



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 28th February 2022

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 **28th February 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. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

I would like to acknowledge the traditional owners of the lands within the Walgett Shire and I would also like to acknowledge the Aboriginal and Torres Strait Islander people who now reside within this Shire.

3. 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>

4. OATH AND AFFIRMATION FOR COUNCILLORS

LOCAL GOVERNMENT ACT 1993 - SECT 233A

Oath and affirmation for councillors

233A Oath and affirmation for councillors

Section 233A of the Local Government Act 1993 (the Act) requires Councillors (including Mayors) to take an oath or make an affirmation of office.

The legislation provides as follows:

1. A councillor must take an oath of office or make an affirmation of office at or before the first meeting of the council after the councillor is elected.
2. The oath or affirmation may be taken or made before the general manager of the council, an Australian legal practitioner or a justice of the peace and is to be in the following form—

Oath: I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people of [name of council area] and the [name of council] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Affirmation: I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of [name of council area] and the [name of council] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

3. A councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of office in accordance with this section is not entitled to attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected to the office or a meeting at which the councillor takes the oath or makes the affirmation) until the councillor has taken the oath or made the affirmation.
4. Any absence of a councillor from an ordinary meeting of the council that the councillor is not entitled to attend because of this section is taken to be an absence without prior leave of the council.
5. Failure to take an oath of office or make an affirmation of office does not affect the validity of anything done by a councillor in the exercise of the councillor's functions.
6. The general manager must ensure that a record is to be kept of the taking of an oath or the making of an affirmation (whether in the minutes of the council meeting or otherwise).

Summary:

Given that the meeting of 28 February 2022 is the first meeting of the Council after the council elections, it is a requirement that either the oath or affirmation is taken by each Councillor.

The prescribed words of the oath and affirmation are provided below.

Oath

I _____ swear that I will undertake the duties of the office of councillor in the best interests of the people of _____ and the Castlereagh Macquarie County Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgement.

Affirmation

I _____ solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of _____ and the Castlereagh Macquarie County Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgement.

Action:

Each Councillor proceed to take the Oath or make an Affirmation of office as required by the Local Government Act and that the General Manager record such action in the Meeting Minutes and voice recording.

5. ELECTION OF CHAIRPERSON/DEPUTY CHAIRPERSON

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

REPORTING SECTION: General Manager

AUTHOR: Michael Urquhart

Summary:

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

Discussion (including issues and background):

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

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

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

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

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

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

Relevant Reference Documents:

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

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Chairperson and Deputy Chairperson
<p>Recommendation:</p> <p>That Council adopt the ordinary ballot method for the election of the Chairperson and Deputy Chairperson.</p> <p>Moved:</p> <p>Seconded:</p>

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 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 9

Stakeholders:

Council Members

Destruction of Election Ballot Papers
<p>Recommendation:</p> <p>That any ballot papers used now be destroyed.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nil

ITEM 5.3 ELECTION OF CHAIRPERSON FOR PERIOD ENDING SEPTEMBER 2023

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Discussion (including issues and background):

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

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

The Chairperson for the Castlereagh Macquarie County Council is elected by the Members from among their own number. As per section 391 the appointment is for two (2) year only. Because of the postponement of the ordinary elections to 4th December 2021, Chairpersons will have a shorter term than the usual two years.

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

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

Relevant Reference Documents:

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

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Chairperson for Period Ending September 2023
<p>Recommendation:</p> <p>That the report be received and noted and the election for the position of Chairperson be held now.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nomination Form circulated separately.

ITEM 5.4 ELECTION OF DEPUTY CHAIRPERSON FOR PERIOD ENDING SEPTEMBER 2023

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Discussion (including issues and background):

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

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

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

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

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

Relevant Reference Documents:

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

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Deputy Chairperson for PERIOD ENDING September 2023
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Recommendation:

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

Moved:

Seconded:

6. 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

7. CONFIRMATION OF MINUTES/MATTERS ARISING

7.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 19th October 2021

Minutes of Ordinary Council Meeting – 19 th October 2021
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 19th October 2021, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved: Seconded:</p>

Attachments:

Meeting Minutes – 19th October 2021.

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS ON TUESDAY 19th OCTOBER 2021
AT 10:37AM.**

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

ABSENT: Clr D Batten and Clr M. Beach

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

WELCOME: Meeting was opened at 10.37am and Clr Shinton welcomed all councillors and staff to the meeting.

10/21/1 Leave of Absence

Resolved:

That the leave of absence received from Councillors Doug Batten and Mark Beach are accepted and a leave of absence granted.

Moved: Clr Fisher

Seconded: Clr Lewis

Carried

DECLARATIONS OF INTEREST- Nil

10/21/2 Minutes of Ordinary Council Meeting – 16th August 2021

Resolved:

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.

Moved: Clr Fisher

Seconded: Clr Cullen

Carried

10/21/3 Election of Deputy Chairperson

Resolved:

That Council adopt the ordinary ballot method for the election of the Deputy Chairperson.

Moved: Clr Woodcock

Seconded: Clr Fisher

Carried

10/21/4 Destruction of Election Ballot Papers

Resolved:

That any ballot papers used in the conjunction with the annual elections now be destroyed.

Moved: Clr Woodcock

Seconded: Clr Fisher

Carried

At this juncture, the Chairperson vacated the Chair and handed over to the General Manager to act in the role of Returning Officer for the election of Deputy Chairperson for period ending 4th of December 2021.

10/21/5 Election of Deputy Chairperson for Period Ending 4th December 2021

Resolved:

The current Deputy Chairperson term be extended to 4th December 2021.

Moved: Clr Peart

Seconded: Clr Fisher

Carried

The Chairperson resumed to Chair the meeting.

10/21/6 Pecuniary Interest Returns

Resolved:

That the General Manager's report be received and noted.

Moved: Clr Fisher

Seconded: Clr Martinez

Carried

10/21/7 Annual Financial Statements 2020/2021

Resolved:

1. That the Draft Annual Financial Reports for 2020/2021 be referred to Council's Auditor
2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements
3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.
4. Council delegate to the General Manager the authority to set the date at which the Auditor's Report and the Financial 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.

Moved: Clr Fisher

Seconded: Clr Brewer

Carried

10/21/8 Payment of Expenses and Provision of Facilities to Councillors -Policy

Resolved:

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 28 days and public submissions be invited.

Moved: Clr Martinez

Seconded: Clr Brewer

Carried

10/21/9 First Quarter Operational Plan 2021/2022

Resolved:

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

Moved: Clr Woodcock

Seconded: Clr Lewis

Carried

10/21/10 Quarterly Budget Review Statement – September 2021

Resolved:

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

Moved: Clr Woodcock

Seconded: Clr Lewis

Carried

10/21/11 Cash and Investment Report- 31st August and 30th September 2021

Resolved:

That the Investment Report for 31st August and 30th September 2021 be received and noted

Moved: Clr Woodcock

Seconded: Clr Brewer

Carried

10/21/12 Supplementary Roadside Control Program

Resolved:

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.

Moved: Clr Lewis

Seconded: Clr Cullen

Carried

10/21/13 Circulars Received From the NSW Office of Local Government

Resolved:

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.

Moved: Clr Fisher

Seconded: Clr Brewer

Carried

10/21/14 Monthly Chairman's Report

Resolved:

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

Moved: Clr Shinton

Seconded: Clr Fisher

Carried

10/21/15 Important Dates for Councillors – Upcoming Meetings and Events

Resolved:

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

Moved: Clr Lewis

Seconded: Clr Brewer

Carried

10/21/16 Senior Biosecurity Officer's Report

Resolved:

That the report be received and noted.

Moved: Clr Peart

Seconded: Clr Cullen

Carried

Close of Meeting

The meeting closed at 11.46am.

To be confirmed at the next meeting of Council to be advised.

Chairman

General Manager

8. REPORT OF THE GENERAL MANAGER

ITEM 8.1 2020-2021 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report is to recommend that Council formally receives the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2020 to 30 June 2021.

Background:

Council in accordance with Section 419 (1) of the Local Government Act 1993 must present its audited financial accounts together with the auditor's report at a meeting of Council.

Current Position:

Copies of Council's Audited Financial Reports and Auditor's Report are provided under separate cover.

Net Operating Result

For the year ended 30th June 2021 Council's operating result was a deficit of \$385,000 before capital grants and contributions. The original budget forecast was an operating deficit of \$9,000.

Working Capital

The "Working Capital" approach is another financial indicator that identifies Council's liquidity or capacity to fund the day to day general purpose operations and delivery of services to the Constituent Councils and community in the short to medium term. It's also a measure of an organisations operational efficiency and short-term health. For the year ended 30th June 2021 Council's operations posted a working capital surplus of \$96,000 which increased the accumulation account leaving a year-end balance of \$876,000.

At years end the "working capital" consisted of cash, inventories (stores) and net sundry creditors/debtors.

Stores	\$20,000
Unrestricted Cash	\$868,000
Net creditor/debtor	(\$12,000)
Total	\$876,000

Cash and Investments

Council's overall cash position has increased by \$95,000 throughout the year with a year-end closing balance of \$1,258,000. The cash and investments are held for the following purposes.

Internal Restrictions

Plant Reserve	40,000
Building Reserve	20,000
Employees Leave Reserve	86,000
Unrestricted Cash	868,000
Total	\$1,014,000

Local Government Industry Financial Performance Indicators

1. Operating Performance Ratio

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

Benchmark $\geq 0.00\%$. Council result 25.54%. The positive result has occurred due to carryover grant works to 21-22.

2. Unrestricted Current Ratio

This ratio assesses the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Benchmark ≥ 1.5 times Council result 7.07times

3. Cash Expense Cover Ratio

This ratio measures the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

Benchmark ≥ 3.00 months. Council result 15.66 months.

Council is in a very sound financial position having met two of the three above performance indicators in 2020-2021.

Conclusion.

Council's overall working capital position has improved with the accumulation account at a healthy \$876,000. This level of working capital when considered in conjunction with the long term internal reserves is an excellent financial position.

Relevant Reference Documents/Policies:

Local Government Act (1993)

Financial Reports and Auditors Report to 30 June 2021

Governance issues:

Presentation to Council of the Annual Financial Statements is a key governance requirement and forms part of Council's reporting to the community.

Environmental issues:

There are no identified environmental issues in relation to this matter.

Alternative Solutions/Options:

There are no alternative solutions / options.

Stakeholders:

Office of Local Government

NSW Audit Office

Nexia Sydney

Castlereagh Macquarie County Council

Financial Implications:

The Financial implications for Council are detailed in the auditor's report and the supporting ratios. It should be noted Council at its October 2021 Ordinary meeting resolved to increase the roadside control program by \$79,500 to better service the roadside control program.

The sound financial position provides the flexibility for Council to further increase control programs in the coming years.

2020-2021 Audited Financial Statements and Audit Report
--

Recommendation:

That Council receive the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2020 to 30 June 2021.

Moved:

Seconded:

Attachments:

Audited Primary Financial Statements for year ended 30 June 2021 – See Attachment A

ITEM 8.2 ADOPTION OF CASTLEREAGH MACQUARIE COUNTY COUNCIL ANNUAL REPORT 2020-2021

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides tables the Annual Report highlighting Council's achievements for 2020/2021.

Background:

In accordance Section 428 of the Local Government Act 1993 Council must within five (5) months after the end of year prepare a report on achievements and the effectiveness of the principal activities undertaken in achieving the objectives.

Current Position:

The Annual Report is attached for Council's information.

2020/2021 has been an exceptional year in terms of Council attaining its many strategic objectives.

Governance issues:

Local Government Act 1993

Local Government Regulation (2021)

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council

Constituent Councils

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

Council should note the progress made during the 2020/2021 year.

Castlereagh Macquarie County Council – Annual Report 2020/2021
<p>Recommendation:</p> <p>Council formally adopts its Annual Report for 2020/2021.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Annual Report 2020/2021 – See Attachment B

ITEM 8.3 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:

- 21-33 Compliance with records management provisions and transfer of local government records to the State Archives Collection
- 21-34 Updated guidance on COVID-19 restrictions and council meetings
- 21-35 2021 Model Code of Meeting Practice of Local Councils in NSW
- 21-36 Update to the Guidelines for Designated Rehoming Organisations under Section 88B of the Companion Animals Act 1998
- 21-37 Amendments to the Public Health Order relating to voting at local government elections
- 21-38 Consultation on review of the councillor misconduct framework
- 21-39 Public Spaces (Unattended Property) Bill 2021
- 21-40 “Hit the Ground Running” councillor webinars
- 21-41 Annual Reporting of Labour Statistics by Councils
- 21-42 Reminder to councils: decisions on countbacks, administration of the oath or affirmation of office and the delivery of councillor induction and refresher
- 22-01 Local Government Code of Accounting Practice and Financial Reporting 2021-22

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 21-33 to 22- 01 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Circulars 21-33 to 22-01



Office of
Local Government

Circular to Councils

Circular Details	21-33 / 21 October 2021 / A786297
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff / Governance and records management staff
Contact	Council Governance Team / 02 44284100 / olg@olg.nsw.gov.au
Action required	Information

Compliance with records management provisions and transfer of local government records to the State Archives Collection

What's new or changing

- The Department of Premier and Cabinet (DPC) has issued a circular, [C2021-05 Managing Records in NSW Government](#), providing advice on the making, keeping, and safeguarding of records.
- To assist public offices, including councils, NSW State Archives and Records (SARA) has released the
 - [Records Management Assessment Tool \(RMAT\)](#) for assessing records management performance and maturity and planning for improvements, and
 - [Transfer Tool](#) to identify and forecast records required for transfer to the State Archives Collection.

What this will mean for your council

- Under section 12 of the *State Records Act 1998* (SR Act), a council must make and keep full and accurate records of its activities and maintain a records management program that conforms with standards and codes of best practice.
- All staff, councillors and council officials should be made aware of their responsibilities to make and keep records.
- Councils should review their records management program and systems against DPC Circular C2021-05 and the RMAT for compliance with obligations under the SR Act, with particular consideration to the increasing use of records in digital format and digitally stored records.
- Under section 11 of the SR Act, councils must ensure that records are safely stored, protected and preserved.
- Councils should undertake disposal of their records. Those records required as State archives should be transferred to the State Archives Collection once they are no longer in active use.
- Using the Transfer Tool will help councils gain better visibility of records required as State archives and assist planning for the transfer of those to SARA as part of the State Archives Collection.

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

Key points

- Records are at the core of local government business and are valuable assets.
- Councils should review their records management program and systems against DPC Circular C2021-05 and the RMAT.
- Councils should transfer records required as State archives to SARA as part of the State Archives Collection.

Where to go for further information

- [SARA](#) has a range of guidance, including detailed information on [transferring records](#), and other resources relating to all aspects of the DPC Circular on its website, as well as [resources specific to local government](#).
- The RMAT and the Transfer Tool are available on SARA's website.
- Contact SARA's Agency Services team at transfer@records.nsw.gov.au for further advice on transfer and other records related queries.



William Power
Acting Coordinator General, Planning Delivery and Local Government



Office of
Local Government

Circular to Councils

Circular Details	21-34 / 27 October 2021 / A793785
Previous Circular	21-14 COVID-19 restrictions and council meetings
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Updated guidance on COVID-19 restrictions and council meetings

What's new or changing

- The Minister for Health and Medical Research, the Hon. Brad Hazzard MP, has made the *Public Health (COVID-19 General) Order 2021* (the Public Health Order). The Public Health Order took effect from Monday, 11 October 2021 and has since been amended.
- The Public Health Order relaxes previous stay at home restrictions in areas that are not "stay at home areas" (the "general area"). As of Monday 11 October 2021, no areas have been prescribed as "stay at home" areas under the Order and all councils are in the "general area".
- The Public Health Order also contains directions that apply to "stay at home areas". The Chief Health Officer may identify an area as a "stay at home area" by notice published on the [NSW Health website](https://www.health.nsw.gov.au/Health/Pages/default.aspx). Councils should monitor this website for any change to their status.

What this will mean for councils in the "general area"

Resumption of in-person meetings

- Councils in the "general area" are no longer subject to stay home restrictions and councils can resume meeting in person.
- As advised in Circular [21-02](#) issued on 1 April 2021, the *Local Government (General) Regulation 2021* has been amended to temporarily exempt councils from the requirement under clause 5.2 of the *Model Code of Meeting Practice for Local Councils in NSW* and the equivalent provision in each council's code of meeting practice for councillors to be personally present at a meeting in order to participate in it.
- This means that, regardless of the Public Health Order, it continues to be open to councils and joint organisations (but not county councils) to continue to meet by audio-visual link and to permit individual councillors to participate in meetings by audio-visual link should they choose to do so.

Attendance by members of the public at meetings

- The relaxation of stay at home restrictions means that there is nothing to prevent members of the public from attending meetings in person. Councils are required under section 10 of the *Local Government Act 1993* (the Act) to permit members of the public to attend meetings in person. Councils that continue to meet by audio-visual link must provide a physical venue that members of the public can attend to observe meetings in person.
- Councils can limit the number of members of the public attending meetings to comply with the Public Health Order and to ensure appropriate social distancing.

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- Councils are not permitted under the Public Health Order to allow more persons to attend a meeting than the number of persons equal to one person per four square metres of space at the meeting venue. Councillors and council staff are not to be counted when calculating the space available for each person at the meeting venue and the number of persons who are attending a meeting. Guidance on calculating the number of persons permitted to attend meetings is available [here](#).
- The number of persons permitted to attend meeting venues under the Public Health Order is the maximum permissible. Councils should continue to ensure appropriate social distancing is practiced at meetings and should undertake their own risk assessment of meeting venues and apply whatever COVID mitigation strategies may be necessary to ensure appropriate social distancing is practiced at meetings. Guidance on practicing social distancing is available [here](#).
- The Public Health Order restricts access to certain premises by persons who are not fully vaccinated (ie who have not had two doses of the vaccine). These restrictions do not apply to council meetings. However, it remains open to councils to restrict access to meetings by members of the public who are not fully vaccinated where they are satisfied that this is necessary to ensure the health and safety of other meeting attendees. It is also open to councils to require members of the public to demonstrate their vaccination status as a condition of attending a meeting in person to ensure the health and safety of other meeting attendees.
- Where councils are required to limit the number of members of the public attending meetings or to exclude them from attending in person because of their vaccination status, they should consider livestreaming their meetings to ensure excluded members of the public can view them in real time.

Attendance by staff at meetings

- There is nothing to prevent council staff from continuing to attend meetings by audio-visual link.
- Attendance by staff at meetings is at the discretion and direction of the general manager subject to the following requirements under the Public Health Order:
 - For councils in Greater Sydney and for Central Coast and Wollongong and Shellharbour City Councils, staff who are not fully vaccinated are not permitted to attend meetings in person for the purposes of work, unless they are required to attend the meeting and it is not reasonably practicable for them to attend by audio-visual link from their home. Staff who are fully vaccinated must be permitted to attend meetings by audio-visual link from their home if it is reasonably practicable for them to do so.
 - For regional councils, before 1 November 2021, staff who have not been vaccinated (ie they have not received a single or both doses of the vaccine) are not permitted to attend meetings in person for the purposes of work, unless they are required to attend the meeting and it is not reasonably practicable for them to attend by audio-visual link from their home. Staff who are fully vaccinated or who have received a single dose of the vaccine must be permitted to attend meetings by audio-visual link from their home if it is reasonably practicable for them to do so. From 1 November, staff who are not fully vaccinated will not be permitted to attend meetings in person for the purposes of work unless they are required to attend the meeting and it is not reasonably practicable for them to attend by audio-visual link from their home.

Attendance by unvaccinated councillors at meetings

- As noted above, there is nothing to prevent councillors from continuing to attend meetings by audio-visual link.
- Councillors who have not been vaccinated are not prevented under the Public Health Order from attending meetings in person. However, councillors who have not been

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fully vaccinated should consider attending meetings by audio-visual link from their home or other premises to ensure the health and safety of other meeting attendees until they are fully vaccinated or until the rules applying to unvaccinated persons are further relaxed (currently expected to be 1 December 2021).

Wearing of masks at meetings

- All persons attending meetings are required to wear face masks. It is permissible under the Public Health Order for councillors, staff and others to remove their masks for the purposes of addressing the meeting but must wear masks at all other times. Guidance on wearing face masks is available [here](#).

What this will mean for councils in “stay at home areas”

Stay at home requirements in stay at home areas

- As noted above, as of 11 October 2021, no councils are in “stay at home areas”. However, the status of a council’s area may change. The Chief Health Officer may identify an area as a “stay at home area” by notice published on the [NSW Health website](#). Councils should monitor this website for any change to their status.
- Under the Public Health Order, persons in “stay at home areas” must not be away from their place of residence without a reasonable excuse as specified in Schedule 2 of the Order.
- Reasonable excuses include the following:
 - work- a person may leave their place of residence for work if it is not reasonably practicable for the person to work at their place of residence (clause 2)
 - legal obligations – a person may leave their place of residence to fulfil legal obligations (clause 13).

Attendance by councillors at meetings in stay at home areas

- As noted above, there is currently nothing to prevent any or all councillors from participating in meetings by audio-visual link.
- In stay at home areas, councillors who can attend meetings by audio-visual link from their place of residence, should do so to comply with the Public Health Order.
- Where councillors are not able to attend meetings by audio-visual link from their places of residence, for example because of a lack of suitable equipment or a poor internet connection, they may have a reasonable excuse for leaving their places of residence to attend meetings in person for the purposes of clauses 2 and 13 of Schedule 2 of the Public Health Order.

Attendance by staff at meetings in stay at home areas

- As noted above, there is nothing to prevent staff from attending meetings by audio-visual link.
- Under the Public Health Order, employers must require an employee whose place of residence or usual place of work is in a stay at home area to work at the employee’s place of residence unless it is not reasonably practicable to do so.
- Affected staff should therefore not be required to attend meetings in person unless it is necessary for them to do so to support the meeting.
- The general manager should determine which staff are necessary to support the meeting.

Attendance by members of the public at meetings in stay at home areas

- As previously noted in [Circular 21-14](#) issued on 28 June 2021, the Public Health order does not override the requirements of section 10 of the Act for councils to permit members of the public to attend meetings in person.

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- However, under the Public Health Order, members of the public in stay at home areas will not be permitted to leave their places of residence for the purposes of attending council and committee meetings.
- Councils may wish to seek their own legal advice on their obligations under section 10 of the Act in circumstances where members of the public are not permitted to attend meetings under the Public Health Order.

Future easing of restrictions

- The Government has foreshadowed a further relaxation of restrictions over coming weeks.
- Based on current information, under the rules expected to apply from 1 December 2021:
 - meeting venues will be able to operate at a 1 person per 2 square metres of space ratio
 - masks will no longer be required to be worn at meetings
 - in-person attendance by council staff at meetings will be at the general manager's discretion.

Where to go for further information

- More information on the Public Health Order is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



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Circular to Councils

Circular Details	21-35 / 29 October 2021 / A796782
Previous Circular	21-02 <i>Temporary exemption from the requirement for councillors to attend meetings in person</i>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

2021 Model Code of Meeting Practice for Local Councils in NSW

What's new or changing

- Following extensive consultation, the new *Model Code of Meeting Practice for Local Councils in NSW* (Model Meeting Code) has been finalised.
- The new Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the *Local Government (General) Regulation 2021* (the Regulation) on or before **Friday 19 November 2021**. The new Model Meeting Code is available on the Office of Local Government's (OLG) website [here](#).
- The new Model Meeting Code contains new provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.
- Amendments have also been made to the provisions governing the webcasting of meetings and disorder at meetings to reflect amendments to the Regulation since the previous iteration of the Model Meeting Code was prescribed.
- An amendment has also been made to the Model Meeting Code implementing recommendation 6 in ICAC's report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations.
- A Word version of the new Model Meeting Code is available on OLG's website showing the amendments in track changes.
- The repeal date for section 237 of the Regulation which exempts councils from the requirement under clause 5.2 of the previous iteration of the Model Meeting Code for councillors to be personally present at meetings in order to participate in them has been extended to **30 June 2022**. This is to allow councils additional time to exhibit and adopt new codes of meeting practice containing provisions allowing attendance by audio-visual link at meetings. If councils have not adopted a new meeting code that allows councillors to attend meetings by audio-visual link, they will not be permitted to do so after that date.

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What this will mean for your council

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the local government elections. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.
- A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.
- Councils and committees of councils of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.
- Under section 361 of the *Local Government Act 1993*, before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code. This requirement does not apply to joint organisations.

Key points

- The Model Meeting Code has two elements:
 - mandatory provisions (indicated in black font)
 - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".
- In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

Where to go for further information

- The new Model Meeting Code is available on OLG's website [here](#).
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



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Circular to Councils

Circular Details	21-36 / 18 November 2021 / A786159
Previous Circular	No 21-10 A640098
Who should read this	General Managers / Rangers / Pounds
Contact	Program Delivery Team / 02 4428 4100 / rehoming@olg.nsw.gov.au
Action required	For Information

Update to the Guidelines for Designated Rehoming Organisations under Section 88B of the *Companion Animals Act 1998*

What's new or changing

- In June 2021 the Office of Local Government (OLG) issued new *Guidelines for Designated Rehoming Organisations. (Guidelines)*
- On 1 July 2021 the 50% discounted registration fee for desexed cats and dogs purchased from rehoming organisations was reduced to \$0 which is reflected in the Companion Animals Regulation 2018 at clause 18(4)(c).
- The *Guidelines* and application form have been updated to reflect free registration for desexed cats and dogs purchased from rehoming organisations.
- Further minor updates to the *Guidelines* include:
 - the removal of the requirement for applicants to obtain letters of support from councils of the area in which all carers reside. A letter of support is still required from the council of the area in which the Primary Carer resides, and
 - the requirement for councils to conduct compliance checks on the NSW Companion Animals Register (Register) for each carer nominated by an applicant has been removed. These checks continue to be conducted by the OLG as part of the assessment process for applicants seeking designation as a rehoming organisation.

What this will mean for your council

- Councils are encouraged to acquaint themselves with the *Guidelines for Designated Rehoming Organisations (version 2.0) – November 2021*.
- Councils should refer to the list of designated rehoming organisations on OLG's website before releasing a companion animal to such an organisation where a registration fee exemption is sought.
- Only those organisations on the list are entitled to concessions in regard to the registration and permit requirements of the legislation.
- Councils are to continue the established process of 'Flagging' an animal as being purchased from an eligible pound/shelter on the Register to validate fee registration. A late fee also cannot be applied.

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Where to go for further information

- The updated *Guidelines for Designated Rehoming Organisations* – November 2021 and a list of approved rehoming organisations is available on OLG's website at www.olg.nsw.gov.au/public/dogs-cats/information-for-professionals/information-for-animal-rescue-organisations/
- The updated application form for designation as a rehoming organisation may also be found at the above webpage.



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Office of
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Circular to Councils

Circular Details	21-37 / 22 November 2021 / A798727
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	Information / Council to Implement

Amendments to the Public Health Order relating to voting at the 2021 local government elections

What's new or changing

- The *Public Health (COVID-19 General) Order 2021* (the Public Health Order) has been amended by the *Public Health (COVID-19 General) Amendment Order (No 8)* to clarify the operation and application of the Public Health Order to voting and other activities at the local government elections.
- The Public Health order and the amendment to it are available [here](#).

What this will mean for your council

- Among other things, the amended order provides the following:
 - Masks remain compulsory in an indoor area of premises other than a place of residence, including premises being used as a polling place or voting centre.
 - Unvaccinated persons may attend premises being used as a polling place or voting centre that would normally be closed to unvaccinated persons to vote at, or participate in the conduct of, an election.
 - Unvaccinated persons may participate in an outdoor public gathering of more than 2 persons if they are voting at, or participating in the conduct of, an election.
 - In areas subject to a stay at home order, it is a reasonable excuse to be away from a person's place of residence to attend a polling place or voting centre to vote at, or participate in the conduct of, an election. Currently, no areas are subject to a stay at home order.

Where to go for further information

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

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Office of
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Circular to Councils

Circular Details	21-38 / 25 November 2021 / A798066
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff /conduct reviewers
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

Consultation on review of the councillor misconduct framework

What's new or changing

- The Minister for Local Government, the Hon. Shelley Hancock MP, has initiated an independent review of the framework for dealing with councillor misconduct in New South Wales.
- Mr Gary Kellar PSM has been appointed to carry out the review. Mr Kellar was a member of the expert panel which conducted a review of the local government misconduct framework in Queensland in 2017 and was chief executive officer of Logan City Council for 26 years.
- A consultation paper has been issued to facilitate an understanding of the current framework and to invite submissions identifying areas for improvement, together with suggestions for the practical application of those improvements. The consultation paper is available [here](#).

What this will mean for your council

- Anyone, including councils, individual councillors and council staff, can make written submissions in response to the consultation paper.
- Councils' complaints coordinators should also advise conduct reviewers of the review and the opportunity to make written submissions in response to the consultation paper.
- Information on how to make submissions is contained in the consultation paper.
- Submissions should be made before 28 March 2022.

Key points

- The review is examining the current administrative framework under which complaints about councillor misconduct are managed, with the aim of identifying possible areas for improvement. The review will include an examination of similar frameworks used in other jurisdictions for any lessons they may offer for improving the New South Wales framework.
- The review's terms of reference are available [here](#).

Where to go for further information

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

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Office of
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Circular to Councils

Circular Details	21-39 / 26 November 2021 / A798662
Previous Circular	19-30 Review of the <i>Impounding Act 1993</i> and Release of Discussion Paper
Who should read this	Councillors/General Managers/All council staff
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

The NSW Government's *Public Spaces (Unattended Property) Act 2021*

What's new or changing

- The *Public Spaces (Unattended Property) Act 2021* (the new Act) was passed by Parliament on 19 November 2021.
- The Act will repeal the *Impounding Act 1993*. It is important to note the new Act has not commenced and will come into effect on a date appointed by proclamation.
- Prior to commencement of the new Act, supporting regulations and guidance will be made, following public consultation.
- The new Act is outcomes focused and puts the onus on those responsible to manage their items and animals within risk-based timeframes or face strong regulatory action. It will:
 - require a broader range of people to take responsibility for leaving items or animals unattended
 - provide clearer expectations and grounds for compliance action, including by enabling specific, risk-based timeframes for action
 - provide for the efficient and effective management of different classes of items, including shared devices (such as share bikes and shopping trolleys); unattended motor vehicles (including boat trailers) and animals
 - provide for special arrangements for emergencies involving animals on roads where that involves unacceptable risk
 - provide more flexible, modern arrangements for the storage of items and places of care of animals
 - provide for stronger regulatory action to be taken, including through higher penalties for certain offences and bodies corporates
 - provide more flexible, modern compliance and enforcement arrangements, including to enable better collaboration between councils and other authorities
 - enable further duties, standards, and offences to be prescribed by regulation and in Codes of Practice, and
 - amend road transport laws so that registered operators may be fined for parking unregistered class A cars and trailers on public roads from 15 days after the registration has lapsed, and to enable councils to issue penalty infringement notices for these offences for class A cars (in addition to trailers).

What this will mean for your council

- The Government is committed to keeping public places safe and accessible for all members of the community.

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- The date of proclamation of the new Act will be determined by the Minister based on the development of supporting regulations and guidance and the readiness of councils, other authorities, industry and communities to implement the Act.
- The Office of Local Government (OLG) will continue to consult with councils, other authorities and industry to develop training, guidance and communication materials to assist with implementation.

Key points

- The new Act will continue to address the needs of communities, councils and other authorised officers across NSW when managing unattended animals and items in public places.
- Prior to commencement of the new Act, supporting regulations and guidance will be made, following public consultation.
- In December 2019, the Minister for Local Government, the Hon. Shelley Hancock, MP, launched a comprehensive review of the *Impounding Act 1993*.
- Feedback received from authorised officers and key stakeholders during the extensive consultation process was instrumental in shaping the new Act.

Where to go for further information

- The *Public Spaces (Unattended Property) Act 2021* is available at www.parliament.nsw.gov.au. Once assented to by the Governor, it will be available on the Legislation Register at <https://legislation.nsw.gov.au/>
- Further information about the *Public Spaces (Unattended Property) Act 2021* is available on the OLG website [here](#).
- Further information about the review of the existing Impounding Act is available on the OLG website [here](#).



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Office of
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Circular to Councils

Circular Details	21-40 / 7 December 2021 / A799160
Previous Circular	18-46 – New Councillor Induction and Professional Development Requirements
Who should read this	Mayors / Councillors / General Managers / Council Governance staff
Contact	Council Governance Team / 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Information/Council to Implement

2022 “Hit the Ground Running” councillor webinars

What's new or changing

- Under the *Local Government (General) Regulation 2021* (the Regulation), councils must ensure that induction training is delivered to councillors who have been elected for the first time and refresher training for councillors who are re-elected, within 6 months of their election. Councils are also required to provide supplementary training to mayors.
- To assist councils in the delivery of their councillor induction and refresher training, the Office of Local Government (OLG) will be holding a series of “Hit the Ground Running” webinars during early 2022.
- OLG will also soon be issuing an updated edition of the *Councillor Handbook* which will be published on OLG's website [here](#).
- These resources will provide councillors with essential information to serve their community and fulfil their civic responsibilities.
- Because of the COVID-19 pandemic and councillor work and family commitments, the “Hit the Ground Running” webinars will be held online once a week on Saturdays over 1-2 hours. Recordings of the webinars will be made available on OLG's website.
- Councillors will receive a certificate of attendance to provide to councils for each of the webinars they attend.
- Session details and dates are provided in the attachment to this circular.

What this will mean for your council

- The “Hit the Ground Running” webinars will focus on the key elements of a councillor's role and responsibilities.
- All councillors are strongly encouraged to participate in the “Hit the Ground Running” webinars. They will provide essential information to support councillors in serving their community and fulfilling their responsibilities.
- Councils are encouraged to incorporate the webinars into the councillor induction and refresher program they are required to deliver to elected members after the December 2021 council elections.
- General managers should widely promote the webinars and strongly encourage attendance by providing relevant session dates in the council calendar and assisting councillors with their registration.
- An online registration system will soon be made available for councillors to register their attendance and information provided about how to register.

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Where to go for further information

- The *Councillor Induction and Professional Development Guidelines* are available on OLG's website [here](#).
- The 2021 *Councillor Handbook* will soon be available on OLG's website [here](#).
- An online registration system will soon be made available for councillors to register their attendance at the webinars and information provided about how to register.
- For further information, contact OLG's Council Governance Team on (02) 4428 4100.



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Office of
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Circular to Councils

Circular Details	21-41 / 14 December 2021 / A789915
Previous Circular	N/A
Who should read this	General Managers / Human Resources Staff
Contact	Council Governance Team / 02 4428 4100 olg@olg.nsw.gov.au
Action required	Council to Implement

Annual Reporting of Labour Statistics by Councils

What's new or changing

- Section 217 of the *Local Government (General) Regulation 2021* (the Regulation) has been amended to require councils to report on their employment practices in their annual reports.

What this will mean for your council

- Councils will be required to publish information in their annual reports, starting with the 2021/22 annual report, on the total number of persons who performed paid work for them on a "relevant day" to be fixed by the Secretary of the Department of Planning, Industry and Environment (Secretary DPIE) each year.
- Councils will be required to publish the following information in their annual reports:
 - separate statements on the number of persons directly employed by the council:
 - on a permanent full-time basis,
 - on a permanent part-time basis
 - on a casual basis, and
 - under a fixed term contract
 - the number of staff members employed by the council who are "senior staff" for the purposes of the *Local Government Act 1993* (the Act)
 - the number of persons engaged by the council, under a contract or other arrangement with the person's employer, that is wholly or principally for the labour of the person, and
 - the number of persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee.
- The Secretary DPIE will fix the relevant day for reporting purposes after the end of each year. The date is required to be a date which is different from the date fixed for the previous year and must not fall on a weekend or public holiday.

Key points

- The requirement for councils to publish labour force data in their annual reports is designed to allow greater scrutiny of councils' employment practices by their governing bodies, their communities, and key stakeholders such as the unions.

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- Increased transparency around councils' employment practices will promote better compliance with the Act and the *Local Government (State) Award*, encourage a more strategic approach to workforce planning and allow better-informed decision making by councils in relation to the management of their workforces.

Where to go for further information

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



Brett Whitworth

Group Deputy Secretary, Planning Delivery and Local Government

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Circular to Councils

Circular Details	21-42 / 24 December 2021 / A798531
Previous Circular	21-30 <i>Post-Election Guide on key decisions and activities for councils, county councils and joint organisations following the local government elections</i>
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Reminder to councils: decisions on countbacks, administration of the oath or affirmation of office and the delivery of councillor induction and refresher training after the election

What's new or changing

- Councils are reminded that at their first meeting following the ordinary election, they will be required to decide whether to fill casual vacancies using a countback and to administer an oath or affirmation of office for councillors.
- Councils are also reminded that they will need to provide induction training for newly elected mayors and councillors and refresher training for returning mayors and councillors within six months of the election.

What this will mean for your council

- At their first meeting after the ordinary election, councils are required to resolve to fill casual vacancies occurring in the first 18 months after the election using a countback if they want to fill casual vacancies by these means. If councils do not resolve to fill casual vacancies using a countback at their first meeting after the election, by-elections will need to be held to fill vacancies.
- At or before the first meeting after the election, the mayor and councillors are required to take an oath or make an affirmation of office. A councillor who fails, without a reasonable excuse, to take the oath or make an affirmation of office, will not be entitled to attend council meetings until they do so and will be taken to be absent without leave.
- Councils must provide induction training for newly elected mayors and councillors and refresher training for returning mayors and councillors within six months of the election. Councils are required to report on the mayor's and councillors' participation in induction or refresher training in their annual reports. Guidance on developing and delivering induction and refresher training is provided in the Office of Local Government's *Councillor Induction and Professional Development Guidelines* which are available [here](#).

Where to go for further information

- Further guidance on these and other requirements is provided in the *Post-Election Guide for Councils, County Councils and Joint Organisations*. The Guide is available [here](#).

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- For further information, contact the Council Governance Team on 4428 4100 or olg@olg.nsw.gov.au.



23 December 2021

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Office of
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Circular to Councils

Circular Details	22-01 / 24 January 2022 / A796990
Previous Circular	N/A
Who should read this	General Managers / Financial accounting business areas
Contact	Policy Team / (02) 4428 4100 / code@olg.nsw.gov.au
Action required	Council/Joint Organisations to implement

Local Government Code of Accounting Practice and Financial Reporting 2021-22

What's new or changing

- The final Code of Accounting Practice and Financial Reporting (Code) is available for preparing councils' 2021-22 financial statements.
- A Joint Organisation (JO) Supplement to the Code is available for preparing JO 2021-22 financial statements.

What this will mean for your council/JO

- The Code must be used by councils and JOs to prepare their annual financial statements in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

Key points

- The Code has been prepared in accordance with the *Local Government Act 1993*, the Australian Accounting Standards and other requirements.
- Changes highlighted in yellow are new for 2021-22.
- Councils and JOs should carefully review the key changes in this year's Code, which are also detailed within the *Summary of key changes to the Code 2021-22*.
- The JO Supplement to the Code supports JOs preparing financial statements.
- The introduction and overview of the Code provides guidance to JO's on the application of the JO Supplement.
- The Code has been developed in consultation with the Code Working Group, which involves key stakeholders, including the NSW Audit Office, council and JO representatives, external auditors and Local Government NSW.

Where to go for further information

- OLG's website has the:
 - Code comprising of five documents:
 - General Purpose Financial Statements (Section 1)
 - Joint Organisations Supplement (Section 2)
 - Special Purpose Financial Statements (Section 3)
 - Special Schedules (section 4), and
 - Appendices (Section 5)
 - Summary of key changes to the Code 2021-22*

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OLG's Accounting Practice page can be found here:

<https://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/>



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ITEM 8.4 QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2021

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The General Manager reports to Council on the status of the December 2021 Quarterly Budget Review (QBR) Statement. The report outlines the second 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 2 (period ending 31st December 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 \$113,762 for the quarter. The forecast cash result for the year is a deficit of \$105,543.

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

Description	Explanation	Saving	Expense
WAP Grants	Grants amended to reflect actual grant allocations	0	13,682
Insurance rebates	Variation to reflect insurance discounts and rebates that are no longer relevant and paid.	0	7,877
Private works	Increase in private works activities.	9,000	8,000
Administrative support	Additional support engaged for EOFY statements completion.	0	4,850
Superannuation	The superannuation expenses was underestimated for the year.		10,000
Contract roadsides	Council resolved at the October 21 meeting to increase roadside control and engage contractors to address the emerging weed problem on roadsides.		79,500
Other variations	Net of all other variations for the quarter	0	853
	Totals of adjustments	\$9,000	\$124,762
	Net adjustment for quarter		(\$113,762)

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 31st December 2021.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The QBRS as at 31st December 2021 provides council with information relating to the status of the budget after six (6) months of operation.

Quarterly budget review statement – December 2021
<p>Recommendation:</p> <p>That Council adopt the attached Quarterly Budget Review Statement for 31st December 2021 as tabled.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

December 2021. Quarterly Budget Review Statement

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 31st December 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	(\$5,529)	\$113,113		\$113,113	0%
DPI - CW LLS WAP Grant		\$214,799		\$214,799	(\$8,153)	\$206,646	\$206,646	\$0	100%
NW WAP Unspent grant 20-21		\$0	\$28,098	\$28,098		\$28,098	\$28,098	\$0	100%
Weed Certificates		\$914		\$914	(\$500)	\$414		\$414	0%
Constituent Council Contribs		\$564,198		\$564,198	(\$3)	\$564,195	\$564,195	\$0	100%
Interest on Investments		\$3,150		\$3,150	(\$2,200)	\$950	\$404	\$546	43%
Property Insurance Rebate		\$3,209		\$3,209	(\$3,209)	\$0		\$0	#DIV/0!
Vehicle Insurance Adj		\$1,605		\$1,605	(\$1,605)	\$0		\$0	#DIV/0!
WH&S Incentive Rebate		\$5,115		\$5,115	(\$115)	\$5,000	\$5,000	\$0	100%
MV Claim discount		\$2,760		\$2,760	(\$2,760)	\$0		\$0	#DIV/0!
MV Claim Rebate		\$0	\$500	\$500	(\$188)	\$312	\$312	\$0	0%
Administration - Total		\$914,392	\$28,598	\$942,990	(\$24,262)	\$918,728	\$804,655	\$114,073	88%
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	
Private Works									
Private Works Income		\$56,135		\$56,135	\$9,000	\$65,135	\$21,644	\$43,491	33%
DPI Bio Contraol Unit		\$90,000		\$90,000		\$90,000	\$45,000	\$45,000	50%
Private Works - Total		\$146,135	\$0	\$146,135	\$9,000	\$155,135	\$66,644	\$88,491	43%
Other Income									
Plant Income		\$170,626	(\$15,000)	\$155,626		\$155,626	\$68,684	\$86,942	44%
profit on sale of plant		\$5,000		\$5,000		\$5,000		\$5,000	0%
Other Income - Total		\$175,626	(\$15,000)	\$160,626	\$0	\$160,626	\$68,684	\$91,942	43%
Revenue Income - Total		\$1,236,153	\$13,598	\$1,249,751	(\$15,262)	\$1,234,489	\$939,983	\$294,506	76%
EXPENDITURE									
Administration Costs									
General Manager's Salary		\$53,300		\$53,300		\$53,300	\$26,000	\$27,300	49%
Contract Administrative Support		\$45,594		\$45,594	\$4,850	\$50,444	\$16,997	\$33,447	34%
IPR Costs		\$358		\$358		\$358	\$0	\$358	0%
Travelling		\$2,000		\$2,000	(\$1,000)	\$1,000	\$34	\$966	3%
Audit Fees		\$19,244		\$19,244		\$19,244	\$6,770	\$12,474	35%
Advertising		\$7,957		\$7,957	(\$4,000)	\$3,957	\$636	\$3,321	16%
Printing & Stationary		\$4,244		\$4,244	(\$2,000)	\$2,244	\$233	\$2,011	10%
Postage & Freight		\$1,213		\$1,213		\$1,213	\$674	\$539	56%
Telephone		\$9,319		\$9,319		\$9,319	\$2,657	\$6,662	29%
Bank Charges		\$690		\$690		\$690	\$408	\$282	59%
Legal Expenses		\$583		\$583		\$583	\$0	\$583	0%
sundry admin expenses		\$7,500		\$7,500	\$2,150	\$9,650	\$7,938	\$1,712	82%
web site costs		\$1,500		\$1,500		\$1,500	\$480	\$1,020	32%
Administration Costs - Total		\$153,502	\$0	\$153,502	\$0	\$153,502	\$62,827	\$90,675	41%

	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	\$111	\$1,755		\$1,755	\$1,755	\$0	100%
Public Liability & Prof Indemnity	\$28,524	\$2,631	\$31,155		\$31,155	\$31,155	\$0	100%
Property Insurance	\$7,339	\$802	\$8,141		\$8,141	\$8,141	\$0	100%
Personal Accident	\$1,996	(\$58)	\$1,938		\$1,938	\$1,938	\$0	100%
Councillor's and Officers' Liability	\$11,234	\$764	\$11,998		\$11,998	\$11,998	\$0	100%
Motor vehicle liability	\$8,616	(\$839)	\$7,777		\$7,777	\$7,777	\$0	100%
Insurance Costs - Total	\$59,353	\$3,411	\$62,764	\$0	\$62,764	\$62,764	\$0	100%
Governance Costs								
Chairperson's Allowance	\$3,920		\$3,920		\$3,920	\$1,710	\$2,210	44%
Councillors' Meeting Fees	\$18,200		\$18,200		\$18,200	\$7,787	\$10,413	43%
Councillors' Travelling	\$2,705		\$2,705		\$2,705	\$1,372	\$1,333	51%
Councillors' Subsistence - CMCC Mtgs	\$2,512		\$2,512		\$2,512	\$522	\$1,990	21%
Subscription - Shires Assoc	\$3,095		\$3,095		\$3,095		\$3,095	0%
Delegates Expenses	\$1,459		\$1,459		\$1,459		\$1,459	0%
Governance Costs - Total	\$31,891	\$0	\$31,891	\$0	\$31,891	\$11,391	\$20,500	36%
Employee Overheads								
ToolBox Meetings	\$12,300		\$12,300		\$12,300	\$42	\$12,258	0%
Annual Leave	\$39,444		\$39,444		\$39,444	\$10,660	\$28,784	27%
Long Service Leave	\$13,813		\$13,813		\$13,813	\$2,567	\$11,246	19%
Sick Leave	\$24,739		\$24,739		\$24,739	\$7,062	\$17,677	29%
Covid leave	\$0	\$5,000	\$5,000		\$5,000	\$2,494	\$2,506	50%
compassionate leave	\$604	\$1,000	\$1,604		\$1,604	\$1,247	\$357	78%
Employee Overheads distributed to works	\$0	(\$180,470)	(\$180,470)	(\$10,000)	(\$190,470)	(\$58,451)	(\$132,019)	31%
Union Picnic Day	\$1,669		\$1,669		\$1,669	\$1,349	\$320	81%
Public Holidays NEI	\$15,442		\$15,442		\$15,442	\$1,972	\$13,470	13%
Superannuation	\$36,614		\$36,614	\$10,000	\$46,614	\$23,572	\$23,042	51%
Workers Compensation	\$10,500		\$10,500		\$10,500	\$5,549	\$4,951	53%
Protective Clothing	\$1,721		\$1,721		\$1,721	\$1,007	\$714	59%
Allowances Disability/Climatic	\$1,710		\$1,710		\$1,710	\$0	\$1,710	0%
Staff Training	\$15,914		\$15,914		\$15,914	\$930	\$14,984	6%
Sub -Total - Employee Overheads	\$174,470	(\$174,470)	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Sub Total Administrative Overheads	\$419,216	(\$171,059)	\$248,157	\$0	\$248,157	\$136,982	\$111,175	55%
Employee Overheads - Total								
Destruction of Weeds								
WAP 1520 Grant Expenses -Super'n - Bio Officers	\$11,467		\$11,467		\$11,467	\$8,593	\$2,874	75%
WAP 1520 Grant Expenses -Property Inspections	\$174,250		\$174,250		\$174,250	\$46,466	\$127,784	27%
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	\$82,126	\$23,820	78%
WAP 1520 Grant Expenses - HR - TSRs	\$8,649		\$8,649		\$8,649	\$7,701	\$948	89%
WAP 1520 Grant Expenses - HR - WCs	\$7,027		\$7,027		\$7,027	\$0	\$7,027	0%
WAP 1520 Grant Expenses - HR - Rail Corridors	\$6,487		\$6,487		\$6,487	\$2,107	\$4,380	32%
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	\$0	\$5,405	0%
WAP 1520 Grant expenses	\$0		\$0		\$0	\$0	\$0	#DIV/0!
Contract roadsides	\$0		\$0	\$79,500	\$79,500	\$0	\$79,500	0%
NW WAP 20-21	\$0	\$28,098	\$28,098		\$28,098	\$0	\$28,098	0%
Employee Overheads distributed to works	\$0	\$180,470	\$180,470	\$10,000	\$190,470	\$58,451	\$132,019	31%
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%
Computer Bio Security System	\$14,685		\$14,685		\$14,685	\$4,886	\$9,799	33%
Regional Meeting Expenses	\$6,695		\$6,695		\$6,695	\$2,102	\$4,593	31%
Administration Weed Control	\$15,580		\$15,580		\$15,580	\$8,551	\$7,029	55%
Weed Control Publicity	\$3,158		\$3,158		\$3,158	\$769	\$2,389	24%
Destruction of Weeds - Total	\$521,122	\$208,568	\$729,690	\$89,500	\$819,190	\$268,658	\$550,532	33%
Private Works								
Gilgandra Shire - Cost of Private Works	\$3,602		\$3,602		\$3,602	\$473	\$3,129	13%
DPI - Biocontrol and Quanda	\$82,000		\$82,000		\$82,000	\$29,301	\$52,699	36%
DPI - Border control	\$0		\$0		\$0	\$0	\$0	#DIV/0!
Walgett Shire - Cost of Private Works	\$15,790		\$15,790		\$15,790	\$7,572	\$8,218	48%
Coonabarabran - Private works	\$2,590	\$5,000	\$7,590	\$8,000	\$15,590	\$14,466	\$1,124	93%
Hudson Pear - Private Works	\$12,355		\$12,355		\$12,355	\$3,615	\$8,740	29%
Warren - Private works	\$0		\$0		\$0	\$0	\$0	#DIV/0!
Coonamble - Private works	\$0		\$0	\$1,000	\$1,000	\$530	\$470	0%
Private Works -Total	\$116,337	\$5,000	\$121,337	\$9,000	\$130,337	\$55,957	\$74,380	43%

	Adopted Budget 2021-22	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2021-22	Actual To Date	Balance Remaining For Year	% utilised for year
Other Expenses								
Depot Expenses	\$13,390		\$13,390		\$13,390	\$5,782	\$7,608	43%
Storage Rental	\$4,285		\$4,285		\$4,285	\$1,360	\$2,925	32%
Plant Expenses	\$62,673		\$62,673		\$62,673	\$37,826	\$24,847	60%
Depreciation	\$80,000		\$80,000		\$80,000	\$40,000	\$40,000	50%
Other Expenses -Total	\$160,348	\$0	\$160,348	\$0	\$160,348	\$84,968	\$75,380	53%
Revenue Expenses - Total	\$1,217,023	\$42,509	\$1,259,532	\$98,500	\$1,358,032	\$546,565	\$811,467	40%
Net Operating Surplus/(Deficit) after Depreciation	\$19,130	(\$28,911)	(\$9,781)	(\$113,762)	(\$123,543)	\$393,418	(\$516,961)	-318%
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%
Capital Income - Total	\$60,000	\$0	\$60,000	\$0	\$60,000	\$0	\$60,000	0%
Capital Expenditure								
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	100%
Transfer to Plant Reserve	\$8,200		\$8,200		\$8,200	\$8,200	\$0	100%
Capital Expenditure - Total	\$130,200	\$0	\$130,200	\$0	\$130,200	\$33,200	\$97,000	25%
Net Capital Surplus/(Deficit)	(\$70,200)	\$0	(\$70,200)	\$0	(\$70,200)	(\$33,200)	(\$37,000)	
Summary								
Total Income	\$1,296,153	\$13,598	\$1,309,751	(\$15,262)	\$1,294,489	\$939,983	\$354,506	
Total Expenditure	\$1,347,223	\$42,509	\$1,389,732	\$98,500	\$1,488,232	\$579,765	\$908,467	
Net Total Surplus/(Deficit)	(\$51,070)	(\$28,911)	(\$79,981)	(\$113,762)	(\$193,743)	\$360,218	(\$553,961)	
Add back depreciation and profit on sale	\$80,000	\$0	\$80,000	\$0	\$80,000	\$40,000	\$40,000	
Less Profit on sale	\$5,000		\$5,000		\$5,000	\$0	\$5,000	
Add back reserve movements	\$13,200		\$13,200		\$13,200	\$33,200	(\$20,000)	
Net cash result for year Surplus (Deficit)	\$37,130	(\$28,911)	\$8,219	(\$113,762)	(\$105,543)	\$433,418	(\$538,961)	

CASTLEREAGH MACQUARIE COUNTY COUNCIL		
Income Statement		
	Actual	
	2020/21	2021/22
Income from continuing operations		
User charges and fees	167	155
Interest and investment revenue	4	1
Other revenues	10	5
Grants and Contributions provided for operating purposes	1154	912
Other income		
Net gains from disposal of assets	44	5
Total income from continuing operations	1,379	1,078
Expenses from continuing operations		
Employee benefits and on-costs	582	671
Materials and contracts	315	298
Depreciation and amortisation	97	80
Other expenses	0	152
Net losses from the disposal of assets		
Total expenses from continuing operations	994	1,201
Operating result from continuing operations	385	-123
NET OPERATING RESULT FOR THE YEAR	385	-123
Net operating result attributable to Council		
Net operating result for the year before contributions provided for capital purposes	385	-123

CASTLEREAGH MACQUARIE COUNTY COUNCIL		
Statement of Comprehensive Income		
	Actual	
	2020/21	2021/22
Net operating result for the year as per the Income Statement	385	-123
Total Comprehensive Income for the year	385	-123

CASTLEREAGH MACQUARIE COUNTY COUNCIL		
Long-term Financial Plan		
Statement of Financial Position		
	Actual	
	2020/21	2021/22
ASSETS		
Current Assets		
Cash and cash equivalents	383	755
Investments	875	121
receivables	27	28
Inventories	20	20
Total Current Assets	1,305	924
Non-current assets		
Infrastructure, property, plant and equipment	325	298
Right of use assets	19	12
Total non-current assets	344	310
Total Assets	1,649	1,234
	80	80
LIABILITIES	-42	-57
Current Liabilities	38	23
Payables	39	40
Lease liabilities	4	6
Provisions	147	151
Total Current Assets	190	197
Non-current liabilities		
Lease liabilities	15	6
Provisions	14	14
Total non-current liabilities	29	20
Total Liabilities	219	217
NET ASSETS	1,430	1,017
EQUITY		
Accumulated surplus	1,246	1,123
Revaluation Reserve	184	184
Council equity interest	1,430	1,307
Total equity	1,430	1,307

CASTLEREAGH MACQUARIE COUNTY COUNCIL		Actual	
Statement of Changes in Equity		2020/21	2021/22
Opening balance		861	1,246
Net operating result for the year		385	-123
Equity - balance at end of the reporting period		1,246	1,123

CASTLEREAGH MACQUARIE COUNTY COUNCIL		Actual	
Statement of Cash Flows for the years ending		2020/21	2021/22
Cash flows from operating activities			
<i>Receipts:</i>			
User charges and fees		152	147
Interest and investment revenue		4	3
Other revenues		40	13
Grants and Contributions provided for operating purposes		1154	898
<i>Payments:</i>			
Employee benefits and on-costs		-552	-638
Materials and contracts		-315	-189
Other expenses		-92	-169
Net cash provided (or used in) operating activities		391	65
Cash flows from investing activities			
<i>Receipts:</i>			
Sale of infrastructure, property, plant and equipment		44	40
<i>Payments</i>			
Acquisition of term deposits		-754	0
Purchase of infrastructure, property, plant and equipment		-134	-97
Net cash provided (or used in) investing activities		-844	-57
Cash flows from financing			
Principal component of lease payments		-5	5
Net cash flows from financing activities		-5	5
Net increase/(decrease) in cash and cash equivalents		-458	13
Plus: cash and cash equivalents - beginning of year		841	1,258
Cash and cash equivalents - end of year		383	1,271
plus: investments on hand - end of year		875	0
Total cash, cash equivalents and investments		1,258	1,271

CASTLEREAGH MACQUARIE COUNTY COUNCIL		Actual	
Reserve Balances		2020/21	2021/22
Buildings		20	20
Plant and Vehicle replacement		40	28
Employees Leave Entitlement		86	91
Total internal Reserves		146	139

ITEM 8.5 SECOND QUARTER OPERATIONAL PLAN FOR 2021/2022

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the second 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 31st December 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

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.

Second Quarter Operational Plan 21/22
<p>Recommendation:</p> <p>Council accept the progress made on the 2021/2022 Operational Plan as at 31st December 2021.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Second Quarter Operational Plan for 21/22 Status Report



Castlereagh Macquarie County Council

Operational Plan & Delivery Program Status report

2021/2022

As at 31st December 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 31st December 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 31st December 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 31st December 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 to be tabled 2022.

4. Provide information to public in a timely and effective manner					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 31st December 2021
Quarterly Budget Review	2.2	GM	August, October, February and April Meetings.	Satisfactory completion of task in accordance with target level.	Complying
Statements and Delivery Programme Review to Council.	2.2	GM	By the end of October.		Completed on time.
Audited Financial Statements to Office of Local Government.	2.2	GM	By date specified by Office of Local Government.		Underway
Financial Data collection return.	2.2	GM	Prior to December meeting.		To February 2022
Notice of meeting at which audited reports are to be presented.	2.2	GM	February meeting.		In April 2022
Audited Financial Reports presented to public	2.2	GM	Following April meeting.		Put on display in April and adopted after submissions in June 2022.
Draft Operational Plan and Budget on public exhibition.	2.2	GM			
Operational Plan and Budget to be adopted	2.2	GM			

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 31st December 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.		Lodged
	2.2	GM			Lodged on time

Other returns as required by Office of Local Government, Department of Primary Industries, or others			No later than return date specified		
7. Implementation of Council decisions					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 31st December 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 and asked for comment.
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	2.4	GM	As required under Weeds Action Programme 1520.		Completed

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 & 1.4	GM	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 31st December 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. As at 30 th June 2021 reserve was 53.4% of liability

10. Provide financial information and advice to Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 & 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 31st December 2021
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Under review with constituent council comment to be table at April 2022.
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		To be adopted at June 2022.
Draft Plan to be adopted following consideration of any submissions received.					
12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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	Res p	Target	Performance Measure	Status as at 31st December 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 31st December 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 Met with Member for Barwon

15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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.		Training for staff WH&S
Minimise exposure through rectification of risks.	2.3	GM	Within budget constraints.		
Update policy on the use of contractors.	2.3	GM	Ongoing.		Under review 2022
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.		Under review 2022
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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 31st December 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.		Under review
Review EEO Management Plan.	2.3	GM	As required		In 2022

17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 records are electronic

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 31st December 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 Investigating update of MYOB Lap tops updated regularly
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.		
Review Council's website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.		
19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 Complying in conjunction with Senior Biosecurity Officer
Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.		

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 31st December 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 Investigating the use of drones to assist with weed identification

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 31st December 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 31st December 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 31st December 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 31st December 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 31st December 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 31st December 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 31st December 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 31st December 2021
Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SW O	As required.	Satisfactory completion of task in accordance with target level.	NIL required to date
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SW O	As required.		Parkinsonia aerial inspection scheduled for April 2022.
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes.	1.2	SWO	In accordance with Programmes		No program organized
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 31st December 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 8.6 CASH ON HAND AND INVESTMENT REPORT AS AT 31st OCTOBER 2021, 30th NOVEMBER 2021, 31st DECEMBER 2021 AND 31st JANUARY 2022

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 October 2021, 30th November 2021, 31st December 2021 and 31st January 2022.

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 October 2021, 30th November 2021, 31st December 2021 and 31st January 2022 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 31st January 2022 held a total of \$1,494,350.24 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 October 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	0.27	11 months	31/01/2022
General Fund Bank Account Balance		553,412.41	CBA			N/A
TOTAL		\$967,226.02				

30th November 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	0.27	11 months	31/01/2022
General Fund Bank Account Balance		\$662,038.36	CBA			N/A
TOTAL		\$1,075,851.97				

31st December 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	0.27	11 months	31/01/2022
General Fund Bank Account Balance		\$937,657.75	CBA			N/A
TOTAL		\$1,351,471.36				

31st January 2022

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	0.27	11 months	31/01/2022
General Fund Bank Account Balance		\$1,080,536.63	CBA			N/A
TOTAL		\$1,494,350.24				

Relevant Reference Documents/Policies:

Local Government Act (NSW), 1993
Local Government (General) Regulation 2005
Ministerial Investment Order 5th January 2016
Investment Policy

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 31st January 2022, Council's available cash and invested funds totalled **\$1,494,350.24**

Cash and Investment Reports – 31st October 2021, 30th November 2021, 31st December 2021 and 31st January 2022
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<p>Recommendation:</p>

<p>That the investment report for 31st October 2021, 30th November 2021, 31st December 2021 and 31st January 2022 be received and noted.</p>
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<p>Moved:</p>

<p>Seconded:</p>

Attachments:

Nil

ITEM 8.7 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.

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: Seconded:</p>

Attachments:

Calendar of events 2022

IMPORTANT DATES - Upcoming Meetings and Events - 2022

DATE	MEETING/FUNCTION	LOCATION	NOTES
17 th February	Elders B & W Rural Walgett Field Day	Walgett Showground	
11 – 12 th March	Coonabarabran Ag Show	Coonabarabran Showground	
15 th March	Central West Regional Meeting / site inspection Blue Heliotrope nurseries	Acacia Motel Coonabarabran	
21 – 24 th March	NSW Weeds Conference	Albury	Senior Biosecurity Officer
14 th April	Central West Hudson Pear Taskforce Meeting	5 Ways site meeting followed Coonamble Bowling Club	
27 th April	CMCC Council Meeting	Coonamble Shire Council Chambers	All Councillors, GM and Senior Biosecurity Officer
3 rd May	Hudson Pear Taskforce meeting	Lightning Ridge Bowling Club	
5 th May	North West Regional Meeting	Lightning Ridge Bowling Club	
6- 7 th May	Gilgandra Ag Show	Gilgandra	
18- 19 th May	Coonamble Ag Show	Coonamble	
27 th June	CMCC Council Meeting	Coonamble Shire Council Chambers	All Councillors, GM and Senior Biosecurity Officer
29 th August	CMCC Council Meeting	Coonamble Shire Council Chambers	All Councillors, GM and Senior Biosecurity Officer
24 th October	CMCC Council Meeting	Coonamble Shire Council Chambers	All Councillors, GM and Senior Biosecurity Officer
19 th October	CMCC Council Meeting	Coonamble Shire Council Chambers	All Councillors, GM and Senior Biosecurity Officer

9. BIOSECURITY REPORT

ITEM 9.1 QUARTERLY BIOSECURITY REPORT

REPORTING SECTION: Biosecurity Control Works
AUTHOR: Andrea Fletcher

Summary:

The attached report 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 Weeds Report February 2022

740 Weed Biosecurity risk inspections (and reinspections) were undertaken by the County Council for the period October 2021 to 31st January 2022;

- 534 of these inspections were on Private Properties
- 88 Local Government
- 60 State government
- 42 Local Land Services
- 8 Federal Government
- 4 State Forests
- 3 on National Parks.

We have seen a significant increase with compliance and have been working closely with landowners/managers identifying weeds and developing management plans.

Roadside weed control has had a significant increase particularly in the Warrumbungle Shire controlling St Johns Wort. Control this year was also assisted by external contract sprayers. Many calls and messages have been received from landowners and community with positive comments acknowledging Council for roadside control.

Purple Top (*Verbena bonariensis*) – Or though currently looking invasive in the landscape at the moment this is not a declared weed. We therefore have no authority to issue a biosecurity notice.

Harrisia Cactus

Within our County Council, there are 2 out of 3 species of *Harrisia* have been found. **H.Martini**, has a central spine 2-3.5cm long surrounded by 1-3 spines 1.0-1.5cm long and a row of spines 3-6mm long. **H. Tortuosa** has a central spine 3-5cm long surrounded by 4-8 spines 1-3 cm long. Both species have funnel shape, white tinged with pink flowers which usually open at night and whither in the morning. The fruit is red with white flesh and black seeds.

Walgett Shire has infestations of the tortuous species in the lightning Ridge and Grawin areas. Gilgandra Shire have roadside Martini infestations, which are treated and reinspected. Warren Shire have both species on Local Land reserves and private properties. 7th December 2021 a biological nursery was set up on private property in Warren Shire. The control agent called Mealybug.

Parthenium Weed

To date, Shires within our County Council have had no infestations of *Parthenium* however staff continue to be vigilant. CMCC have been proactive assisting DPI, Gwydir and Parkes Shires with *Parthenium* delimitations.

Hudson Pear

W/C 31st January 2022, quarterly monitoring was conducted on the biological sites in Grawin and Cumborah. The plants have definitely had a growth spurt during the cooler temperatures, rain and humidity however the monitoring report remains positive.

A brief tale of Hudson Pear Biological control for the new elected BOARD MEMBERS with a warm welcome also:-

Cylindropuntia spp. (Cactaceae) are weeds of arid and semi-arid regions of mainland Australia, with eight species currently recorded as naturalised. All of these are recorded in the north west of New South Wales (NSW), however, *C. pallida* (Hudson pear) is considered the most problematic in this region, with the weed currently thought to occupy ca. 100,000 hectares. (Modelling has shown that it has the potential to spread to 600,000 hectares in NSW and 112 million hectares across Australia in the next two to three decades if left unchecked.) Hudson pear reduces the viability of agricultural enterprises, land values and severely impacts native fauna and flora. A biocontrol program was

initiated in Australia in 1925 for the control of *Cylindropuntia imbricata*, with the introduction of a cochineal, *Dactylopius tomentosus* (Dactylopiidae). More recently, exploratory work in the southern United States of America and Mexico yielded 22 lineages of *D. tomentosus*. Of these, six lineages were identified (through a systematic and quantifiable process) as having the greatest impact on each of their eight *Cylindropuntia* spp. targets. The *D. tomentosus* lineage 'californica var. parkeri', was earmarked to tackle the core of the Hudson pear infestation in NSW, Australia. To understand the potential dispersal and impact of the cochineal post-release, two long-term field monitoring sites were established in 2017 and are currently sampled every three months.

To enhance the biocontrol effort in the core Hudson pear infestation, a decision was made to invest in a dedicated mass-rearing facility which would be able to rear large numbers of cochineal-infested cladodes as part of an augmented approach.



In September 2018 DPI granted funding to CMCC to set up a mini rearing facility in Lightning Ridge (we called the green house). Capacity to rear D.tomentosus lineage 60 x 50 lt tubs. This was a tremendous effort and also noted by DPI that the lineage was having a higher survival rate being reared and released in the same climate.



DPI granted funding to establish a larger facility at the same location in Lightning Ridge known as the Don McKenzie Bio Control Facility. By 17th December 2019 this facility was operational at full capacity consisting of 846 x 50 lt tubs (approximate 42,300 infected claddoes). Funding will continue for the facility with future projects for Mother of Millions and Harrisia Cactus.

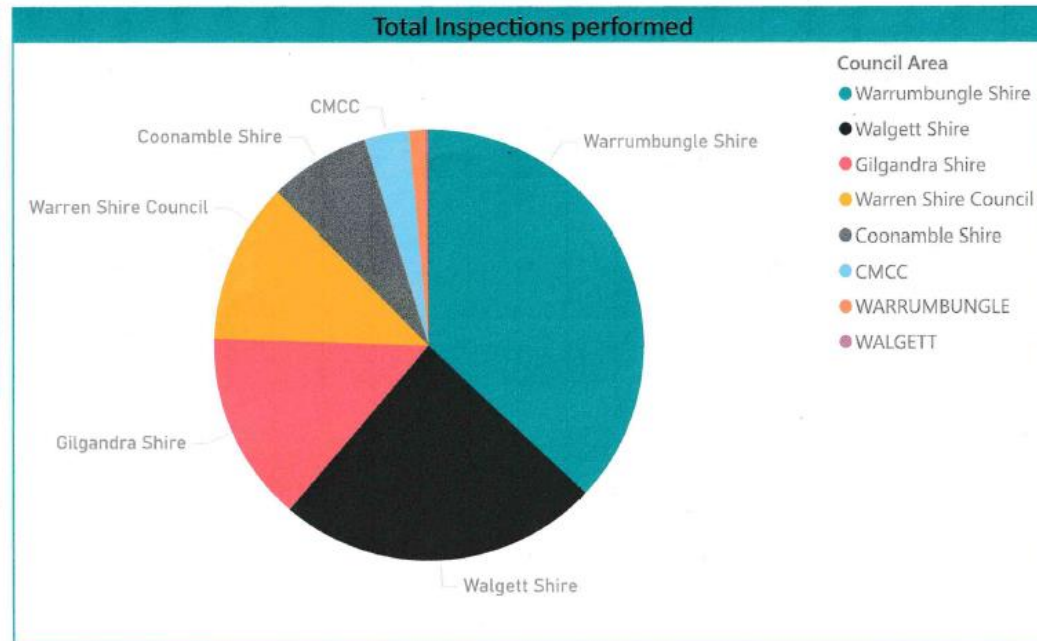


CMCC Inspections Report – October 2021 to January 2022



CMCC Report OCT 2021 - Jan 2022

Total Inspections performed	
Council Area	Total Inspections
CMCC	25
Coonamble Shire	56
Gilgandra Shire	106
WALGETT	2
Walgett Shire	179
Warren Shire Council	89
WARRUMBUNGLE	9
Total	740



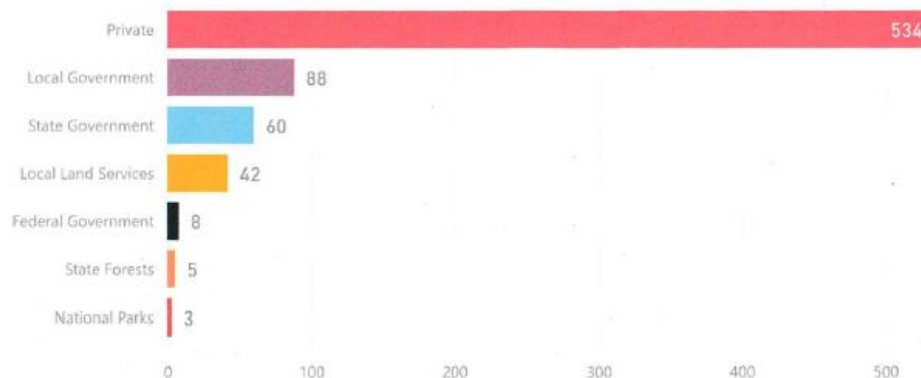


CMCC Report OCT 2021 - Jan 2022

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
CMCC	Federal Government	3
CMCC	Local Government	16
CMCC	Local Land Services	3
CMCC	Private	1
CMCC	State Government	2
Coonamble Shire	Local Government	4
Coonamble Shire	Local Land Services	2
Coonamble Shire	Private	50
Gilgandra Shire	Local Government	23
Gilgandra Shire	Local Land Services	6
Gilgandra Shire	Private	62
Gilgandra Shire	State Forests	5
Gilgandra Shire	State Government	10
WALGETT	Local Government	2
Walgett Shire	Local Government	7
Walgett Shire	Local Land Services	7
Walgett Shire	National Parks	3
Walgett Shire	Private	156
Walgett Shire	State Government	6
Warren Shire Council	Local Government	20
Warren Shire Council	Local Land Services	24
Warren Shire Council	Private	43
Warren Shire Council	State Government	2
Total		740

Total Inspections per Land Tenure



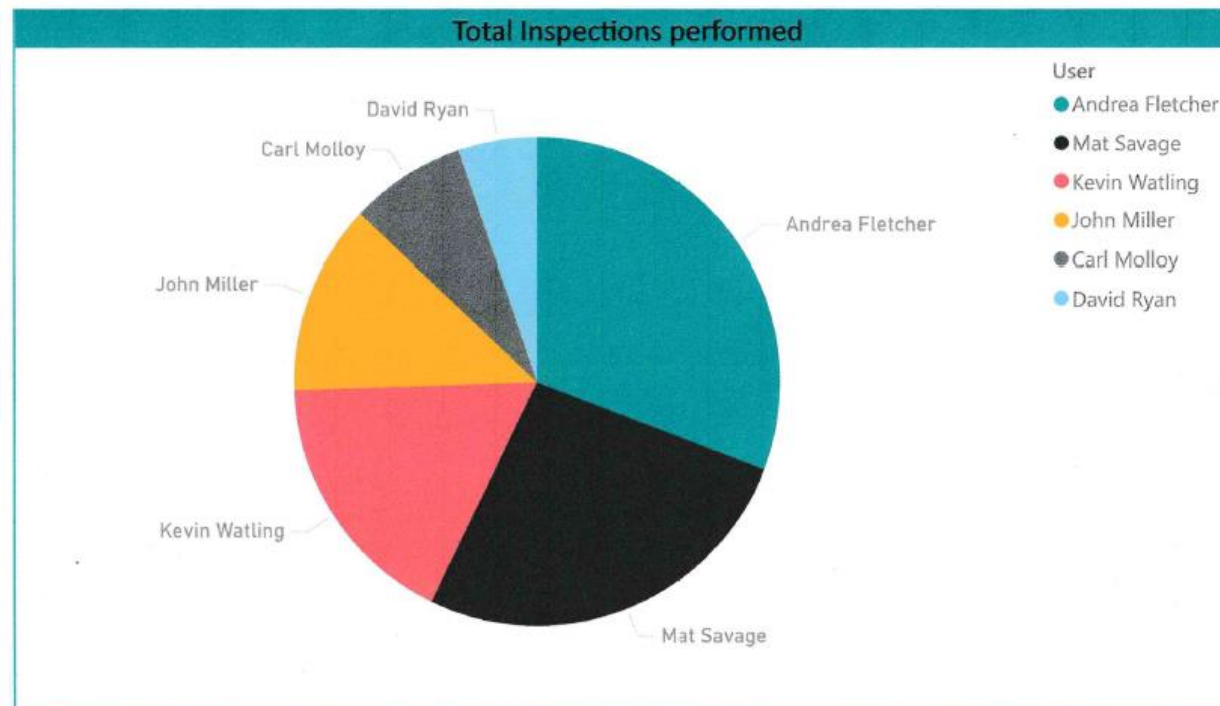
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Federal Government	8
Local Government	88
Local Land Services	42
National Parks	3
Private	534
State Forests	5
State Government	60
Total	740



CMCC Report OCT 2021 - Jan 2022

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	228
Carl Molloy	57
David Ryan	39
John Miller	93
Kevin Watling	128
Mat Savage	195
Total	740





CMCC Report OCT 2021 - Jan 2022

Andy's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)^
Andrea Fletcher	ARTC Rail Corridor Inspections	State Government	1		50.00
Andrea Fletcher	Council Lands Inspections - Infrastructure / depots	Local Government	1	0.20	
Andrea Fletcher	Gravel Quarries	Private	2	19.29	10.00
Andrea Fletcher	High Risk Council owned land	Local Government	1	0.19	0.00
Andrea Fletcher	Inspection of TSRs	Local Land Services	1	181.78	50.00
Andrea Fletcher	Inspections of council owned land	Local Government	2	9.66	3.00
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	National Parks	2	40.00	25.00
Andrea Fletcher	Inspections of land owned / managed by State bodies	State Government	34	2,108.92	657.60
Andrea Fletcher	Inspections of rail corridors	State Government	2	40.00	40.00
Total			233	15,632.15	4,837.22^v



CMCC Report Oct 2021 - Jan 2022

Carl's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	LLS TSR Reserves	Local Land Services	2	556.19	4.00
Carl Molloy	Private Property Inspections	Local Government	2	233.85	2.00
Carl Molloy	Private Property Inspections	Private	50	7,719.55	
Carl Molloy	Roadside Inspections High Risk Inspections	Local Government	2		0.10
Carl Molloy	Sale yards	Local Government	1	2.29	
Total			57	8,511.88	6.10



CMCC Report OCT 2021 - Jan 2022

David's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
David Ryan	Private Property Inspections	Private	34	55,039.37	0.20
David Ryan	Roadside Inspections High Risk Inspections	Federal Government	1		0.10
David Ryan	Roadside Inspections High Risk Inspections	Local Government	3		0.10
David Ryan	Roadside Inspections High Risk Inspections	Private	1	4.37	0.10
David Ryan	Waterways High Risk Pathways	State Government	1		
Total			40	55,043.75	0.50



CMCC Report OCT 2021 - Jan 2022

John's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectare)
John Miller	ARTC	Local Land Services	1	14.41	10.
John Miller	ARTC	Private	3	371.03	40.
John Miller	Council Lands Inspections - Infrastructure / depots	Local Government	1	18.34	10.
John Miller	High risk TSRs	Local Land Services	2	36.48	20.
John Miller	Inspection of TSRs	Local Land Services	12	1,537.84	203.
John Miller	Inspections of rail corridors	Private	5	2,793.46	56.
John Miller	LLS TSR Reserves	Local Land Services	3	766.67	17.
John Miller	Local Land Services Reserves	Local Land Services	9	1,907.02	94.
John Miller	Other Private Properties	Private	1	198.67	20.
John Miller	Other_1	Local Land Services	1	24.65	1.
John Miller	Private Property Inspections	Local Government	6	1,077.92	12.
John Miller	Private Property Inspections	Private	28	8,346.78	85.
John Miller	Private Property Inspections	State Government	1	16.60	
John Miller	Private Property Waterways	Private	1	38.02	10.
John Miller	Re-inspections	Local Government	2	4.23	15.
John Miller	Roadside Inspection(s)	Local Government	11	864.25	
John Miller	Roadside Inspection(s)	Private	4	692.00	
John Miller	Roadside Inspection(s)	State Government	1	75.00	75.
John Miller	Waterways High Risk Pathways	Private	1	80.75	5.
Total			93	18,864.13	673.6



CMCC Report OCT 2021 - Jan 2022

Kevin's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (ha)
Kevin Watling	High Risk Pathways Inspection	Local Government	2	0.00	
Kevin Watling	High Risk Pathways Inspection	Private	1	7.39	
Kevin Watling	High Risk Pathways Inspection	State Forests	3	196.70	
Kevin Watling	High Risk Pathways Inspection	State Government	6	25.00	
Kevin Watling	Inspections of land owned / managed by State bodies	Private	2	40.60	
Kevin Watling	Inspections of land owned / managed by State bodies	State Government	2	21.94	
Kevin Watling	Inspections of rail corridors	State Government	2	9.52	
Kevin Watling	LLS TSR Reserves	State Government	2	193.24	
Kevin Watling	Local Land Services Reserves	Local Land Services	4	316.90	
Kevin Watling	Other_1	Private	1	78.29	
Kevin Watling	Private Property High Risk Area	State Forests	2	131.13	
Kevin Watling	Private Property Inspections	Local Government	2	41.77	
Kevin Watling	Private Property Inspections	Private	75	4,718.44	
Kevin Watling	Private Property Inspections	State Government	1	3.48	
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	20	398.86	
Kevin Watling	Roadside Inspections High Risk Inspections	Private	1	14.28	
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	2	0.00	
Kevin Watling	Waterways High Risk Pathways	Local Government	1	0.00	
Total			129	6,197.54	51



CMCC Report OCT 2021 - Jan 2022

Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	Department Of Lands	Private	2	1,018.58	1,017.00
Mat Savage	Department Of Lands	State Government	2	471.18	1.00
Mat Savage	Grain Handling Sites	Private	2	14.36	
Mat Savage	High risk water courses	National Parks	1		
Mat Savage	Inspections of rail corridors	Local Government	1		1.00
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	3	25.34	4.00
Mat Savage	Other Council lands	Local Land Services	2	6.29	
Mat Savage	Private Property High Risk Area	Private	17	46,607.18	5.20
Mat Savage	Private Property High Risk Re-Inspections	Private	4	13,500.96	42.00
Mat Savage	Private Property High Risk Re-Inspections	State Government	2	746.13	15.00
Mat Savage	Private Property Inspections	Local Government	1	0.24	0.10
Mat Savage	Private Property Inspections	Private	120	47,604.37	379.75
Mat Savage	Private Property Inspections	State Government	2	121.77	20.00
Mat Savage	Private Property Re-Inspections	Private	12	4,775.42	
Mat Savage	Re-inspections	Private	3	11.67	3.00
Mat Savage	Roadside Inspections High Risk Inspections	Federal Government	3		1.20
Mat Savage	Roadside Inspections High Risk Inspections	Local Government	9	25.00	1,254.10
Mat Savage	Roadside Inspections High Risk Inspections	Private	2		30.00
Mat Savage	Roadside Inspections High Risk Inspections	State Government	1		50.00
Total			196	115,742.26	2,823.35

10. QUESTIONS FOR NEXT MEETING

11. CONFIRM DATE OF NEXT MEETING

Date: Wednesday 27th April 2022.

12. CLOSE OF MEETING

Time: