



# **AGENDA FOR ORDINARY COUNCIL MEETING**

**Monday 16<sup>th</sup> August 2021**

**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 **16<sup>th</sup> August 2021** commencing at **10.00am** to discuss the items listed in the Agenda.

Michael Urquhart  
**GENERAL MANAGER**

## Table of Contents

<b>1. OPENING OF MEETING .....</b>	<b>3</b>
<b>2. LEAVE OF ABSENCE .....</b>	<b>3</b>
<b>3. DECLARATION OF INTERESTS .....</b>	<b>4</b>
<b>4. CONFIRMATION OF MINUTES/MATTERS ARISING .....</b>	<b>5</b>
4.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 28 <sup>th</sup> June 2021 .....	5
<b>5. REPORT OF THE GENERAL MANAGER .....</b>	<b>10</b>
ITEM 5.1 CASH AND INVESTMENT REPORTS FOR 30 <sup>TH</sup> JUNE AND 31 <sup>ST</sup> JULY 2021 .....	10
ITEM 5.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT .....	13
ITEM 5.3 FOURTH QUARTER OPERATIONAL PLAN 2020-21 & ANNUAL DELIVERY PROGRAM .....	35
ITEM 5.4 QUARTERLY BUDGET REVIEW – 30 <sup>th</sup> JUNE 2021 .....	53
ITEM 5.5 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS.....	58
ITEM 5.6 MONTHLY CHAIRMAN'S REPORT .....	60
ITEM 5.8 QUARTERLY BIOSECURITY REPORT .....	61
<b>6. QUESTIONS FOR NEXT MEETING .....</b>	<b>84</b>
<b>7. CONFIRM DATE OF NEXT MEETING .....</b>	<b>85</b>
<b>8. CLOSE OF MEETING .....</b>	<b>85</b>

## 1. OPENING OF MEETING

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></p> <p><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 28<sup>th</sup> June 2021

Minutes of Ordinary Council Meeting – 28 <sup>th</sup> June 2021
<p><b>Recommendation:</b></p> <p>That the minutes of the ordinary Council meeting held 28<sup>th</sup> June 2021, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Meeting Minutes – 28<sup>th</sup> June 2021.

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS ON MONDAY 28<sup>th</sup> JUNE 2021 AT 10:06AM.**

**PRESENT:** Cllrs P. Shinton, M. Martinez, P. Cullen, B. Fisher, R. Lewis, G. Peart, I. Woodcock, Andrew Brewer and Cllr M. Beach.

**ABSENT:** D. Batten

**STAFF MEMBERS:** M. Urquhart (General Manager), A. Fletcher (Senior Biosecurity Officer), and R. Wilson (Minute Secretary).

**WELCOME:** Meeting was opened at 10.06am and Cllr Shinton welcomed all councillors and staff to the meeting.

### 06/21/1 Leave of Absence

**Resolved:**

That the leave of absence received from Councillor Doug Batten are accepted and a leave of absence granted.

**Moved:** Cllr Cullen

**Seconded:** Cllr Fisher

**Carried**

### DECLARATIONS OF INTEREST- Nil

### 06/21/2 Minutes of Ordinary Council Meeting – 26<sup>th</sup> April 2021

**Resolved:**

That the minutes of the ordinary Council meeting held 26<sup>th</sup> April 2021, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Cllr Lewis

**Seconded:** Cllr Peart

**Carried**

**06/21/3 Cash and Investment Reports – 30<sup>th</sup> April 2021, 31<sup>st</sup> May 2021****Resolved:**

That the investment report for 30<sup>th</sup> April 2021 and 31<sup>st</sup> May 2021 be received and noted.

**Moved:** Clr Woodcock

**Seconded:** Clr Peart

**Carried**

**06/21/4 Circulars Received From the NSW Office of Local Government****Resolved:**

That the information contained in the following Departmental circulars 21-03 to 21-13 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Woodcock

**Seconded:** Clr Lewis

**Carried**

**06/21/5 Revised Investment Policy****Resolved:**

1. That the report be received
2. Council adopts the Revised Investment Policy as presented

**Moved:** Clr Beach

**Seconded:** Clr Cullen

**Carried**

10:11am Clr Woodcock left the meeting.

10:13am Clr Woodcock returned to the meeting.

**06/21/6 Organisational Action Plan – June 2021****Resolved:**

That Council receive and note the General Manager's report in respect of the progress being made, in respect of the revised Organisational Action Plan- June 2021 and endorse the action taken so far.

**Moved:** Clr Fisher

**Seconded:** Clr Peart

**Carried**

**06/21/7 Member Fees, Local Government Remuneration Tribunal****Resolved:**

That the Member fees be set at the minimum level set by the Local Government Remuneration Tribunal for a County Council category;

1. The Member fee for 2021/2022 be fixed at \$1,860.00.
2. The Chairperson fee for 2021/2022 be fixed at \$4,000.00.

**Moved:** Clr Woodcock

**Seconded:** Clr Fisher

**Carried**

**06/21/8 Important Dates for Councillors – Upcoming Meetings and Events****Resolved:**

That Council receive and note the list of coming meetings and events.

**Moved:** Clr Cullen

**Seconded:** Clr Martinez

**Carried**

**06/21/9 Monthly Chairman's Report****Resolved:**

That the Chairman's report for June 2021 be received and noted.

**Moved:** Clr Shinton

**Seconded:** Clr Peart

**Carried**

**06/21/10 Senior Biosecurity Officer's Report****Resolved:**

That the report be received and noted.

**Moved:** Clr Woodcock

**Seconded:** Clr Lewis



Close of Meeting

The meeting closed at 10.55am.

To be confirmed at the next meeting of Council to be held on Monday 16<sup>th</sup> August 2021.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
General Manager

## 5. REPORT OF THE GENERAL MANAGER

### ITEM 5.1 CASH AND INVESTMENT REPORTS FOR 30<sup>TH</sup> JUNE AND 31<sup>ST</sup> JULY 2021

**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 30<sup>th</sup> June and 31<sup>st</sup> July 2021.

#### 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 2021 are compliant with the Relevant Reference Documents and Policies listed later in this report.

#### Current Position:

Council at 31<sup>st</sup> July 2021 held a total of \$620,876.61 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 2021

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
PART472250081929 ELE Reserve	07/05/2021	61,381.61	CBA	0.35	12 months	07/05/2022
PART 472250081929 Plant	07/05/2021	22,227.00	CBA	0.35	12 months	07/05/2022
PART472250081929 Building Reserve	07/05/2021	20,000.00	CBA	0.35	12 months	07/05/2022
PART 472250081929 Investment Reserve	07/05/2021	17,268.00	CBA	0.35	12 months	07/05/2022
PART B38192704.3 Fixed Term Deposit	28/04/2021	\$250,000.00	CBA	0.16	3 months	30/07/2021
PART B38192704.3 Fixed Term Deposit	28/04/2021	\$250,000.00	CBA	0.24	6 months	29/10/2021
PART B38192704.3 Fixed Term Deposit	28/04/2021	\$250,000.00	CBA	0.27	11 months	31/01/2022
General Fund Bank Account Balance	30/06/2021	\$383,373.10	CBA			N/A
<b>TOTAL</b>		<b>\$1,254,249.71</b>				

**31<sup>st</sup> July 2021**

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
PART472250081929 ELE Reserve	07/05/2021	\$61,381.61	CBA	0.35	12 months	07/05/2022
PART 472250081929 Plant	07/05/2021	\$22,227.00	CBA	0.35	12 months	07/05/2022
PART472250081929 Building Reserve	07/05/2021	\$20,000.00	CBA	0.35	12 months	07/05/2022
PART 472250081929 Investment Reserve	07/05/2021	\$17,268.00	CBA	0.35	12 months	07/05/2022
PART B38192704.3 Fixed Term Deposit	28/04/2021	\$250,000.00	CBA	0.24	6 months	29/10/2021
PART B38192704.3 Fixed Term Deposit	28/04/2021	\$250,000.00	CBA	0.27	11 months	31/01/2022
General Fund Bank Account Balance	31/07/2021	\$521,363.76	CBA			N/A
<b>TOTAL</b>		<b>\$1,142,240.37</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 2021, Council's available cash and invested funds totalled \$1,142,240.37

<b>Cash and Investment Reports – 30<sup>th</sup> April and 31<sup>st</sup> May 2021</b>
---

**Recommendation:**

That the investment report for 30<sup>th</sup> June and 31<sup>st</sup> July 2021 be received and noted.

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

Nil

## ITEM 5.2 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 listed the following circulars issued by the Office of Local Government:

- 21-14 COVID-19 Restrictions and Council Meetings
- 21-15 Introduction of free lifetime registration for rescued pets and increases to companion animal fee for 2021/2022
- 21-16 Annual Report and Annual Performance Statement Checklists
- 21-17 Council decision-making prior to the September 2021 Local Government elections
- 21-18 Calendar of Compliance and Reporting Requirements 2021-22
- 21-19 Joint Organisation Calendar of Compliance and Reporting Requirements 2021-22
- 21-20 Postponement of the Local Government Elections to 4 December 2021
- 21-21 Accounting and Financial Reporting Fundamentals – Information Session
- 21-22 Updated guidance of the appointment and dismissal of senior staff
- 21-23 End of Year Financial Reporting 2021-21

### **Governance Issues:**

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

### **Stakeholders:**

Councillors  
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.

<b>Circulars Received From the NSW Office of Local Government</b>
<b>Recommendation:</b>  That the information contained in the following Departmental circulars 21-14 to 21- 21 from the Local Government Division Department of Premier and Cabinet be received and noted.  <b>Moved:</b> <b>Seconded:</b>

**Attachments:**

Circulars



<b>Circular Details</b>	21-14 / 28 June 2021 / A779737
<b>Previous Circular</b>	21-01 <i>Transitioning back to in-person council and committee meetings and consultation on proposed changes allowing remote attendance at meetings</i>
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Council Governance / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council to Implement

## COVID-19 restrictions and council meetings

### What's new or changing

- In response to the current Sydney COVID-19 outbreak, the Minister for Health and Medical Research, the Hon. Brad Hazzard MP has issued the *Public Health (COVID-19 Temporary Movement and Gathering Restrictions) Order 2021* (the Public Health Order). The Public Health Order took effect from 26 June 2021 and expires on 10 July 2021, unless extended.
- Under the Public Health Order, Greater Sydney, the Blue Mountains, Central Coast, Wollongong and Shellharbour are subject to a "stay at home" order. Other restrictions apply to other parts of NSW.
- The new restrictions will impact on councils' ability to hold council and committee meetings during the period in which the restrictions are in force. Guidance is provided below on how councils can comply with the Public Health Order when holding meetings.

### What this will mean for councils in areas subject to the "stay at home" order

- All councillors and staff may attend and participate in meetings by audio-visual link.
- As advised in [Circular 21-02](#) issued on 1 April 2021, the *Local Government (General) Regulation 2005* has been amended to temporarily exempt councils from the requirement under clause 5.2 of the *Model Code of Meeting Practice for Local Councils in NSW* and the equivalent provision in each council's code of meeting practice for councillors to be personally present at a meeting in order to participate in it.
- This means that there is currently nothing to prevent any and all councillors from participating in meetings by audio-visual link. There is also nothing to prevent staff from attending meetings by audio-visual link.
- If councils have formally adopted procedures to supplement their codes of meeting practice that restrict the numbers of councillors who are permitted to attend meetings by audio visual link or that require the prior approval of the council for attendance at meetings by audio-visual link as suggested by Circular 21-02, it is open to the Mayor to use their powers under section 226 of the *Local Government Act 1993* (the Act) to suspend the procedures while the restrictions under the Public Health Order are in force to allow all councillors to participate in meetings by audio-visual link without the prior approval of the council. Section 226 confers on mayors the power to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council.
- The Regulation amendment does not apply to county councils and any county councils in areas subject to the "stay at home" order may need to consider cancelling meetings while the Public Health Order is in force.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

- While councils are required under section 10 of the Act to permit members of the public to attend meetings in person, in areas subject to the “stay at home” order, members of the public are not permitted to leave their homes for the purposes of attending council and committee meetings. Councils may wish to seek their own legal advice on their obligations under section 10 of the Act in circumstances where members of the public are not permitted to attend meetings under the “stay at home” order.
- Councils in areas affected by the “stay at home” order should consider livestreaming their meetings if they do not already do so, so members of the public can observe them in real time.

#### **What this will mean for councils in other parts of NSW**

- There is currently nothing preventing councils in other parts of NSW from meeting in person. However, the restrictions under the Public Health Order will affect how meetings are conducted.
- Under the Public Health Order, people who have been in Greater Sydney or the Blue Mountains, Central Coast, Wollongong and Shellharbour local government areas on or after June 21, must follow the “stay at home” order for a period of 14 days after they left those areas. Any councillors, staff or members of the public subject to the “stay at home” order must not attend meetings in person. In the case of councillors and staff, consideration should be given to allowing them to attend meetings instead by audio-visual link.
- As noted above, councils are required under section 10 of the Act to permit members of the public to attend meetings in person, subject to the requirements of the Public Health Order and social distancing requirements. Councils can limit the number of members of the public attending meetings to comply with the Public Health Order and to ensure appropriate social distancing.
- Under the Public Health Order, up to 25 persons may attend meetings. Councils can permit more than 25 persons to attend meetings provided the size of the meeting venue is sufficient to ensure there is at least 4 square metres of space for each person at the meeting venue. 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. Guidance on calculating the number of person permitted to attend meetings is available [here](#).
- The number of persons permitted to attend meeting venues under the Public Health Order is the maximum permissible. Councils should continue to ensure appropriate social distancing is practiced at meetings and should undertake their own risk assessment of meeting venues and apply whatever COVID mitigation strategies may be necessary to ensure appropriate social distancing is practiced at meetings. Guidance on practicing social distancing is available [here](#).
- Where councils are required to limit the number of members of the public attending meetings, they should consider livestreaming their meetings to ensure excluded members of the public can view them in real time.
- All persons attending meetings are required to wear face masks. It is permissible under the Public Health Order for councillors, staff and others to remove their masks for the purposes of addressing the meeting but must wear masks at all other times. Guidance on wearing face masks is available [here](#).



**Key points**

- Under the Public Health Order, everyone in Greater Sydney and the Blue Mountains, Central Coast, Wollongong and Shellharbour local government areas must stay at home unless it is for an essential reason.
- In other parts of NSW, key restrictions relevant to the holding of council and committee meetings include the following:
  - people who have been in Greater Sydney or the Blue Mountains, Central Coast, Wollongong or Shellharbour local government areas on or after June 21 must follow the stay-at-home orders for a period of 14 days after they left those areas,
  - face masks are compulsory in all indoor non-residential settings, and
  - the one person per four square metre rule has been re-introduced for all indoor settings.

**Where to go for further information**

- More information on the Public Health Order is available [here](#).
- 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).



**Kiersten Fishburn**  
Coordinator General, Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



<b>Circular Details</b>	21-15 / 30 June 2021 / A779149
<b>Previous Circular</b>	20-27 / 13-54
<b>Who should read this</b>	Councillors / General Managers / Council finance staff / Companion Animal Enforcement and Administration Officers
<b>Contact</b>	Program Delivery Team – (02) 4428 4100 or 1300 134 460 <a href="mailto:pets@olg.nsw.gov.au">pets@olg.nsw.gov.au</a>
<b>Action required</b>	Council to Implement

### Introduction of free lifetime registration for rescued pets and increases to companion animal fees for 2021/22

#### What's new or changing

- From 1 July 2021, the NSW Government is introducing free lifetime registration for people who adopt a rescue pet from council pounds and animal shelters, and rehoming organisations.
- All registration and annual permit fees have been adjusted for 2021/22.
- The 2021-22 registration and permit fees effective from 1 July 2021 are prescribed below:

Registration Category	New fee amount
Dog – Desexed (by relevant age)	\$66
Dog – Desexed (by relevant age eligible pensioner)	\$27
Dog – Desexed (sold by pound/shelter)	\$0
Dog – Not Desexed or Desexed (after relevant age)	\$224
Dog – Not Desexed (not recommended)	\$66
Dog – Not Desexed (recognised breeder)	\$66
Dog – Working	\$0
Dog – Service of the State	\$0
Assistance Animal	\$0
Cat – Desexed or Not Desexed	\$56
Cat – Eligible Pensioner	\$27
Cat – Desexed (sold by pound/shelter)	\$0
Cat – Not Desexed (not recommended)	\$56
Cat – Not Desexed (recognised breeder)	\$56
Registration late fee	\$18
Annual permit category	New fee amount
Cat not desexed by four months of age	\$81
Dangerous dog	\$197
Restricted dog	\$197
Permit late fee	\$18

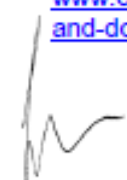
- Councils must continue to register eligible pound/shelter animals through the NSW Companion Animals Register. Free registration for these animals does not mean that registration is not required. The established process of 'flagging' an animal as being purchased from an eligible pound/shelter is required to validate a free registration.
- When processing a registration for an eligible pensioner whose pet has been recommended by a vet to not undergo desexing (either temporarily or permanently), select the new "not desexed (not recommended – pensioner)" category. This will allow the eligible pensioner to claim the discounted registration.

#### Key points

- The *Companion Animals Regulation 2018* has been amended so that
  - cl.18(2)(a) sets the baseline registration fee for a dog at \$66; and
  - cl.18(2)(c) has been removed and replaced by a new clause under section 18(4) to prescribe that no registration fee is payable for a companion animal that is desexed and sold to the owner by a rehoming organisation.
- Clause 18(2)(b) is unchanged in that the registration fee for a cat would remain at \$10 less than the registration fee for a dog (\$56). However, to avoid doubt, a new clause prescribed as 18(6C) sets out the registration fee for a dog and cat at \$66 and \$56. The amounts include the CPI adjustment.
- The regulation amendments override the registration fee for a dog notified in the [Companion Animals \(Adjustable Fee Amounts\) Notice 2021](#) that was gazetted on 3 June 2021.
- The CPI adjusted registration fee for pensioners, the additional fee for a non-desexed dog, late fee and permit fees remain as per the notice (as outlined in the table above).
- The Companion Animals Register will be modified to allow councils to apply the new lifetime registration and permit fees from 1 July 2021, including the use of the existing pound/shelter registration categories that will now have a \$0 fee.
- The NSW Pet Registry will be updated to include the new fees for online registration and permit payments made by pet owners from 1 July 2021.
- Both the old and new 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 2021 but not entered on the Register).
- As advised in [Circular to Councils 21-03](#), the annual permit fee (cats) or the additional registration fee (dogs) does not apply if the new owner purchases the animal from a pound/shelter/approved rehoming organisation. A late fee also cannot be applied.

#### Where to go for further information

- A list of registration categories, current fees and the new fees for 2021/22 is provided on the Office of Local Government's (OLG) website at [www.olg.nsw.gov.au/public/dogs-cats/nsw-pet-registry/microchipping-and-registration](http://www.olg.nsw.gov.au/public/dogs-cats/nsw-pet-registry/microchipping-and-registration).
- Information relating to the processing of registration fees is available in *Companion Animals Guideline 1 – Registration Agents*, available on OLG's website 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).

  
 Kiersten Fishburn  
 Coordinator General  
 Planning Delivery and Local Government



Circular Details	21-16 / 30 June 2021 / A773314
Previous Circular	19/28
Who should read this	Councillors / General Managers / All council staff / Joint Organisations/Executive Officers
Contact	Performance Team / (02) 44284100 <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council and Joint Organisations to Implement

## Annual Report and Annual Performance Statement Checklists

### What's new or changing

- An annual report checklist has been drafted for councils.
- An annual performance statement checklist has been drafted for Joint Organisations (JOs)

### What this will mean for your council

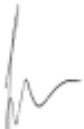
- Councils can use the annual report checklist and JOs can use the annual performance statement checklist to ensure that all the information required under the *Local Government Act 1993* (Act), the *Local Government (General) Regulation 2005* and other relevant legislation and guidelines is included within their annual report and annual performance statement.

### Key points

- Under the Act, councils must prepare an annual report and JOs an annual performance statement within five months after the end of the financial year.
- Councils and JOs must upload a copy of the annual report to their website and provide a copy to the Minister for Local Government and such other persons and bodies as regulations require. Councils and JOs should notify the Minister by providing a URL link to the Office of Local Government (OLG) ([olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)).
- Councils should ensure they report performance against targets, outcomes, efficiency and cost effectiveness over time.
- JOs should ensure they report as to their progress in implementing strategies and plans for delivering strategic regional priorities.

### Where to go for further information

- The annual report and annual performance statement checklists are available on OLG's website at <https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/council-annual-reporting-requirements/>

  
Kiersten Fishburn  
Coordinator General  
Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468





Circular Details	21-17 / 8 July 2021 / A755930
Previous Circular	21-12 "Electoral matter" and use of council resources prior to local government elections
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Information / Council to Implement

### Council decision-making prior to the September 2021 local government elections

#### What's new or changing

- Councils are expected to assume a "caretaker" role during election periods to ensure that major decisions are not made which would limit the actions of an incoming council.
- Councils, general managers and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions during the caretaker period:
  - entering into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger)
  - determining a "controversial development application", except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period
  - appointing or reappointing the council's general manager (except for temporary appointments).
- In certain circumstances, these functions may be exercised with the approval of the Minister.

#### Key points

- "Controversial development application" means a development application for designated development under section 4.10 of the *Environmental Planning and Assessment Act 1979* for which at least 25 persons have made submissions during community consultation.
- The caretaker period for the September 2021 local government elections commences on Friday 6 August 2021 and ends on Saturday 4 September 2021.

#### Where to go for further information

- For further information, contact the OLG's Council Governance Team on 4428 4100.

Kiersten Fishburn

Coordinator General, Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



Circular Details	21-18 / 19 July 2021 / A779633
Previous Circular	20-33
Who should read this	Councillors / General Managers / All council staff
Contact	Performance Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Information / Council to Implement

## Calendar of Compliance and Reporting Requirements 2021-22

### What's new or changing

The Calendar of Compliance and Reporting Requirements for councils and county councils has been updated for the 2021-22 financial year.

### What this will mean for your council

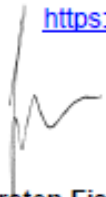
Councils and county councils should use the Calendar of Compliance and Reporting Requirements 2021-22 to assist in planning strategic and operational tasks throughout the year.

### Key points

- The Calendar of Compliance and Reporting Requirements 2021-22 includes key statutory and other reporting deadlines for councils and county councils.
- Councils' and county councils' statutory and other reporting deadlines are not limited to those included in the Calendar of Compliance and Reporting Requirements 2021-22.
- 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 2021-22.

### Where to go for further information

- The Calendar of Compliance and Reporting Requirements 2021-22 is available on OLG's website at <https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/council-annual-reporting-requirements/>
- A Joint Organisation Calendar of Compliance and Reporting Requirements 2021-22 has been prepared (Circular 21-19) and can be located at: <https://www.olg.nsw.gov.au/circulars/>



Kiersten Fishburn

Coordinator General – Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



Circular Details	21-19 / 19 July 2021 / A779633
Previous Circular	20-34
Who should read this	Joint Executive Officers / Councillors / General Managers
Contact	Performance Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Information / Joint Organisation to Implement

## Joint Organisation Calendar of Compliance and Reporting Requirements 2021-22

### What's new or changing

The Joint Organisation Calendar of Compliance and Reporting Requirements has been updated for the 2021-22 financial year.

### What this will mean for your council

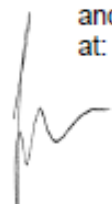
Joint Organisations should use the Joint Organisations Calendar of Compliance and Reporting Requirements 2021-22 to assist in planning strategic and operational tasks throughout the year.

### Key points

- The Joint Organisations Calendar of Compliance and Reporting Requirements 2021-22 includes key statutory and other reporting deadlines for Joint Organisations.
- Joint Organisations' statutory and other reporting deadlines are not limited to those included in the Joint Organisations Calendar of Compliance and Reporting Requirements 2021-22.
- 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 2021-22.

### Where to go for further information

- The Joint Organisation Calendar of Compliance and Reporting Requirements 2021-22 is available on OLG's website at: <https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/council-annual-reporting-requirements/>
- A Calendar of Compliance and Reporting Requirements 2021-22 for councils and county councils has been prepared (Circular 21-18) and can be located at: <https://www.olg.nsw.gov.au/circulars/>

  
Kiersten Fishburn

Coordinator General – Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468





Circular Details	21-20/ 25 July 2021
Previous Circular	20-25 <i>The date of the next ordinary local government elections is 4 September 2021</i>
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Information

### Postponement of the local government elections to 4 December 2021

#### What's new or changing

- The Minister for Local Government has published an order in the Gazette under section 318C of the *Local Government Act 1993* (the Act) postponing all council elections to **4 December 2021**.
- The decision to postpone all council elections has been made in response to the escalating outbreak of the Delta variant of the COVID-19 virus in Greater Sydney and the potential for further outbreaks in regional areas.
- The decision has been made in consultation with and on the advice of the NSW Electoral Commissioner and NSW Health

#### What this will mean for your council

- Current councillors and popularly elected mayors will continue to hold their civic offices until council elections are held on 4 December 2021.
- The order made under section 318C continues the suspension of the requirement to hold by-elections to fill vacancies for the period specified in the order.
- 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 before ordinary council elections are held on 4 December 2021.
- The making of the order will not affect the requirement to hold mayoral elections.
- Mayoral elections must be held for mayors elected in September 2019 when their two year-terms expire in September 2021.
- Mayors elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.
- Chairpersons of county councils now hold office for two years.
- Chairpersons of county councils elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.
- The composition of joint organisation boards may need to change in September 2021 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.

Office of Local Government  
 5 O'Keefe Avenue NOWRA NSW 2541  
 Locked Bag 3015 NOWRA NSW 2541  
 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
 E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



#### Key points

- The local government elections were previously postponed to 4 September 2021 by orders made under section 318B of the Act.
- The order made under section 318C revokes the previous order and appoints 4 December 2021 as the day on which all council elections will be held.

#### Where to go for further information

- Further information is provided in the FAQ which is available on the Office of Local Government's website [here](#).
- 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).

**Kiersten Fishburn**

**Coordinator General, Planning Delivery and Local Government**

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 488



Circular Details	21-21 / 6 August 2021 / A773025
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff
Contact	Policy Team / (02) 4428 4100 / <a href="mailto:code@olg.nsw.gov.au">code@olg.nsw.gov.au</a>
Action required	Information

### Accounting and Financial Reporting Fundamentals – Information session

#### What's new or changing

- The Office of Local Government (OLG) has developed a 1-hour information session about the fundamental aspects of accounting and financial reporting.
- The recording is available on [OLG's Council Portal](#) and on OLG's [YouTube channel](#).
- OLG encourages councils to widely circulate this recording to councillors and staff.

#### What this will mean for your council

- Councils manage significant finances on behalf of their communities.
- Many staff and all councillors play a key role in council financial decision making and it is vital decision makers hold an adequate level of financial literacy.
- To support this, OLG has developed a 1-hour information session on the fundamental aspects of accounting and financial reporting.
- The information session is delivered via an audio recording and PowerPoint presentation.
- This back to basics financial information session adds to OLG's growing suite of financial and accounting resources.

#### Where to go for further information

- The recording is available on [OLG's Council Portal](#) and on OLG's [YouTube channel](#).
- Further financial guidance for councils is available on [OLG's website](#) and [OLG's Council Portal](#).
- OLG will provide additional, more detailed training sessions for general managers and councillors during 2021-22.

**Kiersten Fishburn**  
Coordinator General, Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



Circular Details	21-22 / 10 August 2021 / A774699
Previous Circular	19-17 <i>The appointment and dismissal of senior staff</i>
Who should read this	General Managers/Councillors
Contact	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Information

### Updated guidance on the appointment and dismissal of senior staff

#### What's new or changing

- The purpose of this Circular is to provide updated guidance to councils on the requirements of the *Local Government Act 1993* (the Act) relating to the appointment and dismissal of senior staff other than the general manager.
- The updated guidance is informed by the recommendations of the Independent Commission Against Corruption (ICAC) arising from its investigation and inquiry into the former Canterbury City Council (Operation Dasha).

#### What this will mean for your council

- Under section 338 of the Act only general managers and the holders of positions determined by the council by resolution to be "senior staff" positions may be employed under fixed term contracts of employment based on those approved by the "Departmental Chief Executive" of the Office of Local Government.
- Council staff must not be employed under a senior staff contract unless the council has first determined by resolution that the position the staff member has been appointed to, is a "senior staff" position for the purposes of section 332 of the Act.
- Under section 337 of the Act general managers must consult with the governing body of the council before appointing or dismissing the holders of "senior staff" positions. It is important to note that section 337 requires this consultation to occur before a decision on appointment or dismissal has been made. The requirement to consult with the governing body under section 337 will not be satisfied where a general manager informs councillors of their decision after it has been made.
- Consultation with the governing body of the council on the appointment and dismissal of senior staff need not necessarily occur at a formal council meeting. For example, consultation can occur at a councillor briefing, an informal workshop or with each councillor individually by telephone or email.
- Where consultation occurs outside of a council meeting, the requirement to consult with the "council" under section 337 necessarily requires that this be undertaken in a way that ensures that all members of the governing body are informed of the proposed decision and are given the opportunity to provide comment to the general manager.
- When consulting with councillors on decisions to appoint or dismiss senior staff, the general manager should inform them of their proposed decision and provide sufficient information to allow councillors to understand the reasons for the decision and to allow them to provide input into the decision.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046


- When consulting councillors on a decision to appoint or terminate the employment of a senior staff member, the general manager should consider the views of councillors. However, the ultimate decision to appoint or dismiss senior staff rests with the general manager and not the governing body. It is therefore not open to the governing body of the council to direct the general manager on the appointment or dismissal of senior (and any other) staff.
- The requirement to consult with councillors on the appointment of senior staff under section 337 of the Act is not satisfied by including councillors on recruitment panels for senior staff. Section 335 of the Act expressly confers on the general manager responsibility for the appointment of staff, and councillors should not, as a rule, be included on recruitment panels for staff. As ICAC has noted, the inclusion of councillors on recruitment panels has the potential to create confusion about who is responsible for the appointment of the successful candidate. It may also send the wrong message to the employee as to who may give directions about the exercise of their functions. Under the Act senior and other staff are subject to direction by the general manager and not councillors.
- The only circumstances where it would be appropriate for councillors to participate in recruitment panels for staff is where the role involves the provision of administrative or other support directly to councillors. When recruiting for such roles, councillors should only comprise a minority of panel members.

#### Key points

- Under section 332 of the Act, the governing body of a council may, in consultation with the general manager, determine positions within a council's organisation structure to be "senior staff" positions.
- Under section 332, a council may not determine a position to be a "senior staff" position unless:
  - the responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the *Local Government (State) Award*, and
  - the total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the *Statutory and Other Offices Remuneration Act 1975*) payable with respect to senior executives whose positions are graded Band 1 under the *Government Sector Employment Act 2013*. As of 2020/21 this is \$192,600.

#### Where to go for further information

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



Kiersten Fishburn  
Coordinator General,  
Planning Delivery and Local Government





Circular Details	21-23 / 10 August 2021 / A782839
Previous Circular	20-36
Who should read this	Finance Staff / General Managers
Contact	Performance Team / 4482 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Information / Council to Implement

## End of Year Financial Reporting 2020-21

### What's new or changing

- End of year financial reporting information for 2020/21.

### What this will mean for your council

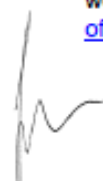
- Councils and Joint Organisations need to review the attached end of year financial reporting information when completing their 2020/21 Financial Statements and Financial Data Return (FDR) (yet to be issued).

### Key points

- Annexure 1 provides information to assist councils prepare their 2020/21 Financial Statements.
- Annexure 2 provides information to assist joint organisations (JO) prepare their 2020/21 Financial Statements.
- The Financial Data Return (FDR) will be sent under separate cover with an explanatory email and will be available on the OLG Council Portal, in due course.
- The Financial Statements and FDR are to be sent electronically to OLG by 31 October 2021.
- 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](mailto:olg@olg.nsw.gov.au) (see Circular 05-26 & 11-23).

### Where to go for further information

- The Local Government Code of Accounting Practice and Financial Reporting (Code) for 2020/21 is available on OLG's website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/)
- Circular to Councils 20-40, issued 11 December 2020 is available on OLG's website at [www.olg.nsw.gov.au/council-circulars/20-40-local-government-code-of-accounting-practice-and-financial-reporting-2020-21/](http://www.olg.nsw.gov.au/council-circulars/20-40-local-government-code-of-accounting-practice-and-financial-reporting-2020-21/)

  
Kiersten Fishburn  
Coordinator General, Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

## **Annexure 1: Information to assist councils prepare 2020/21 Financial Statements**

### **1. Submission of Financial Statements**

- The General Purpose Financial Reports, Special Purpose Financial Reports, Special Schedules and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "Council name – Financial Statements – 2020-21".
- All councils, county councils and joint organisations must lodge their Financial Statements by 31 October 2021.
- The Financial Statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered as being submitted late and not in accordance with the *Local Government Act 1993* (Act).

### **2. Communications during the preparation of financial statements and audit process**

- Finance professionals are encouraged to speak to the Audit Service Providers /Audit Office representatives in relation to any matters that may arise and early communications are encouraged.
- Councils with audit, risk and improvement committees may consider engaging committee members early to review the financial statements, key accounting estimates and accounting issues prior to audit.

### **3. Pro-forma Accounts**

- Finance professionals are encouraged to prepare proforma financial statements to enable early review of the format, accounting policies and note disclosures.
- This will aid in the timeliness of financial reporting.
- We encourage councils to identify opportunities to declutter the financial statements by removing any unnecessary notes and streamlining disclosures.

### **4. Code of Accounting Practice and Financial Reporting (Code) – Update 2020/21**

- The Code must be used to prepare the annual financial statements in accordance with the Act and the *Local Government (General) Regulation 2005* (Regulation).
- The Code and supporting materials are available on the OLG website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/)

### **5. COVID-19 reporting requirements**

- Councils should ensure that they have prepared a high-quality accounting policy position paper for all material accounting areas, with a particular focus on the areas significantly impacted by COVID-19.
- This includes detailed materiality assessments, support for judgements and assumptions and accounting considerations of decisions made to support compliance with Australian Accounting Standards.
- OLG has supporting material at [www.olg.nsw.gov.au/council-portal/accounting-guidance](http://www.olg.nsw.gov.au/council-portal/accounting-guidance).

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

- Significant financial reporting implications arising due to COVID-19 should be discussed and documented at the Audit and Risk Committee of councils as well as during council meetings.
- This will support council in maintaining proper records about significant financial reporting matters.
- Where decisions are made by council that items are immaterial to disclose, these decisions should be included in the documentation provided to council's Audit, Risk and Improvement Committee (if Council has implemented such committee).

#### **6. Financial Data Return (FDR)**

- The 2020/21 FDR will be emailed under separate cover.
- This is to be submit by 31 October 2021 to [fdr@olg.nsw.gov.au](mailto:fdr@olg.nsw.gov.au) in an Excel format only.
- The FDR should be accurate and align with the audited financial statements.
- The return can also be accessed via the [Council Portal](#) on the OLG website.
- Information/data from the FDR will be used in the published Time Series Data and Your Council website.

#### **7. Statement by Councilors and Management**

- The Code requires a Statement by Councilors and Management.
- The Statement in the approved form is in the Code.
- Councils' auditors may require the Statement to be re-signed closer to the date the audit opinion is issued, where there have been significant changes to the financial statements approved for submission to audit.

#### **8. New Accounting Standards and the impact for Councils**

- It is important that councils assess the impact of the new accounting standards and is adequately prepared for first-time adoption.
- A significant amount of information is available for councils at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting) which will assist in the reporting requirements.
- Councils should assess if the impact of new accounting standards will be material and prepare workpapers to support this assessment.
- Where possible, council should quantify the impact of new accounting standards that have been issued but are not yet effective.
- Additional information is available from the Australian Accounting Standards Board at [www.aasb.gov.au](http://www.aasb.gov.au).

#### **9. Asset valuations and fair value assessments**

- Councils should ensure early commencement and completion of asset revaluations.
- Fair value assessments need to be conducted annually.
- Adequate documentation needs to be available to the auditors.
- The necessary documentation should be agreed with the auditor prior to year-end.

Office of Local Government  
 5 O'Keefe Avenue NOWRA NSW 2541  
 Locked Bag 3015 NOWRA NSW 2541  
 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
 E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 488



- Restrictions on asset use, especially for community land and land under roads, should be taken into account when assessing valuation.
- NSW Valuer General's valuations may be used to represent fair value of community land.
- Councils will then need to separately consider any improvements made to community land in the overall fair value assessment.

#### **10. Indicative Rates for the Purpose of Discounting Cash Flows (Employee Benefits)**

- Employee benefit liabilities expected to be settled more than 12 months after the reporting date must be measured using market yields of Government Bonds - AASB 119 (Employee Benefits).
- Indicative rates of National Government Bonds (Treasury Bonds) are provided on the Reserve Bank website at [www.rba.gov.au](http://www.rba.gov.au) by searching "indicative rates".

#### **11. Index Rates for Water and Sewer**

- Councils should use the most current index rates for water and sewer assets.
- DPIE - Water releases index rates for water and sewer assets at [www.industry.nsw.gov.au/water](http://www.industry.nsw.gov.au/water).

#### **12. Domestic Waste Management (DWM)**

- DWM will not be audited for the 2020/21 year, however councils are required to calculate the reasonable costs charges for domestic waste.
- Following the release of IPARTs DWM review, OLG will consider and develop specific guidance for calculating and reporting of these charges.

#### **13. Infrastructure ratios**

- Building and Infrastructure Renewal Ratio (BIRR) is calculated based on renewal expenditure on the specific infrastructure assets identified in the Report on infrastructure assets as documented in the Code.
- Other assets classes, should not be included in the infrastructure ratio calculations.

#### **14. Council Borrowings**

- The Proposed Borrowing Return (issued 7 June 2021) should be completed and forwarded to NSW TCorp ([lgs@tcorp.nsw.gov.au](mailto:lgs@tcorp.nsw.gov.au)), if you have not already done so.
- The return can be accessed via the [Council Portal](#) on the OLG website.
- Councils are required to advise the Coordinator General, Planning Delivery and Local Government, of amounts borrowed within 7 days when loans are drawn in accordance with clause 230 of the Regulation.
- Notification can be emailed to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Councils are also reminded of the need to complete the capital expenditure review requirements, as per OLG Circular to Councils 10/34, prior to the commencement of projects.

#### **15. Restricted funds**

- Section 409(3) of the Act states that money received as a result of the levying of a special rate or charge may not be used for purposes other

Office of Local Government  
 5 O'Keefe Avenue NOWRA NSW 2541  
 Locked Bag 3015 NOWRA NSW 2541  
 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
 E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



than for which the rate or charge was levied. In this case, money received for water, sewer or domestic waste purposes cannot be used within the General Fund.

- Section 410 of the Act requires Ministerial approval to lend (by way of an internal loan) money that is not yet required for the purpose for which it was received.

#### **16. Council entities**

- Section 358 of the Act requires councils to obtain Ministerial consent before forming or participating in the formation of a corporation or other entity or acquire a controlling interest in a corporation or other entity.
- In this section of the Act, entity means any partnership, trust, joint venture, syndicate or any other body (whether or not incorporated).

#### **17. Audit, Risk and Improvement Committees**

- The date for the implementation of the Audit, Risk and Improvement Committee (ARIC) is March 2022.

#### **18. Crown Land**

- We encourage councils to access the Department of Planning, Industry and Environment - Crown Land portal to download information on the reserves managed by council.
- The information on the portal should be reconciled against Council's fixed assets register at 30 June 2021.
- It is ideal for the download to be performed on 30 June 2021 (or as close as possible) as there is currently no function available on the portal to extract the data at a particular date.
- If there are discrepancies, councils should contact the Crown Land Division at the Department of Planning, Industry and Environment
- For further information, visit [www.industry.nsw.gov.au/lands/reserves/portal](http://www.industry.nsw.gov.au/lands/reserves/portal)

#### **19. Pensioner Concession Rebate Claims (PRC)**

- All components associated with the claim must be submitted prior to processing.
- Completed claims and associated certificates are due on 1 October 2021.
- Those claims received after this date may not be paid this calendar year.
- The PRC claim form has been sent to councils under separate cover.

## **Annexure 2: Information to assist JOs prepare 2020-21 Financial Statements**

### **1. Submission of Financial Statements**

- The General Purpose Financial Reports and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "JO name – Financial Statements – 2020-21".
- All joint organisations must lodge their Financial Statements by 31 October 2021.
- The Financial Statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered to be submitted late and not in accordance with the *Local Government Act 1993* (Act).

### **2. Joint Organisations Supplement to Local Government Code of Accounting Practice and Financial Reporting (Supplement) – Update No. 29**

- The Supplement must be used to prepare the annual financial statements in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (Regulation).
- The Supplement is available on the Office of Local Government (OLG) website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting).

### **3. Financial Data Return (FDR)**

- The 2020/21 JOFDR will be emailed separately to Executive Officers.
- Submit by 31 October 2021 to [jofdr@olg.nsw.gov.au](mailto:jofdr@olg.nsw.gov.au) in an Excel format only.
- The JOFDR should be accurate and align with the audited financial statements.
- The return can be accessed via the Council Portal on the OLG website.

### **4. Statement by Chairperson and Executive Officer**

- The Supplement requires a Statement by Members of the Board of Management.
- The Statement in the approved form is in the Supplement.
- JOs' auditors may require the Statement to be re-signed closer to the date the audit opinion is issued, where there have been significant changes to the financial statements approved for submission to audit.

### **5. Inclusion of Financial Statements in JO Annual Performance Statement**

- JOs are to include a copy of the audited financial statements within its Annual Performance Statement and make available by 30 November 2021.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

## ITEM 5.3 FOURTH QUARTER OPERATIONAL PLAN 2020-21 & ANNUAL DELIVERY PROGRAM

**REPORTING SECTION:** General Manager  
**AUTHOR:** Michael Urquhart

---

### **Summary:**

This report provides Council with the status of the fourth quarter Operational Plan Targets for 2020/2021 and Annual Delivery Program.

### **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 30<sup>th</sup> June 2021 and Annual Delivery Program to which the performance targets have been achieved.

### **Current Position:**

The fourth quarter Operational Plan and Annual delivery Program 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

### **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 fourth quarter Operational Plan for 2020/2021 and Annual Delivery Program.

<b>Fourth Quarter Operational Plan 20/21 and Annual Delivery Program</b>
<b>Recommendation:</b>  Council accept the progress made on the 2020/2021 Operational Plan as at 30 <sup>th</sup> June 2021 and Annual delivery Program.  <b>Moved:</b> <b>Seconded:</b>

**Attachments:**

Fourth Quarter Operational Plan for 20/21 and Annual Delivery Program Status Report



# **Castlereagh Macquarie County Council**

## **Operational Plan & Delivery Program Status report 2020/2021**

# As at 30<sup>th</sup> June 2021

## 6. Principal Activities of Council

### Statement of Principal Activities to be undertaken to achieve objectives

*Note: In the following tables the column headed "BA & SO" provides in order, a reference to the Main Business Activity Priorities number and the Strategic Objective number from the Business Activity Strategic Plan.*

1. Provide information to Council to allow decisions at Council Meetings					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Ensure Business Paper is ready for distribution.	2.3	GM	At least 7 days, working days prior to the Council Meeting.	Satisfactory completion of task in accordance with target level.	Electronic business paper June 2021 issued with five (5) days notice. Recommendations provided.
Provide recommendations to Council when possible.	2.3	GM	Include in business paper for Council's consideration.		

2. Respond to Councillor inquiries related to the administration function					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Provide information to Councillors within Council's policy guidelines	2.3	GM	On day requested where possible, or within 5 working days (unless request requires detailed investigation).	Satisfactory completion of task in accordance with target level.	Complying

Provide written information as requested	2.3	GM	Within 5 working days (unless request requires detailed investigation)		Complying
--	-----	----	--	--	-----------

3. Update Council policy register					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Update new or amended administration policies in Council's policy register.	2.3	GM	Within 14 days of adoption or amendment	Satisfactory completion of task in accordance with target level.	Complying
Review Council administration policies.	2.3	GM	Within 2 months of expiry of policy or every 2 years		Review underway

4. Provide information to public in a timely and effective manner					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Ensure Council business papers are made available in hard copy at Council's office.	2.1	GM	At least 3 working days before the Council meeting.	Satisfactory completion of task in accordance with target level.	Complying
Ensure other public information is made available at Council's office.	2.1	GM	As soon as practicable after it becomes public information.		Complying
Ensure business papers are provided to constituent councils.	2.1	GM	Post to General Managers at the same time as Councillors' business papers.		To commence 2021/2022
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practicable.		Completed

<b>5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2020</b>
Quarterly Budget Review Statements and Delivery Programme Review to Council.	2.2	GM	August, October, February and April Meetings.	Satisfactory completion of task in accordance with target level.	Complying
Audited Financial Statements to Division of Local Government.	2.2	GM	By the end of November.		Underway
Financial Data collection return.	2.2	GM	By date specified by Division of Local Government.		Underway
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to December meeting.		Special meeting to be scheduled
Audited Financial Reports presented to public	2.2	GM	December meeting.		Special meeting to be scheduled
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.		In new year
Operational Plan and Budget to be adopted	2.2	GM	June meeting		In new year

<b>6. Ensure all other statutory returns are completed and lodged by the due date</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2020</b>
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	Complying
Council's Annual Report prepared and lodged with Division of Local Government	2.2	GM	30 November annually.		In progress
	2.2	GM	No later than return date specified		In progress



Other returns as required by Division of Local Government, Department of Primary Industries, or others					
<b>7. Implementation of Council decisions</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2020</b>
Implement Council decisions following Council meeting	2.2	GM	Within 10 working days of Council Meeting  For prosecutions, within 2 months of Council resolution	Satisfactory completion of task in accordance with target level.	Complying  Nil prosecutions

<b>8. Continue to ensure the provision of finance to Council from available sources</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2020</b>
Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions.	2.4	GM	Continuously.	Satisfactory completion of task in accordance with target level.	Advised
Letter to Constituent Councils concerning Council's proposed Delivery Plan and Budget estimates for the forthcoming financial year, and the contribution sought from constituent councils.	2.4	GM	30 April.		Copies of budget sent to Constituents
Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary.	2.4	GM	As required under Weeds Action Programme 1520.		Completed
	2.4	GM	As required under Weeds Action		Completed

Provide grant returns to Department of Primary Industries. Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4	GM	Programme 1520 As required		Application submitted
---	-----------	----	-------------------------------	--	-----------------------

9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.	In progress
Review Delivery Programme.	2.1 & 2.4	GM	Continuously		In progress
Provide adequate funds for employee leave entitlements.	2.3	GM	Maintain reserve of at least 50% of Long Service Leave liability		Provision 20-21 budget

10. Provide financial information and advice to Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.	Complying
		GM	At Council Meeting following end of quarter		Complying
	2.2 & 2.3				

Provide quarterly update on financial trends relating to Council's expenditure.					
---	--	--	--	--	--

11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Draft Plan to be presented to Council.	2.2	GM	April Meeting.	Satisfactory completion of task in accordance with target level.	Complying
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		Complying
Draft Plan to be adopted following consideration of any submissions received.	2.2	GM	June Meeting.		Complying

12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Participate in Macquarie Valley Weeds Advisory Committee activities through attendance at meetings and supply of information as required to assist the lobbying of State and Federal Governments.	1.1	GM	Attend meetings and provide information as requested.	Satisfactory completion of task in accordance with target level.	No meetings

13. Provide active support for LGNSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Provide information as requested by LGNSW to assist it to lobby governments.	3.1	GM	Information to be provided by the date requested.	Satisfactory completion of task in accordance with target level.	Complying
Utilise the services of LGNSW to further Council's interests	3.1	GM	As and when required by Council.		Complying

14. Actively pursue politicians to further Council's interests					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Invite politicians to attend Council meetings.	3.1	GM	Politicians to be invited to Council meetings as required.	Satisfactory completion of task in accordance with target level.	Complying
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		Complying

15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Identify new risks associated with Council's functions.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Analyse and prioritise all risks identified.	2.3	GM	Within 3 months after identification.		
Minise exposure through rectification of risks.	2.3	GM	Within budget constraints.		
Update policy on the use of contractors.	2.3	GM	Ongoing.		
Review risk management policy.	2.3	GM	Ongoing.		

Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow.		
---	-----	----	-----------------------	--	--

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.	Complying
Provide training on EEO to staff.	2.3	GM	Ongoing as required.		No training to date
Provide staff with training on risk management.	2.3	GM	Ongoing as required.		Training held in Coonamble August 2020
Review and update staff training programme.	2.3	GM	Annually.		Complying
Review EEO Management Plan.	2.3	GM	As required		In new year

17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of Council's activities.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.		Complying

--	--	--	--	--	--

18. Implement system of information technology capable of providing information that is relevant and timely					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Monitor reporting system ability to provide information requirements.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor technology improvements and assess future requirements.	2.3	GM	Ongoing.		Complying
Update Council’s computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow).	2.3	GM	As required.		Lap tops updated regularly
Review Council’s website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.		Review underway
19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Maintain assets register for all assets over \$5,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor the condition of those assets	2.3	GM	Ongoing.		Complying
Identify maintenance requirements for those assets.	2.3	GM	Ongoing.		Complying Maintenance as required

Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.		Complying
---	-----	----	----------------	--	-----------

20. Introduce a system for electronic mapping of invasive weed infestations and the automation of Weeds Officers' reports					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Monitor the introduction of electronic mapping of invasive weed infestations and the automation of Weeds Officers' reporting procedures.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 2025.	Satisfactory completion of task in accordance with target level.	Complying
Expand the introduction of electronic mapping of invasive weeds infestation and the automation of Weeds Officers' Reporting Procedures to the whole of Council's Area of Operations.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 / 2025.		Continuing
Continue the training of staff in the use of the system in order to ensure it's most efficient and effective use.	1.3 & 2.3	GM SWO	Ongoing.		Complying Training as necessary

21. Compile data on Council's current vehicle and plant fleet – condition and usage					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Analyse Council's current vehicle and plant fleet and its activities and assess future vehicle and plant needs.	2.3	GM	Ongoing	Satisfactory completion of task in accordance with target level.	Complying

22. Ensure access to competitively priced chemicals for weeds control programmes					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Ensure access to competitively priced chemicals for weeds control programmes.	1.2	GM	As required	Satisfactory completion of task in accordance with target level.	Complying

23. Actively pursue the control of invasive weeds along roadsides in Council's area					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Inspect roadsides prior to control works to ensure that control programmes are efficient and effective.	1.3	SWO	At least one week prior to spraying.	Satisfactory completion of task in accordance with target level.	Complying
Carryout necessary control works in line with Council's Budget allocations.	1.3	SWO	As seasonal conditions / and available funding permit.		Works continuing
Respond to reports of invasive weeds on roadsides.	1.3	SWO	Carry out inspection within 7 days of notification.		All reports responded to
Carry out control works in accordance with Council's policy	1.3	SWO	As required		Complying



and budget allocations.					
-------------------------	--	--	--	--	--

<b>24. Actively pursue the control of invasive weeds on private lands</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2020</b>
Inspection of private lands to assist landowners to fulfill their legal responsibilities in relation to invasive weeds.	1.2 & 3.2	SWO	At least 250 inspections per quarter.	Satisfactory completion of task in accordance with target level.	Complying
Provide information to landowners on invasive weeds control	1.2 & 3.2	SWO	If not done at time of inspection then within 1 week.		Complying
Respond to invasive weed complaints	1.2 & 3.2	SWO	Initial inspection within 10 working days.		Complying

<b>25. Actively pursue the control of invasive weeds on vacant Crown lands</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2020</b>
Inspect vacant Crown land parcels to facilitate application to DPI for funds for necessary control works.	1.2	SWO	Prior to submission of application.	Satisfactory completion of task in accordance with target level.	Complying
Inspect vacant Crown lands to ensure obligations for invasive weed control are being met.	1.2	SWO	As required as resources are available.		Continuing
Provide information to Department of Lands on invasive weed control requirements	1.2	SWO	Within 10 working days of inspection.		Continuing
	1.2	SWO			Continuing

Respond to complaints for invasive weeds on vacant Crown Land			Initial inspection within 10 working days.		
<b>26. Actively pursue the control of invasive weeds on land held by Forests of NSW</b>					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Inspect areas proposed to be clear felled in coming financial year.	1.2	SWO	Within 28 days of receipt of <i>Harvesting Plan of Operations</i> .	Satisfactory completion of task in accordance with target level.	When advised
Advise Forests NSW of proposed clear fell areas that are potential weeds risks.	1.2	SWO	Within 14 days of inspection.		
Follow up to ensure control work is carried out on potential weeds risks.	1.2	SWO	Prior to Spring each year.		
Inspect areas surrounding standing forests and "land bank" areas.	1.2	SWO	Ongoing as resources permit, or in response to complaints within 10 working da		
Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2	SWO	14 days after inspection.		

<b>27. Actively pursue the control of invasive weeds on other public authorities land</b>					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Inspect lands of public authorities to ensure obligations for invasive weeds control are being met.	1.2 & 1.3	SWO	Ongoing.	Satisfactory completion of task in accordance with target level.	In progress
Provide information to public authority on invasive weed control requirements.	1.2 & 1.3	SWO	Within 10 working days of inspection.		Continuing
	1.2 & 1.3	SWO	Initial inspection within 10 working days.		Continuing

Respond to complaints regarding invasive weeds on lands of public authorities.					
--	--	--	--	--	--

28. Conduct aerial spraying programmes for invasive weeds					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2020
Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SW O	As required.	Satisfactory completion of task in accordance with target level.	NIL required to date
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SW O	As required.		Nil required to date
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes.	1.2	SWO	In accordance with Programmes		No program organised

<b>29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2020</b>
Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control	1.1	GM	Liaise with appropriate members and officers of surrounding councils and other public authorities as required.	Satisfactory completion of task in accordance with target level.	Continuing

## ITEM 5.4 QUARTERLY BUDGET REVIEW – 30<sup>th</sup> JUNE 2021

**REPORTING SECTION:** General Manager  
**AUTHOR:** Michael Urquhart

---

### **Summary:**

The General Manager reports to Council on the status of the June 2021 Quarterly Budget Review (QBR) Statement. The report outlines the fourth quarter operations against the adopted 2020/2021 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 2021) Quarterly Budget Review Statement report.

The general fund cash result for 2020/2021 after transfer to and from reserves is a cash surplus of \$133,948. 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.

### **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 Council's working capital un-audited result for 2020/2021 as at 30<sup>th</sup> June 2021. This result is un-audited and may change during the course of the audit.

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

Not Applicable

### **Conclusion:**

The QBRS as at 30<sup>th</sup> June 2021 provides council with information relating to the status of the budget to actual for the year.

<b>Quarterly Budget Review Statement June 2021</b>
<b>Recommendation:</b>  That Council adopt the attached Quarterly Budget Review Statement for 30 <sup>th</sup> June 2021 as tabled.  <b>Moved:</b> <b>Seconded:</b>

**Attachments:**

June 2021. Quarterly Budget Review Statement



CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 30th June 2021.									
		Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
		Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
		2020-21			This QTR	2020-21		For Year	for year
<b>INCOME</b>									
<b>Administration</b>									
DPI - MVWAC Grant			\$0	\$0			\$0	\$0	
DPI - NW LLS WAP Grant		\$116,316		\$116,316		\$116,316	\$116,316	\$0	100%
DPI - CW LLS WAP Grant		\$207,178	(\$2,075)	\$205,103		\$205,103	\$205,103	\$0	100%
CRIF Grant		\$0	\$9,090	\$9,090		\$9,090	\$9,090	\$0	100%
Weed Certificates		\$896	(\$500)	\$396	(\$396)	\$0	\$0	\$0	#DIV/0!
Constituent Council Contribs		\$553,137	(\$2)	\$553,135		\$553,135	\$553,135	\$0	100%
Interest on Investments		\$3,088		\$3,088	\$520	\$3,608	\$3,608	\$0	100%
Property Insurance Rebate		\$3,137	(\$3,137)	\$0		\$0	\$0	\$0	#DIV/0!
Vehicle Insurance Adj		\$1,569	(\$1,569)	\$0		\$0	\$0	\$0	#DIV/0!
WH&S Incentive Rebate		\$5,619	(\$619)	\$5,000		\$5,000	\$5,000	\$0	100%
MV Claim discount		\$2,698	(\$2,698)	\$0		\$0	\$0	\$0	#DIV/0!
Jury Duty		\$0	\$0	\$0		\$0	\$0	\$0	0%
<b>Administration - Total</b>		<b>\$893,638</b>	<b>(\$1,510)</b>	<b>\$892,128</b>	<b>\$124</b>	<b>\$892,252</b>	<b>\$892,252</b>	<b>\$0</b>	<b>100%</b>
<b>Destruction of Weeds</b>									
CRIF Grant 20-21		\$0	\$0	\$0	\$9,090	\$9,090	\$9,090	\$0	100%
Mesquite Control - Grant		\$0	\$0	\$0		\$0	\$0	\$0	#DIV/0!
Parthenium Weed - Grant		\$0	\$0	\$0		\$0	\$0	\$0	#DIV/0!
Parkinsonia - Grant		\$0	\$0	\$0	\$3,000	\$3,000	\$3,000	\$0	100%
<b>Destruction of Weeds - Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,090</b>	<b>\$12,090</b>	<b>\$12,090</b>	<b>\$0</b>	
								\$0	
<b>Private Works</b>									
Private Works Income		\$50,000	\$84,500	\$134,500	\$32,024	\$166,524	\$166,524	\$0	100%
DPI Bio Contraol Unit		\$0	\$90,000	\$90,000	\$177,000	\$267,000	\$267,000	\$0	100%
<b>Private Works - Total</b>		<b>\$50,000</b>	<b>\$174,500</b>	<b>\$224,500</b>	<b>\$209,024</b>	<b>\$433,524</b>	<b>\$433,524</b>	<b>\$0</b>	<b>100%</b>
<b>Other Income</b>									
Plant Income		\$167,280	(\$26,433)	\$140,847	(\$5,796)	\$135,051	\$135,051	\$0	100%
profit on sale of plant		\$5,000		\$5,000	\$43,636	\$48,636	\$48,636	\$0	100%
<b>Other Income - Total</b>		<b>\$172,280</b>	<b>(\$26,433)</b>	<b>\$145,847</b>	<b>\$37,840</b>	<b>\$183,687</b>	<b>\$183,687</b>	<b>\$0</b>	<b>100%</b>
<b>Revenue Income - Total</b>		<b>\$1,115,918</b>	<b>\$146,557</b>	<b>\$1,262,475</b>	<b>\$259,078</b>	<b>\$1,521,553</b>	<b>\$1,521,553</b>	<b>\$0</b>	<b>100%</b>
<b>EXPENDITURE</b>									
<b>Administration Costs</b>									
General Manager's Salary		\$52,000		\$52,000		\$52,000	\$52,000	\$0	100%
Contract Administrative Support		\$44,482		\$44,482		\$44,482	\$44,482	\$0	100%
IPR Costs		\$348		\$348	(\$348)	\$0	\$0	\$0	#DIV/0!
Regional Meeting Expenses		\$2,500	\$6,500	\$9,000	\$6,612	\$15,612	\$15,612	\$0	100%
Travelling		\$2,000		\$2,000	(\$2,447)	(\$447)	(\$447)	\$0	100%
Audit Fees		\$18,683		\$18,683	(\$1,333)	\$17,350	\$17,350	\$0	100%
Advertising		\$7,725		\$7,725	(\$3,300)	\$4,425	\$4,425	\$0	100%
Printing & Stationary		\$4,120		\$4,120	(\$2,033)	\$2,087	\$2,087	\$0	100%
Postage & Freight		\$1,177		\$1,177	(\$512)	\$665	\$665	\$0	100%
Storage Rental		\$3,045	\$1,115	\$4,160	\$581	\$4,741	\$4,741	\$0	100%
Telephone		\$9,048		\$9,048	(\$3,455)	\$5,593	\$5,593	\$0	100%
Bank Charges		\$670		\$670	(\$226)	\$444	\$444	\$0	100%
Legal Expenses		\$567		\$567	(\$567)	\$0	\$0	\$0	#DIV/0!
Computer Bio Security System		\$14,257	\$368	\$14,625	\$4,116	\$18,741	\$18,741	\$0	100%
sundry admin expenses		\$7,500		\$7,500	(\$639)	\$6,861	\$6,861	\$0	100%
web site costs		\$5,000		\$5,000	(\$2,510)	\$2,490	\$2,490	\$0	100%
Subscription - Shires Assoc		\$3,005		\$3,005	(\$826)	\$2,179	\$2,179	\$0	100%
<b>Administration Costs - Total</b>		<b>\$176,127</b>	<b>\$7,983</b>	<b>\$184,110</b>	<b>(\$6,887)</b>	<b>\$177,223</b>	<b>\$177,223</b>	<b>\$0</b>	<b>100%</b>

	Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
	Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
	2020-21			This QTR	2020-21		For Year	for year
<b>Insurance Costs</b>								
Fidelity Gaurantee	\$1,494	\$102	\$1,596		\$1,596	\$1,596	\$0	100%
Public Liability & Prof Indemnity	\$25,931	\$1,762	\$27,693		\$27,693	\$27,693	\$0	100%
Accumulated Sick Leave	\$1,107	(\$1,813)	(\$706)		(\$706)	(\$706)	\$0	100%
Property Insurance	\$5,870	\$1,255	\$7,125		\$7,125	\$7,125	\$0	100%
Personal Accident	\$1,996	(\$58)	\$1,938		\$1,938	\$1,938	\$0	100%
Councillor's and Officers' Liability	\$10,213	\$694	\$10,907		\$10,907	\$10,907	\$0	100%
Motor vehicle liability	\$8,215	\$150	\$8,365		\$8,365	\$8,365	\$0	100%
<b>Insurance Costs - Total</b>	<b>\$54,826</b>	<b>\$2,092</b>	<b>\$56,918</b>	<b>\$0</b>	<b>\$56,918</b>	<b>\$56,918</b>	<b>\$0</b>	<b>100%</b>
<b>Governance Costs</b>								
Chairperson's Allowance	\$2,557	\$5,452	\$8,009	\$1	\$8,010	\$8,010	\$0	100%
Councillors' Meeting Fees	\$11,942	\$28,456	\$40,398	\$41	\$40,439	\$40,439	\$0	100%
Councillors' Travelling	\$2,627		\$2,627	(\$6)	\$2,621	\$2,621	\$0	100%
Councillors' Subsistence - CMCC Mtgs	\$2,444		\$2,444	(\$1,113)	\$1,331	\$1,331	\$0	100%
Delegates Expenses	\$1,416		\$1,416	\$944	\$2,360	\$2,360	\$0	100%
Insurance Members Accident			\$0		\$0	\$0	\$0	#DIV/0!
<b>Governance Costs - Total</b>	<b>\$20,986</b>	<b>\$33,908</b>	<b>\$54,894</b>	<b>(\$133)</b>	<b>\$54,761</b>	<b>\$54,761</b>	<b>\$0</b>	<b>100%</b>
<b>Employee Overheads</b>								
ToolBox Meetings	\$12,000		\$12,000	(\$10,565)	\$1,435	\$1,435	\$0	100%
Annual Leave	\$38,482		\$38,482	\$0	\$38,482	\$38,482	\$0	100%
Long Service Leave	\$13,476		\$13,476	\$0	\$13,476	\$13,476	\$0	100%
Sick Leave	\$24,136		\$24,136	(\$13,364)	\$10,772	\$10,772	\$0	100%
compassionate leave	\$589		\$589	(\$589)	\$0	\$0	\$0	#DIV/0!
Employee Overheads distributed to works				(\$98,516)	(\$98,516)	(\$98,516)	\$0	100%
Union Picnic Day	\$564	\$1,064	\$1,628		\$1,628	\$1,628	\$0	100%
Public Holidays NEI	\$15,065		\$15,065	(\$5,090)	\$9,975	\$9,975	\$0	100%
Superannuation	\$35,721	\$10,500	\$46,221	(\$1,612)	\$44,609	\$44,609	\$0	100%
Workers Compensation	\$10,500		\$10,500	(\$2,057)	\$8,443	\$8,443	\$0	100%
Protective Clothing	\$1,687		\$1,687	\$619	\$2,306	\$2,306	\$0	100%
Allowances Disability/Climatic	\$1,669	(\$1,669)	\$0		\$0	\$0	\$0	#DIV/0!
Staff Training	\$15,450		\$15,450	(\$5,893)	\$9,557	\$9,557	\$0	100%
<b>Sub -Total - Employee Overheads</b>	<b>\$169,339</b>	<b>\$9,895</b>	<b>\$179,234</b>	<b>(\$137,067)</b>	<b>\$42,167</b>	<b>\$42,167</b>	<b>\$0</b>	<b>100%</b>
<b>Sub Total Administrative Overheads</b>	<b>\$421,278</b>	<b>\$53,878</b>	<b>\$475,156</b>	<b>(\$144,087)</b>	<b>\$331,069</b>	<b>\$331,069</b>	<b>\$0</b>	<b>100%</b>
<b>Employee Overheads - Total</b>								
<b>Destruction of Weeds</b>								
WAP 1520 Grant Expenses -Super'n - Bio Officers	\$11,187		\$11,187	\$2,237	\$13,424	\$13,424	\$0	100%
WAP 1520 Grant Expenses -Property Inspections	\$170,000		\$170,000	(\$68,846)	\$101,154	\$101,154	\$0	100%
WAP 1520 Grant Expenses - Other Costs -Cnl Roads	\$121,495		\$121,495	\$16,776	\$138,271	\$138,271	\$0	100%
WAP 1520 Grant Expenses - HR- Roads	\$103,161		\$103,161	\$22,298	\$125,459	\$125,459	\$0	100%
WAP 1520 Grant Expenses - HR - TSRs	\$8,421		\$8,421	\$4,313	\$12,734	\$12,734	\$0	100%
WAP 1520 Grant Expenses - HR - WCs	\$6,842		\$6,842	(\$6,121)	\$721	\$721	\$0	100%
WAP 1520 Grant Expenses - HR - Rail Corridors	\$6,316		\$6,316	(\$3,780)	\$2,536	\$2,536	\$0	100%
WAP 1520 Grant Expenses - HR - n,s,o	\$5,000		\$5,000	(\$3,764)	\$1,236	\$1,236	\$0	100%
WAP 1520 Grant Expenses - H P T'force Admin	\$5,263		\$5,263	(\$680)	\$4,583	\$4,583	\$0	100%
WAP 1520 Grant expenses	\$1,532		\$1,532	\$306	\$1,838	\$1,838	\$0	100%
CRIF Grant	\$0	\$9,090	\$9,090		\$9,090	\$9,090	\$0	0%
Parkinsonia Grant				\$3,000	\$3,000	\$3,000	\$0	100%
Parkinsonia Weed Control	\$18,486		\$18,486	(\$18,486)	\$0	\$0	\$0	#DIV/0!
Promotions & Field Days	\$12,838		\$12,838	(\$1,364)	\$11,474	\$11,474	\$0	100%
Administration Weed Control	\$15,200		\$15,200	\$3,040	\$18,240	\$18,240	\$0	100%
Weed Control Publicity	\$3,081		\$3,081	(\$2,837)	\$244	\$244	\$0	100%
<b>Destruction of Weeds - Total</b>	<b>\$488,822</b>	<b>\$9,090</b>	<b>\$497,912</b>	<b>(\$53,908)</b>	<b>\$444,004</b>	<b>\$444,004</b>	<b>\$0</b>	<b>100%</b>
<b>Private Works</b>								
Gilgandra Shire - Cost of Private Works	\$514	\$15,000	\$15,514	\$8,019	\$23,533	\$23,533	\$0	100%
DPI - Biocontrol and Quanda	\$0	\$82,000	\$82,000	(\$26,595)	\$55,405	\$55,405	\$0	100%
DPI - Border control	\$0	\$11,333	\$11,333	\$5,433	\$16,766	\$16,766	\$0	100%
Walgett Shire - Cost of Private Works	\$15,405	\$7,000	\$22,405	\$10,561	\$32,966	\$32,966	\$0	100%
Coonabarabran - Private works	\$1,027	\$4,500	\$5,527	\$1,055	\$6,582	\$6,582	\$0	100%
Hudson Pear - Private Works	\$12,054		\$12,054	(\$5,179)	\$6,875	\$6,875	\$0	100%
Warren - Private works	\$0	\$0	\$0		\$0	\$0	\$0	#DIV/0!
Coonamble - Private works	\$0	\$3,000	\$3,000	(\$455)	\$2,545	\$2,545	\$0	0%
<b>Private Works -Total</b>	<b>\$29,000</b>	<b>\$122,833</b>	<b>\$151,833</b>	<b>(\$7,161)</b>	<b>\$144,672</b>	<b>\$144,672</b>	<b>\$0</b>	<b>100%</b>

	Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
	Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
	2020-21			This QTR	2020-21		For Year	for year
<b>Other Expenses</b>								
Depot Expenses	\$13,000	\$3,000	\$16,000	\$5,341	\$21,341	\$21,341	\$0	100%
Plant Expenses	\$60,847		\$60,847	(\$4,370)	\$56,477	\$56,477	\$0	100%
Depreciation	\$60,000	\$20,000	\$80,000		\$80,000	\$80,000	\$0	100%
<b>Other Expenses -Total</b>	<b>\$133,847</b>	<b>\$23,000</b>	<b>\$156,847</b>	<b>\$971</b>	<b>\$157,818</b>	<b>\$157,818</b>	<b>\$0</b>	<b>100%</b>
<b>Revenue Expenses - Total</b>	<b>\$1,072,947</b>	<b>\$208,801</b>	<b>\$1,281,748</b>	<b>(\$204,185)</b>	<b>\$1,077,563</b>	<b>\$1,077,563</b>	<b>\$0</b>	<b>100%</b>
<b>Net Operating Surplus/(Deficit) after Depreciation</b>	<b>\$42,971</b>	<b>(\$62,244)</b>	<b>(\$19,273)</b>	<b>\$463,263</b>	<b>\$443,990</b>	<b>\$443,990</b>	<b>(\$0)</b>	<b>100%</b>
<b>Capital Income</b>								
Sale/Trade in of Plant Assets	\$40,000	\$9,136	\$49,136		\$49,136	\$49,136	\$0	100%
Transfer from ELE	\$0		\$0		\$0		\$0	#DIV/0!
<b>Capital Income - Total</b>	<b>\$40,000</b>	<b>\$9,136</b>	<b>\$49,136</b>	<b>\$0</b>	<b>\$49,136</b>	<b>\$49,136</b>	<b>\$0</b>	<b>100%</b>
<b>Capital Expenditure</b>								
HP Bio Control Unit	\$5,000		\$5,000	(\$5,000)	\$0	\$0	\$0	#DIV/0!
Minor Building Improvements	\$5,000		\$5,000	(\$5,000)	\$0	\$0	\$0	0%
New Vehicles - Nett	\$70,000		\$70,000	\$34,639	\$104,639	\$104,639	\$0	100%
Small Plant, Tools, Radios	\$2,000		\$2,000	(\$1,024)	\$976	\$976	\$0	0%
Transfer to ELE Reserve	\$25,000		\$25,000		\$25,000	\$25,000	\$0	100%
Transfer to NW WAP Grant Liability				\$28,098	\$28,098	\$28,098	\$0	100%
Transfer to Bio Control Reserve Unspent Funds				\$213,829	\$213,829	\$213,829	\$0	100%
Transfer to Plant Reserve	\$8,000		\$8,000	\$10,000	\$18,000	\$18,000	\$0	100%
<b>Capital Expenditure - Total</b>	<b>\$115,000</b>	<b>\$0</b>	<b>\$115,000</b>	<b>\$275,542</b>	<b>\$390,542</b>	<b>\$390,542</b>	<b>\$0</b>	<b>100%</b>
<b>Net Capital Surplus/(Deficit)</b>	<b>(\$75,000)</b>	<b>\$9,136</b>	<b>(\$65,864)</b>	<b>(\$275,542)</b>	<b>(\$341,406)</b>	<b>(\$341,406)</b>	<b>\$0</b>	
<b>Summary</b>								
Total Income	\$1,155,918	\$155,693	\$1,311,611	\$259,078	\$1,570,689	\$1,570,689	\$0	
Total Expenditure	\$1,187,947	\$208,801	\$1,396,748	\$71,357	\$1,468,105	\$1,468,105	\$0	
<b>Net Total Surplus/(Deficit)</b>	<b>(\$32,029)</b>	<b>(\$53,108)</b>	<b>(\$85,137)</b>	<b>\$187,721</b>	<b>\$102,584</b>	<b>\$102,584</b>	<b>(\$0)</b>	
Add back depreciation and profit on sale	\$55,000	\$20,000	\$75,000	(\$43,636)	\$31,364	\$31,364	\$0	
<b>Net cash result for year Surplus (Deficit)</b>	<b>\$22,971</b>	<b>(\$33,108)</b>	<b>(\$10,137)</b>	<b>\$144,085</b>	<b>\$133,948</b>	<b>\$133,948</b>	<b>(\$0)</b>	

## ITEM 5.5 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

**REPORTING SECTION:** General Manager  
**AUTHOR:** Michael Urquhart

---

**Summary:**

A list of upcoming meetings and events is provided for Councillors information.

**Discussion (including issues and background):**

This report provides Councillors with an overview of upcoming meetings and events that Castlereagh Macquarie County Council staff are involved in.

**Current Position:**

Councillors are requested to raise any queries prior to the meetings listed.

**Conclusion:**

Provided there are no changes it is appropriate to receive and note the information.

Important Dates For Councillors - Upcoming Meetings & Events
<p><b>Recommendation:</b></p> <p>That Council receive and note the list of upcoming meetings and events.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Calendar of events 2021

**IMPORTANT DATES - Upcoming Meetings and Events**

DATE	MEETING/FUNCTION	LOCATION	NOTES
To be confirmed	Ag Quip	Gunnedah	Senior Biosecurity Officer
21 March 2022	NSW Weeds Conference	Albury	Senior Biosecurity Officer
8 & 9th September 2021	Parthenium Taskforce & Harrisa Tasforce	Moree	Senior Biosecurity Officer & Walgett Biosecurity Officers
14 September 2021	Central West Regional Meeting	Greenethorpe	Senior Biosecurity Officer
29 September 2021	Weeds Operational Meeting	Dubbo	Senior Biosecurity Officer
12 October 2021	Central West Hudson Pear Taskforce Meeting	Coonamble	Senior Biosecurity Officer
26 October 2021	North West Hudson Pear Taskforce Meeting	Lightning Ridge	Senior Biosecurity Officer
27 October 2021	Lightning Ridge Opal Festival	Lightning Ridge	Senior Biosecurity Officer
2 November 2021	CMCC staff Union Picnic Day		
15 December 2021	Weeds Operational Action Plan Meeting	Dubbo	Senior Biosecurity Officer

## ITEM 5.6 MONTHLY CHAIRMAN'S REPORT

**REPORTING SECTION:** General Manager  
**AUTHOR:** Michael Urquhart

---

Report to be tabled.

Monthly Chairman's Report
<p><b>Recommendation:</b></p> <p>That the Chairman's report for July 2021 be received and noted</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>



## ITEM 5.8 QUARTERLY BIOSECURITY REPORT

**REPORTING SECTION:** Biosecurity Control Works  
**AUTHOR:** Andrea Fletcher

---

**Summary:**

The attached report is provides an update of biosecurity matters in the County Council area.

**Background:**

Council has an obligation in accordance with the Biosecurity Act 2015 to prevent, eliminate, minimise and manage biosecurity risks in the County Council local government area.

**Current Position:**

Castlereagh Macquarie County Council provides funding to resource its obligation in accordance with the Biosecurity Act 2015, and the adopted Delivery Program and Operational Plan set out the activities, objectives and performance measures necessary for compliance.

**Governance issues:**

Biosecurity Act 2015

Local Government Act 1993

**Environmental issues:**

Any environmental issues are detailed in the attached update.

**Stakeholders:**

Castlereagh Macquarie County Council

Constituent Councils

County Council LGA Ratepayers

**Financial Implications:**

Control and compliance operational expenditure matters are funded from the annual operational budget.

**Alternative Solutions/Options:**

There are no alternate options.

**Conclusion:**

The Senior Biosecurity Officer

Quarterly Biosecurity Report
<p><b>Recommendation:</b></p> <p>That the report be received and noted</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Senior Biosecurity Officer Information on control activities.

## **Quarterly Biosecurity Report August 2021**

Following recent good rains and the onset of colder months, many landowners have been experiencing a significant increase in the coverage and growth of Mother of Millions, Green Cestrum and African Box Thorn. Castlereagh Macquarie County Council biosecurity officers weed management have focussed on these weeds with inspections and roadside spraying.



**Other weeds of concern** to landowners has been Black Roly-Poly and Galvanised Burr however it is important to know that these 2 species are native to NSW and should not be considered exotic or declared priority weeds. As such, both species fall under the regulation of native vegetation within the scope of the NSW Land Management Framework and the Local Land Services Act 2013 and may require authorisation under the Land Management (Native Vegetation) Code 2018 in order for the landowner to undertake clearing or control activities. We advise prior to control work landowners contact Local Land Services.



(Black Roly-Poly)



(Galvanised Burr)

## **Don Mackenzie Weed Biocontrol Facility – Lightning Ridge**

### **Milestone / Performance Report 2020 No: 1 & 2021 No: 2**

#### **Milestone/Performance Report 1**

Castlereagh Macquarie County Council maintains the operations and hygiene in the Hudson Pear facility on a daily basis. The temperature in the facility varies from 10 to 60 degrees Celsius.

For the period March 2020 to December 2020

- 25,000 fresh Hudson Pear cladodes collected for culturing in the Mass Rearing Facility
- 25,000 Infected Hudson Pear cladodes were produced in the Mass Rearing Facility
- 23,600 Infected Hudson Pear cladodes were released into the field in the Lightning Ridge, Cumborah and Grawin areas in the Walgett Shire, and Quanda in the Coonamble Shire.
- 200 infected cladodes were distributed to Queensland Department of Agriculture and Fisheries.
- Herbicide Usage – March 2020 to December 2020. 24 litres Grazon Extra, 24 litres Uptake oil over 50 Ha on a reserve in Lightning Ridge. 6 litres Grazon Extra, 24 litres Uptake oil over 150 kms roadside.

#### **Comparing to;**

Herbicide Usage – March 2019 to December 2019. 332 Litres Grazon Extra, 332 litres uptake oil 3411 Ha.

Hudson Pear Biocontrol released over 10,000 Ha in the Lightning Ridge, Cumborah and Grawin areas of the Walgett Shire and Quanda in the Coonamble Shire.

Mechanical removal of Hudson at 4 new incursion sites over 2 Ha. Warrumbungle Shire 2 sites and Gilgandra Shire 2 sites.

This project has been such a success to date with much appreciation and positive feedback from landowner / managers, community, tourists, Council / infrastructure and other LCA's. We will continue our efforts to the best of our abilities and on behalf of Castlereagh Macquarie County Council and other stakeholder thank you for providing the funding to make this possible.

## Rural R&D for Profit Program – Round 4

### Milestone/Performance Report 2

#### **Project**

Project title	NSW DPI - Weed biological control (RRD4P 18-04-014)
Project number	RnD4Profit-PRJ-012378
Milestone number/period	2/2020

<p><u>General:</u></p> <ul style="list-style-type: none"> <li>• Maintain the everyday operation and maintenance of the Hudson pear mass-rearing facility in Lightning Ridge, including continual optimisation of culture production and hygiene.</li> <li>• Curate a general database of tunnel climatic data, and insect rearing and release data.</li> </ul> <p><u>Milestones:</u></p> <p>Provide a report on the mass-rearing and release of the Hudson pear cochineal, including information on the:</p> <ul style="list-style-type: none"> <li>• Number of fresh Hudson pear cladodes collected for culturing in the mass-rearing facility.</li> <li>• Number of infected Hudson pear cladodes produced in the mass-rearing facility.</li> <li>• Number of infected Hudson pear cladodes released into the field &amp; locations thereof.</li> </ul> <p>Provide a brief report on contributions to the integrated management plan for Hudson Pear in northern NSW. Specifically:</p> <ul style="list-style-type: none"> <li>• The location and number of hectares treated with herbicides.</li> <li>• The location and number of hectares treated with biocontrol.</li> </ul>	<ul style="list-style-type: none"> <li>• Healthy cochineal culture maintained &amp; released.</li> <li>• Functional facility maintained.</li> <li>• Up-to-date database maintained.</li> </ul>			
--	--	--	--	--

<ul style="list-style-type: none"> <li>The location and number of hectares treated mechanically.</li> </ul>				
---	--	--	--	--

Castlereagh Macquarie County Council maintains the operations and hygiene in the Hudson Pear facility on a daily basis. The temperature in the facility varies from 10 to 60 degrees Celsius.

**For the period 1<sup>st</sup> January 2021 to 30 June 2021:**

- 15,000 fresh Hudson Pear cladodes were collected for culturing in the Mass Rearing Facility.
- 15,000 Infected Hudson Pear Cladodes were produced in the Mass Rearing Facility.
- 10,300 Infected Hudson Pear cladodes were released into the field in the Lightning Ridge, Cumborah and Grawin areas in the Walgett Shire.

**Herbicide Usage:**

- Crown Land Reserves, 1.5 litres Grazon / 1.5 litres uptake Oil over 20 hectares.
- Roadside & tracks, 3 litres Grazon / 3 litres Uptake Oil.

This project continues to be a great success even through the wet season endured this year. We continually receive positive feedback from landowners / managers, community and council.

The community continues with assistance spreading the cochineal via field nurseries in their localities and the local Hudson Pear volunteer group assist with collecting fresh material for the facility.

The facility has generated much interest within the weed professionals from various regions. We have also conducted various information days and tours of the facility and release site visits. This has proved to be not only interesting to participants but also educational.

Castlereagh Macquarie County Council and other stakeholders thank you again for providing the funding to make this possible.

**Parthenium Weed – Sitrep No: 15**

Please note the below report is missing 2 Parthenium infestations from Walgett Shire;

12/4/2021 Roadside - Castlereagh Highway between Walgett & Lightning Ridge, 4 mature plants

14/4/2021 Roadside – Cumberdoon Way Walgett, 253 mature plants.

DPI have been notified and these infestations will be included in Sitrep No-16.

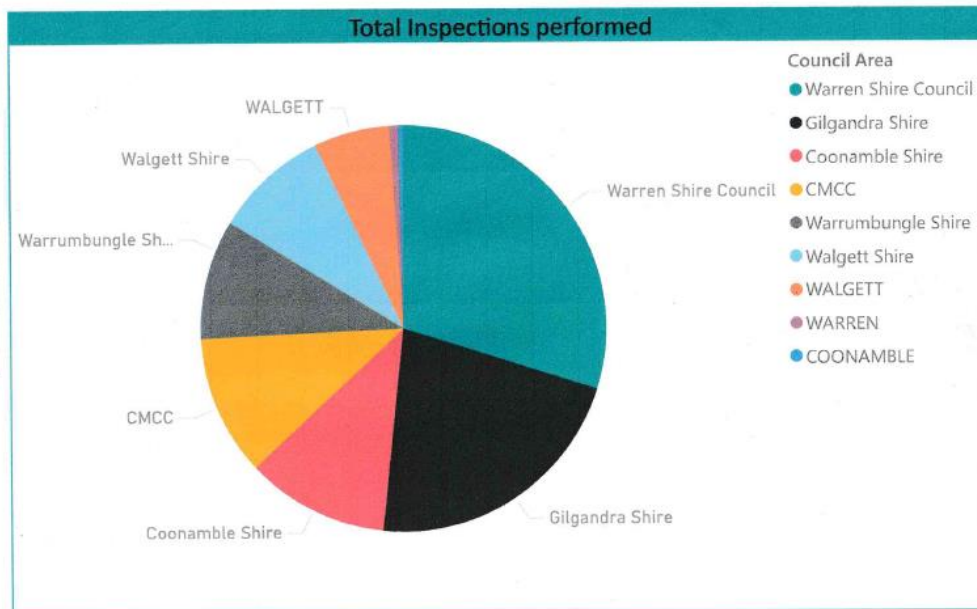


## CMCC Infestation Report June/July 2021



## CMCC Report June 2021 - July 2021

Total Inspections performed	
Council Area	Total Inspections
CMCC	60
COONAMBLE	2
Coonamble Shire	61
Gilgandra Shire	117
WALGETT	32
Walgett Shire	49
WARREN	4
<b>Total</b>	<b>536</b>





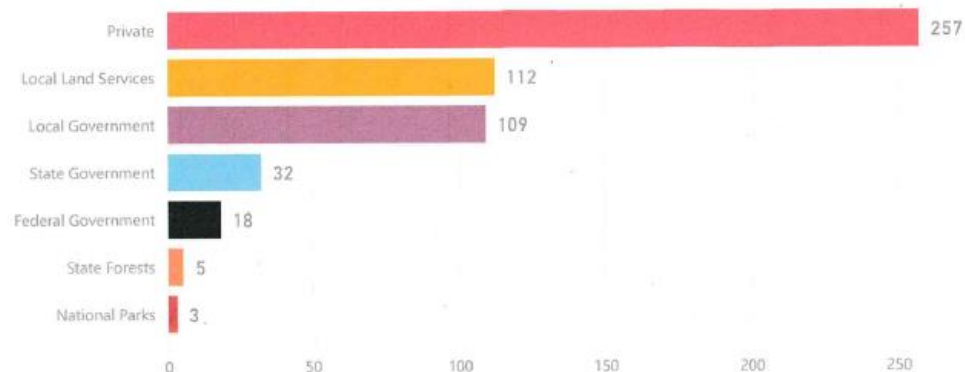


## CMCC Report June 2021 - July 2021

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
CMCC	Federal Government	1
CMCC	Local Government	35
CMCC	Local Land Services	17
CMCC	Private	2
CMCC	State Government	5
COONAMBLE	State Government	2
Coonamble Shire	Local Land Services	10
Coonamble Shire	National Parks	3
Coonamble Shire	Private	48
Gilgandra Shire	Local Government	34
Gilgandra Shire	Local Land Services	12
Gilgandra Shire	Private	53
Gilgandra Shire	State Forests	4
Gilgandra Shire	State Government	14
WALGETT	Federal Government	11
WALGETT	Local Government	20
WALGETT	Private	1
Walgett Shire	Federal Government	1
Walgett Shire	Local Government	4
Walgett Shire	Private	40
Walgett Shire	State Government	4
WARREN	Federal Government	4
Warren Shire Council	Local Government	13
<b>Total</b>		<b>536</b>

Total Inspections per Land Tenure



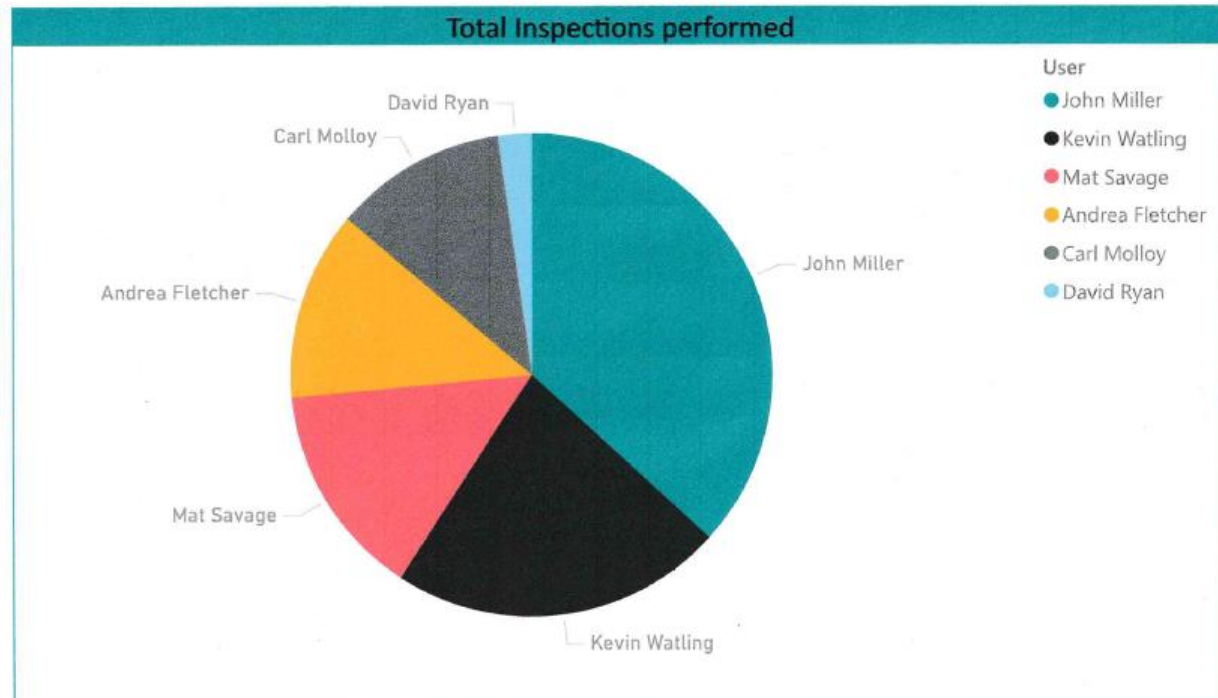
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Federal Government	18
Local Government	109
Local Land Services	112
National Parks	3
Private	257
State Forests	5
State Government	32
<b>Total</b>	<b>536</b>



## CMCC Report June 2021 - July 2021

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	68
Carl Molloy	62
David Ryan	12
John Miller	197
Kevin Watling	120
Mat Savage	77
<b>Total</b>	<b>536</b>





## CMCC Report June 2021 - July 2021

Andy's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hecta
Andrea Fletcher	Inspections of council owned land	Federal Government	1	0.23	
Andrea Fletcher	Inspections of council owned land	Local Government	1	3.41	
Andrea Fletcher	Inspections of land owned / managed by State bodies	State Government	4	215.36	11
Andrea Fletcher	LLS TSR Reserves	State Government	1	39.30	3
Andrea Fletcher	Private Property Inspections	Private	45	3,653.65	66
Andrea Fletcher	Roadside Inspection(s)	Local Government	12	307.91	11
Andrea Fletcher	Roadside Inspection(s)	Local Land Services	3	675.00	1
Andrea Fletcher	Waterways High Risk Pathways	State Government	1	50.00	5
<b>Total</b>			<b>68</b>	<b>4,944.86</b>	<b>98</b>



## CMCC Report June 2021 - July 2021

Carl's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	LLS TSR Reserves	Local Land Services	10	1,175.74	9.10
Carl Molloy	Private Property Inspections	Local Government	2		2.50
Carl Molloy	Private Property Inspections	National Parks	3	236.51	3.00
Carl Molloy	Private Property Inspections	Private	45	5,200.02	2.00
Carl Molloy	Roadside Inspection(s)	State Government	1		0.10
Carl Molloy	Roadside Inspections High Risk Inspections	State Government	1		0.10
<b>Total</b>			<b>62</b>	<b>6,612.27</b>	<b>16.80</b>



## CMCC Report June 2021 - July 2021

David's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
David Ryan	Private Property Inspections	Private	5	6,067.18	0.50
David Ryan	Roadside Inspections High Risk Inspections	Federal Government	3	57.50	0.20
David Ryan	Roadside Inspections High Risk Inspections	Local Government	3	80.00	0.30
David Ryan	Roadside Inspections High Risk Inspections	Private	2	1,648.05	0.20
<b>Total</b>			<b>13</b>	<b>7,852.73</b>	<b>1.20</b>





## CMCC Report June 2021 - July 2021

John's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
John Miller	ARTC	Local Land Services	5	712.07	82.00
John Miller	ARTC	Private	9	2,207.27	122.00
John Miller	Department Of Lands	State Forests	1	313.46	30.00
John Miller	High Risk Council owned land	Local Government	2	245.46	55.00
John Miller	High risk rail corridors	Private	2	6.38	10.00
John Miller	High risk TSRs	Local Land Services	9	1,899.12	235.00
John Miller	High risk water courses	Local Land Services	2	376.77	85.00
John Miller	High risk water courses	Private	1	38.02	2.00
John Miller	Inspection of TSRs	Local Land Services	18	2,027.25	469.00
John Miller	Inspection of TSRs	Private	1	344.72	5.00
John Miller	Inspections of council owned land	Local Government	4	199.90	36.00
John Miller	Inspections of rail corridors	Private	1	5.00	5.00
John Miller	LLS TSR Reserves	Local Land Services	9	691.52	316.00
John Miller	Local Land Services Reserves	Local Government	1	312.99	30.00
John Miller	Local Land Services Reserves	Local Land Services	36	8,537.19	873.00
John Miller	National Parks/Nature Reserves	Local Land Services	1	100.00	200.00
John Miller	Other Council lands	Local Government	1	10.83	3.00
John Miller	Other Private Properties	Private	1	1,003.37	30.00
John Miller	Other_1	Local Government	1	57.72	30.00
John Miller	Other_1	Local Land Services	3	626.12	51.00
John Miller	Other_1	Private	3	336.70	85.00
John Miller	Private Property Inspections	Local Government	1	40.87	5.00
<b>Total</b>			<b>198</b>	<b>30,921.77</b>	<b>4,528.50</b>



## CMCC Report June 2021 - July 2021

Kevin's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (ha)
Kevin Watling	-----Private Property Sites-----	Local Land Services	1	2.89	
Kevin Watling	High Risk Council owned land	Local Government	2	28.50	
Kevin Watling	High Risk Crown Lands	State Government	2	25.50	
Kevin Watling	High Risk Pathways Inspection	Local Government	1	0.00	
Kevin Watling	High Risk Pathways Inspection	State Forests	4	66.47	
Kevin Watling	High Risk Pathways Inspection	State Government	5	0.00	
Kevin Watling	Inspection of TSRs	Local Land Services	2	89.97	
Kevin Watling	Inspections of land owned / managed by State bodies	State Government	4	1.76	
Kevin Watling	Local Land Services Reserves	Local Land Services	8	409.29	
Kevin Watling	Private Property High Risk Re-Inspections	Private	1	0.10	
Kevin Watling	Private Property Inspections	Local Government	3	0.28	
Kevin Watling	Private Property Inspections	Private	51	5,270.12	
Kevin Watling	Roadside Inspection(s)	Local Government	1	0.00	
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	29	0.00	
Kevin Watling	Roadside Inspections High Risk Inspections	Private	1	0.00	
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	5	0.00	
<b>Total</b>			<b>120</b>	<b>5,894.89</b>	<b>1</b>



## CMCC Report June 2021 - July 2021

Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	Department Of Lands	Federal Government	1	469.96	100.00
Mat Savage	Department Of Lands	State Government	2	1,018.58	51.00
Mat Savage	Grain Handling Sites	Private	1	193.21	1.00
Mat Savage	Other Council lands	Local Government	4	166.29	2.00
Mat Savage	Private Property High Risk Area	Private	7	13,362.30	425.00
Mat Savage	Private Property High Risk Re-Inspections	Private	9	16,092.70	6,558.10
Mat Savage	Private Property Inspections	Private	10	4,230.02	184.00
Mat Savage	Private Property Inspections	State Government	2	0.49	2.00
Mat Savage	Private Property Re-Inspections	Private	5	2,543.66	170.00
Mat Savage	Roadside Inspection(s)	Federal Government	2		
Mat Savage	Roadside Inspection(s)	Local Government	8		
Mat Savage	Roadside Inspections High Risk Inspections	Federal Government	12		
Mat Savage	Roadside Inspections High Risk Inspections	Local Government	13		202.00
Mat Savage	Roadside Inspections High Risk Inspections	State Government	2		1.10
Mat Savage	Waterways High Risk Pathways	Private	1	4,394.63	5.00
<b>Total</b>			<b>79</b>	<b>42,471.83</b>	<b>7,701.20</b>

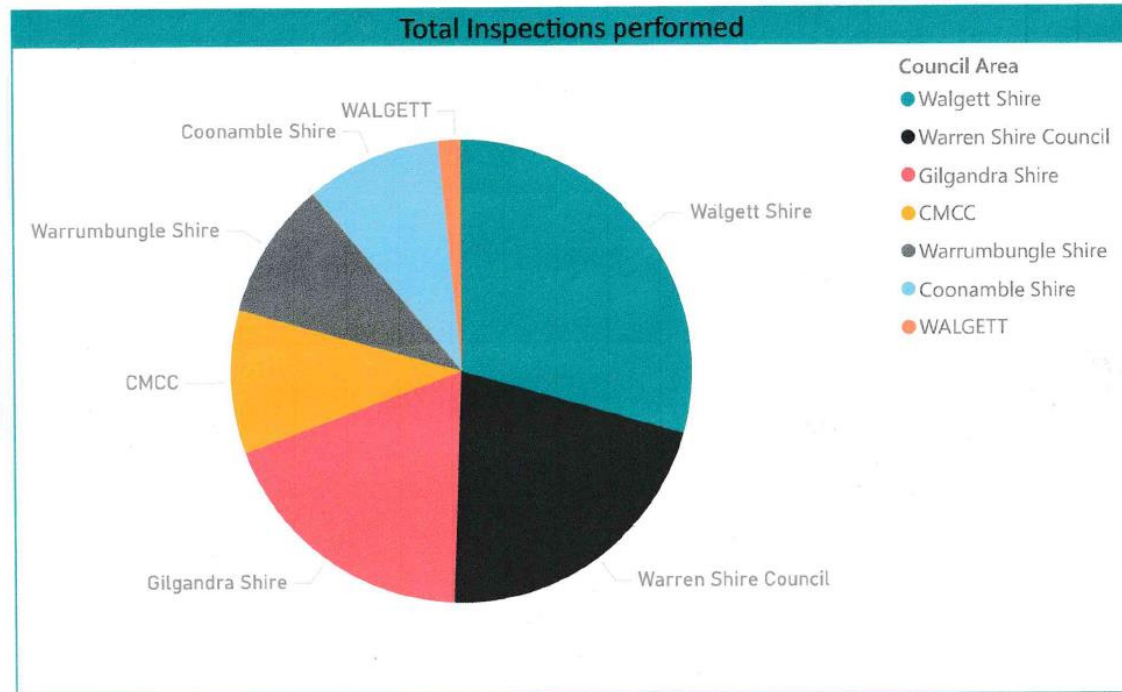


## CMCC Infestation Report June/July 2021



## CMCC Report June 2021 - July 2021

Total Inspections performed	
Council Area	Total Inspections
CMCC	68
Coonamble Shire	64
Gilgandra Shire	127
WALGETT	11
Walgett Shire	199
Warren Shire Council	144
Warrumbungle Shire	65
<b>Total</b>	<b>678</b>



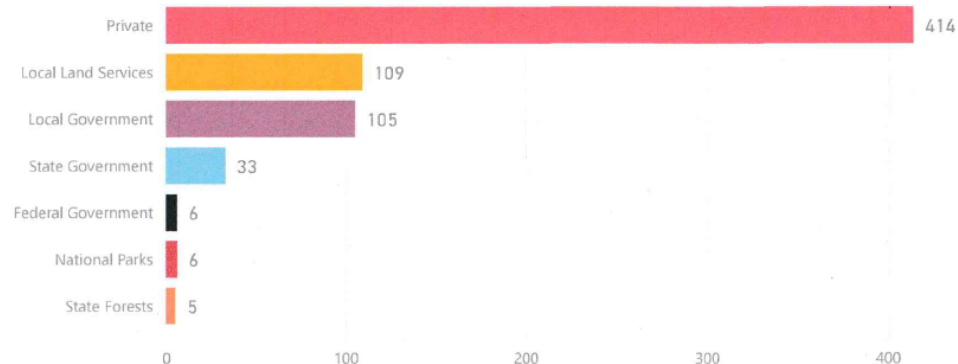


## CMCC Report June 2021 - July 2021

### Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
CMCC	Local Government	42
CMCC	Local Land Services	17
CMCC	National Parks	2
CMCC	Private	3
CMCC	State Government	4
Coonamble Shire	Local Government	2
Coonamble Shire	Local Land Services	6
Coonamble Shire	National Parks	3
Coonamble Shire	Private	53
Gilgandra Shire	Local Government	31
Gilgandra Shire	Local Land Services	12
Gilgandra Shire	Private	66
Gilgandra Shire	State Forests	4
Gilgandra Shire	State Government	14
WALGETT	Federal Government	2
WALGETT	Local Government	6
WALGETT	National Parks	1
WALGETT	Private	1
WALGETT	State Government	1
Walgett Shire	Federal Government	1
Walgett Shire	Local Government	2
Walgett Shire	Local Land Services	7
Walgett Shire	Private	183
<b>Total</b>		<b>678</b>

### Total Inspections per Land Tenure



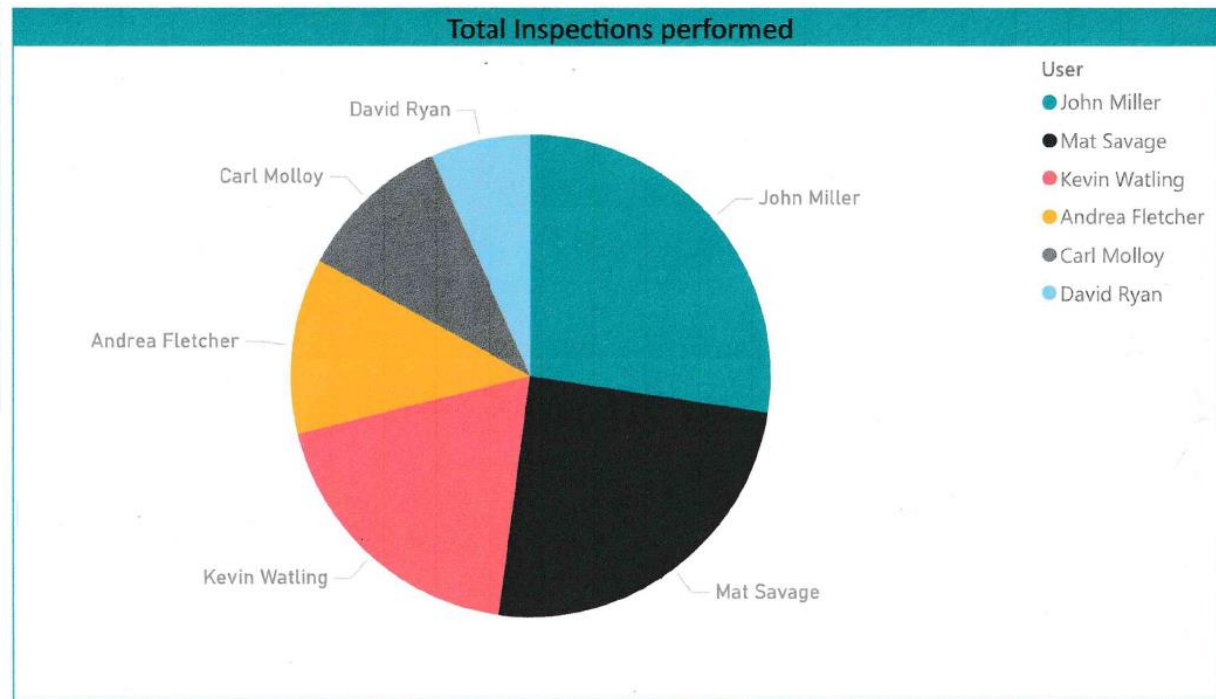
### Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Federal Government	6
Local Government	105
Local Land Services	109
National Parks	6
Private	414
State Forests	5
State Government	33
<b>Total</b>	<b>678</b>



## CMCC Report June 2021 - July 2021

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	80
Carl Molloy	70
David Ryan	46
John Miller	186
Kevin Watling	129
Mat Savage	167
<b>Total</b>	<b>678</b>





## CMCC Report June 2021 - July 2021

Andy's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectare)
Andrea Fletcher	Council Lands Inspections - Infrastructure / depots	Local Government	1	0.20	
Andrea Fletcher	Inspections of council owned land	Federal Government	1	0.23	
Andrea Fletcher	Inspections of council owned land	Local Government	2	3.98	
Andrea Fletcher	Inspections of land owned / managed by State bodies	Federal Government	2	0.41	
Andrea Fletcher	Inspections of land owned / managed by State bodies	State Government	4	215.36	11
Andrea Fletcher	LLS TSR Reserves	State Government	1	39.30	3
Andrea Fletcher	Private Property Inspections	Private	50	934.19	66
Andrea Fletcher	Roadside Inspection(s)	Local Government	13	265.91	15
Andrea Fletcher	Roadside Inspection(s)	Local Land Services	3	675.00	1
Andrea Fletcher	Roadside Inspection(s)	Private	2	50.00	
Andrea Fletcher	Waterways High Risk Pathways	State Government	1	50.00	5
<b>Total</b>			<b>80</b>	<b>2,234.57</b>	<b>1,026</b>
< >					





## CMCC Report June 2021 - July 2021

Carl's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	LLS TSR Reserves	Local Land Services	6	978.45	9.10
Carl Molloy	Private Property Inspections	Local Government	4	233.85	4.50
Carl Molloy	Private Property Inspections	National Parks	3	236.51	3.00
Carl Molloy	Private Property Inspections	Private	53	7,733.38	2.00
Carl Molloy	Roadside Inspection(s)	State Government	1		0.10
Carl Molloy	Roadside Inspections High Risk Inspections	Local Government	1		
Carl Molloy	Roadside Inspections High Risk Inspections	State Government	1		0.10
Carl Molloy	Sale yards	Local Government	1	2.29	
<b>Total</b>			<b>70</b>	<b>9,184.48</b>	<b>18.80</b>



## CMCC Report June 2021 - July 2021

David's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
David Ryan	Private Property Inspections	Private	37	59,179.11	0.50
David Ryan	Roadside Inspections High Risk Inspections	Federal Government	2	57.50	0.20
David Ryan	Roadside Inspections High Risk Inspections	Local Government	5	80.00	0.30
David Ryan	Roadside Inspections High Risk Inspections	Private	2	1,648.05	0.20
David Ryan	Waterways High Risk Pathways	State Government	1		
<b>Total</b>			<b>47</b>	<b>60,964.66</b>	<b>1.20</b>



## CMCC Report June 2021 - July 2021

John's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
John Miller	ARTC	Local Land Services	5	712.07	82.00
John Miller	ARTC	Private	9	2,207.27	122.00
John Miller	Department Of Lands	State Forests	1	313.46	30.00
John Miller	High Risk Council owned land	Local Government	2	245.46	55.00
John Miller	High risk rail corridors	Private	2	6.38	10.00
John Miller	High risk TSRs	Local Land Services	9	1,899.12	235.00
John Miller	High risk water courses	Local Land Services	2	376.77	85.00
John Miller	High risk water courses	Private	1	38.02	2.00
John Miller	Inspection of TSRs	Local Land Services	14	1,007.76	461.00
John Miller	Inspection of TSRs	Private	1	344.72	5.00
John Miller	Inspections of council owned land	Local Government	3	194.81	36.00
John Miller	LLS TSR Reserves	Local Land Services	7	588.42	312.00
John Miller	Local Land Services Reserves	Local Government	1	312.99	30.00
John Miller	Local Land Services Reserves	Local Land Services	36	8,537.19	873.00
John Miller	National Parks/Nature Reserves	Local Land Services	1	100.00	200.00
John Miller	Other Council lands	Local Government	1	10.83	3.00
John Miller	Other Private Properties	Private	1	1,003.37	30.00
John Miller	Other_1	Local Government	1	57.72	30.00
John Miller	Other_1	Local Land Services	3	626.12	51.00
John Miller	Other_1	Private	3	336.70	85.00
John Miller	Private Property Inspections	Local Government	5	1,073.62	5.00
John Miller	Private Property Inspections	Private	35	9,803.78	328.00
<b>Total</b>			<b>187</b>	<b>32,859.99</b>	<b>4,433.50</b>



## CMCC Report June 2021 - July 2021

Kevin's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (ha)
Kevin Watling	-----Private Property Sites-----	Local Land Services	1	2.89	
Kevin Watling	High Risk Council owned land	Local Government	2	28.50	
Kevin Watling	High Risk Crown Lands	State Government	2	25.50	
Kevin Watling	High Risk Pathways Inspection	Local Government	1	0.00	
Kevin Watling	High Risk Pathways Inspection	State Forests	4	66.47	
Kevin Watling	High Risk Pathways Inspection	State Government	5	0.00	
Kevin Watling	Inspection of TSRs	Local Land Services	2	89.97	
Kevin Watling	Inspections of land owned / managed by State bodies	State Government	2	1.76	
Kevin Watling	Local Land Services Reserves	Local Land Services	8	409.29	
Kevin Watling	Private Property High Risk Re-Inspections	Private	1	0.10	
Kevin Watling	Private Property Inspections	Private	65	6,301.69	
Kevin Watling	Roadside Inspection(s)	Local Government	1	0.00	
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	29	0.00	
Kevin Watling	Roadside Inspections High Risk Inspections	Private	1	0.00	
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	5	0.00	
<b>Total</b>			<b>129</b>	<b>6,926.17</b>	<b>11</b>





## CMCC Report June 2221 - July 2021

Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	Department Of Lands	Federal Government	1	469.96	100.00
Mat Savage	Department Of Lands	State Government	3	1,018.89	51.00
Mat Savage	Grain Handling Sites	Private	3	207.57	1.00
Mat Savage	High risk water courses	National Parks	1		
Mat Savage	LLS TSR Reserves	Local Land Services	5	813.76	
Mat Savage	National Parks/Nature Reserves	National Parks	2		
Mat Savage	Other Council lands	Local Government	2	146.85	2.00
Mat Savage	Other Council lands	Local Land Services	2	6.29	
Mat Savage	Private Property High Risk Area	Private	21	52,486.01	425.00
Mat Savage	Private Property High Risk Re-Inspections	Private	9	16,092.70	6,558.10
Mat Savage	Private Property Inspections	Private	93	47,129.68	184.00
Mat Savage	Private Property Inspections	State Government	3	0.74	2.00
Mat Savage	Private Property Re-Inspections	Private	17	7,319.08	170.00
Mat Savage	Roadside Inspections High Risk Inspections	Local Government	4		402.00
Mat Savage	Waterways High Risk Pathways	Private	1	4,394.63	5.00
<b>Total</b>			<b>167</b>	<b>130,086.16</b>	<b>7,900.10</b>

## **6. QUESTIONS FOR NEXT MEETING**

## **7. CONFIRM DATE OF NEXT MEETING**

**Date: .....**

## **8. CLOSE OF MEETING**

**Time: .....**