (1) Year
<p>Recommendation:</p> <p>That the report be received and noted and the election for the position of Deputy Chairperson be held now.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nomination Form circulated separately.

3.4 DESTRUCTION OF BALLOT PAPERS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

Where elections are held, following the conduct of those annual elections, it is appropriate to pass a motion authorising the destruction of ballot papers.

Discussion (including issues and background):

Over the years it has become accepted practice that any ballot papers used in the annual elections be destroyed and a resolution of Council is required to formalise this process.

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA
Local Government (General) Regulation 2005 – Schedule 8

Stakeholders:

Council Members

Financial Implications:

Nil

Destruction of Election Ballot Papers
<p>Recommendation:</p> <p>That any ballot papers used in conjunction with the annual elections now be destroyed.</p> <p>Moved: Seconded:</p>

4. 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

5. CONFIRMATION OF MINUTES/MATTERS ARISING

5.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 17TH AUGUST 2020

Minutes of Ordinary Council Meeting – 17 th August 2020
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 17th August 2020, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Meeting Minutes – 17th August 2020

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD VIA VIDEO CONFERENCE ON MONDAY 17 AUGUST 2020 AT 10.10AM.

PRESENT: Cllrs D. Batten (Chairman), M. Beach, M. Martinez, I. Woodcock, P. Cullen, B. Fisher, P. Shinton and R. Lewis.

Note: *Cllr Martinez, Cllr Shinton and Cllr Lewis attended the meeting via Microsoft Teams/Teleconference.*

ABSENT: Cllrs A. Brewer and G. Peart

STAFF MEMBERS: M. Urquhart (Acting General Manager), A. Fletcher (Senior Biosecurity Officer), C. Molloy (Biosecurity Officer) and A. Carraro (Minute Secretary).

WELCOME: Meeting was opened at 10.10am and Cllr Batten welcomed all councillors and staff to the meeting.

08/20/1 Leave of Absence

Resolved:

That the leave of absence received from Councillors Brewer and Peart are accepted and a leave of absence granted.

Moved: Fisher

Seconded: Beach

Carried

DECLARATIONS OF INTEREST- Nil

08/20/2 Minutes of Ordinary Council Meeting – 15th June 2020

Resolved:

That the minutes of the ordinary Council meeting held 15th June 2020, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Fisher

Seconded: Woodcock

Carried

08/20/3 Cash and Investment Reports – 30th June and 31st July 2020

Resolved:

That the investment report for 30th June and 31st July 2020 be received and noted.

Moved: Fisher

17 August 2020

Ordinary Council Meeting

Meeting Minutes

Seconded: Cullen	Carried
08/20/4 Quarterly Budget Review Statement – 30 June 2020	
<p>Resolved:</p> <p>That Council adopt the attached Quarterly Budget Review Statement for 30th June 2020 as tabled, noting the transfer to and from reserves for 2019/2020.</p> <p>Moved: Fisher Seconded: Woodcock</p> <p>Carried</p>	
08/20/5 New & Revised Policies	
<p>Resolved:</p> <ul style="list-style-type: none"> • That the report be received. • Council adopts the revised Purchase Card, Related Parties, Financial Management/Control and Work Health & Safety policies. <p>Moved: Woodcock Seconded: Fisher</p> <p>Carried</p>	
08/20/6 Councillor Fees, Local Government Remuneration Tribunal	
<p>Resolved:</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 b) The Chairperson fee for 2020/2021 be set at \$3920.00</p> <p>Moved: Fisher Seconded: Cullen</p> <p>Carried</p>	
08/20/7 Circulars Received From the NSW Office of Local Government	
<p>Resolved:</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>Moved: Fisher Seconded: Cullen</p>	

	Carried
08/20/8 Senior Biosecurity Officer's Report	
<p>Resolved:</p> <p>That Council receive and note the Senior Biosecurity Officer's August 2020 report.</p> <p>Moved: Beach Seconded: Woodcock</p> <p style="text-align: right;">Carried</p>	
08/20/9 Move into Closed Session	
<p>Time: 10:40am</p> <p>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:</p> <p>(a) Personnel matters concerning particular individuals (other than Councillors)</p> <p>(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)</p> <p>(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.</p> <p>Moved: Martinez Seconded: Shinton</p> <p style="text-align: right;">Carried</p>	
08/20/10 CMCC General Manager's Appointment – Confidential Report	
<p>Resolved:</p> <p>That the board endorse the appointment of Mr Urquhart for a period of three years six months and that the Chairman be authorised to execute and seal the Standard Contract of Employment.</p> <p>Cr. Doug Batten</p> <p>Moved: Martinez Seconded: Cullen</p> <p style="text-align: right;">Carried Carried</p>	
08/20/11 Return to Open Session	
<p>Resolved:</p> <p>That Council return to open session.</p> <p>Moved: Fisher Seconded: Beach</p>	

Carried
08/20/12 Adoption of Closed Session Reports
Resolved: That Council adopt the recommendations of the Closed Committee Reports. Moved: Woodcock Seconded: Cullen Carried

Close of Meeting

The meeting closed at 10.50am.

To be confirmed at the next meeting of Council to be held on Monday 16th November 2020.

Chairman

General Manager

6. REPORT OF THE GENERAL MANAGER

ITEM 6.1 CASH AND INVESTMENT REPORTS FOR 31ST AUGUST 2020, 30TH SEPTEMBER 2020 AND 31ST OCTOBER 2020

REPORTING SECTION: General Manager

AUTHOR: Michael Urquhart

Summary:

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

Background:

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

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

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

Current Position:

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

31st August 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	31/08/2020	577,301.19	CBA			N/A
TOTAL		\$698,177.80				

30th September 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	30/09/2020	502,610.90				N/A
TOTAL		\$623,487.51				

31st October 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	31/10/2020	452,192.26	CBA			N/A
TOTAL		\$573,068.87				

Relevant Reference Documents/Policies:

Local Government Act (NSW), 1993

Local Government (General) Regulation 2005

Ministerial Investment Order 5th January 2016

Investment Policy (Revised and adopted in June 2019)

Governance issues:

Nil

Environmental issues:

Nil

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Stakeholders:

Castlereagh Macquarie County Council

Constituent Councils

Residents of Constituent Councils

Financial Institutions

Conclusion:

As at 31st October 2020, Council's available cash and invested funds totalled \$573,068.87.

Certification – Responsible Accounting Officer

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



Michael J Urquhart

General Manager – Responsible Accounting Officer

Cash and Investment Reports – 31st August, 30th September and 31st October 2020.**Recommendation:**

That the investment report for 31st August, 30th September and 31st October 2020 be received and noted.

Moved:

Seconded:

ITEM 6.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

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:

20-31 – New requirement for councils to retain recordings of meetings on their websites for a minimum of 12 months

20-32 Amendments to the Model Code of Conduct for Local Councils in NSW and Procedures

20-33 Calendar of Compliance and Reporting Requirements 2020-21

20-34 Joint Organisation Calendar of Compliance and Reporting Requirements 2020-21

20-35 2019-20 Survey of Seizures of Cats and Dogs – Extension of Due Date

20-36 End of Year Financial Reporting 2019-20

20-37 Status of special COVID-19 measures

Governance Issues:

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

Stakeholders:

Councillors and Castlereagh Macquarie County Council staff

Financial Implications:

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

Conclusion:

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

Circulars Received From the NSW Office of Local Government
<p>Recommendation:</p> <p>That the information contained in the following Departmental circulars 20-31 to 20-37 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Circulars



Circular Details	20-31 / 14 August 2020 / A717113
Previous Circular	20-08 Release of the Guide to Webcasting Council and Committee Meetings
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Council Governance / (02) 4428 4100 / olg@nsw.gov.au
Action required	Council to Implement

New requirement for councils to retain recordings of meetings on their websites for a minimum of 12 months

What's new or changing

- Since 14 December 2019, councils have been required to webcast meetings of the council and committees that comprise only of councillors. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on the council's website.
- The *Model Code of Meeting Practice for Local Councils in NSW* requires councils to specify in their codes of meeting practice, the minimum time period that a webcast recording will be made publicly available on a council's website but does not prescribe a minimum period.
- Based on NSW State Archives and Records guidance, the Office of Local Government's (OLG) [Guide to Webcasting Council and Committee Meetings](#) recommends that webcast recordings of meetings should be retained on councils' websites for a minimum of 12 months.
- The requirement for councils to retain recordings of meetings on their websites for at least 12 months is now prescribed under the *Local Government (General) Regulation 2005*.

What this will mean for your council

- Councils must amend their codes of meeting practice to require recordings of meetings of the council and committees that comprise only of councillors to be retained on the council's website for 12 months or more if they do not already provide for this.
- Councils are still required to livestream their meetings via an audio-visual link where members of the public are excluded from attending meetings due to COVID-19.

Key points

- The amendments to the Regulation require each meeting of a council or committee that comprises only of councillors to be recorded by means of an audio or audio-visual device.
- The recording is to be made publicly available on the council's website at the same time as the meeting is taking place, or as soon as practicable after the meeting.
- The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

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E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

- At the start of each meeting of a council or council committee, the chairperson must inform the persons attending the meeting that the meeting is being recorded and made publicly available on the council's website, and persons attending the meeting should refrain from making any defamatory statements.
- These requirements do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the *Local Government Act 1993*.
- The requirements do not apply to joint organisations.

Where to go for further information

- Contact OLG's Council Governance Team by phone on (02) 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

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Circular Details	20-32 / 14 August 2020 / A708384
Previous Circular	19-25 – <i>Penalties available to councils for code of conduct breaches by councillors</i>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Complaints Coordinators / Conduct Reviewers
Contact	Council Governance Team/ 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Council to Implement

Amendments to the Model Code of Conduct for Local Councils in NSW and Procedures

What's new or changing

- The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures) have been amended in response to the decision by the Supreme Court in the matter of *Cornish v Secretary, Department of Planning, Industry and Environment* [2019] NSWSC 1134.
- Amendments have also been made to the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
- The new Model Code of Conduct and Procedures have been prescribed under the *Local Government (General) Regulation 2005*.
- The new prescribed Model Code of Conduct and Procedures are available on the Office of Local Government's (OLG) website.

What this will mean for your council

- The new Model Code of Conduct and Procedures take effect immediately. This is because the amendments to the Procedures largely reflect existing practice following the Supreme Court's decision and the amendments to the Model Code of Conduct are minor in nature.
- Councils should adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.
- Councils' complaints coordinators should bring this circular to the attention of their council's conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new code of conduct and procedures and provide copies.

Key points

Amendments to the Procedures

- Consistent with the Supreme Court's decision, councils have the following options when taking disciplinary action against councillors for breaches of their codes of conduct under the new Procedures:
 - that a councillor be formally censured for the breach under section 440G of the *Local Government Act 1993* (the Act), or

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- that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.
- The process for censuring councillors for breaches of the code of conduct has been significantly strengthened to ensure councillors are made publicly accountable to their electors for their conduct. When censuring councillors, councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator's findings and determination and any other grounds that the council considers may be relevant or appropriate.
- Councillors may seek to avoid public censure for breaches of the code of conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct or to give undertakings not to repeat their conduct before the investigator finalises their report to the council. Investigators can finalise their investigations without a report to the council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.
- The process for referral by councils of code of conduct breaches by councillors to OLG for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with OLG before recommending the referral of matters to ensure the conduct in question is sufficiently serious to warrant disciplinary action for misconduct and that there is sufficient evidence of the breach to allow OLG to take further disciplinary action.
- Other amendments have been made to the Procedures to:
 - allow panels of conduct reviewers to be appointed without a resolution of the council, and
 - allow the referral of investigators' reports to OLG for action under the misconduct provisions of the Act where the council will not have a quorum to deal with the matter.

Amendments to the Model Code of Conduct

- The Model Code of Conduct has been amended to:
 - remove as a breach, failure to comply with a council resolution requiring action in relation to a code of conduct breach (because it is now redundant)
 - update the language used to describe the various heads of discrimination in clause 3.6 to reflect more contemporary standards
 - include in the definition of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement of the requirement for all councils to appoint an ARIC following the next local government elections.
- Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from some councils. The amendments:
 - lift the \$50 cap on the value of gifts that may be accepted to \$100
 - clarify that items with a value of \$10 or less are not "gifts or benefits" for the purposes of the Model Code of Conduct and do not need to be disclosed

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- clarify that benefits and facilities provided by councils (as opposed to third parties) to staff and councillors are not "gifts or benefits" for the purposes of the Model Code of Conduct, and
- remove the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.
- Councils are not obliged to amend their codes of conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to councils to retain the existing \$50 cap or to impose another cap that is lower than \$100.

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.



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Circular Details	20-33 / 21 August 2020 / A706590
Previous Circular	19-18
Who should read this	Councillors / General Managers / All council staff
Contact	Performance Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Calendar of Compliance and Reporting Requirements 2020-21

What's new or changing

The Calendar of Compliance and Reporting Requirements for councils has been updated for the 2020-21 financial year.

What this will mean for your council

Councils should use the Calendar of Compliance and Reporting Requirements 2020-21 to assist in planning strategic and operational tasks throughout the year.

Key points

- The Calendar of Compliance and Reporting Requirements 2020-21 includes key statutory and other reporting deadlines for councils (including temporary deadline changes introduced in response to the COVID-19 pandemic).
- Councils' statutory and other reporting deadlines are not limited to those included in the Calendar of Compliance and Reporting Requirements 2020-21.
- The online Calendar of Compliance and Reporting, developed by the Office of Local Government (OLG), will be updated to reflect the Calendar of Compliance and Reporting Requirements 2020-21.

Where to go for further information

- The Calendar of Compliance and Reporting Requirements 2020-21 is available on the OLG website at www.olg.nsw.gov.au
- A Joint Organisation Calendar of Compliance and Reporting Requirements 2020-21 has been prepared (Circular 20-34) and can be located at: <https://www.olg.nsw.gov.au/circulars/>

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Circular Details	20-34 / 21 August 2020 / A706590
Previous Circular	19-03
Who should read this	Councillors / General Managers / Joint Executive Officer
Contact	Performance Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Joint Organisation to Implement

Joint Organisation Calendar of Compliance and Reporting Requirements 2020-21

What's new or changing

The Joint Organisation Calendar of Compliance and Reporting Requirements has been updated for the 2020-21 financial year.

What this will mean for your council

Joint Organisations should use the Joint Organisations Calendar of Compliance and Reporting Requirements 2020-21 to assist in planning strategic and operational tasks throughout the year.

Key points

- The Joint Organisations Calendar of Compliance and Reporting Requirements 2020-21 includes key statutory and other reporting deadlines for Joint Organisations (including temporary deadline changes introduced in response to the COVID-19 pandemic).
- Joint Organisations' statutory and other reporting deadlines are not limited to those included in the Joint Organisations Calendar of Compliance and Reporting Requirements 2020-21.
- The online Calendar of Compliance and Reporting, developed by the Office of Local Government (OLG), will be updated to reflect the Joint Organisation Calendar of Compliance and Reporting Requirements 2020-21.

Where to go for further information

- The Joint Organisation Calendar of Compliance and Reporting Requirements 2020-21 is available on the OLG website at www.olg.nsw.gov.au
- A Calendar of Compliance and Reporting Requirements 2020-21 for councils has been prepared (Circular 20-33) and can be located at: <https://www.olg.nsw.gov.au/circulars/>

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Circular Details	20-35 / 7 September 2020 / A717788
Previous Circular	N/A
Who should read this	General Managers / Companion Animal Teams/ Ranger Services
Contact	Performance Team & Program Delivery Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

2019-20 Survey of Seizures of Cats and Dogs – Extension of Due Date

What's new or changing

- The NSW Companion Animals Register (Register) was temporarily shut down on 19 June 2020 to allow urgent maintenance and upgrading work to accommodate the introduction of annual permits for non-desexed cats and dangerous and restricted dogs from 1 July 2020. These works included necessary security upgrades to protect the system and the data it holds.
- The first release of functionality on the Register was made available to all users from 3 August 2020. The first-stage release prioritised functions that would enable councils to resume their usual day-to-day companion animals management practices and work through their data entry backlog.
- The Survey of Seizures of Cats and Dogs (Survey) functionality is currently unavailable to councils. This functionality will be released as soon as possible over the coming weeks.
- To ensure councils have adequate time to accurately record and submit their 2019-20 Surveys, councils have been provided with a temporary extension to 13 November 2020 to submit their Surveys in the Register, in accordance with section 67A of the *Companion Animals Act 1998*.
- The Calendar of Compliance and Reporting Requirements 2020-21 has been updated to reflect this change.

What this will mean for your council

- Councils who have contracted out the completion or partial completion of the Survey to an animal holding facility service should ensure the contractor is aware of the changes.
- Councils are encouraged to ensure the required data in relation to the seizures of cats and dogs for the 2019-20 financial year is collated and prepared in readiness for the release of the Survey functionality in the Register.
- Councils can download the updated Calendar of Compliance and Reporting Requirements 2020-21 from the Office of Local Government website.

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Key points

- Some councils contract out or share their animal holding facility services. Where a contractor provides the animal holding facility, councils should ensure that they can access or receive adequate information from the contractor to complete the appropriate sections of the Survey.
- Alternative arrangements may be made by a council for the contractor to partially or wholly complete the Survey.
- A council may also delegate authority to complete its Survey to another council where services are shared or contracted.
- Whichever alternative is used, and whether or not council shares or contracts out animal care services, the responsibility for submitting the completed Survey in the Register by the due date rests with each council.

Where to go for further information

- Information regarding the Register can be found on the Office of Local Government website at www.olg.nsw.gov.au/councils/responsible-pet-ownership/nsw-pet-registry/the-cat-and-dog-register/
- For any further information in relation to the Register, please contact the Program Delivery Team on 02 4428 4100 or by email at pets@olg.nsw.gov.au
- For any further information in relation to the Survey, please contact the Performance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au



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Circular Details	Circular 20-36 / 7 September 2020 / A711271
Previous Circular	19-15 End of Year Financial Reporting 2018-19
Who should read this	General Managers / Finance & Rating Staff / JO Executive
Contact	Performance Team / 02 4428 4100 / finance@olg.nsw.gov.au
Action required	Councils and Joint Organisations to apply the 2018-19 end of year financial reporting arrangements.
Attachments	Annexure 1 – For councils Annexure 2 – For JOs

End of Year Financial Reporting 2019-20

What's new or changing

- End of year financial reporting information for 2019-20.

What this will mean for your council

- Councils and Joint Organisations need to review the attached end of year financial reporting information and apply it when completing the Financial Statements and Financial Data Return (FDR).

Key points

- Annexure 1 provides information to assist councils prepare 2019-20 Financial Statements.
- Annexure 2 provides information to assist joint organisations (JO) prepare 2019-20 Financial Statements.
- The Financial Data Return (FDR) will be sent under separate cover with an explanatory email and is available on the Council Portal of OLG's website.
- The Financial Statements and FDR are to be sent electronically to OLG by 30 November 2020. Detailed instructions on how and where to email these are included in the Annexures.
- GST certificates should be emailed to olg@olg.nsw.gov.au (see Circular 05-26 & 11-23).

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Where to go for further information

- The Code of Accounting Practice and Financial Reporting (Code) - Update No. 28 is available on OLG's website at <https://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/>
- Code of Accounting Practice and Financial Reporting Circular 20-11, issued 30 March 2020 at <https://www.olg.nsw.gov.au/council-circulars/20-11-final-code-of-accounting-practice-and-financial-reporting-update-28-including-joint-organisations-supplement/>



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Circular Details	20-37 / 22 September 2020 / A723972
Previous Circulars	<p>20-09 <i>Compliance with social distancing requirements to limit the spread of the COVID-19 virus at council and committee meetings</i></p> <p>20-12 <i>Modification of statutory requirements in response to the COVID-19 pandemic</i></p> <p>20-28 <i>Rules on attendance at council and committee meetings during the COVID-19 pandemic as of 1 July 2020</i></p>
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Response to OLG / Council to Implement

Status of special COVID-19 measures

What's new or changing

- Amendments have been made to the *Local Government (General) Regulation 2005* (the Regulation) to:
 - extend the period during which the special COVID-19 pandemic provisions of the *Local Government Act 1993* (the Act) apply, and
 - postpone the repeal of the COVID-19 pandemic regulation-making power in the Act.
- The regulations made under the COVID-19 pandemic regulation-making power on 17 April 2020 prescribing the measures notified in [circular 20-12](#) expire on 18 October 2020.

What this will mean for your council

- The Regulation extends the "prescribed period" for the purposes of sections 747A and 747AB of the Act to the end of **25 March 2021**.
- Section 747A provides that during the prescribed period, a requirement for councillors or others to attend a meeting is satisfied if the meeting is held in whole or in part remotely using audio visual links.
- Section 747AB limits the ability of councils to commence proceedings to recover unpaid rates and charges during the prescribed period unless certain steps have been taken to identify and address financial hardship.
- The measures prescribed on 17 April 2020 under section 747B of the Act in response to the COVID-19 pandemic notified in circular 20-12, automatically expire on 18 October 2020.
- The amendments made to the Regulation on 17 April 2020 removing requirements for newspaper advertising also notified in [circular 20-12](#) are ongoing and will continue to apply after the COVID-19 pandemic passes.

Key points

- 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.

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- 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 Act for members of the public to be permitted to “attend” meetings.

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.



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ITEM 6.3 PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The revised policy is presented to Council for consideration.

Background:

Each year Council must review its “Payment of Expenses and Provision of Facilities to Councillors” policy. The revised policy is then placed on public exhibition for a period of 28 days for public comment. When adopted a copy shall be placed on Council’s website.

Current Position:

The writer has reviewed the amended policy to ensure the various provisions comply with the Office of Local Government (OLG) guidelines. No changes were made to the document.

Governance issues:

Local Government Act 1993.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council
Castlereagh Macquarie County Councillors

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

The Payment of Expenses & Provision of Facilities to Councillors policy is tabled for Council’s consideration.

Payment of Expenses & Provision of Facilities to Councillors Policy
<p>Recommendation:</p> <p>(a) That the General Managers Report be received. (b) Council adopt the “Payment of Expenses & Provision of Facilities to Councillors” policy as tabled. (c) The policy be placed on public exhibition for a period of 28 days and public submissions be invited.</p> <p>Moved: Seconded:</p>

Attachments:

Draft Payment of Expenses & Provision of Facilities to Councillors – Policy.

ITEM 6.4 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2020

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

Summary:

The General Manager reports to Council on the status of the September 2020 Quarterly Budget Review (QBR) Statement. The report outlines the first 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 1 (period ending 30th September 2020) Quarterly Budget Review Statement report.

Generally the majority of income and expenditure estimates for 2020/2021 are on track, however there is a number of variations brought to account in the attached report because of current expenditure trends, new grant projects, rollover projects from 2019/2020 or the availability of known actual figures.

Council's General Fund operations after capital expenditures and transfers to and from reserves has recorded a \$22,098 deficit for the quarter. The forecast cash result for the year is a surplus of \$5,873.

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

Description	Explanation	Saving	Expense
Depreciation	Adjustment reflects new depreciation expense as per EOYF 19-20	20,000	20,000
DPI Bio control	Bringing to account the income and expenditure for management of the Bio Control Unit in Lightning Ridge.	90,000	82,000
Councillor Fees	The adjustment refers to the backpay for Councillors as incorrect rate paid for a number of years.	0	27,300
Other variations	Net of all other variations for the quarter		2,798
	Totals of adjustments	110,000	132,098
	Net adjustment for quarter		(\$22,098)

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 2020/2021 fiscal year as at the quarter ending 30th September 2020.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The QBRS as at 30th September 2020 provides council with information relating to the status of the budget after three (3) months of operation.

Quarterly budget review statement – September 2020
<p>Recommendation:</p> <p>That Council adopt the attached Quarterly Budget Review Statement for 30th September 2020 as tabled.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Quarterly Budget Review Statement – September 2020

		Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
		Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
		2019/20			This QTR	2019/20		For Year	for year
INCOM									
Administration									
DPI - MVWAC Grant			\$0	\$0			\$0	\$0	
DPI - NW LLS WAP Grant		\$116,316		\$116,316		\$116,316		\$116,316	0%
DPI - CW LLS WAP Grant		\$207,178		\$207,178	\$3,409	\$210,587		\$210,587	0%
Weed Certificates		\$896		\$896		\$896		\$896	0%
Constituent Council Contribs		\$553,137		\$553,137		\$553,137		\$553,137	0%
Interest on Investments		\$3,088		\$3,088		\$3,088		\$3,088	0%
Property Insurance Rebate		\$3,137		\$3,137		\$3,137		\$3,137	0%
Vehicle Insurance Adj		\$1,569		\$1,569		\$1,569		\$1,569	0%
WH&S Incentive Rebate		\$5,619		\$5,619		\$5,619		\$5,619	0%
MV Claim discount		\$2,698		\$2,698		\$2,698		\$2,698	0%
Jury Duty		\$0	\$0	\$0		\$0	\$0	\$0	0%
Administration - Total		\$893,638	\$0	\$893,638	\$3,409	\$897,047	\$0	\$897,047	0%
Private Works									
Private Works Income		\$50,000		\$50,000		\$50,000	\$10,557	\$39,443	21%
DPI Bio Contraol Unit	\$0 \$0 \$0 \$0			\$0	\$90,000	\$90,000		\$90,000	0%
Private Works - Total		\$50,000	\$0	\$50,000	\$90,000	\$140,000	\$10,557	\$129,443	8%
Other Income									
Plant Income		\$167,280		\$167,280		\$167,280	\$36,069	\$131,211	22%
profit on sale of plant		\$5,000		\$5,000		\$5,000		\$5,000	0%
Other Income - Total		\$172,280	\$0	\$172,280	\$0	\$172,280	\$36,069	\$136,211	21%
Revenue Income - Total		\$1,115,918	\$0	\$1,115,918	\$93,409	\$1,209,327	\$46,626	\$1,162,701	4%
EXPENDITURE									
Administration Costs									
General Manager's Salary		\$52,000		\$52,000		\$52,000	\$14,000	\$38,000	27%
Contract Administrative Support		\$44,482		\$44,482		\$44,482		\$44,482	0%
IPR Costs		\$348		\$348		\$348	\$25	\$323	7%
Regional Meeting Expenses		\$2,500		\$2,500		\$2,500	\$959	\$1,541	38%
Travelling		\$2,000		\$2,000		\$2,000	\$447	\$1,553	22%
Audit Fees		\$18,683		\$18,683		\$18,683		\$18,683	0%
Advertising		\$7,725		\$7,725		\$7,725	\$1,277	\$6,448	17%
Printing & Stationary		\$4,120		\$4,120		\$4,120	\$83	\$4,037	2%
Postage & Freight		\$1,177		\$1,177		\$1,177	\$182	\$995	15%
Storage Rental		\$3,045		\$3,045		\$3,045	\$1,440	\$1,605	47%
Telephone		\$9,048		\$9,048		\$9,048	\$1,673	\$7,375	18%
Bank Charges		\$670		\$670		\$670	\$115	\$555	17%
Legal Expenses		\$567		\$567		\$567		\$567	0%
Computer Bio Security System		\$14,257		\$14,257		\$14,257		\$14,257	0%
sundry admin expenses		\$7,500		\$7,500		\$7,500		\$7,500	0%
web site costs		\$5,000		\$5,000		\$5,000	\$240	\$4,760	5%
Subscription - Shires Assoc		\$3,005		\$3,005		\$3,005		\$3,005	0%
Administration Costs - Total		\$176,127	\$0	\$176,127	\$0	\$176,127	\$20,441	\$155,686	12%

	Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
	Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
	2019/20			This QTR	2019/20		For Year	for year
Insurance Costs								
Fidelity Gaurantee	\$1,494		\$1,494	\$102	\$1,596	\$1,596	\$0	100%
Public Liability & Prof Indemnity	\$25,931		\$25,931	\$1,762	\$27,693	\$27,693	\$0	100%
Accumulated Sick Leave	\$1,107		\$1,107	(\$1,107)	\$0		\$0	#DIV/0!
Property Insurance	\$5,870		\$5,870	\$1,255	\$7,125	\$7,125	\$0	100%
Personal Accident	\$1,996		\$1,996	(\$58)	\$1,938	\$1,938	\$0	100%
Councillor's and Officers' Liability	\$10,213		\$10,213	\$694	\$10,907	\$10,907	\$0	100%
Motor vehicle liability	\$8,215		\$8,215	\$150	\$8,365	\$8,365	\$0	100%
Insurance Costs - Total	\$54,826	\$0	\$54,826	\$2,798	\$57,624	\$57,624	\$0	100%
Governance Costs								
Chairperson's Allowance	\$2,557		\$2,557	\$4,300	\$6,857	\$5,069	\$1,788	74%
Councillors' Meeting Fees	\$11,942		\$11,942	\$23,000	\$34,942	\$26,788	\$8,154	77%
Councillors' Travelling	\$2,627		\$2,627		\$2,627	\$316	\$2,311	12%
Councillors' Subsistence - CMCC Mtgs	\$2,444		\$2,444		\$2,444	\$624	\$1,820	26%
Delegates Expenses	\$1,416		\$1,416		\$1,416		\$1,416	0%
Governance Costs - Total	\$20,986	\$0	\$20,986	\$27,300	\$48,286	\$32,797	\$15,489	68%
Employee Overheads								
ToolBox Meetings	\$12,000		\$12,000		\$12,000	\$1,328	\$10,672	11%
Annual Leave	\$38,482		\$38,482		\$38,482	\$575	\$37,907	1%
Long Service Leave	\$13,476		\$13,476		\$13,476		\$13,476	0%
Sick Leave	\$24,136		\$24,136		\$24,136	\$2,843	\$21,293	12%
compassionate leave	\$589		\$589		\$589		\$589	0%
Union Picnic Day	\$564		\$564		\$564		\$564	0%
Public Holidays NEI	\$15,065		\$15,065		\$15,065		\$15,065	0%
Superannuation	\$35,721		\$35,721		\$35,721	\$11,098	\$24,623	31%
Workers Compensation	\$10,500		\$10,500		\$10,500		\$10,500	0%
Protective Clothing	\$1,687		\$1,687		\$1,687	\$127	\$1,560	8%
Allowances Disability/Climatic	\$1,669		\$1,669		\$1,669		\$1,669	0%
Staff Training	\$15,450		\$15,450		\$15,450	\$685	\$14,765	4%
Sub -Total - Employee Overheads	\$169,339	\$0	\$169,339	\$0	\$169,339	\$16,656	\$152,683	10%
Sub Total Administrative Overheads	\$421,278	\$0	\$421,278	\$30,098	\$451,376	\$127,518	\$323,858	28%
Employee Overheads - Total								
Destruction of Weeds								
WAP 1520 Grant Expenses - Super'n - Bio Officers	\$11,187		\$11,187		\$11,187		\$11,187	0%
WAP 1520 Grant Expenses -Property Inspections	\$170,000		\$170,000		\$170,000	\$27,559	\$142,441	16%
WAP 1520 Grant Expenses - Other Costs - Cnl Roads	\$121,495		\$121,495		\$121,495	\$26,626	\$94,869	22%
WAP 1520 Grant Expenses - HR- Roads	\$103,161		\$103,161		\$103,161	\$32,942	\$70,219	32%
WAP 1520 Grant Expenses - HR - TSRs	\$8,421		\$8,421		\$8,421	\$2,473	\$5,948	29%
WAP 1520 Grant Expenses - HR - WCs	\$6,842		\$6,842		\$6,842	\$528	\$6,314	8%
WAP 1520 Grant Expenses - HR - Rail Corridors	\$6,316		\$6,316		\$6,316	\$931	\$5,385	15%
WAP 1520 Grant Expenses - HR - n,s,o	\$5,000		\$5,000		\$5,000	\$38	\$4,962	1%
WAP 1520 Grant Expenses - H P T'force Admin	\$5,263		\$5,263		\$5,263		\$5,263	0%
WAP 1520 Grant expenses	\$1,532		\$1,532		\$1,532		\$1,532	0%
Parkinsonia Weed Control	\$18,486		\$18,486		\$18,486		\$18,486	0%
Promotions & Field Days	\$12,838		\$12,838		\$12,838		\$12,838	0%
Administration Weed Control	\$15,200		\$15,200		\$15,200	\$9,762	\$5,438	64%
Weed Control Publicity	\$3,081		\$3,081		\$3,081		\$3,081	0%
Destruction of Weeds - Total	\$488,822	\$0	\$488,822	\$0	\$488,822	\$100,859	\$387,963	21%
Private Works								
Gilgandra Shire - Cost of Private Works	\$514		\$514		\$514	\$455	\$59	89%
DPI - Biocontrol and Quanda	\$0		\$0	\$82,000	\$82,000	\$12,392	\$69,608	0%
Walgett Shire - Cost of Private Works	\$15,405		\$15,405		\$15,405	\$4,924	\$10,481	32%
Coonabarabran - Private works	\$1,027		\$1,027		\$1,027	\$52	\$975	5%
Hudson Pear - Private Works	\$12,054		\$12,054		\$12,054	\$959	\$11,095	8%
Coonabarabran - Private works	\$0		\$0		\$0		\$0	0%
Private Works -Total	\$29,000	\$0	\$29,000	\$82,000	\$111,000	\$18,782	\$92,218	17%

	Adopted Budget 2019/20	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2019/20	Actual To Date	Balance Remaining For Year	% utilised for year
Other Expenses								
Depot Expenses	\$13,000		\$13,000		\$13,000	\$8,304	\$4,696	64%
Plant Expenses	\$60,847		\$60,847		\$60,847	\$11,811	\$49,036	19%
Depreciation	\$60,000		\$60,000	\$20,000	\$80,000		\$80,000	0%
Other Expenses -Total	\$133,847	\$0	\$133,847	\$20,000	\$153,847	\$20,115	\$133,732	13%
Revenue Expenses - Total	\$1,072,947	\$0	\$1,072,947	\$132,098	\$1,205,045	\$267,274	\$937,771	22%
Net Operating Surplus/(Deficit) after Depreciation	\$42,971	\$0	\$42,971	(\$38,689)	\$4,282	(\$220,648)	\$224,930	-5153%
Capital Income								
Sale/Trade in of Plant Assets	\$40,000		\$40,000		\$40,000		\$40,000	0%
Transfer from ELE	\$0		\$0		\$0		\$0	#DIV/0!
Capital Income - Total	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000	0%
Capital Expenditure								
HP Bio Control Unit	\$5,000		\$5,000		\$5,000		\$5,000	0%
Minor Building Improvements	\$5,000		\$5,000		\$5,000		\$5,000	0%
New Vehicles - Nett	\$70,000		\$70,000		\$70,000		\$70,000	0%
Small Plant, Tools, Radios	\$2,000		\$2,000		\$2,000		\$2,000	0%
Transfer to ELE Reserve	\$25,000		\$25,000		\$25,000		\$25,000	0%
Transfer to Plant Reserve	\$8,000		\$8,000		\$8,000		\$8,000	0%
Capital Expenditure - Total	\$115,000	\$0	\$115,000	\$0	\$115,000	\$0	\$115,000	0%
Net Capital Surplus/(Deficit)	(\$75,000)	\$0	(\$75,000)	\$0	(\$75,000)	\$0	(\$75,000)	
Summary								
Total Income	\$1,155,918	\$0	\$1,155,918	\$93,409	\$1,249,327		\$1,202,701	
Total Expenditure	\$1,187,947	\$0	\$1,187,947	\$132,098	\$1,320,045		\$1,052,771	
Net Total Surplus/(Deficit)	(\$32,029)	\$0	(\$32,029)	(\$38,689)	(\$70,718)	\$0	\$149,930	
Add back depreciation	\$60,000		\$60,000	\$20,000	\$80,000		\$80,000	
Net cash result for year Surplus (Deficit)	\$27,971	\$0	\$27,971	(\$18,689)	\$9,282	\$0	\$229,930	

ITEM 6.5 ANNUAL FINANCIAL STATEMENTS 2019/2020

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report recommends that the Draft Annual Financial Statements and Draft Special Purpose Financial Statements for the year ending 30 June 2020 be referred for audit.

Background:

Section 413, 415 and 416 of the Local Government Act 1993 requires the Council's General Purpose and Special Purpose Annual Financial Reports for the year ending 30 June 2020 to be prepared, referred to audit and audited by 31 October 2020. The Office of Local Government has modified these statutory requirements in response to the Covid-19 pandemic and, in relation to the submission of the Financial Reports, provided a one month extension for their submission. This means that the new deadline for submission of the audited Financial Reports is now 30 November 2020.

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

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

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

Current Position:

The end of year financials are currently being audited by the independent contractor engaged by the NSW Audit Office.

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

The report recommends that the General Manager be delegated the authority to authorise the Financial Statements for issue to the Office of Local Government, and to the public before formal adoption at the next available Council meeting.

Council staff have completed the draft financial statements and they have been referred to audit by the NSW Audit Office as the nominated external independent auditing body.

Relevant Reference Documents/Policies:

Local Government Act (1993)
Local government Regulation

Governance issues:

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

Environmental issues:

There are no identified environmental issues.

Stakeholders:

Councillors of Castlereagh Macquarie County Council
Office of Local Government
NSW Audit Office

Financial Implications:

The Financial Reports represent Council's financial position as at 30 June 2020.

Alternative Solutions/Options:

N/A

Conclusion:

It is now appropriate that action be taken in accordance with the Local Government Act in relation to the 2019/2020 Financial Reports.

Annual Financial Statements 2019/2020**Recommendation:**

1. The Draft Annual Financial Reports for 2019/2020 be referred to Council's Auditor.
2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements.
3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.
4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and its requirements.

Moved:**Seconded:****Attachments:**

Section 413 statements for signature.

ITEM 6.6 ADOPTION OF MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW AND PROCEDURES (2020)

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

Summary:

This report is to present the new *Model Code of Conduct for Local Councils in NSW* and Procedures for adoption.

Background:

This Code of Conduct is made under section 440 of the Local Government Act 1993 and the Local Government Regulation 2005.

Amendments to the Procedures (OLG Circular 20-32 (14/08/20))

- Consistent with the Supreme Court's decision, councils have the following options when taking disciplinary action against councillors for breaches of their codes of conduct under the new Procedures:
 - that a councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (the Act), or
 - that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.
- The process for censuring councillors for breaches of the code of conduct has been significantly strengthened to ensure councillors are made publicly accountable to their electors for their conduct. When censuring councillors, councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator's findings and determination and any other grounds that the council considers may be relevant or appropriate.
- Councillors may seek to avoid public censure for breaches of the code of conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct or to give undertakings not to repeat their conduct before the investigator finalises their report to the council. Investigators can finalise their investigations without a report to the council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.
- The process for referral by councils of code of conduct breaches by councillors to OLG for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with OLG before recommending the referral of matters to ensure the conduct in question is sufficiently serious to warrant disciplinary action for misconduct and that there is sufficient evidence of the breach to allow OLG to take further disciplinary action.
- Other amendments have been made to the Procedures to:
 - allow panels of conduct reviewers to be appointed without a resolution of the council, and
 - allow the referral of investigators' reports to OLG for action under the misconduct provisions of the Act where the council will not have a quorum to deal with the matter.

Amendments to the Model Code of Conduct (OLG Circular 20-32 (14/08/20))

- The Model Code of Conduct has been amended to:
 - remove as a breach, failure to comply with a council resolution requiring action in relation to a code of conduct breach (because it is now redundant)
 - update the language used to describe the various heads of discrimination in clause 3.6 to reflect more contemporary standards
 - include in the definition of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement of the requirement for all councils to appoint an ARIC following the next local government elections.
 - Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from some councils. The amendments:

- lift the \$50 cap on the value of gifts that may be accepted to \$100
- clarify that items with a value of \$10 or less are not “gifts or benefits” for the purposes of the Model Code of Conduct and do not need to be disclosed
- clarify that benefits and facilities provided by councils (as opposed to third parties) to staff and councillors are not “gifts or benefits” for the purposes of the Model Code of Conduct, and
- remove the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.
- Councils are not obliged to amend their codes of conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to councils to retain the existing \$50 cap or to impose another cap that is lower than \$100.

Relevant Documents/Policies:

Local Government Act 1993

Model Code of Conduct for Local Councils in NSW

Model Code of Meeting Practice for Local Councils in NSW

NSW Office of LG Circular 20-32 14th August 2020

Stakeholders:

NSW Government

Federal Government

Castlereagh Macquarie County Council

Model Code of Conduct for Local Councils in NSW and Procedures (2020)
<p>Recommendation:</p> <p>That Council receives and adopts the <i>Model Code of Conduct for Local Councils in NSW and Procedures</i>.</p> <p>Moved:</p> <p>Seconded:</p>

ITEM 6.7 FIRST QUARTER OPERATIONAL PLAN FOR 20/21

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the first quarter Operational Plan Targets for 2020/2021.

Background:

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan and this report comments on the status of the Operational Plan as at 30th September 2020 and the extent to which the performance targets have been achieved.

Current Position:

The first quarter Operational Plan Status Report is attached for Council's information.

At this point in time, a vast majority of the performance targets have been met, while a small number of projects are on-going. Status comments explain the position.

Governance issues:

Council must comply with the IP & R legislation as outlined in the Local Government Act 1993.

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council
Castlereagh Macquarie County Council Constituent Councils

Financial Implications:

Budget allocations have been made in the Operational Plan 20/21.

Alternative Solutions/Options:

N/A

Conclusion:

Council should note the progress made during the first quarter of the Operational Plan for 2020/2021.

First Quarter Operational Plan for 20/21
<p>Recommendation:</p> <p>Council accept the progress made on the 2019/2020 Operational Plan as at 30th September 2020.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

First Quarter Operational Plan for 20/21 Status Report

ITEM 6.8 PECUNIARY INTERESTS RETURNS 2019/2020

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

In accordance with Clause 4.21 of the Castlereagh Macquarie Council Code of Conduct (section 440AAA of the Local Government Act 1993) all Councillors, General Manager and other designated persons must complete the ordinary return each year.

Background:

Section 421 of the Model Code, states "A Councillor or designated person holding that position as at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed by the regulations".

Current Position:

The information collected is for compliance with the Local Government Act 1993 and the completed returns must be lodged with the General Manager by the 30th September 2020.

New Councillors and designated persons must complete and lodge with the General Manager, within 3 months after becoming a councillor or designated person, a return in the form prescribed by the regulations (Section 421 (a) of the Code of Conduct.

In accordance with Section 425 the register of completed returns is tabled for information.

Governance issues:

Council has adopted the Model Code of Conduct in accordance with Section 440 AAA of the Local Government Act 1993 and must comply with the provisions as outlined.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie Council Councillors
Castlereagh Macquarie Council Designated Staff

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

The pecuniary interest returns will be tabled on the day.

Pecuniary Interests Returns 2019/2020
<p>Recommendation:</p> <p>That the General Managers report be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments: The annual pecuniary interest returns will be tabled at the November 20 Ordinary meeting.

ITEM 6.9 DELEGATION OF AUTHORITY BY COUNCIL – GENERAL MANAGER

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report recommends that Council confirms the delegation of the General Manager, Mr Michael Urquhart, all powers and duties necessary to carry out the functions of that office under Section 335 of the Local Government Act effective from 17th August 2020.

Discussion (including issues and background):

Mr Urquhart commenced as General Manager on 17th August 2020.

Under Section 377 of the Local Government Act 1993 Council may delegate appropriate power, duties and functions to the General Manager.

The functions of General Manager relevant to the operations of Council are as per Section 335 of the Local Government Act 1993.

Council must renew the delegations to the General Manager within 12 months of each general election of Council.

Relevant Reference Documents:

Local Government Act 1993

Stakeholders:

Castlereagh Macquarie County Council
Mr Michael Urquhart

Financial Implications:

Nil

Delegation of Authority by Council
<p>Recommendation:</p> <p>That Council confirm the delegations to Michael Urquhart as General Manager of all powers and duties necessary to carry out the functions of office under Section 335 of the Local Government Act 1993 and any other Act of Parliament or any rule, regulation, ordinance or by-law under or pursuant to any such Act but subject to Section 377 of the Local Government Act.</p> <p>Moved: Seconded:</p>

Attachments:

Nil

ITEM 6.10 CLOSEDOWN OF OUTDOOR STAFF OVER FESTIVE SEASON

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Discussion (including issues and background):

This year Christmas Day falls on Friday 25th December, Boxing Day on Monday 28th December, 2020 and New Year's Day on Friday 1st January 2021.

It is proposed to close down from Monday 21st December 2020 to Friday 1st January 2021 inclusive.

For the seven (7) days of the closedown staff are required to take leave and/or to utilise accumulated time-off-in-lieu.

Relevant Reference Documents:

Public Holidays Act 2010

Stakeholders:

Council staff and residents

Financial Implications:

As staff will be required to take either annual leave or accumulative time-off-in-lieu during the shutdown period. Staff rostered to work during the period attracts payment of applicable rates of pay.

Closedown of Outdoor Staff over Festive Season 2020/2021

Recommendation:

1. Council operations will close for a period of 2 weeks from Monday 21st December 2020 to Friday 1st January 2021 inclusive.
2. Staff will be required to take either annual leave or accumulated time-off-in-lieu during this closedown period.
3. The closedown period will be published in local media outlets.

Moved:

Seconded:

Attachments:

Schedule of 2020-2021 Public Holidays from NSW Government Industrial Relations Website

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

	2020	2021	2022
New Year's Day	Wednesday, 1 January	Friday, 1 January	Saturday, 1 January
Christmas Day public holiday	Friday, 25 December	Saturday, 25 December	Sunday, 25 December
³ Additional Day		Monday, 27 December	Tuesday, 27 December

	2020	2021	2022
Boxing Day	Saturday, 26 December	Sunday, 26 December	Monday, 26 December

³ Additional Day Monday, 28 December Tuesday, 28 December

¹ Retail bank branches and certain financial institutions are required to remain closed on the first Monday in August (Bank Holiday) **unless otherwise exempt** - see [Part 3A](#) of the [Retail Trading Act 2008](#). 'Bank Holiday' is included in this list because it has implications for the staffing of these institutions. See the [Banks and Financial Institutions](#) page of the Fair Trading website. **Bank Holiday is not a declared public holiday.**

² The public holiday standard in the [Public Holidays Act 2010](#) provides that when Australia Day (26 January) falls on a Saturday or Sunday, there will be no public holiday on that day and instead the following Monday is to be the public holiday.

³ The public holiday standard in the Act provides that when New Year's Day, Christmas Day or Boxing Day falls on a Saturday or Sunday there is to be an additional public holiday on the following Monday or Tuesday.

7. REPORT OF THE SENIOR BIOSECURITY OFFICER

2020/25 WAP (NSW Weed Action Program) funding has been announced. Year 1 Castlereagh Macquarie County Council will receive; Central West \$210,587.06 and North West \$110,832.00.

Hudson Pear Incursion Gilgandra – 25th October 2020, Biosecurity Weeds Officer Kevin Watling found a Hudson Pear plant on Warren Road Gilgandra. Coordinates -31.70836 / 148.63779. The plant was hand removed, area treated and incursion reported to DPI.



Hudson Pear 5 Ways Quanda, Coonamble Shire – Since starting up the Central West Hudson Pear Taskforce infestations have reduced significantly. Adjoining properties and roadsides are sprayed with Chemical and the core infestation on Crown Land has been released with BioControl. The bio control was extremely effective on the release plants however did not spread well due to continued heavy rainfall in the area. Another release has been made and Carl Molloy, Biosecurity Weeds Officer continues to monitor the entire area regularly. An adjoining landowner contacted me to say she had been over her entire property and could not find one single live Hudson Pear plant. She is extremely happy and commented that she thought she would never see the day.



New Central West Hudson Pear roadside awareness signs have been installed around Quanda and Pilliga Road, Coonamble.



Hudson Pear, Walgett Shire – The Hudson Pear bio control has proven to be highly successful even after cooler than average temperatures and heavy rainfalls. Collecting fresh material is becoming more difficult as the bio has spread so well to the point our yearly spray contracts have decreased due to the active bio control.



The Hudson Pear Taskforce meeting will be held in Lightning Ridge November 24th followed by the official naming of the Bio control Facility November 25th.

Patterson's Curse has made a nice blanket of purple across the landscape however the biocontrol is active and slowly catching up after the drought.

Seven biological control agents for Paterson's curse, all insects, have been released in NSW. One of the first releases was the leaf-mining moth (*Dialectica scalariella*) in 1988 which is now distributed widely.

While the moth can be found in most districts causing damage to Paterson's curse, it does not provide sufficient control on its own to drastically reduce the weed populations, but nevertheless places additional stress on them.

Perhaps the three most promising releases are the crown weevil (*Mogulones larvatus*), root weevil (*Mogulones geographicus*) and the flea beetle (*Longitarsus echii*).

These insects appear to have expanded their territories significantly from their releases sites and can be found across much of the southern and Central Tablelands and South West Slopes.

Both weevils survive summer as adults, living off body reserves until the following autumn when they seek germinating curse plants from February to April to feed on and start laying eggs.

Crown weevil larvae feed inside leaf petioles and head towards the crown of the plant and top of the root.

Larval damage is often seen as a dead growing point with black ooze.

Because the crown weevil feeds above ground it is susceptible to damage by grazing animals.

Late breaks, low rainfall, and hard grazing do not favour this insect and it may not be the dominant bio-control agent in closely grazed sheep pastures.

A newer strain of the crown weevil, the Portuguese strain emerges from its summer "sleep" about four weeks later than the original and widely dispersed French strain of the crown weevil and is more suited to areas that experience late and unreliable rainfall.

Root weevil larvae feed inside the root about three to five centimetres below the crown.

Larval damage is not seen unless the plant is dug up and the root inspected for tunnelling larvae.

Because the root weevil feeds in the root of Paterson's curse it is less susceptible to damage from grazing animals.

The root weevil also emerges from its summer "sleep" about six weeks later than the French crown weevil and is also better suited to areas that experience late and unreliable rainfall than either strain of crown weevil.

The larvae of both weevils can often cause significant damage to Paterson's curse resulting in plant death with 10-20 larvae per plant being capable of killing rosettes up to 20cm in diameter.

The flea beetle survives for up to six months over summer as pupae, emerging in early winter as adults.

The adults feed on leaves, causing small holes on the surface.

This feeding damage on Paterson's curse is readily observed at present in many pastures.

The larvae hatch in winter and begin feeding on the taproot, slowing plant growth. Because much of the beetle's lifecycle is below ground it is far less susceptible to grazing damage.

The over-summering ability and grazing tolerance makes this agent useful in years with late breaks and situations with heavy grazing. It is not surprising that it is dominant in many pastures.

Bio-control agents are unlikely to wipe out Paterson's curse altogether but some of them can cause significant damage to weed populations and will be an important component of an integrated weed control program.



Blue Heliotrope unfortunately has not slowed down this year despite having a lot of competition in the landscape this year. I am currently working with Callum Thomas LLS Coonabarabran and Jodie Lawler LLS Regional Coordinator Central west to establish bio control nurseries in Warrumbungle Shire. We will be travelling to Bathurst to collect the leaf-beetle from a private property. LLS have funded the cages for nurseries.

An application has also been submitted with the support of Dr Andrew McConnachie and Jodie Lawler to introduce a new strain bio control to Australia.

Biological control – Blue Heliotrope

Biological control, if successful, has the potential to reduce the long-term economic and environmental costs of traditional herbicide control methods for blue heliotrope. There has only been one biological control agent released in Australia for blue heliotrope. The blue heliotrope leaf-beetle (*Deuterocampta quadrijuga*) was first released in Australia in 2001. At high densities, leaf-beetles can completely defoliate blue heliotrope, with both the larvae and adults feeding on the leaves. The blue heliotrope leaf-beetle has the potential to build up population levels rapidly, as each beetle lays several hundred eggs, however it is a difficult agent to establish requiring multiple, short interval releases.

Madeira Vine

Two years ago 50 leaf feeding beetles were released at Yearinan in the Warrumbungle Shire. Due to drought this release was unsuccessful. This month 1400 were released at the same area with hope now that conditions are healthy have a great success rate before frosts.



Biological control – Madeira Vine

The leaf feeding beetle, *Plectonycha correntina* has recently been approved for release in Australia. Both the adult and larval stages feed on the leaves reducing the plant's photosynthetic ability and depleting the energy stores in the bulbils and tubers.

Releases have occurred in New South Wales and Queensland—and at many of these sites the beetle has established and significant leaf feeding damage has been observed.

The beetles lay small yellow eggs in groups of 8-15 on the undersides of leaves. After 5 days, larvae emerge and start feeding, covering themselves with a sticky, black, gelatine-like substance. After 14 days, they begin to feed alone, leaving their slimy covering behind, and emerging as small white, then butter-yellow grubs (3-4 mm long) with black heads. They then burrow into the topsoil to pupate for another 20 days, and then emerge as adult beetles, able to reproduce 7 days later. Each female can lay an average of 550 eggs.

Beetles should only be used at sites that will not be subject to herbicide treatment or physical removal, and only in flood- and frost-free areas.



St John's Wort

has been abundant this season and started appearing full flower mid-October. The largest infestations found have been from the Newell Highway, through to Mendooran onto Dunedoo. Golden Highway and from Coolah through to Binnaway and back to the Newell Highway. A positive note is the infestations are in new locations along the roadsides from areas treated the previous two years. I am hoping that by continuing to target this species promptly we will see less in the coming years.

Parthenium

To date we have no reports of Parthenium however we are continually alert.

Current target weeds: Blue Heliotrope, St Johns Wort, Star Thistle, Coolati Grass, St Barnabys Thistle, African Box Thorn, Silverleaf Nightshade, Scotch Thistle and Variegated thistle. I thank all of the CMCC staff for their continued effort in this busy time sense all of the welcomed rainfall.

Senior Biosecurity Officer's Report

Recommendation:

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

Moved:

Seconded:

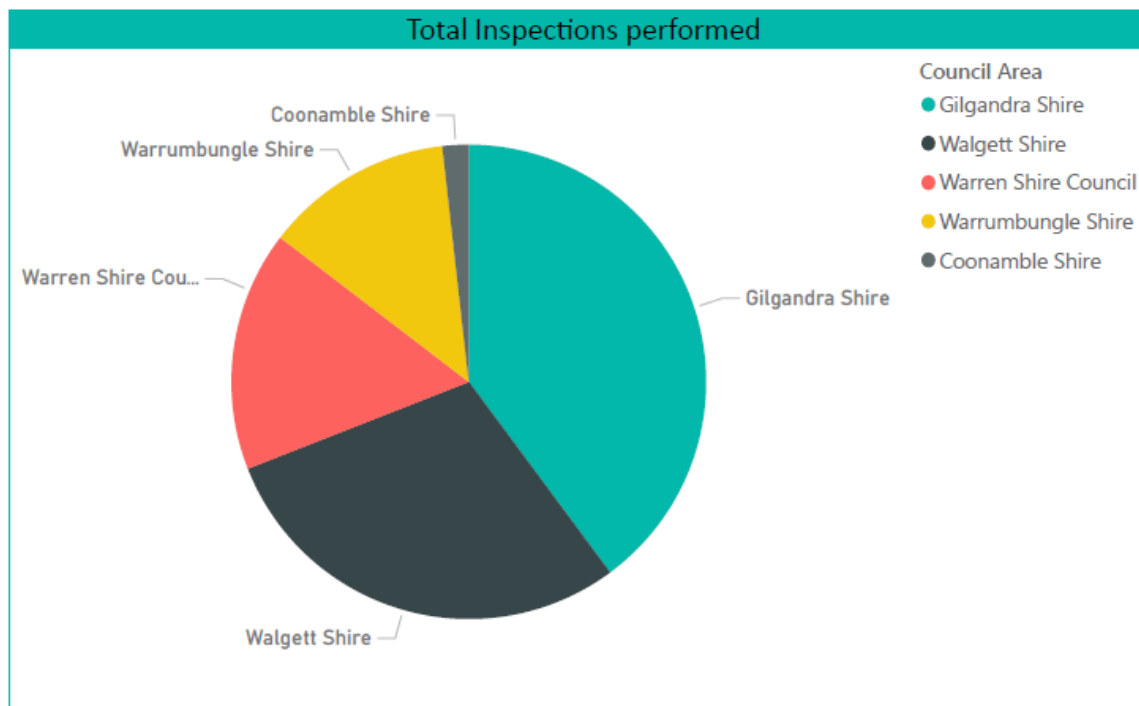
Attachments:

Inspection Reports August 2020 – October 2020



Castlereagh Macquarie County Council Report August - October 2020

Total Inspections performed	
Council Area	Total Inspections
Coonamble Shire	5
Gilgandra Shire	112
Walgett Shire	82
Warren Shire Council	46
Warrumbungle Shire	36
Total	281



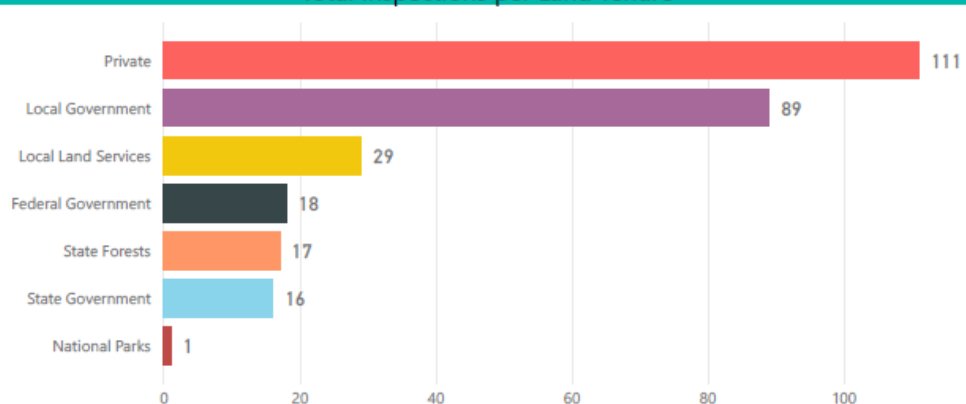


Castlereagh Macquarie County Council Report August - October 2020

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
Coonamble Shire	Local Government	1
Coonamble Shire	Local Land Services	2
Coonamble Shire	National Parks	1
Coonamble Shire	Private	1
Gilgandra Shire	Local Government	55
Gilgandra Shire	Local Land Services	4
Gilgandra Shire	Private	30
Gilgandra Shire	State Forests	17
Gilgandra Shire	State Government	6
Walgett Shire	Federal Government	15
Walgett Shire	Local Government	22
Walgett Shire	Private	39
Walgett Shire	State Government	6
Warren Shire Council	Local Government	3
Warren Shire Council	Local Land Services	23
Warren Shire Council	Private	18
Warren Shire Council	State Government	2
Warrumbungle Shire	Federal Government	3
Warrumbungle Shire	Local Government	8
Warrumbungle Shire	Private	23
Warrumbungle Shire	State Government	2
Total		281

Total Inspections per Land Tenure



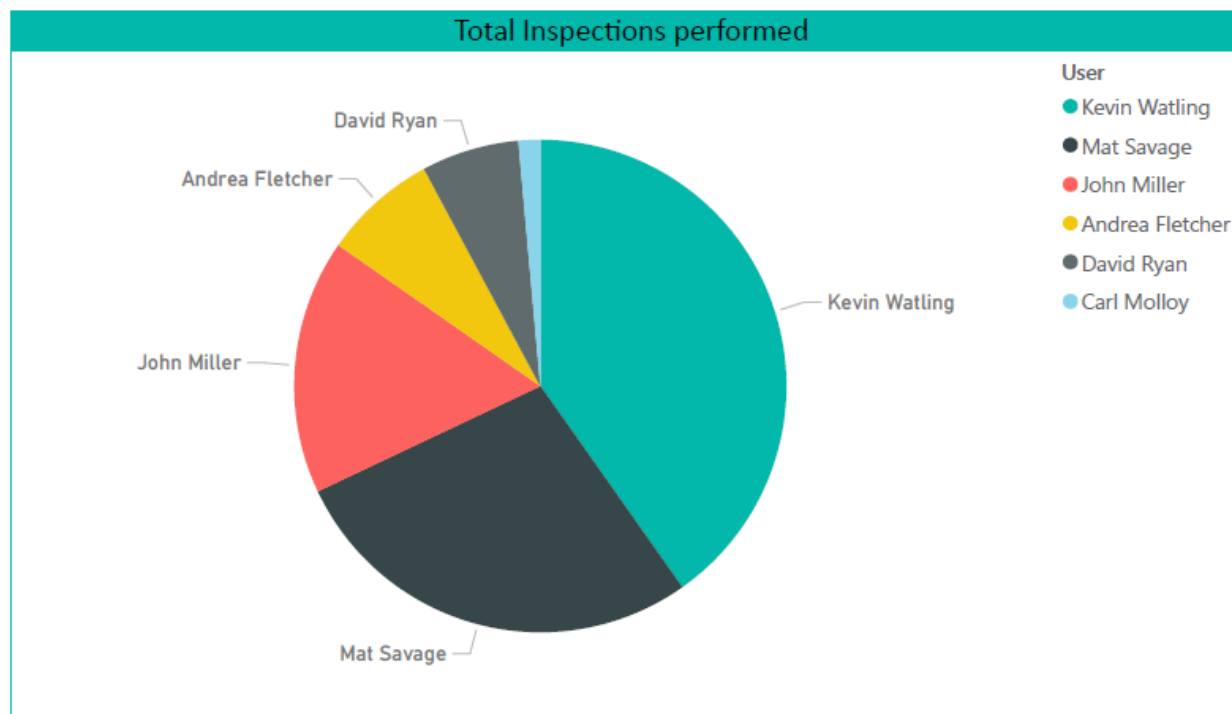
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Federal Government	18
Local Government	89
Local Land Services	29
National Parks	1
Private	111
State Forests	17
State Government	16
Total	281



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Total Inspections performed	
User	Total Inspections
Andrea Fletcher	21
Carl Molloy	4
David Ryan	18
John Miller	47
Kevin Watling	113
Mat Savage	78
Total	281





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Andy's Inspection Stats

User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Andrea Fletcher	-----##-----Private Property Sites-----##-----	Private	1	203.01	1.00
Andrea Fletcher	High Risk Crown Lands	Federal Government	2	78.60	20.00
Andrea Fletcher	High risk rail corridors	State Government	1		100.00
Andrea Fletcher	High risk TSRs	Federal Government	1	39.30	10.00
Andrea Fletcher	Private Property Inspections	Local Government	1	20.00	20.00
Andrea Fletcher	Private Property Inspections	Private	7	130.10	61.80
Andrea Fletcher	Roadside Inspections High Risk Inspections	Local Government	7	5.00	150.00
Andrea Fletcher	Roadside Inspections High Risk Inspections	State Government	1	50.00	20.00
Total			21	526.01	382.80



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Carl's Inspection Stats

User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	High risk TSRs	Local Land Services	1	37.96	1.00
Carl Molloy	Local Land Services Reserves	Local Land Services	1	356.61	1.00
Carl Molloy	Private Property Inspections	Private	1	1,190.58	5.00
Carl Molloy	Roadside Inspections High Risk Inspections	Local Government	1	0.00	1.00
Total			4	1,585.15	8.00



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David's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
David Ryan	High Risk Crown Lands	Federal Government	1	84.28	0.10
David Ryan	High Risk Crown Lands	State Government	1	547.71	547.00
David Ryan	Private Property High Risk Area	Private	4	1,793.23	380.00
David Ryan	Private Property Inspections	Local Government	1	1,101.21	0.20
David Ryan	Private Property Inspections	Private	5	0.80	0.50
David Ryan	Private Property Inspections	State Government	3	1,236.58	5.20
Total			18	6,065.13	933.30



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John's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
John Miller	ARTC	Private	3	1,020.29	205.00
John Miller	High Risk Council owned land	Local Government	2	117.05	100.00
John Miller	High risk rail corridors	Local Land Services	1	5.72	70.00
John Miller	High risk TSRs	Local Land Services	1		10.00
John Miller	Local Land Services Reserves	Local Land Services	18	4,675.97	1,546.00
John Miller	Local Land Services Reserves	Private	1	51.02	70.00
John Miller	Other Council lands	Local Land Services	1	5.66	30.00
John Miller	Other Private Properties	Local Government	1	0.10	5.00
John Miller	Other Private Properties	Private	2	322.41	60.00
John Miller	Other_1	Local Land Services	3	70.44	170.00
John Miller	Other_1	Private	5	240.17	580.00
John Miller	Other_1	State Government	2	450.80	600.00
John Miller	Private Property High Risk Re-Inspections	Private	4	65.66	260.00
John Miller	Private Property Inspections	Private	1	299.41	10.00
John Miller	Roadside Inspection(s)	Private	2	10.00	110.00
Total			47	7,334.70	3,826.00



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Kevin's Inspection Stats

User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Kevin Watling	-----##----Private Property Sites-----##-----	Private	15	813.32	7.01
Kevin Watling	-----##----Private Property Sites-----##-----	State Government	1	0.00	0.10
Kevin Watling	High Risk Council owned land	Local Government	4	91.24	0.60
Kevin Watling	High Risk Pathways Inspection	Local Government	1	0.17	0.10
Kevin Watling	High Risk Pathways Inspection	State Forests	13	821.94	105.00
Kevin Watling	High Risk Pathways Inspection	State Government	3	25.00	1.50
Kevin Watling	Local Land Services Reserves	Local Land Services	1	35.59	0.50
Kevin Watling	Private Property High Risk Area	Local Government	1	1.22	0.10
Kevin Watling	Private Property High Risk Area	State Forests	4	262.26	73.00
Kevin Watling	Private Property Inspections	Local Land Services	1	2.14	0.20
Kevin Watling	Private Property Inspections	Private	10	1,782.26	12.50
Kevin Watling	Recreational Areas	Private	2	31.49	0.00
Kevin Watling	Roadside Inspection(s)	Local Government	1	0.00	0.20
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	46	398.92	42.40
Kevin Watling	Roadside Inspections High Risk Inspections	Local Land Services	1	0.00	0.00
Kevin Watling	Roadside Inspections High Risk Inspections	Private	6	3,792.70	15.50
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	2	0.00	0.10
Kevin Watling	Waterways High Risk Pathways	Local Government	1	0.05	0.10
Total			113	8,058.31	258.91



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Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	Department Of Lands	Federal Government	11	37,146.81	5,220.00
Mat Savage	Department Of Lands	Local Government	1	0.23	0.20
Mat Savage	High Risk Crown Lands	Federal Government	3	11,185.67	747.00
Mat Savage	High Risk Crown Lands	State Government	1	1,236.32	600.00
Mat Savage	Nurseries	Private	1	1,248.69	0.10
Mat Savage	Other Council lands	Local Government	5	619.46	403.40
Mat Savage	Other High Risk Sites	National Parks	1	49,655.03	2.00
Mat Savage	Private Property High Risk Area	Private	2	6,782.44	210.00
Mat Savage	Private Property High Risk Re-Inspections	Private	10	6,649.80	4,522.00
Mat Savage	Private Property Inspections	Private	26	20,112.47	905.40
Mat Savage	Private Property Re-Inspections	Private	2	56.38	2.00
Mat Savage	Roadside Inspections High Risk Inspections	Local Government	15	5.00	390.40
Total			78	134,698.31	13,002.50

11. QUESTIONS FOR NEXT MEETING

12. CONFIRM DATE OF NEXT MEETING

13. CLOSE OF MEETING

Time: