



AGENDA FOR ORDINARY COUNCIL MEETING

Tuesday, 19th October 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 **19th October 2021** commencing at **10.30am** to discuss the items listed in the Agenda.

Michael Urquhart
GENERAL MANAGER

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1. OPENING OF MEETING

Time: _____am

2. LEAVE OF ABSENCE

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

3. 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 16th August 2021

Minutes of Ordinary Council Meeting – 16 th August 2021
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 16th August 2021, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Meeting Minutes – 16th August 2021.

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD VIA VIRTUAL PLATFORM (ZOOM MEETING) ON MONDAY 16th AUGUST 2021 AT 10:05AM.

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

ABSENT: M. Martinez, P. Cullen

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

WELCOME: Meeting was opened at 10.05am and Cllr Shinton welcomed all councillors and staff to the meeting.

08/21/1 Leave of Absence

Resolved:

That the leave of absence received from Councillors Manuel Martinez and Patrick Cullen are accepted and a leave of absence granted.

Moved: Cllr Batten

Seconded: Cllr Peart

Carried

DECLARATIONS OF INTEREST- Nil

08/21/2 Minutes of Ordinary Council Meeting – 28th June 2021

Resolved:

That the minutes of the ordinary Council meeting held 28th June 2021, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Cllr Lewis

Seconded: Cllr Fisher

Carried

A.Fletcher joined the meeting at 10:15am

08/21/3 Cash and Investment Reports – 30 th June 2021, 31 st July 2021
<p>Resolved:</p> <p>That the investment report for 30th June 2021 and 31st July 2021 be received and noted.</p> <p>Moved: Clr Batten Seconded: Clr Woodcock</p> <p style="text-align: right;">Carried</p>

08/21/4 Circulars Received From the NSW Office of Local Government
<p>Resolved:</p> <p>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.</p> <p>Moved: Clr Peart Seconded: Clr Beach</p> <p style="text-align: right;">Carried</p>

08/21/5 Fourth Quarter Operational Policy 20/21 and Annual Delivery Program
<p>Resolved:</p> <p>That Council accept the progress made on the 2020/2021 Operational Plan as at 30th June 2021 and Delivery Program.</p> <p>Moved: Clr Lewis Seconded: Clr Beach</p> <p style="text-align: right;">Carried</p>

08/21/6 Quarterly Budget Review – 30th June 2021**Resolved:**

a) That Council adopt the attached Quarterly Budget Review Statement for 30th June 2021 as tabled.

b) That the General Manger report to the October 2021 Meeting with suitable projects that can be undertaken in constituent council LGA's that are over and above CMCC normal responsibilities using accumulated and unrestricted funds.

Moved: Clr Batten

Seconded: Clr Fisher

Carried

08/21/7 Important Dates for Councillors – Upcoming Meetings and Events**Resolved:**

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

Moved: Clr Woodcock

Seconded: Clr Batten

Carried

08/21/8 Monthly Chairman's Report**Resolved:**

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

Moved: Clr Shinton

Seconded: Clr Batten

Carried

06/21/9 Senior Biosecurity Officer's Report**Resolved:**

That the report be received and noted.

Moved: Clr Peart

Seconded: Clr Fisher

Carried

Close of Meeting

The meeting closed at 10.45am.

To be confirmed at the next meeting of Council to be held on Monday 18th October 2021.

Chairman

General Manager

5. REPORT OF THE GENERAL MANAGER

ITEM 5.1 DETERMINATION OF METHOD OF VOTING FOR ELECTION OF DEPUTY CHAIRPERSON BY COUNCILLORS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Discussion (including issues and background):

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

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

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

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

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

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

Relevant Reference Documents:

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

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Deputy Chairperson
Recommendation: That Council adopt the ordinary ballot method for the election of the Deputy Chairperson. Moved: Seconded:

Attachments:

Nomination Form -To be tabled at the meeting

ITEM 5.2 DESTRUCTION OF BALLOT PAPERS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Discussion (including issues and background):

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

Relevant Reference Documents:

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

Local Government (General) Regulation 2005 – Schedule 8

Stakeholders:

Council Members

Financial Implications:

Nil

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

Attachments:

Nil

ITEM 5.3 ELECTION OF DEPUTY CHAIRPERSON FOR PERIOD ENDING 4th DECEMBER 2021

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Discussion (including issues and background):

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

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

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

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

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

Current position:

The Office of Local Government in its circular 21-20 dated 25th July 2021 sets out in detail the postponement of the general election to 4th December 2021 due of the escalating Covid 19 pandemic, and what this means for Council under the provisions of the Local Government Act 1993.

- 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 4th December 2021.

Options:

Council has the following options available in regard to the Deputy Chairperson position:

- A. Conduct an election for Deputy Chairperson for the period October to 4th December 2021.
- B. Extend the current Deputy Chairperson term to 4th December 2021.
- C. Not have a Deputy Chairperson for the period October to 4th December 2021.

Relevant Reference Documents:

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

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Deputy Chairperson for Period Ending 4th December 2021**Recommendation:**

That the report be received and noted and the election for the position of Deputy Chairperson be held now.

Moved:**Seconded:**

ITEM 5.4 PECUNIARY INTEREST RETURNS 2020/2021

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

The information collected is for compliance with the Local Government Act 1993 and the completed returns must be lodged with the General Manager by the 30th September 2021.

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

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

Governance issues:

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

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie Council Councillors
Castlereagh Macquarie Council Designated Staff

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

The pecuniary interest returns will be tabled on the day.

Pecuniary Interest Returns
Recommendation: 1. That the General Manager's report be received and noted. Moved: Seconded:

Attachments:

The annual Pecuniary Interest Returns will be tabled at the October 2021 Ordinary Meeting.

ITEM 5.5 ANNUAL FINANCIAL STATEMENTS 2020-2021

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report recommends that the Draft Annual Financial Statements and Draft Special Purpose Financial Statements for the year ending 30 June 2021 be referred for audit.

Background:

Section 413, 415 and 416 of the Local Government Act 1993 requires the Council's General Purpose and Special Purpose Annual Financial Reports for the year ending 30 June 2021 to be prepared, referred to audit and audited by 31 October 2021.

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

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

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

Current Position:

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

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

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

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

Relevant Reference Documents/Policies:

Local Government Act (1993)
Local government Regulation

Governance issues:

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

Environmental issues:

There are no identified environmental issues.

Stakeholders:

Councillors of Castlereagh Macquarie County Council

Office of Local Government

NSW Audit Office

Financial Implications:

The Financial Reports represent Council's financial position as at 30 June 2021.

Alternative Solutions/Options:

N/A

Conclusion:

It is now appropriate that action be taken in accordance with the Local Government Act in relation to the 2020/2021 Financial Reports.

Annual Financial Statements 2020/2021
<p>Recommendation:</p> <ol style="list-style-type: none">1. That the Draft Annual Financial Reports for 2020/2021 be referred to Council's Auditor2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statement be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and its requirements. <p>Moved: Seconded:</p>

Attachments:

Section 413 statements for signature – To be tabled.

ITEM 5.6 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO COUNCILLORS - POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The revised policy is presented to Council for consideration.

Background:

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

Current Position:

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

Governance issues:

Local Government Act 1993.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council
Castlereagh Macquarie County Councillors

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

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

Payment of Expenses & Provision of Facilities to Councillors - Policy
<p>Recommendation:</p> <ol style="list-style-type: none">1. That the General Manager's Report be received.2. Council adopt the "Payment of Expenses and Provision of Facilities to Councillors" policy as tabled.3. The policy be placed on public exhibition for a period of 28days and public submissions be invited. <p>Moved:</p> <p>Seconded:</p>

Attachments:

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



PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY

Adoption Date: 16 November 2020

Review Date: 16 November 2021

Responsible Officer: General Manager

POLICY STATEMENT

The purpose of this policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

OBJECTIVES

To ensure that the details and range of expenses paid and facilities provided to the Councillors by the Council are clearly and specifically stated, fully appropriate to the importance of office, are consistently applied and transparent, and are acceptable to the community.

To ensure that the Councillors are reimbursed for expenses reasonably incurred in the performance of their roles as a Councillor.

To ensure that election to Council is open to all by ensuring that no one would be financially or otherwise disadvantaged in undertaking the civic duties of a Councillor.

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1. Background

Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the *Local Government Act 1993* or any other Act. This is required under section 439 of the *Local Government Act 1993* and reinforced in the Code of Conduct made under section 440.

The purpose of this policy is to establish, where practicable, clear limits for all expenses and facilities, including a process for the approval, reconciliation and reimbursement for all such expenses and facilities. Councillors can only receive reimbursement for expenses and the use of facilities clearly identified in this Policy.

This policy does not permit a private benefit (other than a non-incidental private benefit) to be gained from expenses and facilities nor does it permit the payment of a general expense allowance.

Councillor annual fees do not fall within the scope of this policy.

This policy has been prepared in accordance with the requirements of the *Local Government Act 1993* and the 'Guidelines for the payment of expenses and the provision of facilities for mayors and Councillors in NSW' in effect at the time of adoption by Council. This policy only applies in relation to Council business or related social activities/functions. For the purposes of this policy, the Council Christmas celebration or other equivalent function is deemed to be a Council related social function.

2. Payment of Expenses

2.1 General

Reimbursement of costs and expenses will only be made:

- in accordance with the monetary limits prescribed in this policy, and
- on lodgment of a completed Claim Form within three months of the cost or expense being incurred, such Claim Form including, unless required otherwise by this policy:
 - an itemised account of the expenditure, and
 - valid GST receipts.

For periods less than a full year, for example, after a local government general election, the reimbursement of costs and expenses will be calculated on a pro rata basis.

Reasonable out of pocket or incidental travel expenses incurred (such as telephone or facsimile calls, refreshments, internet charges, taxi fares, parking fees and tolls) will be reimbursed subject to production of valid GST receipts or a signed statutory declaration itemising the expenses.

2.2 Advance Payment

Advance payment for meals and incidentals by cheque or EFT is available provided a completed Claim Form has been lodged with sufficient notice to allow for preparation of the advance. Payment for meals will not exceed the maximum allowable rates prescribed in the Australian Taxation Office (ATO) 'Reasonable Travel and Meal Allowance Expenses' Determination, as applicable for the date of travel.

A full reconciliation of all expenses incurred (including valid GST receipts) against the amount of the advance must be provided within two weeks of return from the event. All unspent funds must be returned.

2.3 Specific

2.3.1 Conferences, seminars, training and educational expenses and approval of attendance

Attendance at conferences and seminars must be approved by Council in advance of the event. If time does not permit, then the General Manager and Chairperson or Deputy Chairperson (for attendance by the Chairperson) may approve such attendance, taking account of: relevance; benefit to Council; and budget availability.

Where staff does not attend an event, the Councillor on return from the event must provide a written report to Council detailing highlights and in particular, aspects of the event relevant to Council business and/or the local community.

2.3.2 Registration, accommodation and air travel

All bookings are to be arranged through the Administration Officer.

Payment for registration, accommodation and air travel must:

- wherever possible, be paid direct by Council to the provider; and
- not exceed the maximum allowable rates prescribed in the Australian Taxation Office (ATO) 'Reasonable Travel and Meal Allowance Expenses' Determination, as applicable from time to time.

2.4 Meals

The cost of meals not provided as part of the registration fee or accommodation package will be reimbursed in accordance with maximum allowable rates prescribed in the Australian Taxation Office (ATO) 'Reasonable Travel and Meal Allowance Expenses' Determination, as applicable from time to time.

If valid GST receipts are not provided then reimbursement will be at 50% of the ATO 'Reasonable Travel and Meal Allowance Expenses' Determination rate.

2.5 Spouse or partner expenses

Council will meet the reasonable costs of the spouse or partner or an accompanying person of a Councillor for attendance at an official Council function within the local government area that are of a formal or ceremonial nature. Reasonable costs are limited to the ticket, meal and/or direct cost of attending the function. Peripheral expenses incurred by spouses, partners or accompanying persons such as grooming, special clothing and transport are not reimbursable expenses.

2.6 Travelling expenses

2.6.1 General

The driver is personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles.

When travelling by car every attempt must be made to car pool with other Councillors or Council staff.

2.6.2 Travel

All travel relating to Council business must be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

A Councillor that travels using their private car will be reimbursed at the appropriate kilometer rate in accordance with the *Local Government (State) Award 2014* or airfare rate, whichever is the lower. Evidence of current vehicle registration and compulsory third party insurance coverage must be provided to the General Manager prior to travel.

Alternative methods of transport will be reimbursed following the production of valid GST receipts.

2.6.3 Overseas travel

International travel relating to Council business must be avoided unless it can be demonstrated that direct and tangible benefits can be established for both the Council and local community. The travel must be documented in a Report to Council and considered and approved by a full meeting of the Council prior to the travel being undertaken.

The Report must identify the Councillors nominated to undertake the travel and detail the purpose of the travel and expected benefits derived from the travel. The duration, itinerary and approximate total cost of the visit must also be provided.

2.7 Care and other related expenses

Councillors will be entitled to claim reimbursement for the reasonable cost of care arrangements to allow the performance of normal civic duties and responsibilities while attending:

1. Council meetings;
2. Council Committee meetings;
3. Other essential Council related business (for example, conference, seminars, briefing sessions/workshops called by Council, the Chairperson or the General Manager).

This includes reimbursement for up to one hour before and after an event.

'Care and other related expenses' means childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors. Childcare expenses will only be reimbursed in relation to children of the Councillor that are up to and including the age of 16 years.

The cost of care arrangements will be reimbursed up to \$1,000 per financial year per Councillor, subject to lodgment of a completed Claim Form supported by valid GST receipts and details of the Council related activity that was attended. Expenses are not reimbursable if care is provided by an immediate family member, spouse or partner or someone who ordinarily resides with the Councillor.

Council will make provision for the payment of other related expenses associated with the special requirements of Councillors such as disability and access needs, to allow them to perform their normal civic duties and responsibilities. For any Councillor with a disability, the Council may resolve to provide reasonable additional facilities and expenses which may be necessary for the performance of their duties.

2.8 Use of Council resources

Councillors must not, as a result of Council funded and approved expenditure, obtain more than incidental private benefit from the provision of equipment and facilities. This includes

travel bonuses such as ‘frequent flyer’ schemes or any other such loyalty programs. It is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental use is not subject to a compensatory payment to Council. Where more substantial private use does occur, reimbursement to Council of the value of that private use is required. The value of ‘private use’ in this context is the proportional private use/business use percentage.

Any resources provided under this Policy must not be used for personal interests. This includes but is not limited to the following: a Councillors re-election; any political party event or activity.

2.9 Giving of gifts and benefits

Where it is appropriate for a Councillor to give a gift or benefit (for example, on a Council business related trip or when receiving visitors), these gifts and benefits should be of a token value only (refer to Council’s Code of Conduct).

Version	Adopted Date	Minute No	Details of Review
1	10 October 2016		Adoption of Revised Policy
2	16 November 2020		Adoption of Revised Policy

ITEM 5.7 FIRST QUARTER OPERATIONAL PLAN FOR 2021/2022

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the first quarter Operational Plan Targets for 2021/2022.

Background:

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan and this report comments on the status of the Operational Plan as at 30th September 2021 and the extent to which the performance targets have been achieved.

Current Position:

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

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

Governance issues:

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

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
County Council LGA Ratepayers

Financial Implications:

Budget allocations have been made in the Operational Plan 21/22.

Alternative Solutions/Options:

N/A

Conclusion:

Council should note the progress made during the first quarter of the Operational Plan for 2021/2022.

First Quarter Operational Plan 2021/2022

Recommendation:

That Council accept the progress made on the 2021/2022 Operational Plan as at 30th September 2021.

Moved:

Seconded:

Attachments:

First Quarter Operational Plan for 2021/2022 Status Report



Castlereagh Macquarie County Council

Operational Plan & Delivery Program Status report

2021/2022

As at 30th September 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 September 2021
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 issued (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 September 2021
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 September 2021
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 September 2021
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

5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021
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 Office of Local Government.	2.2	GM	By the end of November.		Underway
Financial Data collection return.	2.2	GM	By date specified by Office of Local Government.		Underway
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to December meeting.		To February 2022
Audited Financial Reports presented to public	2.2	GM			
Draft Operational Plan and Budget on public exhibition.	2.2	GM	February meeting.		In new year
Operational Plan and Budget to be adopted	2.2 2.2	GM GM	Following April meeting.		In new year

6. Ensure all other statutory returns are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021
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 Office 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 Office of Local Government, Department of Primary Industries, or others					
7. Implementation of Council decisions					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021
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

8. Continue to ensure the provision of finance to Council from available sources					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021
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 to be 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

Provide grant returns to Department of Primary Industries. Pursue opportunities for securing grant funds from other available sources.	2.4	GM	As required under Weeds Action		Completed
	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 September 2021
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 21-22 budget

10. Provide financial information and advice to Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.	Complying
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 & 2.3	GM	At Council Meeting following end of quarter		Complying

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 September 2021
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Complying
Draft Plan adopted to allow 28 day public exhibition. Draft Plan to be adopted following consideration of any submissions received.	2.2	GM	April 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 September 2021
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 September 2021
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 September 2021
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 September 2021
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 September 2021

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 September 2021
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 September 2021

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 September 2021
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 September 2021
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 September 2021
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 September 2021
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 September 2021
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 and budget allocations.	1.3	SWO	As required		Complying

24. Actively pursue the control of invasive weeds on private lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021

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

25. Actively pursue the control of invasive weeds on vacant Crown lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021
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
Respond to complaints for invasive weeds on vacant Crown Land	1.2	SWO	Initial inspection within 10 working days.		Continuing
26. Actively pursue the control of invasive weeds on land held by Forests of NSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021

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.		

27. Actively pursue the control of invasive weeds on other public authorities land					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021
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
Respond to complaints regarding invasive weeds on lands of public authorities.	1.2 & 1.3	SWO	Initial inspection within 10 working days.		Continuing

28. Conduct aerial spraying programmes for invasive weeds

Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021
Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SWO	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/SWO	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

29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2021
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 5.8 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2021

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The General Manager reports to Council on the status of the September 2021 Quarterly Budget Review (QBR) Statement. The report outlines the first quarter operations against the adopted 2020/21 budget estimates, with income and expenditure variations made because of actual differences or known trends.

Background:

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

Current Position:

The current position is detailed in the attached Quarter 1 (period ending 30th September 2021) Quarterly Budget Review Statement report.

Generally the majority of income and expenditure estimates for 2021/2022 are on track, however there is a number of variations brought to account in the attached report because of current expenditure trends, rollover projects from 2020/2021 or the availability of known actual figures.

Council's General Fund operations after capital expenditures and transfers to and from reserves has recorded a deficit of \$28,911 for the quarter. The forecast cash result for the year is a surplus of \$6,649.

The major variations for the September 2021 quarter are listed below.

Description	Explanation	Saving	Expense
NW WAP Grant 20-21	Unspent grant funds for 20-21 WAP carried over to 21-22.	28,098	28,098
Plant Income	Original estimate is overstated. Adjustment based upon prior year actuals.	0	15,000
Insurances various	Actual insurance costs for 21-22 exceed original budget allocation.	0	3,411
Covid Leave	Provision made for employee covid leave under the splinter award.	0	5,000
Other variations	Net of all other variations for the quarter	0	5,500
	Totals of adjustments	28,098	57,009
	Net adjustment for quarter		(\$28,911)

Relevant Reference Documents/Policies:

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

Governance issues:

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

Financial Implications:

The Quarterly Budget Review details Councils current financial projections for the 2021/2022 fiscal year as at the quarter ending 30th September 2021.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The QBRS as at 30th September 2021 provides council with information relating to the status of the budget after three (3) months of operation.

Quarterly budget review statement – September 2021
<p>Recommendation:</p> <p>That Council adopt the attached Quarterly Budget Review Statement for 30th September 2021 as tabled.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

September 2021. Quarterly Budget Review Statement

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 30th September 2021.									
		Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
		Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
		2021-22			This QTR	2021-22		For Year	for year
INCOME									
Administration									
DPI - MVWAC Grant				\$0				\$0	
DPI - NW LLS WAP Grant		\$118,642		\$118,642		\$118,642		\$118,642	0%
DPI - CW LLS WAP Grant		\$214,799		\$214,799		\$214,799		\$214,799	0%
CRIF Grant		\$0		\$0		\$0		\$0	#DIV/0!
NW WAP Unspent grant 20-21		\$0		\$0	\$28,098	\$28,098	\$28,098	\$0	100%
Weed Certificates		\$914		\$914		\$914		\$914	0%
Constituent Council Contribs		\$564,198		\$564,198		\$564,198		\$564,198	0%
Interest on Investments		\$3,150		\$3,150		\$3,150	\$101	\$3,049	3%
Property Insurance Rebate		\$3,209		\$3,209		\$3,209		\$3,209	0%
Vehicle Insurance Adj		\$1,605		\$1,605		\$1,605		\$1,605	0%
WH&S Incentive Rebate		\$5,115		\$5,115		\$5,115		\$5,115	0%
MV Claim discount		\$2,760		\$2,760		\$2,760		\$2,760	0%
MV Claim Rebate		\$0		\$0	\$500	\$500	\$312	\$188	0%
Administration - Total		\$914,392	\$0	\$914,392	\$28,598	\$942,990	\$28,511	\$914,479	3%
Destruction of Weeds									
CRIF Grant 20-21		\$0		\$0		\$0		\$0	#DIV/0!
Mesquite Control - Grant		\$0		\$0		\$0		\$0	#DIV/0!
Parthenium Weed - Grant		\$0		\$0		\$0		\$0	#DIV/0!
Parkinsonia - Grant		\$0		\$0		\$0		\$0	#DIV/0!
Destruction of Weeds - Total		\$0		\$0		\$0		\$0	
								\$0	
Private Works									
Private Works Income		\$56,135		\$56,135		\$56,135	\$3,610	\$52,525	6%
DPI Bio Contraol Unit		\$90,000		\$90,000		\$90,000	\$22,500	\$67,500	25%
Private Works - Total		\$146,135	\$0	\$146,135	\$0	\$146,135	\$26,110	\$120,025	18%
Other Income									
Plant Income		\$170,626		\$170,626	(\$15,000)	\$155,626	\$35,101	\$120,525	23%
profit on sale of plant		\$5,000		\$5,000		\$5,000		\$5,000	0%
Other Income - Total		\$175,626	\$0	\$175,626	(\$15,000)	\$160,626	\$35,101	\$125,525	22%
Revenue Income - Total		\$1,236,153	\$0	\$1,236,153	\$13,598	\$1,249,751	\$89,722	\$1,160,029	7%
EXPENDITURE									
Administration Costs									
General Manager's Salary		\$53,300		\$53,300		\$53,300	\$14,000	\$39,300	26%
Contract Administrative Support		\$45,594		\$45,594		\$45,594		\$45,594	0%
IPR Costs		\$358		\$358		\$358		\$358	0%
Regional Meeting Expenses		\$6,695		\$6,695		\$6,695	\$2,102	\$4,593	31%
Travelling		\$2,000		\$2,000		\$2,000		\$2,000	0%
Audit Fees		\$19,244		\$19,244		\$19,244		\$19,244	0%
Advertising		\$7,957		\$7,957		\$7,957	\$636	\$7,321	8%
Printing & Stationary		\$4,244		\$4,244		\$4,244	\$45	\$4,199	1%
Postage & Freight		\$1,213		\$1,213		\$1,213	\$270	\$943	22%
Storage Rental		\$4,285		\$4,285		\$4,285	\$960	\$3,325	22%
Telephone		\$9,319		\$9,319		\$9,319	\$1,364	\$7,955	15%
Bank Charges		\$690		\$690		\$690	\$116	\$574	17%
Legal Expenses		\$583		\$583		\$583		\$583	0%
Computer Bio Security System		\$14,685		\$14,685		\$14,685	\$4,886	\$9,799	33%
sundry admin expenses		\$7,500		\$7,500		\$7,500	\$1,208	\$6,292	16%
web site costs		\$1,500		\$1,500		\$1,500	\$240	\$1,260	16%
Subscription - Shires Assoc		\$3,095		\$3,095		\$3,095		\$3,095	0%
Administration Costs - Total		\$182,262	\$0	\$182,262	\$0	\$182,262	\$25,827	\$156,435	14%

	Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
	Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
	2021-22			This QTR	2021-22		For Year	for year
Insurance Costs								
Fidelity Gaurantee	\$1,644		\$1,644	\$111	\$1,755	\$1,755	\$0	100%
Public Liability & Prof Indemnity	\$28,524		\$28,524	\$2,631	\$31,155	\$31,155	\$0	100%
Accumulated Sick Leave	\$0		\$0		\$0		\$0	#DIV/0!
Property Insurance	\$7,339		\$7,339	\$802	\$8,141	\$8,141	\$0	100%
Personal Accident	\$1,996		\$1,996	(\$58)	\$1,938	\$1,938	\$0	100%
Councillor's and Officers' Liability	\$11,234		\$11,234	\$764	\$11,998	\$11,998	\$0	100%
Motor vehicle liability	\$8,616		\$8,616	(\$839)	\$7,777	\$7,777	\$0	100%
Insurance Costs - Total	\$59,353	\$0	\$59,353	\$3,411	\$62,764	\$62,764	\$0	100%
Governance Costs								
Chairperson's Allowance	\$3,920		\$3,920		\$3,920	\$999	\$2,921	25%
Councillors' Meeting Fees	\$18,200		\$18,200		\$18,200	\$4,550	\$13,650	25%
Councillors' Travelling	\$2,705		\$2,705		\$2,705		\$2,705	0%
Councillors' Subsistence - CMCC Mtgs	\$2,512		\$2,512		\$2,512	\$107	\$2,405	4%
Delegates Expenses	\$1,459		\$1,459		\$1,459		\$1,459	0%
Insurance Members Accident			\$0		\$0		\$0	#DIV/0!
Governance Costs - Total	\$28,796	\$0	\$28,796	\$0	\$28,796	\$5,656	\$23,140	20%
Employee Overheads								
ToolBox Meetings	\$12,300		\$12,300		\$12,300		\$12,300	0%
Annual Leave	\$39,444		\$39,444		\$39,444	\$3,292	\$36,152	8%
Long Service Leave	\$13,813		\$13,813		\$13,813		\$13,813	0%
Sick Leave	\$24,739		\$24,739		\$24,739	\$3,219	\$21,520	13%
Covid leave	\$0		\$0	\$5,000	\$5,000	\$2,494	\$2,506	50%
compassionate leave	\$604		\$604	\$1,000	\$1,604	\$1,247	\$357	78%
Employee Overheads distributed to works	\$0		\$0	(\$180,470)	(\$180,470)	(\$24,753)	(\$155,717)	14%
Union Picnic Day	\$1,669		\$1,669		\$1,669	\$0	\$1,669	0%
Public Holidays NEI	\$15,442		\$15,442		\$15,442		\$15,442	0%
Superannuation	\$36,614		\$36,614		\$36,614	\$12,559	\$24,055	34%
Workers Compensation	\$10,500		\$10,500		\$10,500	\$949	\$9,551	9%
Protective Clothing	\$1,721		\$1,721		\$1,721	\$63	\$1,658	4%
Allowances Disability/Climatic	\$1,710		\$1,710		\$1,710		\$1,710	0%
Staff Training	\$15,914		\$15,914		\$15,914	\$930	\$14,984	6%
Sub -Total - Employee Overheads	\$174,470	\$0	\$174,470	(\$174,470)	\$0	\$0	\$0	#DIV/0!
Sub Total Administrative Overheads	\$444,881	\$0	\$444,881	(\$171,059)	\$273,822	\$94,247	\$179,575	34%
Employee Overheads - Total								
Destruction of Weeds								
WAP 1520 Grant Expenses -Super'n - Bio Officers	\$11,467		\$11,467		\$11,467		\$11,467	0%
WAP 1520 Grant Expenses -Property Inspections	\$174,250		\$174,250		\$174,250	\$26,823	\$147,427	15%
WAP 1520 Grant Expenses - Other Costs -Cnl Roads	\$124,532		\$124,532		\$124,532	\$44,310	\$80,222	36%
WAP 1520 Grant Expenses - HR - Roads	\$105,946		\$105,946		\$105,946	\$19,902	\$86,044	19%
WAP 1520 Grant Expenses - HR - TSRs	\$8,649		\$8,649		\$8,649	\$5,314	\$3,335	61%
WAP 1520 Grant Expenses - HR - WCs	\$7,027		\$7,027		\$7,027		\$7,027	0%
WAP 1520 Grant Expenses - HR - Rail Corridors	\$6,487		\$6,487		\$6,487	\$1,729	\$4,758	27%
WAP 1520 Grant Expenses - HR - n,s,o	\$5,135		\$5,135		\$5,135	\$547	\$4,588	11%
WAP 1520 Grant Expenses - H P T'force Admin	\$5,405		\$5,405		\$5,405		\$5,405	0%
WAP 1520 Grant expenses	\$1,570		\$1,570		\$1,570		\$1,570	0%
NW WAP 20-21	\$0		\$0	\$28,098	\$28,098		\$28,098	0%
Employee Overheads distributed to works	\$0		\$0	\$180,470	\$180,470	\$24,753	\$155,717	14%
CRIF Grant	\$0		\$0		\$0		\$0	0%
Parkinsonia Grant	\$0		\$0		\$0		\$0	100%
Parkinsonia Weed Control	\$18,948		\$18,948		\$18,948	\$90	\$18,858	0%
Promotions & Field Days	\$13,158		\$13,158		\$13,158	\$1,959	\$11,199	15%
Administration Weed Control	\$15,580		\$15,580		\$15,580	\$6,414	\$9,166	41%
Weed Control Publicity	\$3,158		\$3,158		\$3,158	\$769	\$2,389	24%
Destruction of Weeds - Total	\$501,312	\$0	\$501,312	\$208,568	\$709,880	\$132,610	\$577,270	19%
Private Works								
Gillandra Shire - Cost of Private Works	\$3,602		\$3,602		\$3,602	\$200	\$3,402	6%
DPI - Biocontrol and Quanda	\$82,000		\$82,000		\$82,000	\$6,916	\$75,084	8%
DPI - Border control	\$0		\$0		\$0		\$0	#DIV/0!
Walgett Shire - Cost of Private Works	\$15,790		\$15,790		\$15,790	\$5,629	\$10,161	36%
Coonabarabran - Private works	\$2,590		\$2,590	\$5,000	\$7,590	\$6,321	\$1,269	83%
Hudson Pear - Private Works	\$12,355		\$12,355		\$12,355		\$12,355	0%
Warren - Private works	\$0		\$0		\$0		\$0	#DIV/0!
Coonamble - Private works	\$0		\$0		\$0		\$0	0%
Private Works -Total	\$116,337	\$0	\$116,337	\$5,000	\$121,337	\$19,066	\$102,271	16%

	Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
	Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
	2021-22			This QTR	2021-22		For Year	for year
Other Expenses								
Depot Expenses	\$13,390		\$13,390		\$13,390	\$4,206	\$9,184	31%
Plant Expenses	\$62,673		\$62,673		\$62,673	\$14,772	\$47,901	24%
Depreciation	\$80,000		\$80,000		\$80,000	\$20,000	\$60,000	25%
Other Expenses - Total	\$156,063	\$0	\$156,063	\$0	\$156,063	\$38,978	\$117,085	25%
Revenue Expenses - Total	\$1,218,593	\$0	\$1,218,593	\$42,509	\$1,261,102	\$284,901	\$976,201	23%
Net Operating Surplus/(Deficit) after Depreciation	\$17,560	\$0	\$17,560	(\$28,911)	(\$11,351)	(\$195,179)	\$183,828	1719%
Capital Income								
Sale/Trade in of Plant Assets	\$40,000		\$40,000		\$40,000		\$40,000	0%
Transfer from Plant Reserve	\$20,000		\$20,000		\$20,000		\$20,000	0%
Transfer from ELE	\$0		\$0		\$0		\$0	#DIV/0!
Capital Income - Total	\$60,000	\$0	\$60,000	\$0	\$60,000	\$0	\$60,000	0%
Capital Expenditure								
HP Bio Control Unit	\$0		\$0		\$0		\$0	#DIV/0!
Minor Building Improvements	\$5,000		\$5,000		\$5,000		\$5,000	0%
New Vehicles - Nett	\$90,000		\$90,000		\$90,000		\$90,000	0%
Small Plant, Tools, Radios	\$2,000		\$2,000		\$2,000		\$2,000	0%
Transfer to ELE Reserve	\$25,000		\$25,000		\$25,000		\$25,000	0%
Transfer to NW WAP Grant Liability	\$0		\$0		\$0		\$0	#DIV/0!
Transfer to Bio Control Reserve Unspent Funds	\$0		\$0		\$0		\$0	#DIV/0!
Transfer to Plant Reserve	\$8,200		\$8,200		\$8,200		\$8,200	0%
Capital Expenditure - Total	\$130,200	\$0	\$130,200	\$0	\$130,200	\$0	\$130,200	0%
Net Capital Surplus/(Deficit)	(\$70,200)	\$0	(\$70,200)	\$0	(\$70,200)	\$0	(\$70,200)	
Summary								
Total Income	\$1,296,153	\$0	\$1,296,153	\$13,598	\$1,309,751	\$89,722	\$1,220,029	
Total Expenditure	\$1,348,793	\$0	\$1,348,793	\$42,509	\$1,391,302	\$284,901	\$1,106,401	
Net Total Surplus/(Deficit)	(\$52,640)	\$0	(\$52,640)	(\$28,911)	(\$81,551)	(\$195,179)	\$113,628	
Add back depreciation and profit on sale	\$80,000	\$0	\$80,000	\$0	\$80,000	\$20,000	\$60,000	
Less Profit on sale	\$5,000		\$5,000		\$5,000	\$0	\$5,000	
Add back reserve movements	\$13,200		\$13,200		\$13,200	\$0	\$13,200	
Net cash result for year Surplus (Deficit)	\$35,560	\$0	\$35,560	(\$28,911)	\$6,649	(\$175,179)	\$181,828	

CASTLEREAGH MACQUARIE COUNTY COUNCIL
Quarterly Budget Review - 30th September 2021

Income Statement

	Adopted Budget 2021/22	Revised Budget 30.09.21			
Income from continuing operations					
User charges and fees	147	147			
Interest and investment revenue	3	3			
Other revenues	13	14	-500		
Grants and Contributions provided for operating purposes	898	926	-28000		
Other income					
Net gains from disposal of assets	5	5			
Total income from continuing operations	1,066	1,095			
Expenses from continuing operations					
Employee benefits and on-costs	638	677	6000	5000	28000
Materials and contracts	189	204	15000		
Depreciation and amortisation	80	80			
Other expenses	141	144	3411		
Net losses from the disposal of assets					
Total expenses from continuing operations	1,048	1,105			
Operating result from continuing operations	18	-10			
NET OPERATING RESULT FOR THE YEAR	18	-10			
Net operating result attributable to Council					
Net operating result for the year before contributions provided for capital purposes	18	-10			

CASTLEREAGH MACQUARIE COUNTY COUNCIL
Statement of Comprehensive Income

	Adopted Budget 2021/22	Revised Budget 30.09.21
Net operating result for the year as per the Income Statement	18	-10
Total Comprehensive Income for the year	18	-10

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Quarterly Budget Review - 30th September 2021

Statement of Financial Position

	Adopted Budget 2021/22	Revised Budget 30.09.21
ASSETS		
Current Assets		
Cash and cash equivalents	755	727
Investments	121	121
receivables	28	28
Inventories	20	20
Total Current Assets	924	896
Non-current assets		
Infrastructure, property, plant and equipment	298	298
Right of use assets	12	12
Total non-current assets	310	310
Total Assets	1,234	1,206
	80	80
LIABILITIES	-57	-57
Current Liabilities		
Payables	23	23
Lease liabilities	30	30
Provisions	6	6
	125	125
Total Current Assets	161	161
Non-current liabilities		
Lease liabilities	6	6
Provisions	13	13
Total non-current liabilities	19	19
Total Liabilities	180	180
NET ASSETS	1,054	1,026
EQUITY		
Accumulated surplus	870	842
Revaluation Reserve	184	184
Council equity interest	1,054	1,026
Total equity	1,054	1,026

-29000

CASTLEREAGH MACQUARIE COUNTY COUNCIL	Adopted Budget 2021/22	Revised Budget 30.09.21
Statement of Changes in Equity		
Opening balance	852	852
Net operating result for the year	18	-10
Equity - balance at end of the reporting period	870	842

CASTLEREAGH MACQUARIE COUNTY COUNCIL	Adopted Budget 2021/22	Revised Budget 30.09.21
Statement of Cash Flows for the years ending		
Cash flows from operating activities		
Receipts:		
User charges and fees	147	147
Interest and investment revenue	3	3
Other revenues	13	14
Grants and Contributions provided for operating purposes	898	926
Payments:		
Employee benefits and on-costs	-638	-677
Materials and contracts	-189	-204
Other expenses	-169	-172
Net cash provided (or used in) operating activities	65	37
Cash flows from investing activities		
Receipts:		
Sale of infrastructure, property, plant and equipment	40	40
Payments		
Purchase of infrastructure, property, plant and equipment	-97	-97
Net cash provided (or used in) investing activities	-57	-57
Net increase/(decrease) in cash and cash equivalents	8	-20
Plus: cash and cash equivalents - beginning of year	747	747
Cash and cash equivalents - end of year	755	727
plus: investments on hand - end of year	121	121
Total cash, cash equivalents and investments	876	848

ITEM 5.9 CASH ON HAND AND INVESTMENT REPORT AS AT 31ST AUGUST AND 30TH SEPTEMBER 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 31st August and 30th September 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 31st August and 30th September 2021 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 30th September 2021 held a total of \$663,876.61 in on-call and interest bearing deposits with financial institutions within Australia. All investments are held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

31st August 2021

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
PART472250081929 ELE Reserve	07/05/2021	86,381.61	CBA	0.35	12 months	07/05/2022
PART 472250081929 Plant	07/05/2021	40,227.00	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	30/06/2021	\$459,603.04	CBA			N/A
TOTAL		\$1,123,479.65				

30th September 2021

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
PART472250081929 ELE Reserve	07/05/2021	\$86,381.61	CBA	0.35	12 months	07/05/2022
PART 472250081929 Plant	07/05/2021	\$40,227.00	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	\$387,685.70	CBA			N/A
TOTAL		\$1,051,562.31				

Relevant Reference Documents/Policies:

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

Governance issues:

Nil

Environmental issues:

Nil

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Stakeholders:

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

Certification – Responsible Accounting Officer

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

Michael J Urquhart

General Manager – Responsible Accounting Officer

Conclusion:

As at 30th September 2021, Council's available cash and invested funds totalled \$1,051,562.31

Cash and Investment Reports – 31st August and 30th September 2021
<p>Recommendation:</p> <p>That the investment report for 31st August and 30th September 2021 be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nil

ITEM 5.10 SUPPLEMENTARY ROADSIDE CONTROL PROGRAM

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with information regarding a supplementary roadside strategy for additional control works in 2021/2022.

Background:

Council at its August 2021 Ordinary meeting resolved the General Manager prepare a strategy for additional roadside control works for the upcoming growing season. The strategy outcome aimed at reducing roadside weeds in particular those weeds in the eastern sector of the County.

Current Position:

Reports indicate additional roadside control is required for St John's Wort, Blue Heliotrope and African Boxthorn.

The proposed strategy is to engage a number of local contractors to assist in carrying out a supplementary roadside control program and the following table sets out a scope of works and estimated expenditure allocation. Engaging contractors for the supplementary program will allow inspectors to continue with private property inspections and compliance follow up.

Target Weeds - St John's Wort / Blue Heliotrope / African Box thorn

Roadside	Allocation
Mendooran to Dunedoo	11,500
Dubbo Shire Boundary to Dunnedoo	7,500
Dunedoo to Merriwa boundary	11,500
Dunedoo, Leadville to Coolah	11,500
Neilrex Road to Merrygoen	13,000
Neilrex to Coolah	11,500
Blackstump Way to Binnaway	13,000
TOTAL	79,500

Governance issues:

Council must comply with the IP & R legislation as outlined in the Local Government Act 1993 Biosecurity Act 2015.

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
County Council LGA Ratepayers

Financial Implications:

Council has a sound working funds balance that can support the abovementioned control program estimated to cost \$79,500.

Alternative Solutions/Options:

N/A

Conclusion:

The General Manager recommends Council approve the proposed supplementary control program and the works be carried out in the relevant growing season for 2021/2022.

Supplementary Roadside Control Program
<p>Recommendation:</p> <ol style="list-style-type: none">1. The General Manager's report be received.2. That Council approve an additional allocation of \$79,500 for roadside control as detailed in the abovementioned scope of works. <p>Moved: Seconded:</p>

Attachments:

Nil

ITEM 5.11 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:

- 21-24 September 2021 Mayoral Elections
- 21-25 Job Retention Allowance 2021-22
- 21-26 New risk management and internal audit framework for councils and joint organisations
- 21-27 Review of the tendering provisions of the *Local Government (General) Regulation 2005*
- 21-28 Updated Integrated Planning and Reporting Guidelines and Handbook
- 21-29 Release of the *Guideline on the Use and Management of Credit Cards*
- 21-30 Pre-Election Guide for Councils
- 21-31 Post-Election Guide on key decisions and activities for councils, county councils and joint organisations following the local government elections
- 21-32 Government endorses new peg rate methodology to support growing councils

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.

Circulars Received From the NSW Office of Local Government
<p>Recommendation:</p> <p>That the information contained in the following Departmental circulars 21-24 to 21- 32 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Circulars 21-24 to 21-32.



Circular Details	21-24 / 13 August 2021 / A784280
Previous Circular	21-20 Postponement of the local government elections to 4 December 2021
Who should read this	Councillors / General Managers / Governance staff
Contact	Council Governance Team / 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Council to Implement

September 2021 mayoral elections

What's new or changing

- Mayoral elections must be held in September 2021 for mayors elected in September 2019 when their two year-terms expire (see sections 230(1) and 290(1)(b) of the *Local Government Act 1993*).
- Mayors elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.
- The civic offices of all mayors elected by councillors will expire on election day on 4 December 2021.
- Deputy mayors hold their office for the term specified by the council's resolution. If a deputy mayor's term expires before election day on 4 December 2021, an election may need to be held for deputy mayor. It should be noted however, that councils are not required to have a deputy mayor.

What this will mean for your council

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

Key points

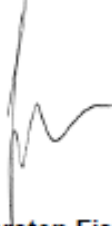
- In deciding which voting method to use for the mayoral election, councils should consider the personal circumstances of their councillors to ensure that all councillors can participate in the mayoral election.
- Councillors may attend council meetings in person under the *Public Health (COVID-19 Gathering Restrictions) Order (No 2) 2021* and the *Public Health (COVID-19 Additional Restrictions for Delta Outbreak) Order 2021* (Public Health Orders) for the purposes of participating in a mayoral election and staff may attend for the purposes of conducting the election.

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

- In areas subject to stay at home restrictions under the Public Health Orders a person may leave their home for the purpose of undertaking any legal obligations and a person engaged in local government elections is an "authorised worker" for the purpose of the Public Health Orders.
- Councils must comply with the Public Health Orders when holding a Mayoral election and should observe appropriate social distancing and take any other steps necessary to minimise the risk of infection by the COVID-19 virus and to ensure the health and safety of all attendees.

Where to go for further information

- The Office of Local Government has issued a fact sheet on conducting mayoral elections which 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.



Kiersten Fishburn
Coordinator General, Planning Delivery and Local Government



Circular Details	21-25 / 20 August 2021 / A782524
Previous Circular	20-30
Who should read this	General Managers and Responsible Accounting Officer
Contact	Performance Team and Council Engagement Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Job Retention Allowance 2021-22

What's new or changing

- The Office of Local Government (OLG) has released updated resources that will assist councils to apply for the *Council Job Retention Allowance Subsidy* for the first quarter 2021-22 (Q1).

What this will mean for your council

- The following documents are now available on OLG's website under COVID 19 – information and resources:
 - Guidelines for the Council Job Retention Allowance Subsidy (JRA Guidelines)
 - JRA Eligibility Criteria (Eligibility Criteria) 2021-22;
 - JRA Eligibility Return – Quarter 1 – 2021-22 (FSER), and
 - Council JRA subsidy variation template letter (JRA Variation)
- The JRA Guidelines, Eligibility Criteria and FSER provide detailed guidance to assist councils determine their eligibility for the JRA Subsidy for Q1.
- In order to apply for JRA Subsidy eligibility, Councils are required to:
 - 1. Submit an FSER return for assessment;
 - 2. Notify OLG by email (olg@olg.nsw.gov.au Attn: Stephen Walker Manager, Program Delivery) when staff reach three weeks special leave to access funding; and
 - 3. Provide ongoing weekly reporting when staff are on JRA to same email.
- OLG will inform councils of the outcome of its assessment of the FSER.
- The JRA Variation template letter should be requested from OLG once Council has been deemed eligible. The variation refers to changes made to original Funding Agreement Council signed in 2020 as part of the Economic Stimulus Package.

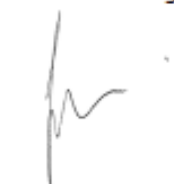
Key points

- All councils are required to submit the JRA Variation to original funding agreement to benefit from the JRA Subsidy.
- The JRA Guidelines, Eligibility Criteria and FSER are available for download from the COVID-19 page on OLG's website and the Council Portal page.
- A council's FSER and the Demand Management section in the JRA Guidelines will be the two application components for the JRA Subsidy.
- The FSER should be completed and emailed to FSER@olg.nsw.gov.au by 10 September 2021. Late submissions will be considered but may delay payment of the JRA Subsidy.
- Councils who do not wish to access the JRA do not need to submit a FSER.

Office of Local Government
 5 O'Keefe Avenue NOWRA NSW 2541
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 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
 E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

Where to go for further information

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



Kiersten Fishburn
Coordinator General – Planning Delivery and Local Government

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Circular Details	21-26 / 24 August 2021 / A572161
Previous Circular	19-20 A new internal audit and risk management framework for local councils in NSW – release of discussion paper
Who should read this	General Managers / Councillors / Council governance staff / Audit, risk and improvement committee members and internal audit personnel
Contact	Council Governance / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

New risk management and internal audit framework for councils and joint organisations

What's new or changing

- Sections 428A and 428B of the *Local Government Act 1993* (the Act) have been commenced. Under section 428A, all councils (including county councils) and joint organisations are required to have an audit risk and improvement committee (ARIC). Councils and joint organisations are permitted under section 428B to enter into arrangements with other councils or joint organisations to share ARICs.
- Under the transitional provisions of the Act, all councils (including county councils) and joint organisations must have either appointed an ARIC or entered into an arrangement with another council or joint organisation to share an ARIC before 4 June 2022.
- The Office of Local Government (OLG) will be issuing *Guidelines for Risk Management and Internal Audit for Local Councils in NSW* to guide the operations of ARICs and to require councils to have a risk management framework and internal audit function to support and inform their operations.
- OLG has issued a draft of the Guidelines for a three-month consultation period. These have been developed based on the feedback received in response to OLG's *New Risk Management and Internal Audit Framework for Local Councils in NSW* discussion paper issued in September 2019.
- Councils, ARIC members and internal audit practitioners are encouraged to provide comment on the draft Guidelines.

What this will mean for your council

- As of 4 June 2022, all councils (including county councils) and joint organisations must have an ARIC. As noted above, councils and joint organisations may enter into arrangements to share ARICs.
- Most councils already have an ARIC and will not need to take any further action to comply with section 428A.
- Councils or joint organisations that do not currently have an ARIC should take immediate steps to ensure they have one before 4 June 2022. This may include talking to a neighbouring council or their joint organisation about entering into an arrangement to share an ARIC.

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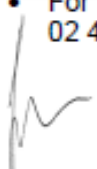
- Under the proposed Guidelines, councils and joint organisations are not required to establish a risk management framework and internal audit function that complies with the Guidelines until 30 June 2024. However, councils and joint organisations should start taking steps to establish a risk management framework and internal audit function or to transition their existing risk management and internal audit arrangements to comply with the Guidelines.
- The proposed Guidelines set out membership requirements for ARICs. Councils and joint organisations are not required to comply with these requirements until June 2027. This will allow councils and joint organisations five years to transition the membership of their existing ARICs to comply with the new requirements.
- The proposed Guidelines are available on OLG's website at [here](#). Information about the changes to the original model proposed in the discussion paper is also available on OLG's website.
- OLG is seeking the views of councils and others on the proposed Guidelines. Councils should inform their ARICs about the draft Guidelines to give ARIC members the opportunity to provide comment or to have input into the council's comment on the draft Guidelines.
- Submissions may be made to olg@olg.nsw.gov.au, labelled 'Draft risk management and internal audit guidelines' and marked to the attention of OLG's Council Governance Team.
- Submissions should be made before COB 26 November 2021.

Key points

- Under section 428A of the Act, councils and joint organisations must appoint an ARIC to keep under review the following aspects of their operations:
 - compliance,
 - risk management,
 - fraud control,
 - financial management,
 - governance,
 - implementation of the community strategic plan, delivery program and strategies,
 - service reviews,
 - collection of performance measurement data by the council,
 - any other matters prescribed by the regulations.
- ARICs must also provide information to councils and joint organisations for the purpose of improving their performance.

Where to go for further information

- The draft Guidelines and a summary of the changes to the previously proposed model are available on OLG's website at www.olg.nsw.gov.au.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.


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Circular Details	21-27 / 2 September 2021 / A765843
Previous Circular	N/A
Who should read this	Councillors / General Managers / Governance and Procurement Staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

Review of the tendering provisions of the *Local Government (General) Regulation 2005*

What's new or changing

- In response to recommendations by the Audit Office, the Office of Local Government (OLG) has undertaken a review of the tendering provisions of the *Local Government (General) Regulation 2005* (the Regulation) to identify possible amendments that would support councils to make better use of technology when tendering and to achieve greater efficiencies.
- OLG has issued a discussion paper to consult with councils and others on the proposed amendments.
- While OLG's review is limited to the tendering provisions of the Regulation, councils are also invited to make submissions on possible future reform opportunities in relation to council procurement.

What this will mean for your council

- OLG is inviting submissions from councils and other stakeholders on the discussion paper.
- Submissions may be made online at www.olg.nsw.gov.au, in writing or by completing the form accompanying the discussion paper. Written submissions may be made to olg@olg.nsw.gov.au, marked to the attention of the Council Governance Team and labelled "tendering regulation review".
- Submissions are due COB Friday 15 October 2021.

Key points

- As a result of its performance audit on Procurement Management in Local Government, the Audit Office has recommended that the Department of Planning, Industry and Environment (DPIE) review and update the tendering provisions of the Regulation to reflect the increasing use of electronic tender submissions rather than paper copies by June 2022.
- The Audit Office has also recommended that DPIE publish comprehensive and updated guidance on effective procurement practices including electronic tender submissions and procurements below the tender threshold. This guidance will be developed in consultation with the local government sector after the Regulations have been amended.

Where to go for further information

- The discussion paper is available on OLG's website at www.olg.nsw.gov.au.
- For further information please contact the Council Governance team on 02 4428 4100.

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Circular Details	21-28 / 7 September 2021 / A789262
Previous Circular	<i>Circular 16-30</i>
Who should read this	General Managers / staff responsible for Integrated Planning and Reporting activities in council
Contact	Council Engagement Team / 02 4428 4100 olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Updated Integrated Planning and Reporting Guidelines and Handbook

What's new or changing

- As notified in Circular 16-30, the NSW Parliament passed amendments to the *Local Government Act 1993* (the Act) in the *Local Government Amendment (Governance and Planning) Act 2016*.
- Sections 402, 402A, 403, 404, 405 and 406 of the Act have commenced.
- Section 428A (state of the environment report) has been repealed and replaced with 428A (Audit, Risk and Improvement Committee).
- The Office of Local Government (OLG) has revised the Integrated Planning and Reporting Guidelines.
- To support councils to implement these changes in their future integrated planning and reporting practice, the Integrated Planning and Reporting Manual has been updated and renamed as the Integrated Planning and Reporting Handbook (Handbook).

What this will mean for your council

- Amendments to Sections 402, 403, 404, 405 and 406 streamline integrated planning and reporting requirements.
- Section 402A requires councils to establish and implement a strategy (called its community engagement strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters).
- The council must prepare and implement a community engagement strategy based on social justice principles for engagement with the local community in developing and reviewing the Community Strategic Plan following the ordinary local government election.
- A council is not required to establish and implement a community engagement strategy in accordance with section 402A, as inserted by the amending Act, until 12 months after the next ordinary election of councillors following that amendment.
- State of environment reporting is no longer required from the commencement of the new cycle of integrated planning and reporting following the ordinary local government election.
- The new Section 428A requires councils to appoint an Audit, Risk and Improvement Committee which is to keep under review aspects of the council's operations including implementation of the strategic plan, delivery program and strategies, service reviews and the collection of performance measurement data by the council.

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Key points

- Streamlined integrated planning and reporting requirements are now in place.
- After the next ordinary election, councils are no longer required to prepare a standalone state of environment report.
- Councils are required to establish and implement a strategy (called its community engagement strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters) no later than 12 months after the next ordinary election.
- Council are required to appoint an Audit, Risk and Improvement Committee to keep under review the implementation of integrated planning and reporting.

Where to go for further information

- The Integrated Planning and Reporting Guidelines and Handbook are available on OLG's website here <https://www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/>.
- For further information please contact the Council Engagement Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



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Circular Details	21-29 / 13 September 2021 / A778846
Previous Circular	N/A
Who should read this	Councillors / General Managers / Finance staff
Contact	Policy Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Release of the *Guideline on the Use and Management of Credit Cards*

What's new or changing

- The Office of Local Government (OLG) has developed the *Guideline on the Use and Management of Credit Cards* (the Guideline) under section 23A of the *Local Government Act 1993*.

What this will mean for your council

- Councils must take this Guideline into consideration when developing or reviewing their credit card policy. This will ensure greater consistency across the sector in terms of how credit cards are managed, and inherent risks are minimised.
- The Guideline is divided into two parts:
 - Part A provides a list of core responsibilities that councils should consider as foundational elements of their credit card policy and related procedures; and
 - Part B provides operational guidance that expands on these core responsibilities with practical advice on best practice credit card management and the responsibilities of individual cardholders, including risk management, preventative controls and detective controls.
- The Guideline is based on the NSW Treasury's credit card policy and guidelines for NSW state agencies ([TPP21-02 Use and management of NSW Government Purchasing Cards](#) (PDF)) to the extent its principles are relevant to local government.
- The Guideline was developed in response to a performance audit of credit card usage at six local councils by the NSW Audit Office, which released its [Final Report](#) on 3 September 2020.

Key points

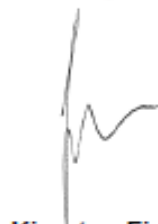
- The use and management of credit cards by councils is an important element of council operations and internal controls that must be included in each council's risk management framework.
- Councils that do not have a credit card policy should note that the [audit risk and improvement committees](#) (ARIC's) that are to be required from 4 June 2022 will review certain aspects of a council's operations, including risk management and fraud control.

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- The Guideline provides an overarching framework and suggested considerations and approaches to guide the development and/or review of credit card policies and related procedures.
- It also allows for sufficient flexibility to allow councils to shape a policy tailored to their size, complexity and risk profile.

Where to go for further information

- The Guideline is available on OLG's website at:
<https://www.olg.nsw.gov.au/councils/council-finances/credit-cards/>.
- For further information please contact the Policy Team on (02) 4428 4100 or by email at olg@olg.nsw.gov.au.



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Circular Details	21-30 / 5 October 2021 / A784861
Previous Circular	21-20 Postponement of the local government elections to 4 December 2021
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Councils to Implement

Pre-Election Guide for Councils

What's new or changing

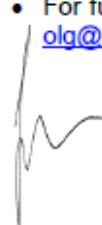
- The Office of Local Government (OLG) has prepared a *Pre-Election Guide for Councils*.
- The Guide provides updated and comprehensive guidance to councils on key tasks that need to be completed prior to the council election. The Guide also provides guidance to councils on the rules, restrictions and other considerations that apply to the decision's councils make and the way they exercise their functions in the lead up to the election.

What this will mean for your council

- Councils' elections will be held on 4 December 2021.
- The Guide provides guidance on the following:
 - the preparation and confirmation of non-residential rolls
 - the use of council resources for election purposes
 - staff political activities in the lead up to the elections
 - council publications during the "regulated period" in the 40 days prior to the election
 - publication of the end of term report
 - attendance by the mayor and councillors at council and community events prior to the election
 - media comment by the mayor and councillors prior to the election
 - caretaker restrictions in the 4 weeks preceding election day
 - planning for the first council meeting following the election
 - delegations to the general manager during the election period.

Where to go for further information

- The *Pre-Election Guide for Councils* is available on the 2021 Local Government Elections webpage on OLG's website [here](#).
- For further information, contact the Council Governance Team on 4428 4100 or olg@olg.nsw.gov.au.


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Circular Details	21-31 / 5 October 2021 / A775482
Previous Circular	21-20 Postponement of the local government elections to 4 December 2021
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Post-Election Guide on key decisions and activities for councils, county councils and joint organisations following the local government elections

What's new or changing

- There are several key decisions and activities that need to occur at the first meetings of councils, county councils and joint organisations following the elections and in the 12 months that follow.
- The Office of Local Government (OLG) has prepared a *Post-Election Guide for Councils, County Councils and Joint Organisations* to assist them to comply with these requirements.

What this will mean for your council

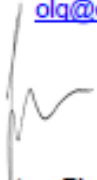
- Councils' elections held on 4 December 2021 are likely to be declared between 21 and 23 December 2021. Councils, county councils and joint organisations should schedule their first meetings following the elections on this basis.
- Among other things, at the first meeting after the election:
 - all councillors and members of county councils must take an oath or make an affirmation of office - councillors are not permitted to participate in meetings until they have done so (section 233A of the *Local Government Act 1993* (the Act))
 - councils must, by resolution, declare that casual vacancies occurring in the office of a councillor within 18 months of the election are to be filled by a countback of votes cast at the election if councils want to fill vacancies by these means – councils that do not resolve to fill vacancies using a countback at their first meeting after the election will be required to fill vacancies using a by-election (section 291A of the Act)
 - councils that elect their mayors must hold a mayoral election (section 290 of the Act) and an election for deputy mayor where they have one
 - joint organisations must elect a new chairperson (clause 1 of Schedule 7A of the *Local Government (General) Regulation 2005* (the Regulation))
 - county councils must elect a new chairperson (clause 1 of Schedule 8 of the Regulation).
- Within 3 months of the election:
 - all councillors, members of county councils and voting representatives of the boards of joint organisations must lodge a written return of interests with the general manager (or the executive officer in the case of joint organisations) unless they have submitted a return within the previous three months (clause 4.21(a) of the *Model Code of Conduct for Local Councils in NSW*).

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- **In the first 6 months following the election:**
 - councils and county councils must provide induction training for newly elected mayors and councillors and refresher training for returning mayors and councillors (clauses 183 and 184 of the Regulation) – councils are required to report on the mayor's and councillors' participation in induction or refresher training in their annual reports (clause 186 of the Regulation).
- **Before 30 June 2022:**
 - councils must have reviewed the community strategic plan – the draft community strategic plan must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by the council before the plan is endorsed by it (section 402 of the Act).
 - councils must establish a new delivery program to cover the principal activities of the council for the 4-year period commencing on 1 July 2022 - the draft delivery program must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by the council before the delivery program is adopted (section 404 of the Act).
- **In the first 12 months following the election:**
 - councils' and county councils' local approvals and local orders policies are automatically revoked unless readopted after the ordinary election (section 165 of the Act)
 - councils, county councils and joint organisations must adopt an expenses and facilities policy following public exhibition and the consideration of submissions (section 252(1) of the Act)
 - councils, county councils and joint organisations must review and may re-determine their organisation structure (section 333 of the Act)
 - councils, county councils and joint organisations must adopt a code of meeting practice that incorporates the mandatory provisions of the *Model Code of Meeting Practice for Local Councils in NSW* following public exhibition and the consideration of submissions – councils' adopted codes may also incorporate the non-mandatory provisions and other provisions (section 360(3) of the Act)
 - councils and county councils must review their delegations (section 380 of the Act)
 - councils, county councils and joint organisations must review their code of conduct (section 440(7) of the Act)
 - joint organisations must, in consultation with their member councils, adopt a statement of strategic regional priorities setting out the priorities for the joint organisation area and the strategies and plans for delivering them (clause 397H) of the Regulation).

Where to go for further information

- Further guidance on each of these requirements is provided in the *Post-Election Guide for Councils, County Councils and Joint Organisations*. The Guide is available on the 2021 Local Government Elections webpage on OLG's website [here](#).
- For further information, contact the Council Governance Team on 4428 4100 or olg@olg.nsw.gov.au.


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Circular Details	21-32 / 5 October 2021 / A792407
Previous Circular	20-42 Release of Exposure Draft Bill on local government rating reform
Who should read this	Councillors / General Managers / Rating and Finance Staff
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Government endorses new rate peg methodology to support growing councils

What's new or changing

- The Independent Pricing and Regulatory Tribunal (IPART) has completed its review of the local government rate peg methodology to include population growth.
- On 10 September 2021 IPART provided the Final Report on this review to the Minister for Local Government, the Hon. Shelley Hancock MP.
- The Minister has endorsed the new rate peg methodology and has asked IPART to give effect to it in setting the rate peg from the 2022-23 financial year.

What this will mean for your council

- Councils with growing residential populations will be able to raise notional general income by an additional population factor as part of the rate peg from 2022-23.
- The population factor for each council will reflect estimated residential population growth less revenue received from supplementary valuations that year.
- This will increase revenue for many councils serving growing communities. No council will be worse off under the new methodology.
- IPART has estimated that, for example, over the past four years, the new rate peg methodology would have increased total general income for the local government sector by 1.5%, or \$287 million.

Key points

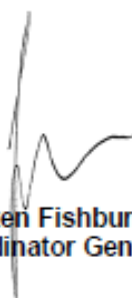
- IPART sets the rate peg each year under the terms of a delegation from the Minister for Local Government.
- The NSW Government has committed to allowing councils to align their income with population growth to better support growing communities across the State.
- In December 2020 IPART was asked to review the rate peg methodology to deliver this commitment and to report to the Minister by September 2021.
- As part of this review, IPART released an Issues Paper on 25 March 2021, a Draft Report on 29 June 2021 and held an online Public Hearing on 20 July 2021.
- On 10 September 2021 IPART provided the Final Report on its review to the Minister.
- IPART proposes that a different rate peg apply to each council to permit that council to increase its notional general income by a population factor.

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- IPART has advised that this option will maintain total general income on a per capita basis over time, applies to all councils and recognises that councils have different service levels and costs.
- This new population factor will be different for each council, adding any increase to its residential population, as published by the Australian Bureau of Statistics, and then deducting revenue that council has received from supplementary valuations.
- The NSW Valuer General can issue supplementary valuations of properties outside the 3 to 4-year general cycle if changes are recorded on the Register of Land Values. If this results in increased land values, councils receive increases to their general income outside the rate peg.
- To prepare for this reform, an amendment to the *Local Government Act 1993* was made earlier this year to ensure that multiple rate pegs may be set.
- Since IPART issued its Draft Report in June 2021, minor changes have been made to the proposed rate peg methodology to include population growth. The time period for adjusting the value of supplementary valuations has been shifted to make it easier to implement.
- IPART will also correct the population factor for all councils to reflect the difference between estimated and actual population growth when data from the recent census is released, and, going forwards, correct the population factor after each census if the difference in estimated compared to actual population growth for a council is greater than 5%.

Where to go for further information

- IPART's Final Report may be viewed on its website [here](#).
- If you have any questions about the new rate peg methodology, please contact IPART in the first instance on 02 9290 8400 or by email to ipart@ipart.nsw.gov.au.



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ITEM 5.12 MONTHLY CHAIRMAN'S REPORT

REPORTING SECTION: General Manager
AUTHOR: Cllr Peter Shinton

Monthly Chairman's Report

6th September 2021 – Contacted Rob Smith Northern Inland Branch Director for NPWS RE: St John's Wort and future meeting with CMCC. NWLLS, Hunter LLS and Landholders

14th September 2021 - I chaired the CWRWC via TEAMS. Reported to that meeting the problems landholders had when aerial spraying St John's Wort in the Coolah Tops area last year. They were reported to EPA; ended up in court; they won the court case but weren't awarded the costs. Precision Helicopters will be undertaking the spray task again this year in October.

29th September 2021 - I spoke with Jodie Lawler CWLLS about St John's Wort in the Coolah area and the next meeting of the CWLLS, Hudson Pear and Parthenium Weed.

The next Hudson Pear Task Force meeting will be held in Coonamble on Thursday 4th November.

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

ITEM 5.12 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>Recommendation:</p> <p>That Council receive and note the list of upcoming meetings and events.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Calendar of events 2021

IMPORTANT DATES - Upcoming Meetings and Events

DATE	MEETING/FUNCTION	LOCATION	NOTES
TBA	North West Hudson Pear Taskforce Meeting	Lightning Ridge	Senior Biosecurity Officer
27 & 28 October 2021	Lightning Ridge Opal Festival	Lightning Ridge	Senior Biosecurity Officer
2 November 2021	CMCC staff Union Picnic Day		All CMCC Biosecurity Staff
4 November 2021	Central West Hudson Pear Taskforce	Coonamble	Senior Biosecurity Officer
16 & 17 November 2021	Ag Quip	Gunnedah	Senior Biosecurity Officer
30 November 2021	Central West Regional Meeting	Greenthorpe	Senior Biosecurity Officer
04 December 2021	Council Election	Various	All Councillors
13 December 2021	Weeds Operational Action Plan Meeting	Dubbo	Senior Biosecurity Officer
21 – 24 th March 2022	NSW Weeds Conference	Albury	Senior Biosecurity Officer

ITEM 5.14 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>Recommendation:</p> <p>That the report be received and noted</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Senior Biosecurity Officer Information on control activities.

Senior Biosecurity Weed Report October 2021

Castlereagh Macquarie County Council Biosecurity weeds officers have been controlling roadside weeds and conducting inspections on targeted weeds within their shires.

Warrumbungle – African Box Thorn, Mother of Millions, Velvety Tree Pear, Green Cestrum, Tiger Pear, Bridal Creeper and African Olive.

Gilgandra - African Box Thorn, Mother of Millions, Velvety Tree Pear, Green Cestrum, Tiger Pear and Bridal Creeper.

Coonamble – African Box Thorn, Tiger Pear and Velvety Tree Pear.

Warren – African Box Thorn, Green Cestrum, and Harissa Cactus.

Walgett – Hudson Pear, Boxing Glove Cactus and African Box Thorn.

Perennial Weeds such as St Johns Wort and Blue Heliotrope have germinated. These weeds are in the Warrumbungle and Gilgandra Shires. Undertakings and possible directions will be issued this season for non compliance.



(St Johns Wort – Baradine Road 23 September 2021)

BIOSECURITY UNDERTAKINGS

Overview

- A Biosecurity Undertaking is given by a person and accepted by the Authorised Officer under the *Biosecurity Act 2015* (the Act).
- The consequences for not complying with an Undertaking is the same level offence (category 2) as not complying with a Biosecurity Direction.
- For an Undertaking to be enforceable, the Authorised Officer must know of a contravention, or suspected contravention to the Act. If this cannot be adequately proven but the possible risk is known, an Individual Biosecurity Direction is more appropriate.



Relevant section of the Act

Part 10, section 142 (1) of the *NSW Biosecurity Act 2015*

What is a Biosecurity Undertaking?

A Biosecurity Undertaking is a negotiated set of outcomes made by a Person in writing with an Authorised Officer and is generally used when the Person is likely to rectify the issue/discharge their duty without the need for a Biosecurity Direction, but only in connection to a contravention of a requirement of the Act.

An Authorised Officer may accept a Biosecurity Undertaking from a Person who have advised they will take appropriate action to discharge their duties.

An Authorised Officer may only accept an undertaking:

- If the Person has contravened a requirement of the Act, or
- If the Authorised Officer suspects the Person has contravened or is likely to contravene a requirement of the Act

If the above cannot be proven, an undertaking is not legally enforceable.

What must a Biosecurity Undertaking include?

A Biosecurity Undertaking must:

- | | |
|---|---|
| <ul style="list-style-type: none"> ✓ Detail the contravention or suspected contravention of the requirement imposed under the Act | <ul style="list-style-type: none"> ✓ Provide a reasonable timeframe for compliance |
| <ul style="list-style-type: none"> ✓ List the measures or actions required by the Person and the date the actions are to be completed by | <ul style="list-style-type: none"> ✓ Be signed by both the Authorised Officer and the Person |
| | <ul style="list-style-type: none"> ✓ Be accepted by the Authorised Officer to ensure it is legally enforceable |

Common Offence Particulars

All Biosecurity Undertakings must detail the following:

- Time
- Date
- Place
- Person/Company
- Biosecurity matter, or
- Biosecurity carrier, or
- Biosecurity dealing

Biosecurity Undertakings must also consider the biosecurity impact and/or the biosecurity risk.



Can a Biosecurity Undertaking be varied or withdrawn?

Yes, [section 149 of the Act](#) provides for the withdrawal or variation of an undertaking. Written notice must be provided to the Person informing them of the variation/withdrawal. It is preferred that if a variation is required, that a new undertaking is provided to the Person to avoid any possible confusion.

- **A Person can withdraw** from the undertaking but only with written agreement from the Authorised Officer
- **The Authorised Officer can withdraw** from the undertaking but only after written notice is provided to the Person who gave the undertaking

How can a Biosecurity Undertaking be served/ issued?



Hand delivered to the recipient



It is recommended that Biosecurity Undertakings are sent via registered post



Email



**Download the template
of a Biosecurity
Undertaking [here](#)**

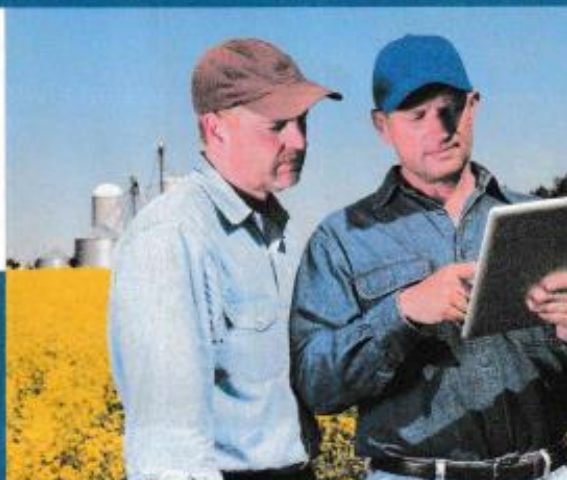


More information

For more information email quarantine@dpi.nsw.gov.au or download the [Biosecurity Undertaking Procedure here](#).

INT21/116108

INDIVIDUAL BIOSECURITY DIRECTIONS



Overview

- An Individual Biosecurity Direction (IBD) can be given to a person or company for reasons in accordance with Section 128 (1) and (2) of the Biosecurity Act 2015.
- An Oral Direction can only be given in person (i.e. not over the phone). All details are to be recorded in the Authorised Officer's contemporaneous notebook.
- If an oral direction is given, a written IBD must be given to the person within 7 days (if the issue has not been complied with already).
- Whilst the terms of an Individual Biosecurity Direction are fixed, the Authorised Officer should discuss reasonable timeframes for compliance with the person on which it is being served. These must be fair, reasonable and proportionate to the biosecurity risk.



Relevant section of the Act

- Part 9, Section 129 (1) and (3) of the NSW Biosecurity Act 2015 (oral)
- Part 9, Section 128 of the NSW Biosecurity Act 2015 (written)

What is an Individual Biosecurity Direction?

An Individual Biosecurity Direction is a direction that is given to a Person in writing.

An IBD is given when an Authorised Officer has reasonable belief that issuing the Individual Biosecurity Direction is necessary for any of the following purposes:

- If the person has contravened a requirement of the Act
- If the Authorised Officer suspects the person has contravened or is likely to contravene a requirement of the Act
- To prevent or minimise a biosecurity risk
- To prevent, eliminate, minimise or manage a biosecurity impact.



What must an Individual Biosecurity Direction include?

An Individual Biosecurity Direction given in writing must:

- ✓ Only be given for purposes set out in sections 128(1) and (2) of the Act
- ✓ Identify the part of the Act that has been contravened as well as what must be complied with or the duty that must be discharged

- ✓ Provide a reasonable timeframe for compliance
- ✓ Be signed by the Authorised Officer

NB: Where an Individual Biosecurity Direction is issued in the case of an emergency, the direction is to include a warning that the direction is being given in the case of an emergency.

Common Offence Particulars

- Time
 - Date
 - Place
 - Person/Company
 - Biosecurity matter, or
 - Biosecurity carrier, or
 - Biosecurity dealing
- The IBD must also consider the biosecurity impact and biosecurity risk



Can an Individual Biosecurity Direction be varied or withdrawn?

Yes, section 125 of the Act provides for the revocation or variation of a direction. A direction can be:

- Revoked or varied and replaced by another direction or directions
- Varied to extend the time for compliance with the direction
- Revoked or varied by the Secretary or any Authorised Officer

How can an Individual Biosecurity Direction be served/ issued?



Hand delivered to the recipient



It is recommended that Individual Biosecurity Directions are sent via registered post



Email



More information

For more information email quarantine@dpi.nsw.gov.au or download the [Biosecurity Directions Procedure here](#).

INT21/116106

Parthenium Weed is on the watch list. This season red guide posts will be displayed at roadside infestation sites to alert slashers and road work operators of a NO GO ZONE.

Weed officers from Liverpool Plains, Gunnedah, Narrabri, Moree and myself was recently apart of a Parthenium Awareness campaign which will be aired in the coming weeks.

John Holland Rail have been spraying the tracks for Harrisia & African Box Thorn in Warren, African Box Thorn in Coonamble. Spray work will commence in Warrumbungle, October 2021 targeting Blackberry, St John's Wort, African Box thorn Velvety Tree Pear and Prickly Pear.

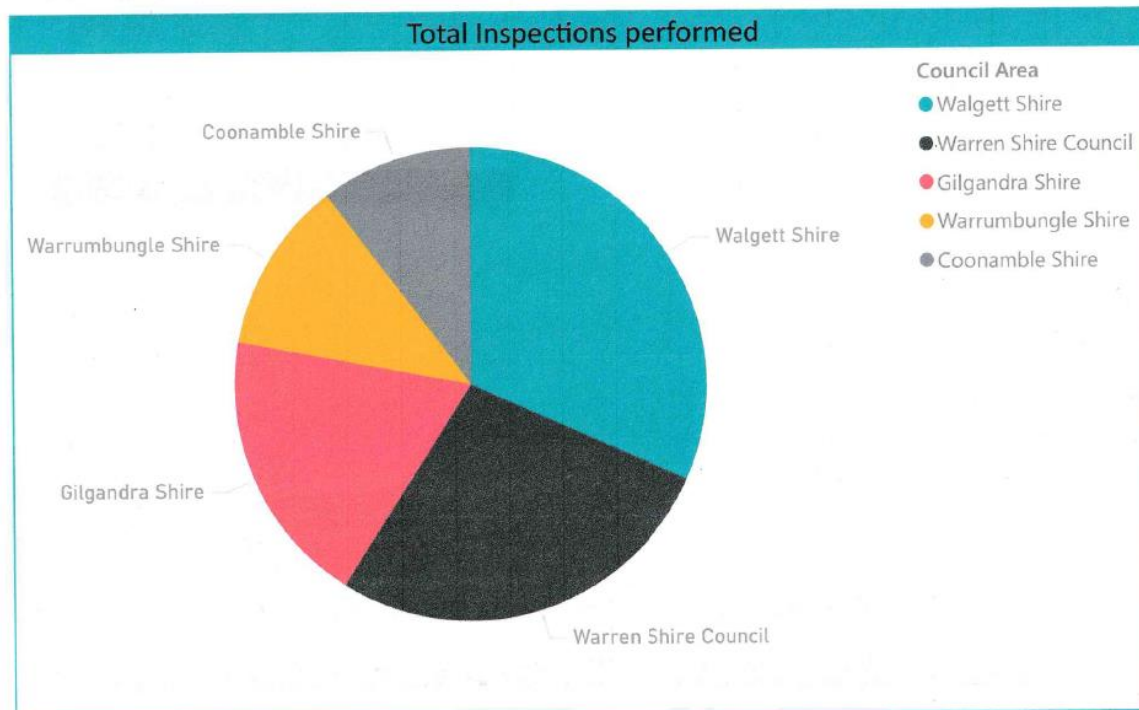
Harrisia Cactus – Cochineal is currently being reared in Lightning Ridge. This was to be released on a private property in the Warren Shire by the Minister for Agriculture, Adam Marshall however due to Covid was postponed. A new date is yet to be scheduled.

CMCC Infestation Report August & September 2021



CMCC Report August 2021 - September

Total Inspections performed	
Council Area	Total Inspections
Coonamble Shire	70
Gilgandra Shire	129
Walgett Shire	215
Warren Shire Council	186
Warrumbungle Shire	80
Total	680



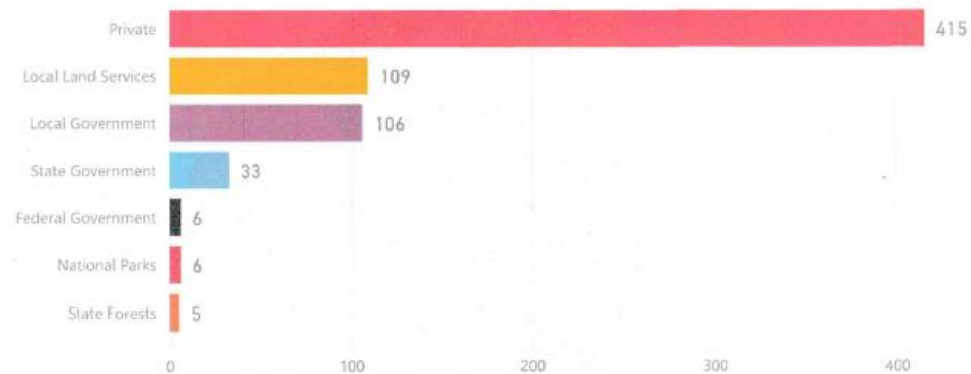


CMCC Report August 2021 - September

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
Coonamble Shire	Local Government	6
Coonamble Shire	Local Land Services	6
Coonamble Shire	National Parks	3
Coonamble Shire	Private	53
Coonamble Shire	State Government	2
Gilgandra Shire	Local Government	33
Gilgandra Shire	Local Land Services	12
Gilgandra Shire	Private	66
Gilgandra Shire	State Forests	4
Gilgandra Shire	State Government	14
Walgett Shire	Federal Government	3
Walgett Shire	Local Government	11
Walgett Shire	Local Land Services	7
Walgett Shire	National Parks	3
Walgett Shire	Private	184
Walgett Shire	State Government	7
Warren Shire Council	Local Government	40
Warren Shire Council	Local Land Services	81
Warren Shire Council	Private	60
Warren Shire Council	State Forests	1
Warren Shire Council	State Government	4
Warrumbungle Shire	Federal Government	3
Warrumbungle Shire	Local Government	16
Total		680

Total Inspections per Land Tenure



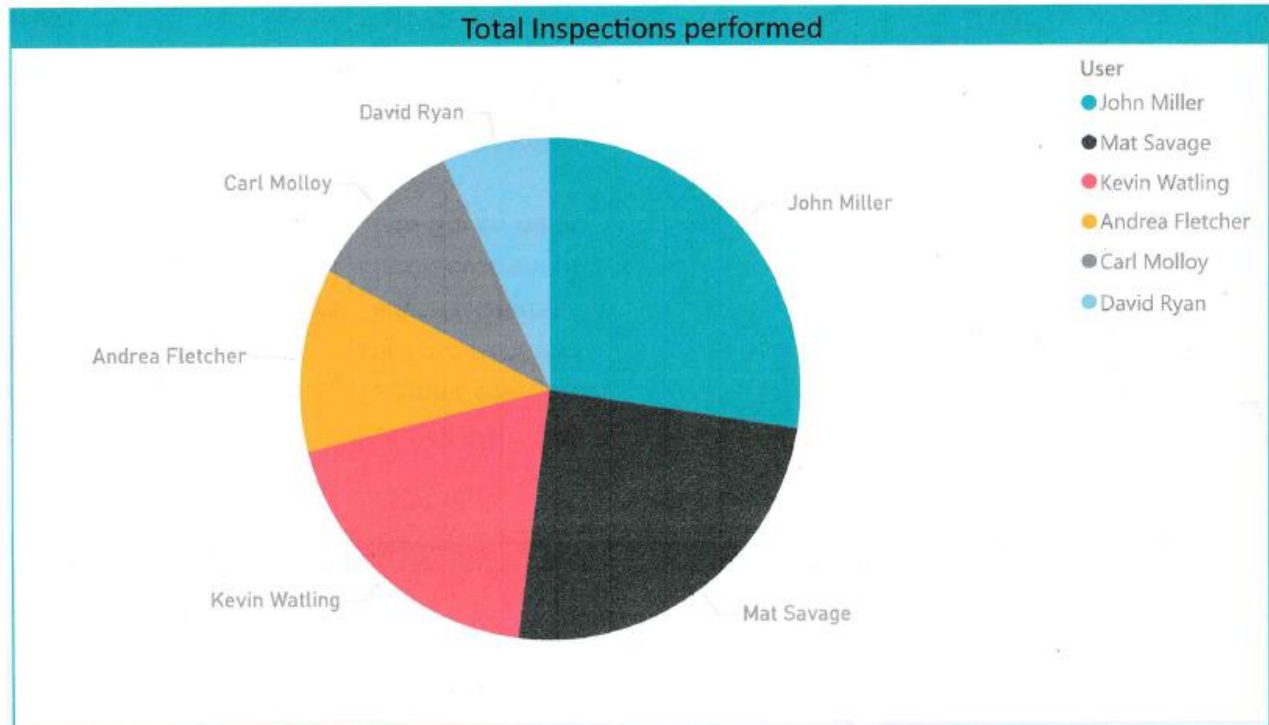
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Federal Government	6
Local Government	106
Local Land Services	109
National Parks	6
Private	415
State Forests	5
State Government	33
Total	680



CMCC Report August 2021 - September

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	80
Carl Molloy	70
David Ryan	47
John Miller	187
Kevin Watling	129
Mat Savage	167
Total	680





CMCC Report August 2021 - September

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
Total			80	2,234.57	1,026



CMCC Report August 2021 - September

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	
Total			70	9,184.48	18.80



CMCC Report August 2021 - September

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		
Total			47	60,964.66	1.20



CMCC Report August 2021 - September

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	5,803.78	328.00
Total			187	32,859.99	4,433.50



CMCC Report August 2021 - September

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	
Total			129	6,926.17	1:



CMCC Report August 2021 - September

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
Total			167	130,086.16	7,900.10

6. QUESTIONS FOR NEXT MEETING

7. CONFIRM DATE OF NEXT MEETING

Date:

8. CLOSE OF MEETING

Time: