



AGENDA FOR ORDINARY COUNCIL MEETING

Tuesday, 3rd May 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 Lightning Ridge Bowling Club on **3rd May 2022** commencing at **2:00pm** 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

We acknowledge the Traditional Owners of the land we gather upon today and pay respect to the Elders both past, present and emerging.

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:

At 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. Councillors absent from the 28th February 2022 meeting must now take either the Oath or Affirmation.

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. 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

6. CONFIRMATION OF MINUTES/MATTERS ARISING

6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 28th February 2022

Minutes of Ordinary Council Meeting – 28th February 2022
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 28th February 2022, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Meeting Minutes – 28th February 2022.

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS ON MONDAY 28th FEBRUARY 2022 AT 10:32AM.

PRESENT: Clrs D. Batten, B. Fisher, Z. Holcombe, M Cooke, I. Woodcock, T Denis and N. Kinsey
P. Cullen

ABSENT: Clr A Brewer and Clr G Peart

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

WELCOME: Meeting was opened at 10.32am and General Manager Michael Urquhart (Returning
Officer) welcomed all councillors and staff to the meeting.

02/22/1 Leave of Absence

Resolved:

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

Moved: Clr Cullen

Seconded: Clr Kinsey

Carried

Declaration of oath/Affirmation of Office

Pursuant to Section 233A of the Local Government Act 1993, the following Councillors took an
Oath of Office;

- Clr Patrick Cullen
- Clr Noel Kinsey
- Clr William Fisher
- Clr Zoe Holcombe
- Clr Denis Todd
- Clr Doug Batten
- Clr Ian Woodcock
- Clr Michael Cooke

02/22/2 Election of Chairperson and Deputy Chairperson

Resolved:

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

Moved: Clr Woodcock

Seconded: Clr Cooke

Carried

02/22/3 Destruction of Election Ballot Papers

Resolved:

That any ballot papers used now be destroyed.

Moved: Cllr Fisher

Seconded: Cllr Holcombe

Carried

02/22/4 Election of Chairperson for Period Ending September 2023

Resolved:

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

Moved: Cllr Woodcock

Seconded: Cllr Cullen

Carried

The General Manager (Retuning Officer) declared that as only one (1) nomination was received for the position of Chairperson, *Cllr Doug Batten* is duly elected to the position.

02/22/5 Election of Deputy Chairperson for Period Ending September 2023

Resolved:

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

Moved: Cllr Woodcock

Seconded: Cllr Cullen

Carried

The General Manager (Retuning Officer) declared that as only one (1) nomination was received for the position of Deputy Chairperson, *Cllr Bill Fisher* is duly elected to the position.

At this juncture, the General Manager vacated the Chair and handed over to the elected Chairperson *Cllr Doug Batten* to chair the meeting.

DECLARATIONS OF INTEREST- Nil

02/22/6 Minutes of Ordinary Council Meeting – 19 th October 2021
<p>Resolved:</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: Clr Cullen Seconded: Clr Woodcock</p> <p style="text-align: right;">Carried</p>
02/22/7 2020-2021 Audited Financial Statements and Audit Report
<p>Resolved:</p> <p>That Council receive the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2020 to 30 June 2021.</p> <p>Moved: Clr Kinsey Seconded: Clr Todd</p> <p style="text-align: right;">Carried</p>
02/22/8 2020-2021 Castlereagh Macquarie County Council – Annual Report 2020/2021
<p>Resolved:</p> <p>That Council formally adopts its Annual Report for 2020/2021.</p> <p>Moved: Clr Woodcock Seconded: Clr Fisher</p> <p style="text-align: right;">Carried</p>
02/22/9 Circulars Received From the NSW Office of Local Government
<p>Resolved:</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: Clr Kinsey Seconded: Clr Cullen</p> <p style="text-align: right;">Carried</p>

02/22/10 Quarterly Budget Review Statement – December 2021

Resolved:

That Council adopt the attached Quarterly Budget Review Statement for 31st December 2021 as tabled.

Moved: Clr Todd

Seconded: Clr Fisher

Carried

02/22/11 Second Quarter Operational Plan 2021/2022

Resolved:

That Council accept the progress made on the 2021/2022 Operational Plan as at 31st December 2021.

Moved: Clr Fisher

Seconded: Clr Holcombe

Carried

02/22/12 Cash and Investment Report- 31st October 2021, 30th November 2021, 31st December 2021 and 31st January 2022

Resolved:

That the investment report for 31st October 2021, 30th November 2021, 31st December 2021 and 31st January 2022 be received and noted.

Moved: Clr Woodcock

Seconded: Clr Kinsey

Carried

02/22/13 Important Dates for Councillors – Upcoming Meetings and Events

Resolved:

1. That Council receive and note the list of coming meetings and events.
2. Clr Todd accepted the nomination to be the County Council's Delegate to attend the Central West Regional Meeting in Coonabarabran on 15th March 2022.

Moved: Clr Kinsey

Seconded: Clr Cullen

Carried

02/22/14 Senior Biosecurity Officer's Report

Resolved:

That the report be received and noted.

Moved: Clr Kinsey

Seconded: Clr Holcombe

Carried

Questions without Notice

Clr Batten – Requested that the General Manager write to all constituent Council's advising of an increase of 0.7% to annual co-contributions for 2022/2023, in line with IPART's 2022-2023 Rate Peg.

Question: Clr Todd – Does CMCC conduct inspections at Waste Facility Management Centres?

Response: Senior Bio Security Officer advised – Inspections are conducted as required, additional inspections can be scheduled if there is concerns regarding noxious weed infestations.

Q: Clr Cullen – Are fines being issued to Land Owners following failure to treat identified noxious weed infestations?

Response: Senior Bio Security Officer advised – Inspections and Re-inspections are conducted to monitor noxious weed treatment. Successful fine penalties as a result of failure to comply with treatment is difficult to achieve as minimal or some treatment is deemed to be compliant.

02/22/15 Control of African Boxthorn

Resolved:

That the General Manager write to North and Central West Local Land Services requesting information on any activity or action planned to support the control of African Boxthorn

Moved: Clr Fisher

Seconded: Clr Kinsey

Carried

Clr Pat Cullen left the meeting at 11:50am

Clr Pat Cullen returned to the meeting at 11:55am

02/22/16 Leave of Absence

Resolved:

That a leave of absence request from Councillor Denis Todd for the period of 20th May 2022 to 24th August 2022 is accepted and a leave of absence granted.

Moved: Clr Fisher

Seconded: Clr Kinsey

Carried

Date of the next CMCC Council Meeting to be Tuesday 3rd May 2022 in Lightning Ridge to align with Hudson Pear Taskforce and North West Regional Meetings.

Bus Tour for CMCC Councillors including a tour of the Hudson Pear Bio Control Facility in Lightning Ridge to be held on Wednesday 4th May 2022.

Close of Meeting

The meeting closed at 11.55am.

Chairman

General Manager

7. CORRESPONDENCE

ITEM 7.1 EMAIL RESPONSE IN RELATION TO AFRICAN BOXTHORN BIO CONTROL

From: Gooden, Ben (H&B, Black Mountain) <Ben.Gooden@csiro.au>
Sent: Thursday, April 14, 2022 3:15 PM
To: Michael Urquhart <murquhart@walgett.nsw.gov.au>; Andrew McConnachie <andrew.mcconnachie@dpi.nsw.gov.au>
Cc: Jones, Peter (H&B, Black Mountain) <Peter.Jones@csiro.au>
Subject: RE: Bio control for African Boxthorn

Hi Michael,

Sorry for the late reply to your message. Thanks for the enquiry.

I am pleased to let you know that the biocontrol agent has received regulatory approval by the Commonwealth for release into the Australian environment.

- Further information about the approvals process, whereby the agent was deemed safe for release, can be found here: <https://www.awe.gov.au/biosecurity-trade/policy/risk-analysis/biological-control-agents/risk-analyses/completed-risk-analyses/puccinia-rapipes>
- Further information about the biocontrol agent, a fungus named *Puccinia rapipes*, can be found here: <https://research.csiro.au/african-boxthorn/progress-rnd4p-rnd-4/>

However, the fungus is **not** currently available for provision to stakeholders for release into the environment. Before the fungus is provided to stakeholders for release, CSIRO must first undertake field-based trials in order to refine/optimize the release methods. These trials have commenced and will be ongoing until August/September 2022. At the conclusion of these trials, CSIRO will prepare a set of 'release guidelines' – a so-called 'recipe book' – to instruct end-users in how to best release the fungus to increase chances of its establishment and spread in the local environment.

Register interest in the program: In the short term, we would very much welcome an expression of interest from you to become involved in the release program later this year. Please send your details to my colleague Peter Jones (CC'd here), who will register your interest in the program. Over the next few months, you can send Peter and I some specific information on where you would like to release the fungus for us to include in the database. The best places to nurse the fungus for its first release would be along ephemeral creeklines with some level of overstorey shading in areas that are not planned for herbicide application. If you send us some photos of candidate locations across your council area, we can take a look and let you know if we think they would be suitable.

p.s. this current program is focusing on trial and small-scale release of the fungus across Australia, not mass-release. This means we can commit to helping you make a few target releases in the Walgett area.

Regards

Ben

8. REPORT OF THE GENERAL MANAGER

ITEM 8.1 QUARTERLY BUDGET REVIEW STATEMENT – MARCH 2022

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The General Manager reports to Council on the status of the March 2022 Quarterly Budget Review (QBR) Statement. The report outlines the third quarter operations against the adopted 2021/22 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 3 (period ending 31st March 2022) 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 surplus of \$4,314 for the quarter. The forecast cash result for the year is a deficit of \$101,479.

The major variations for the March 2022 quarter are listed below.

Description	Explanation	Saving	Expense
WAP Grants	Grants amended to reflect actual grant allocations	0	10,283
Employee overheads – tool box meetings	Variation to reflect actual costings of wages and change in practices	10,000	10,000
Private works	Increase in private works activities.	28,000	14,500
Plant expenses	Additional running expenses including increase in cost of fuel	0	14,000
New vehicle purchases	Adjustments to sales and purchases of motor vehicles	31,825	15,455
Transfer from Plant Reserve	Deferring transfer from plant reserve because of longer than expected delivery times for new motor vehicle	0	20,000
Destruction of weeds	Distribution of additional roadside control and unexpended grant from 20-21.	79,750 28,098 10,000	79,500 10,098 18,000
Other variations	Net of all other variations for the quarter	8,477	
	Totals of adjustments	\$196,150	\$191,836
	Net adjustment for quarter	\$4,314	\$0

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 March 2022.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The QBRS as at 31st March 2022 provides council with information relating to the status of the budget after nine (9) months of operation.

Quarterly budget review statement – March 2022
<p>Recommendation:</p> <p>That Council adopt the attached Quarterly Budget Review Statement for 31st March 2022 as tabled.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

March 2022 Quarterly Budget Review Statement

Castlereagh Macquarie County Council Agenda – 3rd May 2022 – Ordinary Council Meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 31st March 2022.									
	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	
INCOME									
Administration									
DPI - Bio Facility Grant	\$0		\$0	\$3,000	\$3,000	\$3,000	\$0	100%	
DPI - NW LLS WAP Grant	\$118,642	(\$5,529)	\$113,113		\$113,113	\$113,113	\$0	100%	
DPI - CW LLS WAP Grant	\$214,799	(\$8,153)	\$206,646	(\$10,283)	\$196,363	\$196,363	\$0	100%	
NW WAP Unspent grant 20-21	\$0	\$28,098	\$28,098		\$28,098	\$28,098	\$0	100%	
Weed Certificates	\$914	(\$500)	\$414	(\$200)	\$214		\$214	0%	
Constituent Council Contris	\$564,198	(\$3)	\$564,195		\$564,195	\$564,195	\$0	100%	
Interest on Investments	\$3,150	(\$2,200)	\$950		\$950	\$404	\$546	43%	
Property Insurance Rebate	\$3,209	(\$3,209)	\$0		\$0		\$0	#DIV/0!	
Vehicle Insurance Adj	\$1,605	(\$1,605)	\$0		\$0		\$0	#DIV/0!	
WH&S Incentive Rebate	\$5,115	(\$115)	\$5,000		\$5,000	\$5,000	\$0	100%	
MV Claim discount	\$2,760	(\$2,760)	\$0		\$0		\$0	#DIV/0!	
MV Claim Rebate	\$0	\$312	\$312		\$312	\$312	\$0	0%	
Administration - Total	\$914,392	\$4,336	\$918,728	(\$7,483)	\$911,245	\$910,485	\$760	100%	
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	\$9,000	\$65,135	\$28,000	\$93,135	\$69,552	\$23,583	75%	
DPI Bio Contraol Unit	\$90,000		\$90,000		\$90,000	\$67,500	\$22,500	75%	
Private Works - Total	\$146,135	\$9,000	\$155,135	\$28,000	\$183,135	\$137,052	\$46,083	75%	
Other Income									
Plant Income	\$170,626	(\$15,000)	\$155,626	\$1,047	\$156,673	\$87,335	\$69,338	56%	
profit on sale of plant	\$5,000		\$5,000		\$5,000		\$5,000	0%	
Other Income - Total	\$175,626	(\$15,000)	\$160,626	\$1,047	\$161,673	\$87,335	\$74,338	54%	
Revenue Income - Total	\$1,236,153	(\$1,664)	\$1,234,489	\$21,564	\$1,256,053	\$1,134,872	\$121,181	90%	
EXPENDITURE									
Administration Costs									
General Manager's Salary	\$53,300		\$53,300		\$53,300	\$38,000	\$15,300	71%	
Contract Administrative Support	\$45,594	\$4,850	\$50,444		\$50,444	\$28,465	\$21,979	56%	
IPR Costs	\$358		\$358		\$358	\$0	\$358	0%	
Travelling	\$2,000	(\$1,000)	\$1,000	(\$500)	\$500	\$34	\$466	7%	
Audit Fees	\$19,244		\$19,244		\$19,244	\$6,770	\$12,474	35%	
Advertising	\$7,957	(\$4,000)	\$3,957	(\$1,000)	\$2,957	\$636	\$2,321	22%	
Printing & Stationary	\$4,244	(\$2,000)	\$2,244		\$2,244	\$563	\$1,681	25%	
Postage & Freight	\$1,213		\$1,213		\$1,213	\$885	\$328	73%	
Telephone	\$9,319		\$9,319		\$9,319	\$3,707	\$5,612	40%	
Bank Charges	\$690		\$690		\$690	\$198	\$492	29%	
Legal Expenses	\$583		\$583		\$583	\$0	\$583	0%	
sundry admin expenses	\$7,500	\$2,150	\$9,650	\$500	\$10,150	\$8,747	\$1,403	86%	
web site costs	\$1,500		\$1,500		\$1,500	\$720	\$780	48%	
Administration Costs - Total	\$153,502	\$0	\$153,502	(\$1,000)	\$152,502	\$88,725	\$63,777	58%	

Castlereagh Macquarie County Council Agenda – 3rd May 2022 – Ordinary Council Meeting

	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
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	\$2,043	\$1,877	52%
Councillors' Meeting Fees	\$18,200		\$18,200		\$18,200	\$10,821	\$7,379	59%
Councillors' Travelling	\$2,705		\$2,705	\$1,000	\$3,705	\$1,853	\$1,852	50%
Councillors' Subsistence - CMCC Mtgs	\$2,512		\$2,512		\$2,512	\$759	\$1,753	30%
Subscription - Shires Assoc	\$3,095		\$3,095	\$1,120	\$4,215	\$4,215	\$0	100%
Delegates Expenses	\$1,459		\$1,459		\$1,459		\$1,459	0%
Governance Costs - Total	\$31,891	\$0	\$31,891	\$2,120	\$34,011	\$19,691	\$14,320	58%
Employee Overheads								
ToolBox Meetings	\$12,300		\$12,300	(\$10,000)	\$2,300	\$42	\$2,258	2%
Annual Leave	\$39,444		\$39,444		\$39,444	\$23,686	\$15,758	60%
Long Service Leave	\$13,813		\$13,813		\$13,813	\$2,567	\$11,246	19%
Sick Leave	\$24,739		\$24,739		\$24,739	\$16,727	\$8,012	68%
Covid leave	\$0	\$5,000	\$5,000		\$5,000	\$2,494	\$2,506	50%
compassionate leave	\$604	\$1,000	\$1,604		\$1,604	\$1,558	\$46	97%
Employee Overheads distributed to works	\$0	(\$190,470)	(\$190,470)	\$10,000	(\$180,470)	(\$120,682)	(\$59,788)	67%
Union Picnic Day	\$1,669		\$1,669		\$1,669	\$1,349	\$320	81%
Public Holidays NEI	\$15,442		\$15,442		\$15,442	\$8,616	\$6,826	56%
Superannuation	\$36,614	\$10,000	\$46,614		\$46,614	\$33,092	\$13,522	71%
Workers Compensation	\$10,500		\$10,500		\$10,500	\$7,549	\$2,951	72%
Protective Clothing	\$1,721		\$1,721		\$1,721	\$1,513	\$208	88%
Allowances Disability/Climatic	\$1,710		\$1,710		\$1,710	\$0	\$1,710	0%
Staff Training	\$15,914		\$15,914		\$15,914	\$1,191	\$14,723	7%
Sub -Total - Employee Overheads	\$174,470	(\$174,470)	\$0	\$0	\$0	(\$20,298)	\$20,298	#DIV/0!
Sub Total Administrative Overheads	\$419,216	(\$171,059)	\$248,157	\$1,120	\$249,277	\$150,882	\$98,395	61%
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	\$52,064	\$122,186	30%
WAP 1520 Grant Expenses - Other Costs -Cnl Roads	\$124,532		\$124,532	\$79,750	\$204,282	\$98,864	\$105,418	48%
WAP 1520 Grant Expenses - HR- Roads	\$105,946		\$105,946	\$18,000	\$123,946	\$110,133	\$13,813	89%
WAP 1520 Grant Expenses - HR - TSRS	\$8,649		\$8,649	\$10,098	\$18,747	\$9,170	\$9,577	49%
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	\$79,750	\$79,750	(\$79,750)	\$0	\$0	\$0	#DIV/0!
NW WAP 20-21	\$0	\$28,098	\$28,098	(\$28,098)	\$0	\$0	\$0	#DIV/0!
Employee Overheads distributed to works	\$0	\$190,470	\$190,470	(\$10,000)	\$180,470	\$120,682	\$59,788	67%
Parkinsonia Weed Control	\$18,948		\$18,948		\$18,948	\$90	\$18,858	0%
Promotions & Field Days	\$13,158		\$13,158		\$13,158	\$0	\$13,158	0%
Computer Bio Security System	\$14,685		\$14,685		\$14,685	\$13,098	\$1,587	89%
Regional Meeting Expenses	\$6,695		\$6,695		\$6,695	\$5,008	\$1,687	75%
Administration Weed Control	\$15,580		\$15,580		\$15,580	\$10,860	\$4,720	70%
Weed Control Publicity	\$3,158		\$3,158		\$3,158	\$769	\$2,389	24%
Destruction of Weeds - Total	\$521,122	\$298,318	\$819,440	(\$10,000)	\$809,440	\$431,985	\$377,455	53%
Private Works								
Gilgandra Shire - Cost of Private Works	\$3,602		\$3,602	\$11,000	\$14,602	\$13,826	\$776	95%
DPI - Biocontrol and Quanda	\$82,000		\$82,000		\$82,000	\$35,384	\$46,616	43%
DPI - Border control	\$0		\$0		\$0	\$0	\$0	#DIV/0!
Walgett Shire - Cost of Private Works	\$15,790		\$15,790		\$15,790	\$8,102	\$7,688	51%
Coonabarabran - Private works	\$2,590	\$13,000	\$15,590	\$1,500	\$17,090	\$16,068	\$1,022	94%
Hudson Pear - Private Works	\$12,355		\$12,355		\$12,355	\$3,746	\$8,609	30%
Warren - Private works	\$0		\$0		\$0	\$0	\$0	#DIV/0!
Coonamble - Private works	\$0	\$1,000	\$1,000	\$2,000	\$3,000	\$2,505	\$495	0%
Private Works -Total	\$116,337	\$14,000	\$130,337	\$14,500	\$144,837	\$79,631	\$65,206	55%

Castlereagh Macquarie County Council Agenda – 3rd May 2022 – Ordinary Council Meeting

	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	(\$3,500)	\$9,890	\$6,189	\$3,701	63%
Storage Rental	\$4,285		\$4,285		\$4,285	\$1,360	\$2,925	32%
Plant Expenses	\$62,673		\$62,673	\$14,000	\$76,673	\$60,340	\$16,333	79%
Depreciation	\$80,000		\$80,000		\$80,000	\$60,000	\$20,000	75%
Other Expenses -Total	\$160,348	\$0	\$160,348	\$10,500	\$170,848	\$127,889	\$42,959	75%
Revenue Expenses - Total	\$1,217,023	\$141,259	\$1,358,282	\$16,120	\$1,374,402	\$790,387	\$584,015	58%
Net Operating Surplus/(Deficit) after Depreciation	\$19,130	(\$142,923)	(\$123,793)	\$5,444	(\$118,349)	\$344,485	(\$462,834)	-291%
Capital Income								
Sale/Trade in of Plant Assets	\$40,000		\$40,000	(\$15,455)	\$24,545	\$24,545	\$0	100%
Transfer from Plant Reserve	\$20,000		\$20,000	(\$20,000)	\$0		\$0	#DIV/0!
Capital Income - Total	\$60,000	\$0	\$60,000	(\$35,455)	\$24,545	\$24,545	\$0	100%
Capital Expenditure								
Minor Building Improvements	\$5,000		\$5,000	(\$2,500)	\$2,500		\$2,500	0%
New Vehicles	\$90,000		\$90,000	(\$31,825)	\$58,175	\$58,175	\$0	100%
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	(\$34,325)	\$95,875	\$91,375	\$4,500	95%
Net Capital Surplus/(Deficit)	(\$70,200)	\$0	(\$70,200)	(\$1,130)	(\$71,330)	(\$66,830)	(\$4,500)	
Summary								
Total Income	\$1,296,153	(\$1,664)	\$1,294,489	(\$13,891)	\$1,280,598	\$1,159,417	\$121,181	
Total Expenditure	\$1,347,223	\$141,259	\$1,488,482	(\$18,205)	\$1,470,277	\$881,762	\$588,515	
Net Total Surplus/(Deficit)	(\$51,070)	(\$142,923)	(\$193,993)	\$4,314	(\$189,679)	\$277,655	(\$467,334)	
Add back depreciation and profit on sale	\$80,000	\$0	\$80,000	\$0	\$80,000	\$60,000	\$20,000	
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	(\$142,923)	(\$105,793)	\$4,314	(\$101,479)	\$370,855	(\$472,334)	

CASTLEREAGH MACQUARIE COUNTY COUNCIL		
Income Statement		
	Actual	
	2020/21	2021/22
Income from continuing operations		
User charges and fees	167	183
Interest and investment revenue	4	1
Other revenues	10	5
Grants and Contributions provided for operating purposes	1154	905
Other income		
Net gains from disposal of assets	44	5
Total income from continuing operations	1,379	1,099
Expenses from continuing operations		
Employee benefits and on-costs	582	668
Materials and contracts	315	320
Depreciation and amortisation	97	80
Other expenses	0	149
Net losses from the disposal of assets		
Total expenses from continuing operations	994	1,217
Operating result from continuing operations	385	-118
NET OPERATING RESULT FOR THE YEAR	385	-118
Net operating result attributable to Council		
Net operating result for the year before contributions provided for capital purposes	385	-118

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	-118
Total Comprehensive Income for the year	385	-118

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	1066
Investments	875	121
receivables	27	28
Inventories	20	20
Total Current Assets	1,305	1,235
Non-current assets		
Infrastructure, property, plant and equipment	325	282
Right of use assets	19	12
Total non-current assets	344	294
Total Assets	1,649	1,529
	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	1,312
EQUITY		
Accumulated surplus	1,246	1,128
Revaluation Reserve	184	184
Council equity interest	1,430	1,312
Total equity	1,430	1,312

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	-118
Equity - balance at end of the reporting period		1,246	1,128

CASTLEREAGH MACQUARIE COUNTY COUNCIL		Actual	
Statement of Cash Flows		2020/21	2021/22
for the years ending			
Cash flows from operating activities			
<i>Receipts:</i>			
User charges and fees		152	183
Interest and investment revenue		4	1
Other revenues		40	5
Grants and Contributions provided for operating purposes		1154	905
<i>Payments:</i>			
Employee benefits and on-costs		-552	-668
Materials and contracts		-315	-434
Other expenses		-92	-156
Net cash provided (or used in) operating activities		391	-164
Cash flows from investing activities			
<i>Receipts:</i>			
Sale of infrastructure, property, plant and equipment		44	25
<i>Payments</i>			
Acquisition of term deposits		-754	0
Purchase of infrastructure, property, plant and equipment		-134	-58
Net cash provided (or used in) investing activities		-844	-33
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	-192
Plus: cash and cash equivalents - beginning of year		841	1,258
Cash and cash equivalents - end of year		383	1,066
plus: investments on hand - end of year		875	121
Total cash, cash equivalents and investments		1,258	1,187

CASTLEREAGH MACQUARIE COUNTY COUNCIL		Actual	
Reserve Balances		2020/21	2021/22
Buildings		20	20
Plant and Vehicle replacement		40	48
Employees Leave Entitlement		86	111
Total internal Reserves		146	179

ITEM 8.2 THIRD QUARTER OPERATIONAL PLAN FOR 2021/22

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the third 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 March 2022 and the extent to which the performance targets have been achieved.

Current Position:

The third 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 third quarter of the Operational Plan for 2021/2022.

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

Attachments:

Third Quarter Operational Plan for 2021/22 Status Report



Castlereagh Macquarie County Council

Operational Plan & Delivery Program Status report

2021/2022

As at 31st March 2022

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 March 2022
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.	Compliant
Provide recommendations to Council when possible.	2.3	GM	Include in business paper for Council’s consideration.		Recommendations provided.

2. Respond to Councillor inquiries related to the administration function					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2022
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 March 2022
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 March 2022
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.		Complying
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practicable.		Complying

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 March 2022
Quarterly Budget Review Statements and Delivery Programme Review to Council.	2.2	GM	August, October, February and April Meetings.	Satisfactory completion of task in accordance with target level.	Complying
Audited Financial Statements to Office of Local Government.	2.2	GM	By the end of October.		Completed on time.
Financial Data collection return.	2.2	GM	By date specified by Office of Local Government.		Completed
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to December meeting.		Presented February 2022
Audited Financial Reports presented to public	2.2	GM	February meeting.		In May 2022
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.		Put on display in May and adopted after submissions in June 2022.
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 March 2022
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
Other returns as required by Office of Local Government, Department of Primary Industries, or others	2.2	GM	No later than return date specified		Lodged on time

7. Implementation of Council decisions					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2022
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 March 2022
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 of 0.7% increase 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.		Letter advising increase sent March 2022 Copies of budget to be sent to Constituents
Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary.	2.4	GM	As required under Weeds Action Programme 1520.		Completed
Provide grant returns to Department of Primary Industries.	2.4	GM	As required under Weeds Action Programme 1520		Completed
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 March 2022
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 March 2022
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 March 2022
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 May 2022. To be adopted at June 2022.
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		
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 March 2022
Participate in Macquarie Valley Weeds Advisory Committee activities through attendance at meetings and supply of information as required to assist the lobbying of State and Federal Governments.	1.1	GM	Attend meetings and provide information as requested.	Satisfactory completion of task in accordance with target level.	No meetings

13. Provide active support for LGNSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2022
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.	Provided when requested
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 March 2022
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.	Minister for Agriculture invited to May 2022.
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		Complying met with Member for Barwon and Parkes. GM to Email Minister regarding mimosa in Walgett LGA.

15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2022
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, refresher due May 2022
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

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 March 2022
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 refresher due May 2022.
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 March 2022
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 March 2022
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
Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow).	2.3	GM	As required.		Lap tops updated regularly
Review Council's website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.		Reviewed constantly

19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2022
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
Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.		Maintenance as required Complying in conjunction with Senior Biosecurity Officer

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 March 2022
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 March 2022
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 March 2022
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 March 2022
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 March 2022
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 March 2022
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 March 2022
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			

Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2	SWO	Ongoing as resources permit, or in response to complaints within 10 working 14 days after inspection.		
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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 March 2022
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 March 2022
Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SWO	As required.	Satisfactory completion of task in accordance with target level.	NIL
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SWO	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 organised

29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2022
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 8.3 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:

- 22-02 New Guidelines covering section 358 applications and Public Private Partnerships (PPP)
- 22-03 Guidelines for Additional Special Variation (ASV) Process for 2022-23
- 22-04 Payment of councillor superannuation
- 22-05 Companion Animals Amendment (Rehoming Animals) Act 2022
- 22-06 Information about Ratings 2022-23
- 22-07 Guidelines for Additional Special Variation (ASV) Process for 2022-23
- 22-08 Model Social Media and Councillor and Staff Interaction Policies
- 22-09 Councils' obligations under the Modern Slavery Act 2018
- 22-10 Local Government Amendment Act 2021 – Guidance on local government rating reforms
- 22-11 Misuse of Council Resources – May 2022 Federal

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

Recommendation:

That the information contained in the following Departmental circulars 22-02 to 22-11 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved:

Seconded:

Attachments:

Circulars 22-02 to 22-11



Office of
Local Government

Circular to Councils

Circular Details	22-02 / 7 March 2022 / A676997
Previous Circular	07-49
Who should read this	Councillors / General Managers / Governance / Property / Major Projects
Contact	Sector Performance and Intervention Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Subject

New guidelines covering section 358 applications and Public Private Partnerships (PPP)

What's new or changing

The new PPP and section 358 Guidelines combine information spread over several circulars and guidance documents and are clearer and more informative, with updated guidance to aid councils' understanding of the process and factors they are required to consider before making an application. The new guidelines also include self-assessment forms and detailed checklists for all required supporting documentation.

The revised PPP Guidelines, issued pursuant to section 400C of the *Local Government Act 1993* (the Act), require councils to comprehensively address the rationale for the proposed PPP project. The guidelines require councils to consult widely with their communities and encourage them to carefully consider alternatives.

The new section 358 Guidelines replace previous guidance in Circular 07-49. The new guidelines have been issued pursuant to section 23A of the Act. They expand the range of considerations to provide councils with a better understanding of the procedures and processes to be followed when considering an application to the Minister under section 358.

What this will mean for your council

- The PPP Guidelines are issued pursuant to section 400C of the Act. Guidelines issued pursuant to section 400C are mandatory guidelines that councils must comply with.
- The section 358 Guidelines are issued pursuant to section 23A of the Act. Guidelines issued under section 23A of the Act must be taken into account before a council makes a relevant decision.

Key Points

- The new guidelines are clearer and more informative.
- The revised PPP Guidelines provide greater guidance on whether a project is considered to be significant and/or high risk.
- The PPP Guidelines clarify the relationship between tendering and the PPP requirements, and provide greater guidance on how to consider or approach unsolicited proposals specific to PPPs.

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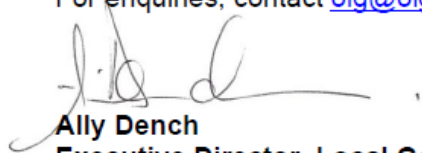
- Flowcharts and checklists in the PPP Guidelines have been revised.
- The new section 358 Guidelines provide detailed guidance to councils on the matters to consider before making an application to the Minister.
- Flowcharts and checklists have been included in the new section 358 Guidelines.

Where to go for further information

The PPP Guidelines are available at <https://www.olg.nsw.gov.au/wp-content/uploads/2022/02/ppp.pdf>

The section 358 Guidelines are available at <https://www.olg.nsw.gov.au/wp-content/uploads/2022/02/s358-Guidelines.pdf>

For enquiries, contact olg@olg.nsw.gov.au



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Executive Director, Local Government

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Office of
Local Government

Circular to Councils

Circular Details	22-03 / 7 March 2022 / A811946
Previous Circular	20-38 Special Rate Variation and Minimum Rate Variation Guideline and Process
Who should read this	Councillors / General Managers / Rating and Finance Staff
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Subject

Guidelines for Additional Special Variation (ASV) Process for 2022-23

What's new or changing

- The Independent Pricing and Regulatory Tribunal (IPART) will accept and process an additional round of 2022-23 Special Variation (ASV) applications from councils.
- For applications made under the ASV process, the ASV Guidelines set out in this circular apply in place of the [Guidelines for the preparation of an application for a special variation to general income](#) issued by the Office of Local Government in 2020.
- For more information on when these ASV Guidelines apply, please see 'What this will mean for your council' below.
- This one-off ASV round is available for the 2022-23 financial year only.
- This one-off ASV round is for councils that can demonstrate the need for a special variation to meet the obligations they set for 2022-23 in their 2021-22 Integrated Planning and Reporting (IP&R) documentation.
- Councils seeking a permanent special variation will also need to demonstrate the financial need for the special variation to be included in their rate base on an ongoing basis.
- Separately, IPART has also agreed to undertake a broader review of its rate peg methodology, including the Local Government Cost Index, with outcomes from the review expected to shape rate peg determinations in future years.

What this will mean for your council

- The ASV Guidelines set out in this Circular apply where council is applying for:
 - a temporary or permanent single year special variation for 2022-23 under section 508(2) of the *Local Government Act 1993* (the Act), AND
 - the percentage sought in the application is the lower of:
 - 2.5% (including population factor) or
 - the council's assumed 2022-23 rate peg as exhibited in its 2021-22 Long Term Financial Plan (LTFP) (including population factor)

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- For ASV applications made under the Guidelines set out in this Circular, councils will need to demonstrate that:
 - Council has demonstrable financial need such that, in the absence of a special variation, council would not have sufficient funds to meet its obligations as identified in its 2021-22 LTFP as and when they fall due in 2022-23; and
 - Where councils are applying for a permanent special variation, in addition to the above criterion, the council has demonstrable financial need for the special variation to be retained in its rate base on an ongoing basis; and
 - Council's 2021-22 IP&R documentation budgeted for an income increase above the percentage specified for the council for 2022-23 under section 506 of the Act; and
 - Council has resolved to apply for the special variation under section 508(2) of the Act and that the resolution clearly states:
 - whether the resolution is for a temporary or permanent special variation under section 508(2) of the Act; and
 - the additional income that council will receive if the special variation is approved; and
 - why the special variation is required; and
 - that the council has considered the impact on ratepayers and the community in 2022-23 and, if permanent, in future years if the special variation is approved and considers that it is reasonable.
- The ASV application process will be a simpler more targeted application process.
- IPART will not require councils to demonstrate community consultation outside of the processes outlined above. To demonstrate community consultation, IPART will consider the consultation undertaken through the IP&R process and consider the resolution to apply for a ASV meets the requirements outlined above.
- IPART will release streamlined application forms and further information shortly.
- Under this ASV round of applications:
 - IPART will accept applications until 29 April 2022;
 - IPART will publish applications to enable community consultation for a period of at least three weeks; and
 - IPART will notify councils of its decision no later than 21 June 2022.

Key points

- In late 2021, IPART announced the rate peg for the 2022-23 financial year was set at an increase of between 0.7% and 5.0%.
- Special variations provide an opportunity for councils to vary general income by an amount greater than the annual rate peg. However IPART's normal period for special variation applications in relation to the 2022-23 rate peg has now passed.
- The Office of Local Government and IPART recognise that, due to the delayed council elections and the determination of the 2022-23 rate peg at a lower rate than councils had forecast, councils may not have had sufficient time to prepare special variation application within the normal timeframe.

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This may result in some councils not having sufficient funds to pay for required infrastructure and services.

- As such the NSW Government and IPART have agreed to a one-off ASV round for the 2022-23 financial year only.
- This process is not intended to address applications from councils that require a special variation (above 2.5%) to achieve long term financial sustainability for reasons other than those set out in the criteria above, which should be addressed through the standard special variation process.
- Application forms, information papers, and submission details will be published shortly on [IPART's website](#).

Where to go for further information

- For further information please contact IPART on 02 9290 8400 or by email to ipart@ipart.nsw.gov.au.



Melanie Hawyes
Group Deputy Secretary, Crown Lands and Local Government



Office of
Local Government

Circular to Councils

Circular Details	22-04/ 15 March 2022/ A811265
Previous Circular	21-07 Commencement of Local Government Amendment Act 2021
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Payment of councillor superannuation

What's new or changing

- Following an amendment to the *Local Government Act 1993* (the Act) last year, councils may make payments as a contribution to a superannuation account nominated by their councillors, starting from the financial year commencing on **1 July 2022**.
- The making of superannuation contribution payments for councillors is optional and is at each council's discretion.

What this will mean for your council

- To exercise the option of making superannuation contribution payments for their councillors, councils must first resolve at an open meeting to make superannuation contribution payments for the councillors.
- Where a council resolves to make superannuation contribution payments for its councillors, the amount of the payment is to be the amount the council would have been required to contribute under the *Commonwealth Superannuation Guarantee (Administration) Act 1992* as superannuation if the councillors were employees of the council.
- As of 1 July 2022, the superannuation guarantee rate will be 10.5%. The rate will increase by half a percent each year until 1 July 2025 when it reaches 12%.
- The superannuation contribution payment is to be paid at the same intervals as the annual fee is paid to councillors.
- To receive a superannuation contribution payment, each councillor must first nominate a superannuation account for the payment before the end of the month to which the payment relates. The superannuation account nominated by councillors must be an account for superannuation or retirement benefits from a scheme or fund to which the *Commonwealth Superannuation Guarantee (Administration) Act* applies.
- Councils **must not** make a superannuation contribution payment for a councillor if the councillor fails to nominate an eligible superannuation account for the payment before the end of the month to which the payment relates.
- Individual councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments. Councillors must do so in writing.

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- Councils must not make superannuation contribution payments for councillors during any period in which they are suspended from their civic office or their right to be paid any fee or other remuneration, or expense, is suspended under the Act.
- Councillors are also not entitled to receive a superannuation contribution payment during any period in which they are not entitled to receive their fee under section 254A of the Act because they are absent.

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
Local Government

Circular to Councils

Circular Details	22-05/15 March 2022/A811129
Previous Circular	N/A
Who should read this	Councillors / General Managers / Companion Animal staff
Contact	Policy Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Companion Animals Amendment (Rehoming Animals) Act 2022

What's new or changing

- On 23 February 2022, a Private Members Bill, the *Companion Animals Amendment (Rehoming Animals) Bill* passed Parliament.
- The Bill seeks to improve rehoming outcomes for pet cats and dogs in the care of NSW council pounds and shelters.

What this will mean for your council

- This means that the *Companion Animals Act 1998* has been amended to prescribe the actions that local councils must take when seeking to rehome a companion animal that has been seized or surrendered.
- Key changes include:
 - The need for councils to give written notice to at least 2 rehoming organisations that the animal is available for rehoming and will remain available for at least 7 days from the date the notice is given.
 - The need to take reasonable steps to advertise on a webpage or through a social media platform that the animal is available for rehoming.
 - New record-keeping requirements in relation to:
 - the identification of animals either rehomed or destroyed, and
 - in the case of animals that are destroyed, the actions a council took to rehome that animal.
- The Office of Local Government (OLG) recognises the critical role that local councils have in rehoming companion animals, and that these changes formalise the actions councils currently undertake.
- Local Government NSW indicated its support for the Bill and described the amendments as straightforward and reasonable.

Key points

- The changes will standardise the rehoming process and create a consistent approach to rehoming across all NSW councils.
- It will also foster the development of closer partnerships with local rehoming organisations that will enable the development of a system that works best for both parties, including shared, cost-effective arrangements for the collection of animals from pounds.
- Importantly, the prohibition on selling or giving away a dangerous, menacing or restricted dog remains in place.

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- There is an exception in place for animals that, in the opinion of a veterinary practitioner, are so severely injured, so diseased or in such a physical condition that it is cruel to keep them alive.
- Along with the new record-keeping requirements, guidelines may be developed in relation to the reporting of that information to the Departmental Chief Executive or the public, or both.
- OLG will consult with councils on the development of these guidelines.
- Importantly, the Rehoming Practices Review announced in November 2021 is a separate process to these amendments and will encompass a broader examination of current rehoming practices and factors driving euthanasia rates.
- The Review will be undertaken in consultation with metropolitan, regional and rural councils and rehoming organisations to collect and analyse more information and data to better understand euthanasia rates and trends.
- It will examine breeding, desexing and rehoming practices and their impacts on euthanasia rates. It will also look at ways to reduce euthanasia rates including any need for legislative reform, improvements to impounding processes, and better data collection.
- Any regulatory changes or process improvements recommended in the Review will be fully costed.
- Further details regarding the Review and how councils can participate will soon be made available.

Where to go for further information

- Further information on the *Companion Animals Amendment (Rehoming Animals) Act 2022* is available on the NSW Parliament website [here](#).

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Deputy Secretary, Crown Lands and Local Government

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Office of
Local Government

Circular to Councils

Circular Details	22-06 / 1 April 2022 / A814194
Previous Circular	21-04 – Information about Rating 2021-22
Who should read this	Councillors / General Managers / Council staff
Contact	Performance Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Information about Ratings 2022-23

What's new or changing

- The maximum boarding house tariffs for 2022-23 have been determined.
- The maximum interest rate payable on overdue rates and charges for 2022-23 has been determined.
- The section 603 certificate fee for 2022-23 has been determined.
- The statutory limit on the maximum amount of minimum rates for 2022-23 has been determined for commencement on 1 July 2022.

What this will mean for your council

Councils should incorporate these determinations into their 2022-23 rating structures and Operational Plan Statement of Revenue Policies.

Key points

Boarding House Tariffs

In accordance with section 516 of the *Local Government Act 1993* (the Act), it has been determined that for the purpose of the definition of 'boarding house' and 'lodging house', the maximum tariffs, excluding GST, that a boarding house or lodging house may charge tariff-paying occupants are:

- Where **full board and lodging** is provided:
\$409 per week for single accommodation; or
\$675 per week for a family or shared accommodation
- Where **less than full board or lodging** is provided:
\$275 per week for single accommodation; or
\$454 per week for family or shared accommodation

Maximum Interest Rate on Overdue Rates and Charges

In accordance with section 566(3) of the Act, it has been determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2022 to 30 June 2023 (inclusive) will be **6.0% per annum**.

The methodology used to calculate the interest rate applicable for the period 1 June 2022 to 30 June 2023 is the Supreme Court methodology (the Reserve Bank cash rate plus 6%), rounded to the nearest half per cent of the maximum interest rate for the previous year. The cash rate used for the purposes of the maximum interest rate for local government is based on the cash rate set by the Reserve Bank on 7 December 2021.

Notice giving effect to these decisions will be published in the NSW Government Gazette.

Section 603 Certificate

Under section 603 of the Act, councils may issue a certificate as to the amount (if any) of rates, charges, etc due or payable to the council for a parcel of land. Section 603(2) states the application must be accompanied by the approved fee. In accordance with the approved methodology, the approved fee for 2022-23 is determined to be \$90. This is an increase of \$5 from the 2021-22 fee.

This determination applies to the issuing of a certificate for the matters specified in section 603(2) of the Act. Where a council offers to provide other information as an optional service, the council is not prevented from separately determining an approved fee for that additional service. Furthermore, a council is not prevented from determining approved fees for additional services required by an applicant for the expedited processing of a section 603 certificate.

Statutory limit on the maximum amount of minimum rates

Following a recommendation by IPART, clause 126 of the *Local Government (General) Regulation 2021* will be amended on 1 July 2022 by the *Local Government (General) Amendment (Minimum Amounts of Rate) Regulation 2022* so that under section 548(3)(a) of the Act, the maximum amount of the minimum ordinary rate to be \$569 for 2022-23.

The maximum amount of a minimum special rate (not being a water supply special rate or a sewerage special rate) prescribed by section 548(3)(b) of the Act will remain unchanged at \$2.

Where to go for further information

The NSW legislation website at www.legislation.nsw.gov.au.



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Office of
Local Government

Circular to Councils

Circular Details	22-07/6 April 2022/A815377
Previous Circular	22-03 Guidelines for Additional Special Variation (ASV) Process for 2022-23
Who should read this	Councillors / General Managers / Rating and Finance Staff
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Subject

Guidelines for Additional Special Variation (ASV) Process for 2022-23

***** The ASV Guidelines set out in this circular apply in place of, and supersede, the ASV Guidelines issued in Circular 22-03 *****

What's new or changing

- The Independent Pricing and Regulatory Tribunal (IPART) will accept and process an additional round of 2022-23 Special Variation (ASV) applications from councils.
- For applications made under the ASV process, the ASV Guidelines set out in this circular apply in place of the [Guidelines for the preparation of an application for a special variation to general income](#) issued by the Office of Local Government in 2020.
- The ASV Guidelines set out in this circular apply in place of, and supersede, the ASV Guidelines issued in Circular 22-03.
- For more information on when these ASV Guidelines apply, please see 'What this will mean for your council' below.
- This one-off ASV round is available for the 2022-23 financial year only.
- This one-off ASV round is for councils that can show that the special variation will enable them to meet the obligations they set for 2022-23 in their 2021-22 Integrated Planning and Reporting (IP&R) documentation.
- Councils seeking a permanent special variation will also need to demonstrate the need for the special variation to be included in their rate base on an ongoing basis.
- Separately, IPART has also agreed to undertake a broader review of its rate peg methodology, including the Local Government Cost Index, with outcomes from the review expected to shape rate peg determinations in future years.

What this will mean for your council

- The ASV Guidelines set out in this Circular apply where council is applying for:
 - a temporary or permanent single year special variation for 2022-23 under section 508(2) of the *Local Government Act 1993* (the Act), AND
 - the percentage sought in the application is the lower of:
 - 2.5% (including population factor) or

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- the council's assumed 2022-23 rate peg as set out in its 2021-22 IP&R documentation (including population factor)
- For ASV applications made under the Guidelines set out in this Circular, councils will need to provide IPART with the following information:
 - Council's 2021-22 IP&R documentation identifying that council budgeted for an income increase above the percentage specified for the council for 2022-23 under section 506 of the Act; and
 - Where councils are applying for a permanent special variation, in addition to the above information, the council's 2021-22 IP&R documentation identifying that the council forecast an average Operating Performance Ratio (OPR) of 2% or lower over the next 5 years or, alternatively, evidence of need, for example, but not limited to, that the council needs to maintain a higher OPR so it can meet its capital funding requirements; and
 - Council has resolved to apply for the special variation under section 508(2) of the Act and that the resolution clearly states:
 - whether the resolution is for a temporary or permanent special variation under section 508(2) of the Act; and
 - the additional income that council will receive if the special variation is approved; and
 - why the special variation is required; and
 - that the council has considered the impact on ratepayers and the community in 2022-23 and, if permanent, in future years if the special variation is approved and considers that it is reasonable.
- The ASV application process is a simpler more targeted application process.
- IPART will not require councils to demonstrate community consultation or criteria outside of the processes outlined above. To demonstrate community consultation, IPART will consider the consultation undertaken through the IP&R process and consider the resolution to apply for a ASV meets the requirements outlined above.
- Revised application forms and further information will be released by IPART shortly.
- Under this ASV round of applications:
 - IPART will accept applications until 29 April 2022;
 - IPART will publish applications to enable community consultation for a period of at least three weeks; and
 - IPART will notify councils of its decision no later than 21 June 2022.

Key points

- In late 2021, IPART announced the rate peg for the 2022-23 financial year was set at an increase of between 0.7% and 5.0%.
- Special variations provide an opportunity for councils to vary general income by an amount greater than the annual rate peg. However IPART's normal period for special variation applications in relation to the 2022-23 rate peg has now passed.
- The Office of Local Government and IPART recognise that, due to the delayed council elections and the determination of the 2022-23 rate peg at a lower rate than councils had forecast, councils may not have had sufficient time to prepare special variation application within the normal timeframe.

This may result in some councils not having sufficient funds to pay for required infrastructure and services.

- As such the NSW Government and IPART have agreed to a one-off ASV round for the 2022-23 financial year only.
- This process is not intended to address applications from councils that require a special variation (above 2.5%) to achieve long term financial sustainability for reasons other than those set out in the criteria above, which should be addressed through the standard special variation process.
- [IPART's website](#) will be updated with revised application forms and information papers shortly.

Where to go for further information

- For further information please contact IPART on 02 9290 8400 or by email to ipart@ipart.nsw.gov.au.

Melanie Hawyes

Group Deputy Secretary, Crown Lands and Local Government

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Office of
Local Government

Circular to Councils

Circular Details	22-08 / 7 April 2022 / A806228
Previous Circular	21-08: Consultation on draft Model Social Media and Councillor and Staff Interaction Policies and on the development of a Model Media Policy
Who should read this	Councillors / General Managers / Council governance and communications staff
Contact	Council Governance/ (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Model Social Media and Councillor and Staff Interaction Policies

What's new or changing

- The Office of Local Government (OLG) has finalised the *Model Social Media Policy* and *Model Councillor and Staff Interaction Policy*.
- The model policies have been developed following two rounds of consultation with the local government sector and represent a 'best practice' approach.
- The model policies are also informed by advice provided by key NSW Government agencies, including:
 - the Independent Commission Against Corruption
 - the Information and Privacy Commission
 - the State Archives and Records Authority, and
 - Resilience NSW.

What this will mean for your council

- The model policies are not mandatory, and councils are free to choose whether to use them or to adapt them for their own purposes. If adopted, the policies will operate to supplement the provisions of councils' adopted codes of conduct.

Key points

- OLG has previously issued a *Model Councillor Expenses and Facilities Policy* for use by councils.
- The *Model Social Media Policy*, *Councillor and Staff Interaction Policy* and *Councillor Expenses and Facilities Policy* are available on OLG's website [here](#).

Where to go for further information

- For further information, contact OLG's Council Governance Team on (02) 4428 4100.

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Office of
Local Government

Circular to Councils

Circular Details	22-09 / 11 April 2022 / A803923
Previous Circular	N/A
Who should read this	Councillors / General Managers / council governance and procurement staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Councils' obligations under the *Modern Slavery Act 2018*

What's new or changing

- Modern slavery is a serious violation of an individual's dignity and human rights. Exploitative practices including human trafficking, slavery, servitude, forced labour, debt bondage and forced marriage are all considered modern slavery and are serious crimes under Australian law.
- The International Labour Organisation estimates there are more than 40 million people in modern slavery conditions worldwide.
- The commencement of the *Modern Slavery Act 2018* (NSW), introduces new obligations for councils under the *Local Government Act 1993* relating to modern slavery.

What this will mean for your council

- From 1 July 2022, councils will be required to take reasonable steps to ensure that goods and services procured by and for the council are not the product of modern slavery within the meaning of the *Modern Slavery Act 2018* (NSW).
- Commencing from the 2022/23 financial year, each council will be required to publish in their annual reports:
 - a statement of the action taken by the council in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue, and
 - a statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery within the meaning of the *Modern Slavery Act 2018* (NSW).

Key points

- "Modern slavery" is defined in the *Modern Slavery Act 2018* (NSW) as any conduct constituting a modern slavery offence within the meaning of that Act and any conduct involving the use of any form of slavery, servitude or forced labour to exploit children or other persons taking place in the supply chains of organisations

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Where to go for further information

- Information on modern slavery is available [here](#).
- The *Modern Slavery Act 2018* (NSW) is available [here](#).
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Melanie Hawyes
Deputy Secretary, Crown Lands and Local Government



Office of
Local Government

Circular to Councils

Circular Details	22-10 / 12 April 2022 / A812712
Previous Circular	21-07
Who should read this	Councillors / General Managers / Finance and Rating Staff / Corporate Governance and Legal staff
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Local Government Amendment Act 2021 – Guidance on local government rating reforms

What's new or changing

- Guidance on local government rating reforms (Guidance) has been prepared to assist NSW councils with reforms to the rating system that were made through the *Local Government Amendment Act 2021* (Amendment Act) in 2021.
- The Guidance covers four rating reforms that came into effect immediately on 24 May 2021. These are:
 1. allowing each council created by merger in 2016 to bring together (harmonise) its rating structures gradually, over up to eight years, in consultation with its community
 2. enabling a different rate peg to be set for each council, or for different cohorts of councils, and allowing it to be set as a methodology rather than a percentage, including by specifying a base percentage to which an additional figure may be added in specified circumstances
 3. allowing all councils to set separate rates for different residential areas within a contiguous urban area, in certain circumstances, whether or not they have different 'centres of population', and
 4. allowing all councils to set farmland rates based on geographic location.

What this will mean for your council

- Guidance has been prepared to assist councils in the implementation of the rating reforms that came into effect on commencement of the Amendment Act.
- The Guidance does not cover other non-rating related reforms that formed part of the Amendment Act, or those further rating reforms which are yet to come into effect.
- The Guidance has been prepared in consultation with NSW council finance and rating professionals and Local Government NSW.

Key points

- Six further rating reforms formed part of the Amendment Act but did not come into effect on assent. These will be commenced by the Minister for Local Government by proclamation once, where required, supporting regulations and guidelines are in place.

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- The Office of Local Government will continue consulting with NSW council finance and rating professionals and key stakeholders to develop the required regulations and supporting guidance to implement the remaining rating reforms.

Where to go for further information

- A copy of the *Local Government Amendment Act 2021 – Guidance on local government rating reforms* document is available on the OLG website at <https://www.olg.nsw.gov.au/councils/council-finances/financial-guidance-for-councils/rating-and-special-variations/>
- The Local Government Amendment Act 2021 is available at <https://www.legislation.nsw.gov.au>.
- The Office of Local Government issued circular for commencement of the Local Government Amendment Act 2021 is available at <https://www.olg.nsw.gov.au/wp-content/uploads/2021/05/21-07.pdf>.



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Office of
Local Government

Circular to Councils

Circular Details	22-11 / 19 April 2022 / A815626
Previous Circular	N/A
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

Misuse of Council Resources – May 2022 Federal Election

What's new or changing

- In the lead up to the May 2022 Federal election, councillors, council staff and other council officials need to be aware of their obligations under the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) in relation to the use of council resources.

What this will mean for your council

- It is important that the community has confidence that council property and resources are only used for official purposes.
- Councils are encouraged to ensure that councillors, council staff and other council officials are aware of their obligations regarding the use of council resources.

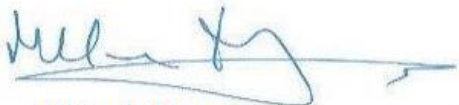
Key points

- The Model Code of Conduct provides that council officials must not:
 - use council resources (including council staff), property or facilities for the purpose of assisting their election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for the use of the resources, property or facility
 - use council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material for the purpose of assisting their election campaign or the election campaign of others.
- These obligations apply to all election campaigns including council, State and Federal election campaigns.
- Councils should also ensure that they exercise any regulatory powers in relation to election activities such as election signage in an impartial and even-handed way and in accordance with established procedures and practices.
- Failure to comply with these requirements may result in disciplinary action under the code of conduct.

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Where to go for further information

- For more information, contact OLG's Council Governance Team by telephone on 4428 4100 or by email to olg@olg.nsw.gov.au.



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ITEM 8.4 CASH ON HAND AND INVESTMENT REPORT AS AT 28th FEBRUARY 2022, 31st MARCH 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 28th February and 31st March 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 28th February 2022 and 31st March 2022 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 31st March 2022 held a total of \$1,075,851.97 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.

28th February 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
1711077	22/02/2022	\$500,000.00	Judo Bank	0.85	6 months	22/08/2022
General Fund Bank Account Balance		553,412.41	CBA			N/A
TOTAL		\$967,226.02				

31st March 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
1711077	22/02/2022	500,00.00	Judo	0.85	6 months	22/08/2022
General Fund Bank Account Balance		\$662,038.36	CBA			N/A
TOTAL		\$1,075,851.97				

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 March 2022, Council's available cash and invested funds totalled \$1,075,851.97

Cash and Investment Reports – 28th February 2022 and 31st March 2022
<p>Recommendation:</p> <p>That the investment report for 28th February 2022 and 31st March 2022 be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nil

**ITEM 8.5 BUSINESS ACTIVITY STRATEGIC PLAN 2022/23 to 2031/32, ,
DELIVERY PROGRAM 2022/23 to 2024/25, OPERATIONAL PLAN 2022/23, LONG
TERM FINANCIAL PLAN 2022/23 to 2031/32, ASSET MANAGEMENT PLAN
2022/23 to 2031/32 and WORKFORCE STRATEGY 2022/24**

REPORTING SECTION: General Manager

AUTHOR: Michael Urquhart

Summary:

The attached documents including the Operational Plan 2022-23, Long-term Financial Plan 2022/23 to 2031/32, Delivery Program 2022/23 to 2024/25, Business Activity Strategic Plan 2022/23 to 2031/32, Asset Management Plan 2022/23 to 2031/32 and Workforce Strategy 2022 to 2024 is presented to Council for consideration and then display for a period of 28 days.

Background

Council in accordance with Section 404, 405 of the Local Government Act 1993 and Section 219 of the Local Government Regulation 2005, Council must prepare an Operational Plan, Delivery Program, Business Activity Strategic Plan and Long Term Financial Plan and to place the document on display for a period of 28 days. During the display period, submissions from interested parties/public may be made to Council. At its June 2022 meeting Council shall consider any submissions that have been made concerning the draft plan.

The Delivery Program addresses the objectives and strategies of the Business Activity Strategic Plan and identifies specific actions Council will undertake to achieve this. The program also allocates responsibilities for each activity in each set of actions along with budget items for the three (3) years and the Operational Plan for 2022/23.

Current Position

The General Manager has prepared the draft documents detailed above which highlights an increase in roadside control for the period 2022/23 to 2024/25 being the life of the Delivery Program.

The increased control measures for the duration of the Delivery Program ultimately diminishes the accumulated working capital account from \$774,522 to \$493,159. The projected result in 2024/25 remains a sound financial position, however at this point in time Council needs to re-evaluate its roadside control program in order to preserve a healthy and sustainable financial position, one that maintains an organisation having the capacity to achieve the community's objectives along with its compliance obligations under the Bio Security Act 2015.

It is envisaged the level of private works and bio control unit activity for 2021/22 will remain for the duration of the LTFP, as this additional income stream assists Council in meeting its control and inspection program commitments.

Reserve funds (Emergency Funds) for ELE, plant replacement and buildings have been established primarily to meet any unforeseeable or large planned future expenditure obligations that may occur during the course of the LTFP. Its sound financial management practice to maintain healthy cash backed reserve balances, it helps avoid debt, generates income from invested funds and is accessible when necessary.

Administration and Governance expenditure for the organisation remains low at 15% for the duration of the Delivery Program. Line item changes from the last Quarterly Budget Review have now been made to the LTFP, and the revised document is tabled for Council's consideration before public exhibition.

The Delivery Program for the ensuing three (3) year period has been shortened from four (4) years because of the postponed general election in 2020.

Relevant Reference Documents/Policies:

Local Government Act 1993

Local Government General Regulation 2005

Governance issues

Council in accordance with the relevant sections of the Local Government Act 1993 and Local Government General Regulation 2005 must develop the relevant I P & R Documents such as the 2022/23 Operational Plan, 2022/23 to 2024/25 Delivery Program, Business Activity Strategic Plan 2022/23 to 2031/32, Long term Financial Plan 2022/23 to 3201/32, Asset Management Plan 2022/23 to 2031/32 and Workforce Strategy 2022-2024.

Environmental issues

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

Stakeholders

Castlereagh Macquarie County Council.

Constituent Council's.

Ratepayers in the Castlereagh County Council Area.

Financial Implications

Provision is made in the Draft 2022/23 Operational Plan and LTFP 2022/23 to 2031/32 to resource the control of Noxious Weeds in the County area in accordance with the Bio Security Act 2015.

Alternative Solutions/Options

That the budget items be amended as determined.

Conclusion

This report and the Operational Plan 2021/2022, Resourcing Strategy, Delivery Program 2022/23 to 2024/25, Business Activity Strategic Plan 2022/23 to 2031/32, Asset Management Plan 2022/23 to 2031/32 are presented to Council for public display in accordance with Section 404, 405 of the Local Government Act 1993 and Section 219 of the Local Government Regulation 2005, for a period of 28 days, and submissions may be made during this time up to the 6th June 2022.

Cash and Investment Reports – 28th February 2022 and 31st March 2022

Recommendation:

That the Draft Operational Plan for 2022/23, Delivery Program 2022/23 to 2024/25, Long Term Financial Plan 2022/23 to 2031/32, Business Activity Strategic Plan 2022/23 to 2031/32, Asset Management Plan 2022/23 to 2031/32 and Workforce Strategy 2022-2024 be placed on public exhibition for a period of 28 days from the 10th May 2022 until 4:30pm on the 6th June 2022, inviting submissions from the public during this time.

Moved:

Seconded:

Attachments:

Draft Operational Plan 2022/23

Delivery Program 2022/23 to 2024/25

Long Term Financial Plan 2022/23 to 2031/32

Business Activity Strategic Plan 2022/23 to 2031/32

Asset Management Plan 2022/23 to 2031/32

Workforce Strategy 2022-2024

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Long-term Financial Plan

Income Statement

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/2032
Income from continuing operations											
User charges and fees	183	187	192	198	204	210	216	223	229	236	243
Interest and investment revenue	1	6	6	6	6	6	7	7	7	7	7
Other revenues	5	5	5	5	5	6	6	6	6	6	6
Grants and Contributions provided for operating purposes	905	883	901	919	938	957	976	995	1015	1036	1056
Other income											
Net gains from disposal of assets	5	5	5	5	5	5	5	5	5	5	5
Total income from continuing operations	1,099	1,086	1,109	1,133	1,158	1,184	1,210	1,236	1,262	1,290	1,317
Expenses from continuing operations											
Employee benefits and on-costs	668	591	606	623	640	656	674	692	710	729	748
Materials and services	469	538	540	554	487	501	506	519	531	545	559
Depreciation and amortisation	80	80	80	80	80	80	80	80	80	80	80
Net losses from the disposal of assets	0	0	0	0	0	0	0	0	0	0	0
Total expenses from continuing operations	1,217	1,209	1,226	1,257	1,207	1,237	1,260	1,291	1,321	1,354	1,387
Operating result from continuing operations	-118	-123	-117	-124	-49	-53	-50	-55	-59	-64	-70
NET OPERATING RESULT FOR THE YEAR	-118	-123	-117	-124	-49	-53	-50	-55	-59	-64	-70
Net operating result attributable to Council											
Net operating result for the year before contributions provided for capital purposes	-118	-123	-117	-124	-49	-53	-50	-55	-59	-64	-70

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Statement of Comprehensive Income

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Net operating result for the year as per the Income Statement	-118	-123	-117	-124	-49	-53	-50	-55	-59	-64	-70
Total Comprehensive Income for the year	-118	-123	-117	-124	-49	-53	-50	-55	-59	-64	-70

Castlereagh Macquarie County Council Agenda – 3rd May 2022 – Ordinary Council Meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Long-term Financial Plan

Statement of Financial Position

ASSETS

Current Assets

Cash and cash equivalents

Investments

receivables

Inventories

Total Current Assets

Non-current assets

Infrastructure, property, plant and equipment

Right of use assets

Total non-current assets

Total Assets

LIABILITIES

Current Liabilities

Payables

Lease liabilities

Provisions

Total Current Assets

Non-current liabilities

Lease liabilities

Provisions

Total non-current liabilities

Total Liabilities

NET ASSETS

EQUITY

Accumulated surplus

Revaluation Reserve

Council equity interest

Total equity

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Cash and cash equivalents	1066	930	815	669	623	538	485	422	330	253	191
Investments	121	121	121	121	121	121	121	121	121	121	121
receivables	28	28	29	30	31	31	32	33	34	35	35
Inventories	20	20	20	20	20	20	20	20	20	20	21
Total Current Assets	1,235	1,099	985	840	795	710	658	596	505	429	368
Infrastructure, property, plant and equipment	282	300	302	329	331	368	376	389	427	445	445
Right of use assets	12	6	0	0	0	0	0	0	0	0	0
Total non-current assets	294	306	302	329	331	368	376	389	427	445	445
Total Assets	1,529	1,405	1,287	1,169	1,126	1,078	1,034	985	932	874	813
	80	80	80	80	80	80	80	80	80	80	80
LIABILITIES	-57	-42	-39	-64	-39	-70	-40	-45	-67	-47	-47
Current Liabilities	23	38	41	16	41	10	40	35	13	33	33
Payables	40	41	42	43	44	45	46	48	49	50	51
Lease liabilities	6	6	0	0	0	0	0	0	0	0	1
Provisions	151	155	159	163	167	171	175	179	184	189	193
Total Current Assets	197	202	201	206	211	216	222	227	233	239	245
Lease liabilities	6	0	0	0	0	0	0	0	0	0	1
Provisions	14	14	15	15	15	16	16	17	17	17	18
Total non-current liabilities	20	14	15	15	15	16	16	17	17	17	19
Total Liabilities	217	216	215	221	226	232	238	244	250	256	264
NET ASSETS	1,312	1,189	1,072	948	899	846	796	741	682	618	549
Accumulated surplus	1,128	1,005	888	764	715	662	612	557	498	434	364
Revaluation Reserve	184	184	184	184	184	184	184	184	184	184	185
Council equity interest	1,312	1,189	1,072	948	899	846	796	741	682	618	549
Total equity	1,312	1,189	1,072	948	899	846	796	741	682	618	549

Castlereagh Macquarie County Council Agenda – 3rd May 2022 – Ordinary Council Meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Statement of Changes in Equity

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Opening balance	1,246	1,128	1,005	888	764	715	662	612	557	498	434
Net operating result for the year	-118	-123	-117	-124	-49	-53	-50	-55	-59	-64	-70
Equity - balance at end of the reporting period	1,128	1,005	888	764	715	662	612	557	498	434	364

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Statement of Cash Flows

for the years ending

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Cash flows from operating activities											
<i>Receipts:</i>											
User charges and fees	183	187	192	198	204	210	216	223	229	236	243
Interest and investment revenue	1	6	6	6	6	6	7	7	7	7	7
Other revenues	5	5	5	5	5	6	6	6	6	6	6
Grants and Contributions provided for operating purposes	905	883	901	919	938	957	976	995	1015	1036	1056
<i>Payments:</i>											
Employee benefits and on-costs	-668	-591	-606	-623	-640	-656	-674	-692	-710	-729	-748
Materials and contracts	-590	-601	-586	-604	-532	-555	-556	-574	-584	-603	-597
Net cash provided (or used in) operating activities	-164	-111	-88	-99	-19	-32	-25	-35	-37	-47	-33
Cash flows from investing activities											
<i>Receipts:</i>											
Sale of infrastructure, property, plant and equipment	25	40	43	43	43	47	47	47	50	50	50
<i>Payments</i>											
Purchase of infrastructure, property, plant and equipment	-58	-70	-75	-95	-75	-105	-80	-80	-110	-85	-85
Net cash provided (or used in) investing activities	-33	-30	-32	-52	-32	-58	-33	-33	-60	-35	-35
Cash flows from financing											
Principal component of lease payments	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5
Net cash flows from financing activities	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5
Net increase/(decrease) in cash and cash equivalents	-192	-136	-115	-146	-46	-85	-53	-63	-92	-77	-63
Plus: cash and cash equivalents - beginning of year	1,258	1,066	930	815	669	623	538	485	422	330	253
Cash and cash equivalents - end of year	1,066	930	815	669	623	538	485	422	330	253	190
plus: investments on hand - end of year	121	121	121	121	121	121	121	121	121	121	122
Total cash, cash equivalents and investments	1,187	1,051	936	790	744	659	606	543	451	374	312

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CASTLEREAGH MACQUARIE COUNTY COUNCIL											
OPERATING BUDGET FOR 2020/2021 AND TEN YEAR FINANCIAL PLAN - Scenario 1											
	Current estimate 2021/22	Year 1 estimate 2022/23	Year 2 estimate 2023/24	Year 3 estimate 2024/25	Year 4 estimate 2025/2026	Year 5 estimate 2026/2027	Year 6 estimate 2027/2028	Year 7 estimate 2028/2029	Year 8 estimate 2029/2030	Year 9 estimate 2030/31	Year 10 estimate 2031/32
INCOME											
DPI - NW LLS WAP Grant	113,113	115,375	117,683	120,036	122,437	124,886	127,384	129,931	132,530	135,181	137,884
DPI - CW LLS WAP Grant	196,363	200,290	204,296	208,382	212,550	216,801	221,137	225,559	230,071	234,672	239,365
DPI - Bio Facility Grant	3,000										
NW WAP Unspent Grant 20-21	28,098										
Weed Certificates	214	1,000	1,020	1,040	1,061	1,082	1,104	1,132	1,160	1,189	1,219
Constituent Council Contribs	564,195	568,144	579,507	591,097	602,919	614,978	627,277	639,823	652,619	665,672	678,985
Interest on Investments	950	6,000	6,120	6,242	6,367	6,495	6,624	6,790	6,960	7,134	7,312
Property Insurance Rebate	0	0	0	0	0	0	0	0	0	0	0
Vehicle Insurance Adj	0	0	0	0	0	0	0	0	0	0	0
WH&S Incentive Rebate	5,000	5,115	5,233	5,353	5,476	5,602	5,731	5,874	6,021	6,172	6,326
MV Claim discount	0	0	0	0	0	0	0	0	0	0	0
MV Claim rebate	312	0	0	0	0	0	0	0	0	0	0
Administration - Total	911,245	895,925	913,859	932,152	950,811	969,843	989,257	1,009,109	1,029,361	1,050,019	1,071,091
Destruction of Weeds											
Con't from Constituent Councils	0	0	0		0						
Mesquite Control - Grant	0	0	0		0						
Parthenium Weed - Grant	0	0	0		0						
Parkinsonia - Grant	0	0	0		0						
Destruction of Weeds - Total	0	0	0	0	0	0	0	0	0		
Private Works											
Private Works Income	93,135	95,929	98,807	101,771	104,824	107,969	111,208	114,544	117,981	121,520	125,166
DPI BIO Control Unit	90,000	90,000	92,250	95,018	97,868	100,804	103,828	106,943	110,151	113,456	116,860
Private Works - Total	183,135	185,929	191,057	196,789	202,692	208,773	215,036	221,487	228,132	234,976	242,025
Other Income											
Plant Income	156,673	159,806	163,003	166,263	169,588	172,980	176,439	179,968	183,567	187,239	190,984
profit on sale of plant	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,001
Other Income - Total	161,673	164,806	168,003	171,263	174,588	177,980	181,439	184,968	188,567	192,239	195,985
Revenue Income - Total	1,256,053	1,246,660	1,272,918	1,300,203	1,328,091	1,356,596	1,385,732	1,415,565	1,446,060	1,477,233	1,509,101
EXPENDITURE											
Administration Costs											
General Manager's Salary	53,300	54,633	55,998	57,398	58,833	60,304	61,812	63,357	64,941	66,564	68,229
Contract Administrative Support	50,444	51,705	52,998	54,323	55,681	57,073	58,500	59,962	61,461	62,998	64,573
IPR Costs	358	369	380	392	403	416	415	425	436	447	458
Regional Meeting Expenses		0	0	0	0	0	0	0	0	0	0
Travelling	500	2,000	2,000	2,000	2,000	2,000	2,000	2,050	2,101	2,154	2,208
Audit Fees	19,244	19,821	20,416	21,028	21,659	22,309	22,978	23,553	24,142	24,745	25,364

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Advertising	2,957	3,046	3,137	3,231	3,328	3,428	3,531	3,619	3,710	3,802	3,897
Printing & Stationary	2,244	2,311	2,381	2,452	2,526	2,601	2,679	2,746	2,815	2,885	2,958
Postage & Freight	1,213	1,249	1,286	1,325	1,365	1,406	1,448	1,484	1,521	1,559	1,598
Telephone	9,319	9,599	9,886	10,183	10,489	10,803	11,127	11,405	11,691	11,983	12,282
Bank Charges	690	710	732	754	776	799	823	844	865	887	909
Legal Expenses	583	601	619	638	657	676	697	714	732	750	769
sundry admin expenses	10,150	10,150	10,150	10,150	10,150	10,150	2,500	2,563	2,627	2,692	2,760
web site costs	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,538	1,576	1,615	1,656
Administration Costs - Total	152,502	157,694	161,484	165,374	169,367	173,466	170,010	174,260	178,617	183,082	187,659
Insurance Costs											
Fidelity Guarantee	1,755	1,808	1,862	1,918	1,975	2,035	2,096	2,148	2,202	2,257	2,313
Public Liability & Prof Indemnity	31,155	32,090	33,052	34,044	35,065	36,117	37,201	38,131	39,084	40,061	41,063
Property Insurance	8,141	8,385	8,637	8,896	9,163	9,438	9,721	9,964	10,213	10,468	10,730
Personal Accident	1,938	1,996	2,056	2,118	2,181	2,247	2,314	2,372	2,431	2,492	2,554
Councillor's and Officers' Liability	11,998	12,358	12,729	13,111	13,504	13,909	14,326	14,684	15,052	15,428	15,813
Motor vehicle liability	7,777	8,010	8,251	8,498	8,753	9,016	9,286	9,518	9,756	10,000	10,250
Insurance Costs - Total	62,764	64,647	66,586	68,584	70,641	72,761	74,943	76,817	78,738	80,706	82,724
Governance Costs											
Chairperson's Allowance	3,920	4,010	4,102	4,197	4,293	4,392	4,493	4,605	4,720	4,838	4,959
Councillors' Meeting Fees	18,200	18,619	19,047	19,485	19,933	20,392	20,861	21,382	21,917	22,465	23,027
Councillors' Travelling	3,705	3,816	3,931	4,049	4,170	4,295	4,394	4,504	4,616	4,732	4,850
Councillors' Subsistence - CMCC Mtg	2,512	2,581	2,652	2,725	2,800	2,877	2,943	3,016	3,092	3,169	3,248
Subscription - LGNSW	4,215	4,341	4,472	4,606	4,744	4,886	5,033	5,159	5,288	5,420	5,555
Delegates Expenses	1,459	1,502	1,548	1,594	1,642	1,691	1,730	1,773	1,818	1,863	1,910
Councillors Superannuation	0	2,376	2,546	2,723	2,907	2,974	3,042	3,119	3,196	3,276	3,358
Governance Costs - Total	34,010	34,870	35,751	36,655	37,582	38,533	39,453	40,440	41,451	42,487	43,549
Employee Overheads											
ToolBox Meetings	2,300	2,358	2,416	2,477	2,539	2,602	2,667	2,734	2,802	2,872	2,944
Annual Leave	39,444	40,430	41,440	42,476	43,538	44,627	45,742	46,886	48,058	49,260	50,491
Long Service Leave	13,813	14,158	14,512	14,875	15,246	15,628	16,018	16,419	16,829	17,250	17,681
Sick Leave	24,739	25,358	25,991	26,641	27,307	27,990	28,690	29,407	30,142	30,896	31,668
Covid Leave	5,000										
compassionate leave	1,604	1,644	1,685	1,727	1,771	1,815	1,860	1,907	1,954	2,003	2,053
Employee Overheads distributed to v	(180,470)	(179,897)	(184,445)	(189,117)	(193,914)	(198,580)	(203,545)	(208,633)	(213,849)	(219,196)	(224,675)
Union Picnic Day	1,669	1,710	1,753	1,797	1,842	1,888	1,935	1,984	2,033	2,084	2,136
Public Holidays NEI	15,442	15,828	16,224	16,629	17,045	17,471	17,908	18,356	18,815	19,285	19,767
Superannuation	46,614	48,012	49,453	50,936	52,464	53,776	55,120	56,498	57,911	59,359	60,843
Workers Compensation	10,500	10,500	10,500	10,500	10,500	10,500	10,763	11,032	11,307	11,590	11,880
Protective Clothing	1,721	1,755	1,790	1,826	1,863	1,900	1,947	1,996	2,046	2,097	2,150
Allowances Disability/Climatic	1,710	1,753	1,797	1,842	1,888	1,935	1,984	2,033	2,084	2,136	2,189
Staff Training	15,914	16,391	16,883	17,389	17,911	18,448	18,909	19,382	19,867	20,363	20,872
Sub -Total - Employee Overheads	(1)	0	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Sub Total Administrative Overhead	249,275	257,211	263,821	270,612	277,590	284,759	284,407	291,517	298,805	306,275	313,932

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Destruction of Weeds											
WAP 1520 Grant Expenses -Super'n -	11,467	11,753	12,047	12,348	12,657	12,973	13,298	13,630	13,971	14,320	14,678
WAP 1520 Grant Expenses -Property	174,250	178,606	183,071	187,648	192,339	197,148	202,077	207,128	212,307	217,614	223,055
WAP 1520 Grant Expenses - Other Co	204,282	205,000	210,125	215,378	140,000	143,500	147,088	150,765	154,534	158,397	162,357
WAP 1520 Grant Expenses - HR - Roa	123,946	108,807	111,745	114,762	117,860	121,043	124,311	127,419	130,604	133,869	137,216
WAP 1520 Grant Expenses - HR - TSR	18,747	8,882	9,122	9,368	9,621	9,881	10,148	10,401	10,661	10,928	11,201
WAP 1520 Grant Expenses - HR - WC	7,027	7,217	7,412	7,612	7,817	8,028	8,245	8,451	8,663	8,879	9,101
WAP 1520 Grant Expenses - HR - Rail	6,487	6,662	6,842	7,026	7,216	7,411	7,611	7,801	7,996	8,196	8,401
WAP 1520 Grant Expenses - HR - n,s,i	5,135	5,274	5,417	5,563	5,713	5,867	6,026	6,176	6,331	6,489	6,651
WAP 1520 Grant Expenses - H P Tfor	5,405	5,551	5,701	5,855	6,013	6,176	6,342	6,501	6,664	6,830	7,001
WAP 1520 Grant expenses	0	0	0	0	0	0	0	0	0	0	0
Employee Overheads distributed to v	180,470	179,897	184,445	189,117	193,914	198,580	203,545	208,633	213,849	219,196	224,675
Parkinsonia Weed Control	18,948	19,422	19,907	20,405	20,915	21,438	21,974	22,523	23,086	23,664	24,255
Promotions & Field Days	13,158	13,487	13,825	14,170	14,524	14,888	15,260	15,641	16,032	16,433	16,844
Computer Bio Security System	14,685	15,126	15,579	16,047	16,528	17,024	17,535	17,973	18,422	18,883	19,355
Regional Meeting Expenses	6,695	6,896	7,103	7,316	7,535	7,761	7,994	8,194	8,399	8,609	8,824
Administration Weed Control	15,580	15,970	16,369	16,778	17,197	17,627	18,068	18,520	18,983	19,457	19,944
Weed Control Publicity	3,158	3,237	3,318	3,401	3,486	3,573	3,662	3,754	3,848	3,944	4,043
Destruction of Weeds - Total	809,441	791,787	812,027	832,794	773,338	792,918	813,182	833,511	854,349	875,709	897,601
Private Works											
Gilgandra Shire - Cost of Private Worl	14,602	14,967	15,341	15,725	16,118	16,521	16,934	17,357	17,791	18,236	18,692
DPI - Biocontrol Unit	82,000	82,000	84,050	86,151	88,305	90,513	92,775	95,095	97,472	99,909	102,407
Walgett Shire - Cost of Private Works	15,790	16,185	16,590	17,004	17,429	17,865	18,312	18,769	19,239	19,720	20,213
Coonamble - Private Works	20,090	20,592	21,107	21,635	22,176	22,730	23,298	23,881	24,478	25,090	25,717
Hudson pear - Private works	12,355	12,664	12,980	13,305	13,638	13,979	14,328	14,686	15,053	15,430	15,815
Private Works -Total	144,837	146,408	150,068	153,820	157,665	161,607	165,647	169,788	174,033	178,384	182,844
Other Expenses											
Depot Expenses	9,890	10,187	10,518	10,860	11,213	11,549	11,895	12,193	12,498	12,810	13,130
Storage Rental	4,285	4,413	4,546	4,682	4,823	4,967	5,116	5,244	5,375	5,510	5,647
Plant Expenses	76,673	78,973	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,001
Depreciation	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,001
Other Expenses -Total	170,848	173,573	163,064	165,582	168,176	170,822	173,546	175,885	178,282	180,739	183,259
Revenue Expenses - Total	1,374,401	1,368,979	1,388,979	1,422,808	1,376,770	1,410,106	1,436,783	1,470,702	1,505,469	1,541,107	1,577,635
Net Operating Surplus/(Deficit) afte	(118,348)	(122,318)	(116,061)	(122,605)	(48,679)	(53,510)	(51,050)	(55,137)	(59,409)	(63,874)	(68,533)
Capital Income											
Sale/Trade in of Plant Assets	24,545	40,000	43,000	43,000	43,000	47,000	47,000	47,000	50,000	50,000	50,000
Transfer from ELE		20,000			15,000					15,000	
Transfer from Plant Reserve	0	20,000		20,000		25,000			30,000		
Transfer from Grant / Building Reserve											
Capital Income - Total	24,545	80,000	43,000	63,000	58,000	72,000	47,000	47,000	80,000	65,000	50,000
Capital Expenditure											
Bio control unit		5,000		5,000		5,000		5,000		5,000	
Minor Building Improvements	2,500	5,000	5,125	5,253	5,384	5,519	5,657	5,798	5,943	6,092	6,244

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New Vehicles - Nett	58,175	70,000	75,000	95,000	75,000	105,000	80,000	80,000	110,000	85,000	85,000
Small Plant, Tools, Radios	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Transfer to ELE Reserve	25,000	5,000	15,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Transfer to Plant Reserve	8,200	8,405	8,615	8,831	9,051	9,278	9,509	16,115	16,115	16,115	16,115
Transfer to Grant / Building Reserve											
Capital Expenditure - Total	95,875	95,405	105,740	121,084	96,436	131,797	102,167	113,913	139,058	119,207	114,359
Net Capital Surplus/(Deficit)	(71,330)	(15,405)	(62,740)	(58,084)	(38,436)	(59,797)	(55,167)	(66,913)	(59,058)	(54,207)	(64,359)
Summary											
Total Income	1,280,598	1,326,660	1,315,918	1,363,203	1,386,091	1,428,596	1,432,732	1,462,565	1,526,060	1,542,233	1,559,101
Total Expenditure	1,470,276	1,464,384	1,494,719	1,543,892	1,473,205	1,541,902	1,538,949	1,584,615	1,644,528	1,660,314	1,691,994
Net Total Surplus/(Deficit)	(189,678)	(137,723)	(178,801)	(180,689)	(87,114)	(113,306)	(106,217)	(122,050)	(118,468)	(118,081)	(132,893)
Add back depreciation	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Less profit on sale	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Add back reserve movements	13,200	(26,595)	23,615	(6,169)	(949)	(10,722)	14,509	21,115	(8,885)	6,115	21,115
Net cash result for year Surplus (De	(101,478)	(89,318)	(80,186)	(111,859)	(13,063)	(49,029)	(16,707)	(25,935)	(52,353)	(36,966)	(36,778)
Accumulated working capital	774,522	685,204	605,018	493,159	480,096	431,067	414,360	388,425	336,072	299,107	262,329
	5.27	4.64	4.33	4.13	4.06	3.76	3.75	3.74	3.42	3.27	3.20
Plant Reserve	48,200	36,605	45,220	34,051	43,102	27,379	36,889	53,004	39,119	55,234	71,349
ELE Reserve	111,000	96,000	111,000	116,000	106,000	111,000	116,000	121,000	126,000	116,000	121,000
Building Reserve	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Balance of reserve accounts	179,200	152,605	176,220	170,051	169,102	158,379	172,889	194,004	185,119	191,234	212,349
Overheads	215,266	222,341	228,070	233,957	240,008	246,226	244,954	251,078	257,354	263,788	270,383
Overheads %	15%	15%	15%	15%	16%	16%	16%	16%	16%	16%	16%

ITEM 8.6 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
4 th May	CMCC Bus Tour	Lightning Ridge Bowling Club	All Councillors, GM and Senior Biosecurity Officer
5 th May	North West Regional Meeting	Lightning Ridge Bowling Club	
6- 7 th May	Gilgandra Ag Show	Gilgandra	Senior Biosecurity Officer
18- 19 th May	Coonamble Ag Show	Coonamble	Senior Biosecurity Officer
11 th June	Warren Ag Show	Warren	Senior Biosecurity Officer
21 st June	Central West Regional Meeting	LLS Cobra Street Dubbo	Senior Biosecurity Officer
27 th June	CMCC Council Meeting	Coonamble Shire Council Chambers	All Councillors, GM and Senior Biosecurity Officer
27 – 30 th July	Lightning Ridge Opal Festival	Lightning Ridge	
16 – 18 th August	Ag Quip	Gunnedah	
25 th August	Central West Hudson Pear Taskforce meeting	Onsite Quanda then Coonamble	
29 th August	CMCC Council Meeting	Coonamble Shire Council Chambers	All Councillors, GM and Senior Biosecurity Officer
7 th September	Parthenium Taskforce Meeting	TBC	
20 September	Central West Regional Meeting	LLS Cobra Street Dubbo	
20 October	NSW Biocontrol Meeting	Grafton Biocontrol Facility	
24 th October	CMCC Council Meeting	Coonamble Shire Council Chambers	All Councillors, GM and Senior Biosecurity Officer
6 th December	Central West Regional meeting	LLS Cobra Street Dubbo	
19 th December	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 submits the attached report for Councils information.

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 Report May 2022

There are no new incursion weeds to report however 26 Parthenium plants were found by our Walgett Bio Security Officer on Gingie Road Walgett. This area is regularly monitored after finding had previous infestations 206 plants 15/4/2021 and another 2 plants 29/4/2021.

February 2022 Biosecurity Officers from Moree Plains Shire found 2 flowering plants along a grassed road verge on the Gwydir Highway. This is the first incursion found on this highway. The Gwydir Highway is the east-west route from Grafton to Walgett and ranges from approximately 50km to 200km from the NSW/QLD border. It intersects with major north-south highways that connect NSW to QLD, including Newell, Castlereagh and Carnarvon Highways. Roadside incursions of Parthenium weed along these routes are not uncommon.

CMCC staff have been active on ground in Croppa Creek assisting with delamination of Parthenium. Thousands of plants have been found on site and monitoring will be required for many years to come.

Parkinsonia

Arial inspections have been delayed again due to staff availability, weather and COVID 19. It has been decided that a date will be set in flowering season, mid-September-October.

African Boxthorn

The biocontrol agent has received regulatory approval by the Commonwealth for release into the Australian environment. The biological Agent is a rust fungus called *Puccinia rapipes*. Castlereagh Macquarie County Council have registered to be involved in the release programme.



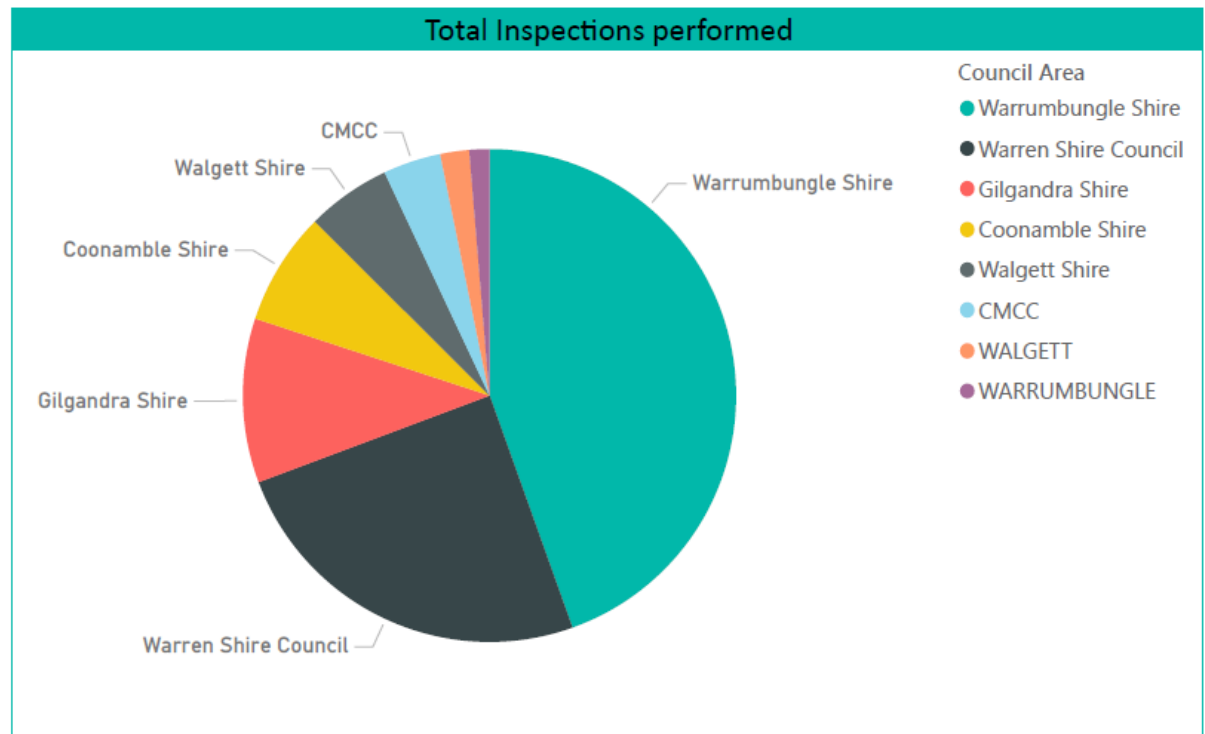
The rust fungus *Puccinia rapipes* on African boxthorn

CMCC Inspections Report – January to April 2022



CMCC Report Jan - April 2022

Total Inspections performed	
Council Area	Total Inspections
CMCC	26
Coonamble Shire	51
Gilgandra Shire	74
WALGETT	13
Walgett Shire	38
Warren Shire Council	170
WARRUMBUNGLE	9
Total	687



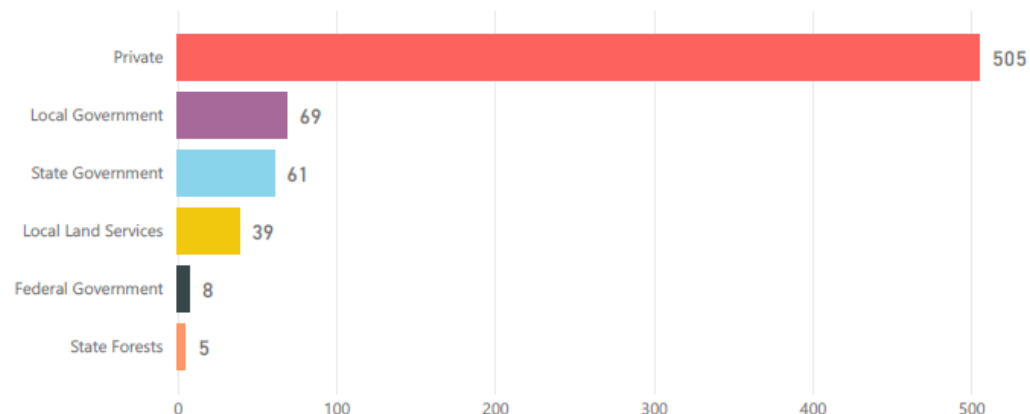


CMCC Report Jan - April 2022

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
CMCC	Federal Government	3
CMCC	Local Government	17
CMCC	Local Land Services	3
CMCC	Private	1
CMCC	State Government	2
Coonamble Shire	Local Land Services	2
Coonamble Shire	Private	49
Gilgandra Shire	Local Government	23
Gilgandra Shire	Local Land Services	6
Gilgandra Shire	Private	26
Gilgandra Shire	State Forests	5
Gilgandra Shire	State Government	14
WALGETT	Federal Government	2
WALGETT	Local Government	10
WALGETT	State Government	1
Walgett Shire	Local Government	3
Walgett Shire	Private	32
Walgett Shire	State Government	3
Warren Shire Council	Local Government	5
Warren Shire Council	Local Land Services	28
Warren Shire Council	Private	137
WARRUMBUNGLE	Federal Government	3
WARRUMBUNGLE	Local Government	2
Total		687

Total Inspections per Land Tenure



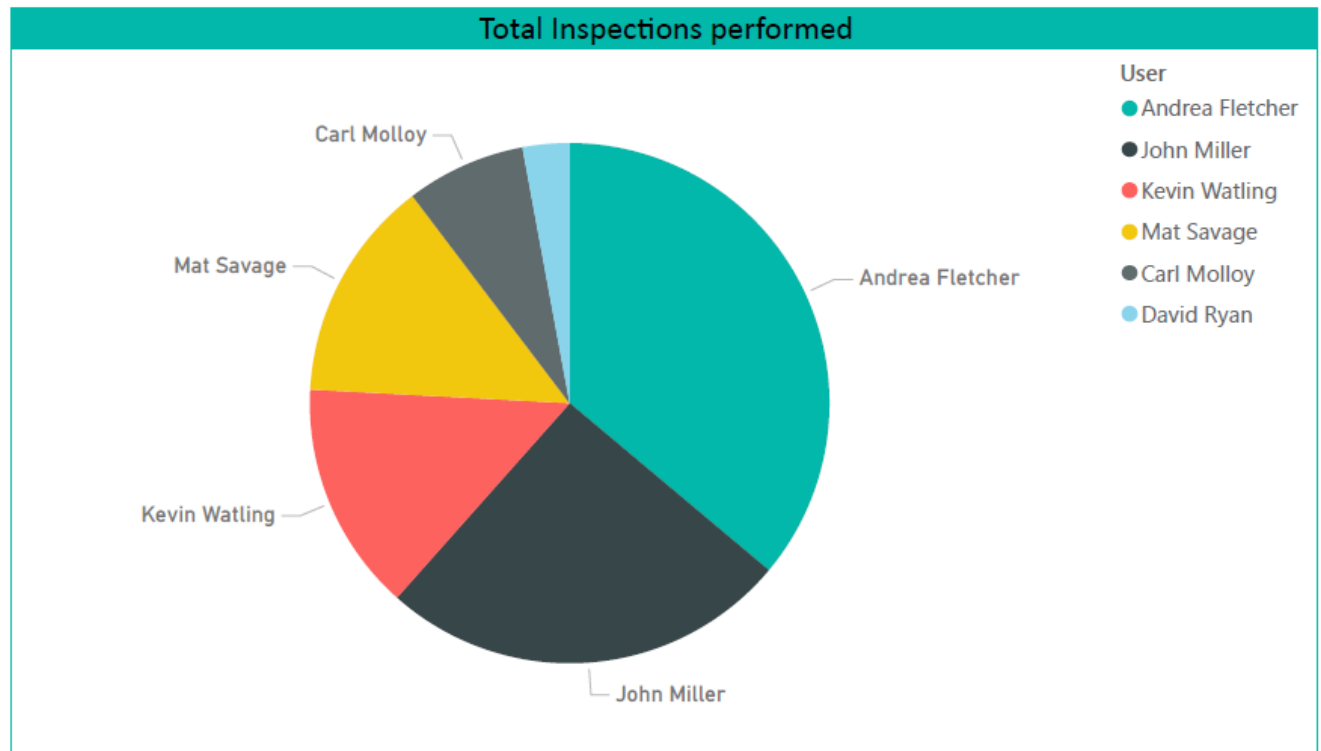
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Federal Government	8
Local Government	69
Local Land Services	39
Private	505
State Forests	5
State Government	61
Total	687



CMCC Report Jan - April 2022

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	248
Carl Molloy	51
David Ryan	20
John Miller	175
Kevin Watling	98
Mat Savage	95
Total	687





CMCC Report Jan - April 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	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	1	9.09	3.00
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	35	2,109.73	657.60
Andrea Fletcher	Inspections of rail corridors	State Government	2	40.00	40.00
Andrea Fletcher	Other High Risk Sites	State Government	1	1.25	0.50
Andrea Fletcher	Private Property Inspections	Local Government	4	101.58	58.00
Andrea Fletcher	Private Property Inspections	Private	185	21,784.78	3,657.12
Andrea Fletcher	Re-inspections	Local Government	1	0.00	10.00
Total			253	24,988.62	4,907.22



CMCC Report Jan - April 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	Private	38	1,464.94	
Carl Molloy	Private Property Re-Inspections	Private	10	989.30	
Carl Molloy	Roadside Inspections High Risk Inspections	Local Government	1		0.10
Total			51	3,010.43	4.10



CMCC Report Jan - April 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	13	1,587.61	203.
John Miller	Inspection of TSRs	Private	1	111.98	
John Miller	Inspections of rail corridors	Private	20	7,406.78	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	2	45.17	12.
John Miller	Private Property Inspections	Local Land Services	3	596.02	
John Miller	Private Property Inspections	Private	111	37,534.78	101.
John Miller	Private Property Waterways	Private	1	38.02	10.
John Miller	Re-inspections	Local Government	2	4.23	15.
John Miller	Waterways High Risk Pathways	Private	1	80.75	5.
Total			175	50,742.61	614.0



CMCC Report Jan - April 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	3	137.79	
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	40	4,936.14	
Kevin Watling	Private Property Inspections	State Government	4	663.51	
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	20	398.86	
Kevin Watling	Roadside Inspections High Risk Inspections	Private	2	28.56	
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	2	0.00	
Kevin Watling	Waterways High Risk Pathways	Local Government	1	0.00	
Total			99	7,205.38	5



CMCC Report Jan - April 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	1	470.88	1.00
Mat Savage	High risk water courses	State Government	1		
Mat Savage	Inspections of rail corridors	Local Government	1		1.00
Mat Savage	Other Council lands	Local Government	3	25.34	4.00
Mat Savage	Private Property High Risk Area	Private	4	14,966.45	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	52	6,589.00	379.75
Mat Savage	Private Property Inspections	State Government	1	121.52	20.00
Mat Savage	Re-inspections	Private	3	11.67	3.00
Mat Savage	Roadside Inspection(s)	Federal Government	2		
Mat Savage	Roadside Inspections High Risk Inspections	Federal Government	3		1.20
Mat Savage	Roadside Inspections High Risk Inspections	Local Government	14	25.00	1,054.10
Mat Savage	Roadside Inspections High Risk Inspections	Private	2		30.00
Mat Savage	Roadside Inspections High Risk Inspections	State Government	1		50.00
Total			97	37,475.77	2,623.35

10. QUESTIONS FOR NEXT MEETING

11. CONFIRM DATE OF NEXT MEETING

Date:

12. CLOSE OF MEETING

Time:



Castlereagh Macquarie County Council

Business Activity Strategic Plan

2022/23 to 2031/32

Prepared in accordance with the provisions contained in the Local Government Act 1993

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Glossary of Terms and Abbreviations

The following definitions and abbreviations are used in the Castlereagh Macquarie County Council Business Activity Strategic Plan:

BASP	Castlereagh Macquarie County Council Business Activity Strategic Plan
Constituent Councils	means Coonamble Shire Council, Gilgandra Shire Council, Walgett Shire Council, Warrumbungle Shire Council, and Warren Shire Councils collectively. These local government areas constitute the area of operation for the Castlereagh Macquarie County Council.
Council	Castlereagh Macquarie County Council
Councillors	Members of the CMCC governing body
County Council	Castlereagh Macquarie County Council
EEO	Equal Employment Opportunity
LGA 1993	NSW Local Government Act 1993
Noxious Plants	Plants which are declared noxious by NSW Department of Primary Industries for the area of operation of the Castlereagh Macquarie County Council.
NSW DPI	NSW Department of Primary Industries
NSW BA 2015	NSW Biosecurity Act 2015 (Effective 1 st July 2017)
CMCC	Castlereagh Macquarie County Council
NWLLS	North West Local Land Service
CWLLS	Central West Local Land Services

Contact Details

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Purpose of Business Activity Strategic Plan

The Castlereagh Macquarie County Council is required to develop a Business Activity Strategic Plan which in accordance with Section 219, Local Government (General) Regulation 2005:

- a) identifies the main business activity priorities of the council covering a period of at least 10 years from when the plan is endorsed, and
- b) establishes strategic objectives together with strategies for achieving those objectives, and
- c) has been developed having due regard to the community strategic plans of the county council's constituent councils and in consultation with those councils.

Vision and Mission Statements

a) Vision

To prevent, contain or reduce the invasion of Noxious Plants within the County Council area.

b) Mission

To provide effective integrated weed management systems utilising the latest technology to all Constituent Councils fairly and equitably in accordance with the Biosecurity Act 2015.

Council Overview

Location

The Castlereagh Macquarie County Council (CMCC) is a single purpose Council which is responsible for the fulfilment of its Constituent Council's obligations in accordance with the NSW Biosecurity Act 2015.

The County Council's governance is in accordance with the Local Government Act 1993 (LGA 1993) with the County Council being first proclaimed in 1949.

The present area of operation of CMCC is the local government areas of Coonamble, Gilgandra, Warren, Walgett and Warrumbungle. These Councils are located in the Orana Region of Western New South Wales.

3.1 Governing Body

As a County Council under the LGA 1993, CMCC is required to have a governing body made up of elected representatives of its Constituent Councils. Part 5 of Local Government Act 1993 (**see note 1*) outlines the formation and operation of County Councils. The application of LGA 1993 to CMCC is outlined in Section 400, LGA 1993.

The CMCC governing body meets bi-monthly. The election of Chairperson and Deputy Chairperson occurs at Council's October meeting each year. Constituent Council delegates are elected by their Council after each Council general election and represent their Council on the CMCC for four years.

The number of representatives for each Constituent Council's is contained in the proclamation declaring the County Council.

***Note 1: Part 5, Local Government Act 1993 contained in Appendix A**

3.2 Core Business Activities

The core role of the County Council is the enforcement of control of Noxious Plants on private lands and the control of these plants on Council lands.

The Council has its administration office located in the Walgett Shire Council Administration Office 33 Fox Street Walgett, New South Wales.

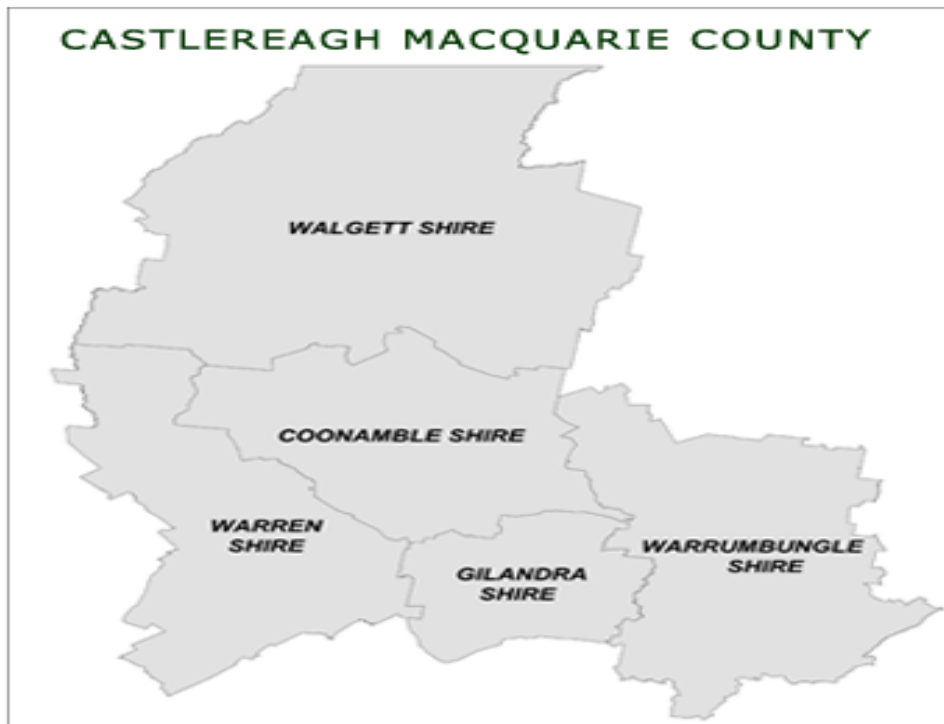
The diverse range of climatic conditions within the region exposes it to large range of invasive plants which have the potential of establishing themselves within the region.

The weed species that have this potential to become a serious threat include Harrisia Cactus, African Olive, Serrated Tussock and Chilean Needle Grass in lower parts of the Castlereagh Macquarie Valley.

3.3 Government Grants

Council receive very limited Federal Government Grant Funding. However approximately one third of the Council's income is sourced from State Government Grants which are administered by the Macquarie Valley Weeds Advisory Committee with Cabonne Shire as the lead Agency. Various other grants are accessed through NSW DPI.

Castlereagh Macquarie County Council Area of Operation



CMCC area of operation comprises an area of approximately 60,000 square kilometres with a population of around 27,200 people. The region has a diverse topographical range, from the Warrumbungle Range to the semi-arid regions of Lightning Ridge and contains an extensive area of National Park and Nature Reserves.

Business Activities

Principal Activities

As a local control authority, Castlereagh Macquarie County Council has the functions set out in Section 371 of the Biosecurity Act 2015.

These functions are –

- A local control authority has the following functions, in relation to the land for which it is the local control authority
- the prevention, elimination, minimisation and management of the biosecurity risk posed or likely to be posed by weeds,
- to develop, implement, co-ordinate and review weed control programs,
- to inspect land in connection with its weed control functions,
- to keep records about the exercise of the local control authority's functions under this Act,
- to report to the Secretary about the exercise of the local control authority's functions under this Act.
- Nothing in this section limits the functions of the Secretary under this Act in relation to the control of weeds in any area.
- A function of a local control authority under this Act is to be exercised in accordance with any requirements specified in the regulations and any directions (not inconsistent with the regulations) given by the Secretary.

Main business activity priorities, strategic objectives and strategies

Main business activity priorities

- Improve the natural environment through a reduction in noxious weeds.
- Develop an efficient, effective and financially secure Council.
- Enhance the educational and advisory role of the Council.
- Improve the effectiveness of the Council's regulatory role.

Strategic objectives and strategies to achieve main business activity priorities

Strategic objective one

- Build strong relationships with other natural resource managers having responsibilities in, or adjacent to, the Council's area of operations through a program to improve liaison between natural resource managers.

Strategies

- Foster a spirit of cooperation with other natural resource managers.
- Encourage and establish personal contact between Council staff and staff of other natural resource managers.
- Promote joint works for noxious weed control by natural resource managers

Strategic objective two

- Ensure the effectiveness of the Council's role in improving the natural environment through a reduction in noxious weeds.

Strategies

- Ensure that the Council is aware of any presence of noxious weeds in its Area of Operations.
- Provide assistance and support to private occupiers in controlling noxious weeds on their land.
- Actively pursue the control of noxious weeds on vacant Crown land.
- Actively pursue the control of noxious weeds on land of Forests NSW.
- Conduct aerial spraying programs for noxious weeds.

Strategic objective three

- Improve the effectiveness of the control of noxious weeds on roads by promoting changes in management techniques and cooperative action.

Strategies

- Ensure that all occupiers are aware of their obligations to control noxious weeds on roads.
- Identify the extent of noxious weed infestations on roads and whether the responsibility for control is the Council's or the adjoining occupier's.
- Control identified noxious weed infestations on roads.
- Pursue alternatives for the control of noxious weeds on roads.

Strategic objective four

- Secure funding, where possible, to assist occupiers in their management of noxious weeds by encouraging policy change by NSW State Government and other funding authorities.

Strategies

- Provide assistance and support to occupiers in securing funding for noxious weed control.
- Lobby politicians and others to increase awareness of the necessity of providing public support for weed control work on private land.

Strategic objective five

- Improve communications between the Council and its community through increased use of electronic and other media.

Strategies

- Improve the Council's profile in the community.
- Hold Council's Ordinary meetings at least once each year in the area of each of the constituent councils.
- Inform members of the Council's community of the Council's activities and seek input into the Council's operations.
- Inform members of the Council's community of new initiatives by the Council and of changes in Council's policies, etc.
- Encourage members of the Council's community to make comments, suggestions, criticisms, etc., on the Council's activities and to otherwise have input into the Council's operations.

Strategic objective six

- Improve the accountability of the Council to its community by providing more open access to information and public participation.

Strategies

- Encourage members of the Council's community to take an interest in the Council's affairs.
- Ensure that members of the Council's community are aware of the dates, times and places of Council meetings.

- Ensure that members of the Council's community receive meaningful information on the Council's operations.
- Establish a proper complaints handling procedure.

Strategic objective seven

- Develop an efficient and effective Council administration for the management of noxious weeds through improved training, procedures and use of technology.

Strategies

- Engage and retain sufficient skilled staff to provide administrative services to the Council.
- Provide up to date computer and other technological facilities.
- Provide an efficient records management system.
- Provide administrative support for the Council's education and advisory functions to enhance communication by the Council with its community.

Strategic objective eight

- Secure the Council's financial position by promoting stronger funding arrangements with funding bodies and seeking alternative sources of funds.

Strategies

- Secure alternative sources of funding for the Council's ordinary operations.
- Secure alternative sources of funding for particular Council functions.
- Maximise income from fees, charges and income producing operations.
- Eliminate unnecessary expenditure.

Strategic objective nine

- Increase public awareness of the impact of noxious weeds on the community and the cost to the community of noxious weeds through contact with community leaders and public awareness campaigns.

Strategies

- Increase politicians awareness of weeds.
- Foster an interest in weeds in the local and rural press and news media.
- Publicise weed matters within the Council's community.

Strategic objective ten

- Enhance the educational and advisory role of the Council through the provision of a range of written and electronic material and staff promotion of this role.

Strategies

- Ensure that the Council fulfils its educational and advisory role.

Strategic objective eleven

- Improve the effectiveness of the Council's regulatory role by the strategic use of the regulatory powers and appropriate publicity.

Strategies

- To use the Council's regulatory powers, where necessary, to enforce the requirements of the Act with regard to noxious weed control.
- Publicise the Council's intention to use its regulatory powers to enforce the requirements of the Act with regard to noxious weed control.
- Ensure that the powers of inspection are used strictly in accordance with the Act and the Council's priorities.
- Ensure that the regulatory powers are used fairly and impartially and in accordance with this strategy.

Background information to strategic objectives

Strategic Objective one

Build strong relationships with other natural resource managers having responsibilities in, or adjacent to, the Council's area of operations through a program to improve liaison between natural resource managers.

When the Council was established in 1949 for the control of serrated tussock the primary concern was the damage that noxious weeds could do to agricultural production.

The environmental movement was in its infancy and there was little or no appreciation of the true cost of noxious weeds to the community. The impact of noxious weeds on the environment, including biodiversity, was of little concern beyond the impact on agriculture.

This is no longer the case and the control of noxious weeds is recognised as a vital part of natural resource management.

It is impossible, however to control noxious weeds without considering the broader environment, both in terms of the impact of the weeds and the impact that control measures may have. The management of noxious weeds therefore needs to be a cooperative and consultative process involving all natural resource managers.

In this context, a natural resource manager is either a person or organisation who, or which, is responsible for the management of particular land which they occupy, including private land, or who, or which, has broader responsibility for the management of land.

Natural resource managers within this definition would include private land owners (particularly primary producers), Livestock Health and Pest Authorities, Catchment Management Authorities, Department of Environment and Conservation (National Parks and Wildlife Service), Sydney Catchment Authority, Forests NSW, Crown Lands NSW, and local Councils.

As well as such formal arrangements under the Act, there is undoubtedly scope for natural resource managers to cooperate in the exercise of their functions to the mutual benefit of the community.

Strategic Objective two

Ensure the effectiveness of the Council's role in improving the natural environment through a reduction in noxious weeds.

Local control authorities, of which the Castlereagh Macquarie County Council is one, are in the front line of managing noxious weeds in New South Wales.

It is to local control authorities that the responsibility falls not only to carry out the majority of the face to face education and advisory work relating to noxious weeds in the community but also to act as the "policeman" in ensuring that the statutory obligations imposed on landholders, both public and private, with regard to noxious weed control are complied with.

It is to the local control authorities that most complaints about noxious weeds come and it is the local control authorities that have the responsibility of responding to these complaints.

Noxious weeds are the responsibility of local control authorities.

Strategic objective three

Local control authority weeds management programs should:

- have documented policies and procedures in place for inspections, surveillance and enforcement
- inspect and monitor public and private lands strategically and proactively to manage weed risk
- consult and develop partnerships with communities, industries and land managers so that all stakeholders engage in best practice weeds management
- support all staff that influence weed management to acquire and develop skills so that they are suitably trained and authorised to deliver their tasks and statutory functions effectively
- apply the Act systematically in an objective, repeatable manner using a risk-based methodology
- use enforcement fairly, equitably and in a manner appropriate to any identified risks
- collect, evaluate and record information about weeds management in a consistent and repeatable manner
- regularly report weeds management activity at organisational, regional and state scales to the required standard and format
- allocate resources according to risk.

Strategic objective four

Secure funding, where possible, to assist occupiers in their management of noxious weeds by encouraging policy change by NSW State Government and other funding authorities.

Because the Council's funds are limited, it generally does not undertake weed control work at its cost on private land.

Nor does it undertake work at its cost on the land of public authorities who have a statutory obligation to control weeds on land which they occupy.

The Council does provide limited funds to subsidise noxious weed control work for impecunious occupiers. The individual amounts involved are small, generally involving the removal of urban weeds by pensioners. The Council does not have sufficient funds to subsidise costly weed control work, even in those cases where the work might be seen to be imperative.

In many cases effective control of noxious weeds is expensive and is sometimes beyond the financial resources of private land occupiers.

Similarly, the funds provided to public authorities for the management of land which they occupy are invariably insufficient for the purpose. In this case, noxious weed control is, in many cases, low on the priority list for the expenditure of funds and consequently is invariably under resourced.

Logically, the social benefit (public good) resulting from some weed control work would justify wider government intervention in the form of financial or other assistance to owners or occupiers of infested land.

Strategic objective five

Improve communications between the Council and its community through increased use of electronic and other media.

Communication is the sharing or imparting of information.

Communication is vital to the operations of the Council and, particularly, to an effective and efficient program for the control of noxious weeds.

The Council, for its part, needs to communicate to its Community the requirements of the Act in relation

to noxious weed control; how they might meet those requirements; the consequences if they do not; advice and assistance on noxious weed control; and information about the Council's budget and management strategies.

For their part, members of the Council's Community need to communicate to the Council their views on how the Council is managing its noxious weed responsibilities; suggestions on how the

Council might improve its budget and management strategies; reports on noxious weed infestations; and complaints about and criticisms of the Council's operations.

Communication needs to be two way and it is the Council's responsibility to facilitate a two way exchange of information.

Strategic objective six

Improve the accountability of the Council to its community by providing more open access to information and public participation.

The *Local Government Act 1993* sets out the formal mechanisms by which Councils, including County Councils, are made accountable for their actions.

The Council is required to keep proper accounts which are to be audited each year.

Each year, the Council is required to prepare an annual report on its work and activities.

Members of the public are entitled to inspect a wide range of council documents (Section 12). They are also entitled, under the *Government Information (Public Access) Act 2009* (the GIPA Act), to be given access to certain other documents held by the council.

At least once each six months the General Manager is required to report to the council its progress with respect to the principal activities detailed in its delivery program.

Meetings of the Council are also, generally, open to the public and the public are invited and encouraged to attend.

Strategic objective seven

Develop an efficient and effective Council administration for the management of noxious weeds through improved training, procedures and use of technology.

Efficient and effective management of its services and facilities is part of the Council's charter under the *Local Government Act 1993*.

In addition, the Council has obligations under the NSW Biosecurity Act 2015 related to the monitoring of noxious weeds and keeping of records relating to –

Local control authority weeds management programs should:

- have documented policies and procedures in place for inspections, surveillance and enforcement
- inspect and monitor public and private lands strategically and proactively to manage weed risk
- consult and develop partnerships with communities, industries and land managers so that all stakeholders engage in best practice weeds management
- support all staff that influence weed management to acquire and develop skills so that they are suitably trained and authorised to deliver their tasks and statutory functions effectively
- apply the Act systematically in an objective, repeatable manner using a risk-based methodology
- use enforcement fairly, equitably and in a manner appropriate to any identified risks
- collect, evaluate and record information about weeds management in a consistent and repeatable manner

- regularly report weeds management activity at organisational, regional and state scales to the required standard and format
- allocate resources according to risk.

There are other requirements on the Council to keep proper records of its activities, such as the requirement to keep proper accounting records as required by the Code of Accounting Practice and Financial Reporting with which the Council must comply.

It is obvious that an effective and efficient administration is vital to the Council carrying out its noxious weed functions.

Strategic objective eight

Secure the Council's financial position by promoting stronger funding arrangements with funding bodies and seeking alternative sources of funds.

Section 491 of the *Local Government Act 1919* lists the sources of income for a council, including a county council.

These are –

- Rates
- Charges
- Fees
- Grants
- Borrowings
- Investments

Missing from this list is the income of county councils which consists of financial contributions made by its constituent councils.

Under the *Local Government Act 1919* a county council could levy an assessment on its constituent councils based on the proportion that the unimproved capital value of rateable land in each area bore to the whole.

This provision was not reproduced in the *Local Government Act 1993* presumably on the basis that a county council would obtain income, in the same way as other councils, from the sources set out in Section 491 of the Act or from contributions by constituent councils pursuant to a regulation made under Section 399.

While contributions by constituent councils is the traditional method of financing county councils such contributions are not compulsory. They can be made compulsory, and the level of contribution set, by regulation made under the Act. No such regulation has been made.

The Council has agreed with the constituent councils of Castlereagh Macquarie County Council that they will continue to contribute to the operations of the Council on the basis of an equal share of costs.

The NSW Weeds Action Program is grant funding that may assist local control authorities to deliver some of their weed control functions, where activities address the objectives of the NSW Invasive Species Plan. For example: • early detection of high-risk weeds through routine inspections and surveillance • eradication and containment of high-risk weeds through on-ground control • increasing the capacity of the community to identify, report and manage weeds.

Participation in a regional Weeds Action Program is encouraged because it strengthens weed management outcomes at the regional and cross-regional scale. Local control authorities must resource delivery of their weed control functions regardless of whether they receive grant funding through their regional Weeds Action Program.

Similarly, the County Council receives some funds from charges and fees and from its other operations but these funds are minor and would not provide sufficient funds to run the Council's ordinary operations.

The cost pressures on the Council have, previously, caused the Council to investigate the levying of a rate under the Local Government Act.

Under the Act, a council may normally levy two types of rates: ordinary rates and special rates.

However, because of the terms of Section 400 of the Act the county council does not have power to levy an ordinary rate.

The Council does have power to levy a special rate.

Following extensive consultation with its constituent councils the Council determined that it was not in the interests of landholders in its Area of Operations for it to levy a special rate.

Strategic objective nine

Increase public awareness of the impact of noxious weeds on the community and the cost to the community of noxious weeds through contact with community leaders and public awareness campaigns.

Recent research has established that weeds cost Australia \$3.9 billion per year in lower farm incomes and higher food costs.

A paper prepared by Jack Sinden and Rachel McFadyen, presented at the *13th Biennial Noxious Weeds Conference* summarised the result of the research undertaken by the Weeds Co-operative Research Centre through the University of New England.

The costs to agriculture were estimated as direct financial costs of control (such as the cost of herbicides and fuel), yield losses, lost net income to farmers and higher food costs to consumers. The lost income to farmers included the financial costs of control and yield losses.

Control costs were highest for the cropping industries, but yield losses were greater for livestock. Indeed, yield losses due to weeds in the livestock industries were a substantial \$1,870m each year. While the mean loss was \$3,927m per annum the range was \$3,442m to \$4,420m per annum. The mean loss comprised \$883m in the beef industry, \$717m in the wheat industry and \$588m in the wool industry.

The loss of \$3.9 billion is about 14% of the current value added by agriculture to the economy, so Australia loses about \$1 in every \$7 of its agricultural income due to weeds.

Primary producers bear 81.4% of the mean loss while consumers bear 18.6%.

This relatively large cost to consumers indicates that the losses caused by weeds in agriculture impact widely across the whole community. The real cost to the community also includes damage to the natural environment, impacts on human health, and the huge effort of the many volunteers engaged in weed control across the country.

The report concludes that at an annual cost of \$3.9 billion per year to agriculture, weeds constitute a major natural resource management issue. Indeed, this estimate of the cost of weeds exceeds the combined estimates of the cost of salinity, soil acidity and soil sodicity, all major problems in the farm sector.

Weeds are also one of the greatest threats to biodiversity in Australia.

Strategic objective ten

Enhance the educational and advisory role of the Council through the provision of a range of written and electronic material and staff promotion of this role.

The Council has no formal function to educate members of its community about noxious weed or to advise on noxious weed control.

To some, the regulatory role, together with the control of weeds on roads, is seen to be the principal or only role of the Council.

This is not the case.

The Council has a vital role in educating its community on the impact of noxious weeds; the identification of noxious weeds; and the control of noxious weeds.

While others, such as Department of Primary Industries, provide educational materials about noxious weeds the Council is the first point of contact for members of its community in relation to noxious weeds. It is to the Council that members of the community will look first for the identification of noxious weeds and for information about those weeds.

Similarly, it is on the Council that members of the community will rely for advice on appropriate methods of control of noxious weeds.

The Council must be equipped to meet the community's expectations.

Strategic objective eleven

Improve the effectiveness of the Council's regulatory role by the strategic use of the regulatory powers and appropriate publicity.

Local control authorities have the following weed control functions (section 371):

- prevent, eliminate, minimise and manage the biosecurity risk posed or likely to be posed by weeds on their lands
- develop, implement, coordinate and review weed control programs
- inspect land in connection with their functions under the Act
- keep records about the exercise of their functions under the Act
- report to the Secretary about the exercise of their functions under the Act.

Other Information Relating To Principal Activities of Council

1. CAPITAL WORKS PROJECTS TO BE CARRIED OUT

Council has not planned any Capital Works Programs for 2022/2023.

2. SERVICES TO BE PROVIDED

Private Works

Private works will be carried out for private individuals or Government Departments on requests on a sundry debtor basis provided the carrying out of such work will not interfere with Council's primary responsibility of noxious weed control in accordance with the NSW Biosecurity Act 2015.

Sale of Herbicides

Herbicides used for noxious weed control will be made available to the public to purchase.

Advice

Fact sheets and brochures on noxious weed identification and control procedures will be forwarded to enquirers on request.

3. ASSET REPLACEMENT PROGRAMS TO BE IMPLEMENTED BY COUNCIL

Council will seek quotations for replacement plant and equipment from suppliers within and outside the County area. Suppliers within the County area will be given preference. Petrol driven motor vehicles will be replaced at 40,000 kilometres or two (2) years, whichever comes first and diesel vehicles will be replaced at 80,000 kilometres or two (2) years, within Council's budget.

4. SALES AND PURCHASES OF ASSETS TO BE CONDUCTED BY COUNCIL

The General Manager is authorised to sell and purchase items of equipment.

5. HUMAN RESOURCES ACTIVITIES

Staff is to have training to meet the minimum requirements of the industry standards in noxious weed identification, use of herbicides, health and safety and understanding integrated management techniques. Before staff can be appointed as authorised officers under the NSW Biosecurity Act 2015 they MUST;

Complete all of the introductory biosecurity legislation modules available through the online Emergency Management learning and development program (known as EMtrain).

All local council staff are welcome to complete the introductory biosecurity legislation modules available online at: <https://emtrain.dpi.nsw.gov.au/login/learnbooklogin.php>

Module 1 Legislation and the Biosecurity Act 2015

Module 2 Biosecurity Duties and Risk-Based Decision Making

Module 3 Biosecurity Emergencies

Module 4 Management Tools

Module 5 Powers of Authorised Officers

Module 6 Enforcement and Compliance

Module 7 Accreditation, Certification and Auditing

Module 8 Prohibited Dealings, Biosecurity Registration and Traceability Systems

Module 9 Fees, Cost Recovery Orders and Compensation

Module 10 Permits

It is also recommended that they complete:

- compliance and regulatory training for Biosecurity Officers authorised under the Biosecurity Act 2015 (includes units that form part of the Certificate IV Government Investigations. Contact weed.resource@dpi.nsw.gov.au)
- a Certificate III in Conservation and Land Management (weeds focus) or equivalent
- training on how to correctly issue Penalty Fringement Notices under the Self Enforcement Infringement Notice Scheme.

All staff is to successfully complete the Local Government Industry Training Committee (LGITC) Weed Control Course or its equivalent.

6. EQUAL EMPLOYMENT OPPORTUNITY IMPLEMENTATION MANAGEMENT PLAN

Council's Equal Employment Opportunity Implementation and Management Plans are separate documents and are available on request.

7. ENVIRONMENTAL FACTORS

Council complies with legislative requirements that relate to the environment and the use of herbicides to control noxious weeds. Such legislation includes the Environmental Planning and Assessment Act, Clean Water Act, etc.

Weeds Categories

Botanical Name	Common Name	Category
<i>Acacia nilotica</i>	Prickly Pear	W1/Prohibited
<i>Alternanthera pihloxeroides</i>	Alligator Weed	W1/WONS
<i>Cannabis sativa</i>	Indian Hemp	W1/GBD
<i>Carduus nutans</i>	Nodding Thistle	W2/GBD
<i>Cenchrus incertus</i>	Spiny Burrgrass	W3/GBD
<i>Cenchrus longispinus</i>	Spiny Burrgrass	W3/GBD
<i>Cestrum parqui</i>	Green Cestrum	W2GBD
<i>Cortaderia spp</i>	Pampass Grass	W2/GBD
<i>Cusuta spp</i>	Dodder	W2/GBD
<i>Eighhorina crassipes</i>	Water Hyacinth	W1/WONS
<i>Equisetum arvense</i>	Horsetail	W1/NEAL
<i>Erythroxylum coca</i>	Coca Leaf	W1/
<i>Gymnocoronis spilanthoides</i>	Senegal Tea Plant	W1/NEAL
<i>Heliotropium amplexicaule</i>	Blue Heliotrope St	W2/GBD
<i>Hypericum perforatum</i>	John's Wort	W2/GBD
<i>Kochia scoparia</i>	Kochia	W2/GBD
<i>Lagarosiphon major</i>	Lagarosiphon	W1/Prohibited/NEAL
<i>Lycium ferocissimum</i>	African Boxthorn	W1/Prohibited/NEAL
<i>Nasella trichotoma</i>	Serrated Tussock	W2/GBD
<i>Papaver somniferum</i>	Opium Poppy	W2/WONS
<i>Parthenium hysterophorus</i>	Parthenium Weed	W1/Prohibited/WONS
<i>Pistia stratiote</i>	Water Lettace	W1/GBD
<i>Prosopius spp</i>	Mesquite	W1/WONS
<i>Rosa rubiginosa</i>	Sweet Briar	W3/GBD
<i>Robus fruticosus (agg) spp</i>	Black Berry	W2/GBD
<i>Salvia reflexa</i>	Mintweed	W3/GBD
<i>Salvinia molesta</i>	Salvinia	W1/WONS
<i>Sclerolaena birchii</i>	Galvanized Burr	W3/Native Plant
<i>Solanum elaeagnifolium</i>	Silverleaf Nightshade	W2/WONS
<i>Sorghum Halepense</i>	Johnson Grass	W2/GBD
<i>Sorghum spp.hybrid</i>	Silk Foliage Sorghum	W2/GBD
<i>Sorghum x alnum</i>	Columbus Grass	W2/GBD
<i>Toxicodendron succedaneum</i>	Rhus Tree	W2/GBD
<i>Xanthium spinosum</i>	Bathurst Burr	W3/GBD
<i>Kanthium occidentale</i>	Noogoora Burrs	W3/GBD
<i>Xanthium Orientale</i>	Californian Burr	W3/GBD

This plan should be read in conjunction with the following:

- Castlereagh Macquarie County Council Long Term Financial Plan
- Castlereagh Macquarie County Council Asset Management Plan
- Castlereagh Macquarie County Council Workforce Strategy



Castlereagh Macquarie County Council

Delivery Programme

2022/23 – 2024/25

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1. Glossary of Terms and Abbreviations

The following definitions and abbreviations are used in the Castlereagh Macquarie County Council Delivery Plan:

BASP	Castlereagh Macquarie County Council Business Activity Strategic Plan
Constituent Councils	means Coonamble Shire Council, Gilgandra Shire Council, Walgett Shire Council, Warrumbungle Shire Council, Warren Shire Councils collectively. These local government areas constitute the area of operation for the Castlereagh Macquarie County Council.
Council	Castlereagh Macquarie County Council
Councillors	Members of the CMCC governing body
County Council	Castlereagh Macquarie County Council
EEO	Equal Employment Opportunity
LGA 1993	NSW Local Government Act 1993
Noxious Plants	Plants which are declared noxious by NSW Department of Primary Industries for the area of operation of the Castlereagh Macquarie County Council.
NSW DPI	NSW Department of Primary Industries
NWA BA 2015	NSW Biosecurity Act 2015 (Effective 1 st July 2017)
CMCC	Castlereagh Macquarie County Council
NWLLS	North West Local Land Service
CWLLS	Central West Local Land Service

2. County Council Contact Details

Head Office

77 Fox Street
Walgett NSW 2832
All Correspondence to be addressed to:

General Manager
Castlereagh Macquarie County Council
PO Box 664
WALGETT NSW 2832

Telephone: 026828 6100
Email: cmcc@cmcc.nsw.gov.au
Web Site: cmcc.nsw.gov.au

3. Legislative Requirements of the Delivery Plan

In accordance with Section 404, Local Government Act 1993, Council is required to develop a Delivery Plan which:

- a) Details the principal activities that Council will undertake to achieve the objectives established in the Business Activity Strategic Plan (BASP), which are within the resources available to Council as outlined in Resourcing Strategy contained in Council's BASP.
- b) Includes a method of assessment to determine the effectiveness of each principal activity in achieving the objectives at which the activity is directed.
- c) Is reviewed, at least every six (6) months, via principal activity progress reports from the General Manager to Council.

Council is also required to prepare a new Delivery Plan after each ordinary election of Councillors to cover the principal activities of Council for the four (4) year period commencing on the 1 July following the election.

4. County Council- Vision and Mission Statements

4.1 Vision

To prevent, contain or reduce the invasion of Noxious Plants within the County Council area.

4.2 Mission

To provide effective integrated weed management systems utilising the latest technology to all Constituent Councils fairly and equitably in accordance with the Biosecurity Act 2015.

5. PRINCIPAL ACTIVITIES OF COUNCIL

Principal activities to achieve main business activity priorities

Strategic Objective – Building Relationships

Build strong relationships with other natural resource managers having responsibilities in, or adjacent to, the County Council's area of operations through a program to improve liaison between natural resource managers.

Strategy

Foster a spirit of cooperation with other natural resource managers.

Activities

- Attend seminars, workshops, etc., conducted by other natural resource managers where appropriate.
- Encourage natural resource managers to participate in Council activities, such as public meetings and workshops. Share information with other natural resource managers.
- Host an annual meeting between natural resource managers to foster good relations and to provide a convenient forum for the exchange of information and the facilitation of cooperation.
- Encourage and establish personal contact between Council staff and staff of other natural resource managers. A data base of contacts staff and others in other natural resource managers.
- Investigate and promote joint works for noxious weed control by natural resource managers.
- Where appropriate, endeavour to have natural resource managers, particularly private occupiers, enter into joint arrangements for noxious weed control work.
- Investigate what incentives the Council might offer to private occupiers to enter into joint arrangements for noxious weed control work.

2. Strategic objective – Noxious Weeds Control

Ensure the effectiveness of the Council's role in improving the natural environment through a reduction in noxious weeds.

Strategy

Ensure that the Council is aware of any presence of noxious weeds in its Area of Operations.

Activities

- Conduct a regular and systematic program of property visits to private landholders and any infestations of noxious weeds found on property visits are mapped and properly recorded.
- Ensure that weed infestations on roads are mapped and properly recorded.
- In conjunction with public authorities, conduct a regular and systematic program of property visits to land of public authorities and ensure weed infestations on land of public authorities are mapped and properly recorded.
- Respond promptly to complaints about the presence of noxious weeds.
- Provide assistance and support to private occupiers in controlling noxious weeds on their land and to prepare Property Weed Management Plans for their land and assist in the preparation of the Plans.
- Conduct a regular program of property visits to enhance the Council's knowledge of weed control work carried out on private land, and ensure that private landholders are provided with accurate and timely advice on their weed control obligations.
- Actively pursue the control of noxious weeds on vacant Crown land and regularly inspect vacant Crown land to ensure weed control obligations are being met.
- Facilitate application for necessary funds to finance weed control work by the Council on vacant Crown land.
- Provide information to the responsible Department on the state of noxious weed control on vacant Crown land.
- Actively pursue the control of noxious weeds on land of Forests NSW and inspect areas proposed to be clear felled in coming financial year that are potential weed risks and follow up to ensure control work is carried out on potential weed risks.
- Conduct aerial spraying programs for noxious weeds.
- Publicise aerial spraying in local media, and as occasions permits, to ensure maximum landholder participation.

3. Strategic objective – Noxious Weeds Controls - Roadsides

Improve the effectiveness of the control of noxious weeds on roads by promoting changes in management techniques and cooperative action.

Strategy

Ensure that all occupiers are aware of their obligations to control noxious weeds on roads.

- Include in the Council's advisory and extension material an explanation of the circumstances in which occupiers are required to control noxious weeds

on roads.

- Where appropriate, bring to the public's notice via press releases and by other appropriate means the obligations on occupiers to control noxious weeds on roads.
- Where occupiers are failing to control weeds on roads, as required by the Act, bring the requirements to their attention in writing.
- Commence a program of inspections to identify all noxious weed infestations on roads in the Council's area of operations and ensure they are properly recorded.
- Prepare a program of work for the control by the Council of noxious weeds on roads where the responsibility for control is the Council's, giving priority in the program of work to isolated infestations and to infestations where the level of infestation on adjoining and adjacent land is low or where occupiers of such land have an approved Property Weed Management Plan for the control of the weed.
- Include in the Council's annual estimates adequate provision to fund the program of work for the control of noxious weeds on roads.
- Where the adjoining occupier is liable for the control of noxious weeds on a road and the work is not being undertaken, encourage the occupier to comply with the obligations and where this is unsuccessful use the regulatory powers, in accordance with this Strategy, to enforce compliance.
- Pursue alternatives for the control of noxious weeds on roads.
- Investigate means to achieve the revegetation of roadsides with indigenous species.
- Encourage road authorities to revegetate roadsides with indigenous species and to institute work practices which minimise disturbance of roadsides by road construction and maintenance work.
- Investigate the use of constituent council Weeds Officers for the control of noxious weeds on roads where they are undertaking weed control on the road for other purposes (road maintenance or environmental weed control).

4. Strategic objective – Noxious Weeds Controls Funding

Secure funding, where possible, to assist occupiers in their management of noxious weeds by encouraging policy change by NSW State Government and other funding authorities.

Strategy

Provide assistance and support to occupiers in securing funding for noxious weed control.

Activities

- Endeavour to ensure that the Council is aware of all sources of funding for noxious weed control.
- Encourage occupiers to apply for grants to assist with noxious weed control wherever possible and appropriate and provide assistance to occupiers in

applying for grant funds for weed control work.

- Write to State and Federal politicians regularly drawing attention to the necessity for increased funding for noxious weed control and for a broadening of the eligibility criteria.
- Encourage Constituent Councils to increase support for the Council because of the public goods that flow from noxious weed control.

5. Strategic objective- Communication Policies

Improve communications between the Council and its community through increased use of electronic and other media.

Strategy

Improve the Council's profile in the community.

- Keep under review the appropriateness of the council's corporate logo and ensure that the corporate logo appears on all Council publications, advertisements, uniforms, letterhead, Council office, etc.
- Hold Council's Ordinary meetings at least once each year in the area of each of the constituent councils.
- Investigate the feasibility and benefit of holding Council's Ordinary meetings at least once each year in the area of each of the constituent councils.
- Any Ordinary Council meeting should be held on a day, at a time, and at a venue that will encourage attendance and participation.
- Inform members of the Council's community of the Council's activities and seek input into the Council's operations.
- Ensure that each of the public meetings is advertised widely and that members of the Council community are invited, and encouraged, to attend.

6. Strategic objective – Community Consultation

Improve the accountability of the Council to its community by providing more open access to information and public participation.

Strategy

Encourage members of the Council's community to take an interest in the Council's affairs.

- Ensure that, through improved communications between the Council and its community, members of the Council's community are aware of the Council and its role.
- Inform members of the Council's community of their rights to be kept informed of the Council's activities via newspaper advertisements and other Council publications.
- Ensure that members of the Council's community receive meaningful information on the Council's operations.
- Early in each financial year, prepare a leaflet containing succinct and meaningful information, in plain English, on the Council's operations for the past

year and its planned operations and budget for the current year.

- Publicise the availability of the leaflet and have staff hand a copy to any member of the Council's community with whom they come in contact, or send out with the rate notices of constituent councils or otherwise.
- Establish a proper complaints handling procedure.
- Ensure that all complaints are recorded in the database.
- The General Manager to investigate all complaints and to make a determination on an appropriate response.

7. Strategic objective- Administration

Develop an efficient and effective Council administration for the management of noxious weeds through improved training, procedures and use of technology.

Strategy

Engage and retain sufficient skilled staff to provide administrative services to the Council.

- Constantly monitor the workload of all staff and as necessary, engage additional staff, or provide other support, to meet the fluctuating workload of the Council.
- Ensure that all staff receive continuing training as required.
- Investigate the employment of a Community Liaison Officer to assist Weeds Officers in their education and advisory function.
- Provide up to date computer and other technological facilities including drones for inspections.
- Continue and enhance the present practice of entering into arrangements with constituent councils, or others, for obtaining GIS data.
- Provide an efficient records management system and appropriate storage for both soft and hard copies.
- Continually update and enhance the Council's website (www.noxiousweeds.org.au)

8. Strategic objective- Funding Arrangements

Secure the Council's financial position by promoting stronger funding arrangements with funding bodies and seeking alternative sources of funds.

Strategy

Secure alternative sources of funding for the Council's ordinary operations.

Activities

- Lobby politicians to have the noxious weed control grant programs increased.
- Investigate the availability of grant funds from other sources to assist the Council in its ordinary operations.
- Lobby public authorities for funding of weed control work on roads.

- Investigate alternative sources of grant funds for identifiable council weed control projects, such as serrated tussock control.
- Maximise income from fees, charges and income producing operations.
- Investigate opportunities for the Council to enhance income from its operations.
- Ensure that all operations carried out on a contract or agreed basis on behalf of others, including the control of weeds on private property by arrangement with the landholder, are properly costed and the cost fully recovered.
- Ensure that the Council does not undertake weed control work for which the Council does not have a statutory obligation unless the work is properly costed and charged at its true cost.

9. Strategic objective- Lobbying

Increase public awareness of the impact of noxious weeds on the community and the cost to the community of noxious weeds through contact with community leaders and public awareness campaigns.

Strategy

Increase politicians awareness of weeds.

Activities

- Write to politicians at every opportunity drawing attention to the importance of weeds and their impact on the community.
- Encourage interested groups in the community to lobby politicians about weeds issues and provide background material for their use in doing so.
- Invite politicians to Council meetings and to any other Council activities such as field days, community meetings, etc.
- Foster an interest in weeds in the local and rural press and news media and generate an interest in weeds by means of press releases in relation to any relevant noxious weed matter, such as scientific advances, research, new control initiatives, council activities, and such like.
- Publicise weed matters within the Council's community and ensure that the importance of weeds is emphasised in all Council publications.
- Continue and enhance the practice of having constituent councils include with rate notices a suitable information brochure about noxious weeds and the work of the Council.
- Continue and enhance the practice of having constituent councils include with Section 149 and 603 certificates a suitable information brochure about noxious weeds and the work of the Council and advising of the desirability of having a pre-purchase inspection about the noxious weed status of land.

10. Strategic objective- Technology

Enhance the educational and advisory role of the Council through the provision of a range of written and electronic material and staff promotion of this role.

Strategy

Ensure that the Council fulfils its educational and advisory role.

Activities

- Ensure that Weeds Officers are aware of the importance of the educational and advisory role.
- Keep the training of Weeds Officer up to date so that they are better able to fulfil the educational and advisory role.
- Provide assistance to occupiers in completing Property Weed Management Plans and applying for the Council's approval to such plans.
- Council staff to attend at local agricultural shows and provide facilities for distributing educational and advisory material and provide advice on noxious weed matters (perhaps jointly with Department of Primary Industries).
- Target solicitors and conveyancers and educate them on noxious weed problems and how they might best protect their clients.

11. Strategic objective – Regulatory Powers

Improve the effectiveness of the Council's regulatory role by the strategic use of the regulatory powers and appropriate publicity.

Strategy

To use the Council's regulatory powers, where necessary, to enforce the requirements of the Act with regard to noxious weed control.

Activities

- Institute a program of inspections to ensure compliance by private occupiers with programs of work set out in approved Property Weed Management Plans.
- The General Manager will, in accordance with this Plan and other Council policies, authorise the issue of a penalty notice, or the prosecution of an occupier or owner, at the General Manager's discretion and after consultation with the Senior Biosecurity Officer, where it appears that an offence against the Act or the regulations has been committed.
- The General Manager will authorise the issue of a penalty notice, or the prosecution of an occupier or owner, only where the General Manager is satisfied that such action –
 - (a) is necessary to enforce compliance by the offender with the Act and all other methods to encourage compliance have been unsuccessful, or,
 - (b) will serve as an example to others and will encourage the control of noxious weeds and further the implementation of this Strategy.
- The General Manager will authorise the issue of a penalty notice in preference to prosecution action.

- Publicise the Council's intention to use its regulatory powers to enforce the requirements of the Act with regard to noxious weed control.
- Include in the Council's advisory and extension material an explanation of Councils regulatory powers and the circumstances in which the Council will use its regulatory powers to enforce the requirements of the Act.
- Weeds Officers to explain, both orally and in writing, to occupiers, and where appropriate, owners, who are failing to meet the requirements of the Act, the regulatory consequences that may follow their continued failure to comply with the requirements of the Act.
- Emphasise in press releases and on all appropriate public occasions that the Council will use its regulatory powers to enforce the requirements of the Act where there is continued failure by occupiers and owners to comply with the Act.
- Ensure that the powers of inspection are used strictly in accordance with the Act and the Council's priorities.
- Before entering premises the Council will make every reasonable endeavour to contact the occupier to discuss its intention to enter and will endeavour to secure the occupier's consent to the entry, and a permanent record of the circumstances and details of all oral consents by occupiers to enter premises will be kept.
- Endeavour to secure the cooperation of public authorities in controlling noxious weeds on land that they occupy.
- Where a public authority has failed to comply with Section 13, and the Council has been unsuccessful in securing its cooperation in controlling noxious weeds on land that it occupies, recommend to the Minister that a weed control notice be given by the Minister to the public authority.
- Ensure that the regulatory powers are used fairly and impartially and in accordance with this strategy.
- All staff are to be made aware of the provisions of this plan relating to the use of regulatory powers.
- The General Manager to thoroughly investigate all complaints concerning the use of the regulatory powers.
- Institute a program of random reviews of instances where a failure of occupiers or owners to comply with the Act has not resulted in regulatory action to ensure that the matters were managed in accordance with this strategy.
- Report to the Council the result of any reviews conducted.

5.1 Other Information Relating to Principal Activities of Council

1. CAPITAL WORKS PROJECTS TO BE CARRIED OUT

Council has not planned any Capital Works Programs for 2022/23 to 2024/25 other than plant replacement.

2. SERVICES TO BE PROVIDED

PRIVATE WORKS

Private works will be carried out for private individuals or Government Departments on requests on a sundry debtor basis provided the carrying out of such work will not interfere with Council's primary responsibility of noxious weed control in accordance with the Biosecurity Act 2015.

SALE OF HERBICIDES

Herbicides used for noxious weed control will be made available to the public to purchase.

ADVICE

Fact sheets and brochures on noxious weed identification and control procedures will be forwarded to enquirers on request.

3. ASSET REPLACEMENT PROGRAMS TO BE IMPLEMENTED BY COUNCIL

Council will seek quotations for replacement plant and equipment from suppliers within and outside the County area. Suppliers within the County area will be given preference. Petrol driven motor vehicles will be replaced at 40,000 kilometres or two (2) years, whichever comes first and diesel vehicles will be replaced at 80,000 kilometres or two (2) years, within Council's budget.

4. SALES AND PURCHASES OF ASSETS TO BE CONDUCTED BY COUNCIL

The General Manager is authorised to sell and purchase items of equipment.

5. HUMAN RESOURCES ACTIVITIES

Staff is to have training to meet the minimum requirements of the industry standards in noxious weed identification, use of herbicides, health and safety and understanding integrated management techniques. Before staff can be appointed as authorised officers under the NSW Biosecurity Act 2015 they MUST;

Complete all of the introductory biosecurity legislation modules available through the online Emergency Management learning and development program (known as EMtrain).

All local council staff are welcome to complete the introductory biosecurity legislation modules available online at:

<https://emtrain.dpi.nsw.gov.au/login/learnbooklogin.php>

Module 1 Legislation and the Biosecurity Act 2015

Module 2 Biosecurity Duties and Risk-Based Decision Making

Module 3 Biosecurity Emergencies

Module 4 Management Tools

Module 5 Powers of Authorised Officers

Module 6 Enforcement and Compliance

Module 7 Accreditation, Certification and Auditing

Module 8 Prohibited Dealings, Biosecurity Registration and Traceability Systems

Module 9 Fees, Cost Recovery Orders and Compensation

Module 10 Permits

It is also recommended that they complete: compliance and regulatory training for Biosecurity Officers authorised under the Biosecurity Act 2015 (includes units that form part of the Certificate IV Government Investigations. Contact weed.resource@dpi.nsw.gov.au) • a Certificate III in Conservation and Land Management (weeds focus) or equivalent • training on how to correctly issue Penalty Fringement Notices under the Self Enforcement Infringement Notice Scheme.

All staff is to successfully complete the Local Government Industry Training Committee (LGITC) Weed Control Course or its equivalent.

6. EQUAL EMPLOYMENT OPPORTUNITY IMPLEMENTATION MANAGEMENT PLAN

Council's Equal Employment Opportunity Management Plan is a separate document and is available on request.

7. ENVIRONMENTAL FACTORS

Council complies with legislative requirements that relate to the environment and the use of herbicides to control noxious weeds. Such legislation includes the Environmental Planning and Assessment Act, Clean Water Act, etc.

6. Weeds Categories

Botanical Name	Common Name	Category
<i>Acacia nilotica</i>	Prickly Pear	W1/Prohibited
<i>Alternanthera pihloxeroides</i>	Alligator Weed	W1/WONS
<i>Cannabis sativa</i>	Indian Hemp	W1/GBD
<i>Carduus nutans</i>	Nodding Thistle	W2/GBD
<i>Cenchrus incertus</i>	Spiny Burrgrass	W3/GBD
<i>Cenchrus longispinus</i>	Spiny Burrgrass	W3/GBD
<i>Cestrum parqui</i>	Green Cestrum	W2GBD
<i>Cortaderia spp</i>	Pampass Grass	W2/GBD
<i>Cusuta spp</i>	Dodder	W2/GBD
<i>Eighhorina crassipes</i>	Water Hyacinth	W1/WONS
<i>Equisetum arvense</i>	Horsetail	W1/NEAL
<i>Erythroxylum coca</i>	Coca Leaf	W1/
<i>Gymnocoronis spilanthoides</i>	Senegal Tea Plant	W1/NEAL
<i>Heliotropium amplexicaule</i>	Blue Heliotrope St	W2/GBD
<i>Hypericum perforatum</i>	John's Wort	W2/GBD
<i>Kochia scoparia</i>	Kochia	W2/GBD
<i>Lagarosiphon major</i>	Lagarosiphon	W1/Prohibited/NEAL
<i>Lycium ferocissimum</i>	African Boxthorn	W1/Prohibited/NEAL
<i>Nasella trichotoma</i>	Serrated Tussock	W2/GBD
<i>Papaver somniferum</i>	Opium Poppy	W2/WONS
<i>Parthenium hysterophorus</i>	Parthenium Weed	W1/Prohibited/WONS
<i>Pistia stratiote</i>	Water Lettace	W1/GBD
<i>Prosopius spp</i>	Mesquite	W1/WONS
<i>Rosa rubiginosa</i>	Sweet Briar	W3/GBD
<i>Robus fruticosus (agg) spp</i>	Black Berry	W2/GBD
<i>Salvia reflexa</i>	Mintweed	W3/GBD
<i>Salvinia molesta</i>	Salvinia	W1/WONS
<i>Sclerolaena birchii</i>	Galvanized Burr	W3/Native Plant
<i>Solanum elaeagnifolium</i>	Silverleaf Nightshade	W2/WONS
<i>Sorghum Halepense</i>	Johnson Grass	W2/GBD
<i>Sorghum spp.hybrid</i>	Silk Foliage Sorghum	W2/GBD
<i>Sorghum x alnum</i>	Columbus Grass	W2/GBD
<i>Toxicodendron succedaneum</i>	Rhus Tree	W2/GBD
<i>Xanthium spinosum</i>	Bathurst Burr	W3/GBD
<i>Kanthium occidentale</i>	Noogoora Burrs	W3/GBD
<i>Xanthium Orientale</i>	Californian Burr	W3/GBD

7. Financial Estimates 2022-2023

1. CONSTITUENT COUNCIL CONTRIBUTIONS

Each Constituent Council will contribute an equal amount annually determined by Council. The contribution will be increased annually by the allowable general rate increase set by IPART for General Purpose Councils.

2. FEES

Council provides professional and specialist information in furnishing applicants with *"Noxious Weeds Certificates"*.

3. CHARGES – SALE OF MERCHANDISE

Items sold to land holders for the destruction or control of weeds on private land are charged on the basis of costs plus 15%.

4. PRIVATE WORKS

Private works will be carried out for private individuals or Government Departments on requests on a sundry debtor basis provided the carrying out of such work will not interfere with Council's primary responsibility of noxious weed control in accordance with the NSW Biosecurity Act 2015.

5. BORROWINGS

There are no proposed borrowings in accordance with Section 622 of the Local Government Act, 1993.

6. PRIVATE WORKS FOR CONSTITUENT COUNCIL

All private work carried out for Constituent Councils will be charged at actual costs plus 15% administration.

8. Pesticide Use Notification Plan

8.1 Activities to Protect Environmentally Sensitive Areas

8.1.1 Use Integrated Management Techniques to Reduce Reliance on Herbicides

The control options of noxious weeds along roadsides are limited when compared with neighbouring land occupiers. The options include mechanical, chemical, cultural and biological.

An integrated approach will totally and completely eliminate a noxious weed infestation. However, at times only a partial control and containment of an infestation is feasible. Reliance only on the control options rarely eradicates weeds. Each control option has several advantages and disadvantages and these are often governed by outside influences such as seasonal conditions.

Mechanical techniques may include slashing, ploughing and grading. Chemical techniques use herbicides by various application techniques. Cultural control, which may use strategic grazing on properties, is limited to growing more desirable and competitive vegetation along roadsides. Biological control can be achieved by using either classical or innovative techniques suited to the specific vector. For biological control to be successful, a host population needs to be maintained so that the vector does not die out.

Noxious weed control activities around environmentally sensitive areas will be reduced or stopped until the risk is at its lowest. An integrated approach using alternative methods may be necessary.

8.1.2 Use of Selective Herbicides

When assessing noxious weed control programs, various suitable herbicides and additives are selected from a range of herbicides to give the following options:

- a) Reduce the risk of off target damage due to spray and/or volatile drift.
- b) Reduce the risk of off target damage due to leaching or sideways wash of soil herbicide residues.
- c) Treat greatest number of noxious weed species in one pass with one spray tank mix to reduce the impact of herbicides on the environment.
- d) Use additives which increase the efficiency of the herbicide, reduce rain fastness time, reduce volatility of herbicide and increase droplet size to reduce spray drift.
- e) Where it has found that birds use various shrubby noxious weeds such as African Boxthorn as nesting habitat, landholders are encouraged to plant desirable native shrubs alongside the weeds after they have been controlled.

8.2 Notification of Pesticide Use on Roadsides and Aquatic Areas

In accordance with the Pesticides Regulation 1995, Council has developed a Pesticide Use Notification Plan. This plan is available to the public at Constituent Council's Offices and on the Council's website: www.noxiousweeds.org.au.

The Pesticide Use Notification Plan requires Council to include in its Management Plan reference of Council's intention to use pesticides on urban and rural roadsides, verges and reserves

Council uses pesticides to meet its obligations in relation to the control of Noxious Plants declared under the NSW Biosecurity Act 2015. Council's staff will carry out treatment programs on these plants throughout the year on urban and rural roads. The location, timing of application, target species and pesticides used in these programs are all governed by prevailing seasonal conditions.

When Council staff apply a pesticide to urban and rural road shoulders, verges and reserves at the request of a Constituent Council, the notification of the pesticides use will be in accordance with the Constituent Council's notification plan.

9. Equal Employment Opportunity (EEO) Implementation Management Plan

The objects and provisions relating to Council's EEO Management Plan are outlined in the following sections of the Part 4, LGA 1993;

344 Objects

- a) to eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital status and physical impairment in Councils; and
- b) to promote equal employment opportunity for women, members of racial minorities and physically handicapped persons in Councils.

345 Preparation and Implementation Management Plan

1. A Council must prepare and implement an EEO management plan in order to achieve the objects of this Part.
2. The plan is to include provisions relating to:
 - a) The devising of policies and programs by which the objects of this Part are to be achieved; and
 - b) the communication of those policies and programs to persons within the staff of the Council; and
 - c) the collection and recording of appropriate information; and
 - d) the review of personnel practices within the Council (including recruitment techniques, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and
 - e) the setting of goals and targets, where these may reasonably be determined, against which the success of the plan in achieving the objects of this Part may be assessed; and
 - f) the means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a); and
 - g) the revision and amendment of the plan; and
 - h) the appointment of persons within the Council to implement the provisions referred to in paragraphs (a) (g)
3. An equal employment opportunity management plan may include provisions, other than those referred to in subsection (2), that are not inconsistent with the objects of this Part.

10. Equal Employment Opportunity Management Plan

OBJECTIVE: Compliance with objectives of Local Government Act 1993:

- a) to eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital status and physical impairment in Council; and
- b) to promote equal employment opportunity for women, members of racial minorities and physically handicapped persons in Council.

STRATEGIES:

1. Develop and implement EEO Policy statement.
2. Allocate responsibility for EEO program management.
3. Discuss Policy and proposed strategies with Council and Union representatives.
4. Communicate policy to staff by distribution.
5. Review and/or development of employment policies and practices with the aim of integrated EEO/merit principles including:
 - recruitment techniques
 - selection criteria
 - promotions and transfers
 - training and development
 - conditions of employment
6. Develop grievance procedure.
7. Determine appropriate performance indicators and set goals and targets against program objectives.
8. Establish monitoring and evaluation procedures for the management plan.
9. Review of management plan periodically.
10. Annual reporting on progress publicly.

IMPLEMENTATION SCHEDULE:

During 2022/23 it is proposed to undertake the following implementation program.

1. Review all existing Council policies to ensure compliance with EEO principles.
2. Further develop EEO policy.
3. Ensure people involved with EEO policy development and management have adequate training.

POLICY:

Castlereagh Macquarie County Council is committed to its human resource management practices being conducted in a manner that ensure fair and equal treatment for employees and potential employees.

To ensure that for any position, training opportunity or other benefit, the best available person is selected, the merit principle will apply in assessing each person's skills and abilities against the needs of the job and disregarding unlawful personal characteristics which are irrelevant to the job.

Equal opportunity is an integral part of sound business practice which will enhance productivity and result in better services to the community.

Consistent with the requirements of the Local Government Act, 1993, the broad objectives/purpose of the policy are:

- a) to eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital status and physical impairment; and
- b) to promote equal employment opportunity for women, members of racial minorities and physically handicapped persons.

PROCEDURES

1. All staff will contribute toward the development, implementation and maintenance of an equal opportunity management plan which will include the provisions specified in the Act to achieve its broad objectives.
2. The following key principles will apply:

Non-discriminatory Environment

Every person employed by Council is entitled to work in an environment which is free of discrimination by Council and its employees, where discrimination means denying a person fair and equal treatment in employment on grounds other than those based on the requirements of the job.

Merit as the basis for Recruitment, Development and Promotion

- Those with the abilities, skills, qualifications and experience which are required for a particular job will have an equal opportunity of being considered for the position.
- The person selected will be the person who best meets the requirements for the particular position.
- Selection criteria should be made explicit and may include the opportunity for career development and potential for further promotion beyond that position.
- There will be equal opportunity of access to appropriate training and development opportunities.

Access to Information

All employees will have access to information about conditions and benefits pertaining to their employment.

Access to Entitlements

All employees will have equal access to the benefits and entitlements pertaining to the positions held.

Affirmative Action

Positive and constructive measures will be taken to identify and eliminate barriers which may exclude certain groups from the equal opportunity to be considered on their merits.

Workplace Harassment

Appropriate disciplinary action will be taken against harassers where complaints have been substantiated.

Resolution of Grievance

Employees shall have access to effective process for the resolution of grievances concerning discrimination and/or harassment.

RESPONSIBILITY

The Equal Employment Opportunity Policy applies to all staff, as all staff are obliged to follow non-discriminatory practices in the workplace, as it is Council being the responsible employer, which is legally accountable for discrimination on employment matters.

The General Manager will ensure that:

- Council's EEO Management Plan is implemented and maintained within Council;
- All staff comply with Council's EEO Policy and with relevant legislation and that the organisation of Council is subject to public scrutiny by way of external reporting.

All staff:

- Are responsible for upholding the EEO principles outlined in Council's Policy;
- Have the right to seek advice through the appropriate grievance mechanisms concerning discrimination and/or harassment.



Castlereagh Macquarie County Council

Operational Plan

2022/2023

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1. Glossary of Terms and Abbreviations

The following definitions and abbreviations are used in the Castlereagh Macquarie County Council Delivery Plan:

BASP	Castlereagh Macquarie County Council Business Activity Strategic Plan
Constituent Councils	Coonamble Shire Council, Gilgandra Shire Council, Walgett Shire Council, Warrumbungle Shire Council, and Warren Shire Councils collectively. These local government areas constitute the area of operation for the Castlereagh Macquarie County Council.
Council	Castlereagh Macquarie County Council
Councillors	Members of the CMCC governing body
County Council	Castlereagh Macquarie County Council
EEO	Equal Employment Opportunity
LGA 1993	NSW Local Government Act 1993
Noxious Plants	Plants which are declared noxious by NSW Department of Primary Industries for the area of operation of the Castlereagh Macquarie County Council.
NSW DPI	NSW Department of Primary Industries
NSW BA 2015	NSW Biosecurity Act 2015 (Effective 1 st July 2017)
CMCC	Castlereagh Macquarie County Council
NWLLS	North West Local Land Service
CWLLS	Central West Local Land Services

2. Council Contact Details

Head Office

77 Fox Street
WALGETT NSW 2832

All Correspondence to be addressed
to:

General Manager
Castlereagh Macquarie County Council
PO Box 664
WALGETT NSW 2832

Telephone: 02 6828 6100
Email: cmcc@cmcc.nsw.gov.au
Website: <http://www.cmcc.nsw.gov.au>

3. What is an Operational Plan?

Section 1 in the Castlereagh Macquarie County Council's Business Activity Strategic Plan (BASP) explains the background and general structure of the Integrated Planning and Reporting Framework that was introduced for Local Government by the *Local Government Amendment (Planning and Reporting) Act 2009*.

Section 405 of the *Local Government Act 1993* requires that Council must develop an Operational Plan which is adopted before the beginning of each financial year which:

- Details the principal activities that Council will undertake to achieve the objectives established in the Business Activity Strategic Plan (BASP), which are within the resources available to Council as outlined in Resourcing Strategy contained in Council's BASP.
- Includes a method of assessment to determine the effectiveness of each principal activity in achieving the objectives at which the activity is directed.
- Statement of Revenue Policy for the year covered by the Operational Plan.

The Operational Plan is a sub-plan of the Delivery Programme and must be exhibited for at least 28 days during which period public submissions can be made to Council.

Council must accept and consider any submissions made on the draft Operational Plan before adopting the Operational Plan.

Clause 201 of the *Local Government (General) Regulation 2005 (regulation)* requires Council's annual statement of revenue policy to include details of:

- Estimated income and expenditure
- Proposed rates and charges
- Proposed pricing methodology
- Proposed borrowings

Clause 203 of the *Regulation* requires that budget review statements and a revision of estimates must be reported to Council within two (2) months after the end of each quarter (except the June quarter).

The Operational Plan must be prepared as a sub-plan of the Delivery Programme and:

- Directly address the actions outlined in the Delivery Programme and identify projects, programmes or activities that Council will undertake within the financial year towards addressing these actions.
- Allocate responsibilities for each project, programme or activity.
- Identify suitable measures to determine the effectiveness of the projects, programmes and activities undertaken.
- Include a detailed budget for the activities to be undertaken in that year.

4. Vision Statement

Vision

To prevent, contain or reduce the invasion of Weeds within the Castlereagh Macquarie County Council area.

5. Mission Statement

Mission

To provide effective integrated weed management systems utilising the latest technology to all Constituent Councils fairly and equitably in accordance with the NSW Biosecurity Act 2015.

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

3. Update Council policy				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Review Council administration policies.	2.3	GM	Within 2 months of expiry of policy or every 2 years	

4. Provide information to public in a timely and effective manner				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Ensure other public information is made available at Council's office.	2.1	GM	As soon as practicable after it becomes public information.	
Ensure business papers are provided to constituent councils.	2.1	GM	Post to General Managers at the same time as Councillors' business	
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practical.	

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
Quarterly Budget Review Statements and Delivery Programme Review to Council.	2.2	GM	August, October, February and April Meetings.	Satisfactory completion of task in accordance with target level.
Audited Financial Statements to Division of Local Government.	2.2	GM	By the end of November.	
Financial Data collection return.	2.2	GM		
Notice of meeting at which audited reports are to be presented.	2.2	GM	By date specified by Division of Local Government	
Audited Financial Reports presented to public	2.2	GM	December Meeting	
Draft Operational Plan and Budget on Public Exhibition	2.2	GM	Following April meeting	
Operational Plan and Budget to be adopted	2.2	GM	June Meeting	

6. Ensure all other statutory returns are completed and lodged by the due date				
Required Activity	BA & SO	Resp	Target	Performance Measure
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.
Council's Annual Report prepared and lodged with Division of Local Government	2.2	GM	30 November annually.	
Other returns as required by Division of Local Government, Department of Primary Industries, or others	2.2	GM	No later than return date specified	

7. Implementation of Council				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.

8. Continue to ensure the provision of finance to Council from available sources				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
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.	
Application to Department of Primary Industries for grants under NSW Weeds Action Programme	2.4	GM	As required under Weeds Action Programme 1520.	
Provide grant returns to Department of Primary Industries.	2.4	GM	As required under Weeds Action Programme 1520	
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4	GM	As required	

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

10. Provide financial information and advice to Council				
Required	BA & SO	Resp	Target	Performance Measure
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 & 3	GM	At Council Meeting following end of quarter	

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

12. Promote the Council's interests through participation with relevant organisations				
Required Activity	BA &	Resp	Target	Performance Measure
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.

13. Provide active support for LGNSW				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Utilise the services of LGNSW to further Council's interests	3.1	GM	As and when required by Council.	

14. Actively pursue politicians to further Council's interests				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required	

15. Minimise the risks associated with all functions of Council				
Required Activity	BA & SO	Resp	Target	Performance Measure
Identify new risks associated with Council's functions.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Analyse and prioritise all risks identified.	2.3	GM	Within 3 months after identification.	
Minimise exposure through rectification of risks.	2.3	GM	Within budget constraints.	
Update policy on the use of contractors.	2.3	GM	Ongoing.	
Review risk management policy	2.3	GM	Ongoing	
Update Risk Assessment re spraying back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow	

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and				
Required Activity	BA & SO	Resp	Target	Performance Measure
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.
Provide training on EEO to staff.	2.3	GM	Ongoing as required.	
Provide staff with training on risk management.	2.3	GM	Ongoing as required.	
Review and update staff training programme.	2.3	GM	Annually.	
Review EEO Management Plan.	2.3	GM	As required	

17. Maintain and update Council's records management system				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.	

18. Implement system of information technology capable of providing information that is relevant and timely				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor reporting system ability to provide information requirements.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Monitor technology improvements and assess future requirements.	2.3	GM	Ongoing.	
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
Maintain assets register for all assets over \$5,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Monitor the condition of those assets	2.3	GM	Ongoing.	
Identify maintenance requirements for those assets.	2.3	GM	Ongoing.	
Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.	

20. Introduce a system for electronic mapping of noxious weed infestations and the automation of Weeds Officers' reporting procedures				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor the introduction of electronic mapping of noxious weed infestations and the automation of Weeds Officers' reporting procedures.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 1520.	Satisfactory completion of task in accordance with target level.
Expand the introduction of electronic of noxious 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 1520.	
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.	

21. Compile data on Council's current vehicle and plant fleet – condition and usage				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.

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

23. Actively pursue the control of noxious weeds along roadsides in Council's area				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Carryout necessary control works in line with Council's Budget allocations.	1.3	SWO	As seasonal conditions / and available funding permit.	
Respond to reports of noxious weeds on roadsides.	1.3	SWO	Carry out inspection within 7 days of notification.	
Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	As required	

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

25. Actively pursue the control of noxious weeds on vacant Crown lands				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Inspect vacant Crown lands to ensure obligations for noxious weed control are being met.	1.2	SWO	As required as resources are available.	
Provide information to Department of Lands on noxious weed control requirements	1.2	SWO	Within 10 working days of inspection.	
Respond to complaints for noxious weeds on vacant Crown Land	1.2	SWO	Initial inspection within 10 working days.	

26. Actively pursue the control of noxious weeds on land held by Forests of NSW				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.

27. Actively pursue the control of noxious weeds on other public authorities land				
Required Activity	BA & SO	Resp	Target	Performance Measure
Inspect lands of public authorities to ensure obligations for noxious weeds control are being met.	1.2 & 1.3	SWO	Ongoing.	Satisfactory completion of task in accordance with target level.
Provide information to public authority on noxious weed control requirements.	1.2 & 1.3	SWO	Within 10 working days of inspection.	
Respond to complaints regarding noxious weeds on lands of public authorities.	1.2 & 1.3	SWO	Initial inspection within 10 working days.	

28. Conduct aerial spraying programmes for noxious weeds				
Required Activity	BA & SO	Res	Target	Performance Measure
Organise programmes for aerial spraying of noxious weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SWO	As required.	Satisfactory completion of task in accordance with target level.
Publicise aerial spraying programmes in local media and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SWO	As required.	
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes	1.2	SWO	In accordance with Programmes	

29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.

7. Other Information Relating To Principal Activities of Council

1. CAPITAL WORKS PROJECTS TO BE CARRIED OUT

Council has not planned any Capital Works Programs for 2022/2023 other than plant and equipment replacement and provision of alternate depot facilities at Warren.

2. SERVICES TO BE PROVIDED

Private Works

Private works will be carried out for private individuals or Government Departments on requests on a sundry debtor basis provided the carrying out of such work will not interfere with Council's primary responsibility of noxious weed control in accordance with the NSW Biosecurity Act 2015.

Sale of Herbicides

Herbicides used for noxious weed control will be made available to the public to purchase at cost plus a 15% administration charge.

Advice

Fact sheets and brochures on noxious weed identification and control procedures will be forwarded to enquirers on request.

3. ASSET REPLACEMENT PROGRAMS TO BE IMPLEMENTED BY COUNCIL

Council will seek quotations for replacement plant and equipment from suppliers within and outside the County area. Suppliers within the County area will be given preference. Petrol driven motor vehicles will be replaced at 40,000 kilometres or two (2) years, whichever comes first and diesel vehicles will be replaced at 80,000 kilometres or two (2) years, within Council's budget.

4. SALES AND PURCHASES OF ASSETS TO BE CONDUCTED BY COUNCIL

The General Manager is authorised to sell and purchase items of plant and equipment as detailed in Council's plant replacement program.

5. HUMAN RESOURCES ACTIVITIES

Staff is to have training to meet the minimum requirements of the industry standards in noxious weed identification, use of herbicides, health and safety and understanding integrated management techniques.

6. EQUAL EMPLOYMENT OPPORTUNITY IMPLEMENTATION MANAGEMENT PLAN

Council's Equal Employment Opportunity Implementation and Management Plans are separate documents and are available on request.

7. ENVIRONMENTAL FACTORS

Council complies with legislative requirements that relate to the environment and the use of herbicides to control noxious weeds. Such legislation includes the Environmental Planning and Assessment Act, Clean Water Act, etc.

8. Weeds

Botanical Name	Common Name	Category
<i>Acacia nilotica</i>	Prickly Pear	W1/Prohibited
<i>Alternanthera pihloxeroides</i>	Alligator Weed	W1/WONS
<i>Cannabis sativa</i>	Indian Hemp	W1/GBD
<i>Carduus nutans</i>	Nodding Thistle	W2/GBD
<i>Cenchrus incertus</i>	Spiny Burrgrass	W3/GBD
<i>Cenchrus longispinus</i>	Spiny Burrgrass	W3/GBD
<i>Cestrum parqui</i>	Green Cestrum	W2GBD
<i>Cortaderia spp</i>	Pampass Grass	W2/GBD
<i>Cusuta spp</i>	Dodder	W2/GBD
<i>Eighhorina crassipes</i>	Water Hyacinth	W1/WONS
<i>Equisetum arvense</i>	Horsetail	W1/NEAL
<i>Erythroxylum coca</i>	Coca Leaf	W1/
<i>Gymnocoronis spilanthoides</i>	Senegal Tea Plant	W1/NEAL
<i>Heliotropium amplexicaule</i>	Blue Heliotrope St	W2/GBD
<i>Hypericum perforatum</i>	John's Wort	W2/GBD
<i>Kochia scoparia</i>	Kochia	W1/Prohibited/NEAL
<i>Lagarosiphon major</i>	Lagarosiphon	W1/Prohibited/NEAL
<i>Lycium ferocissimum</i>	African Boxthorn	W1/Prohibited/NEAL
<i>Nasella trichotoma</i>	Serrated Tussock	W2/GBD
<i>Papaver somniferum</i>	Opium Poppy	W2/WONS
<i>Parthenium hysterophorus</i>	Parthenium Weed	W1/Prohibited/WONS
<i>Pistia stratiote</i>	Water Lettace	W1/GBD
<i>Prosopius spp</i>	Mesquite	W1/WONS
<i>Rosa rubiginosa</i>	Sweet Briar	W3/GBD
<i>Robus fruticosus (agg) spp</i>	Black Berry	W2/GBD
<i>Salvia reflexa</i>	Mintweed	W3/GBD
<i>Salvinia molesta</i>	Salvinia	W1/WONS
<i>Sclerolaena birchii</i>	Galvanized Burr	W3/Native Plant
<i>Solanum elaeagnifolium</i>	Silverleaf Nightshade	W2/WONS
<i>Sorghum Halepense</i>	Johnson Grass	W2/GBD
<i>Sorghum spp.hybrid</i>	Silk Foliage Sorghum	W2/GBD
<i>Sorghum x almum</i>	Columbus Grass	W2/GBD
<i>Toxicodendron succedaneum</i>	Rhus Tree	W2/GBD
<i>Xanthium spinosum</i>	Bathurst Burr	W3/GBD
<i>Kanthium occidentale</i>	Noogoora Burrs	W3/GBD
<i>Xanthium Orientale</i>	Californian Burr	W3/GBD

9. Annual Statement of Revenue Policy

For further financial information reference should be made to Council's 2022/23 Budget and Long Term (Ten year) Financial Plan.

FEES AND CHARGES

1. CONSTITUENT COUNCIL CONTRIBUTIONS

Each Constituent Council will contribute an equal amount annually determined by Council. The contribution will be increased annually by the allowable general rate increase (Rate peg) set by IPART.

2. FEES

Council provides professional and specialist information in furnishing applicants with "*Biosecurity Certificates*" under Section 183 of the NSW Biosecurity Act 2015.

3. CHARGES – SALE OF MERCHANDISE

Items sold to land holders for the destruction or control of weeds on private land are charged on the basis of costs plus 15% administration charge.

4. PRIVATE WORKS

All private work will be charged on the basis of external plant hire plus labour and on costs and a 15% administration charge.

5. BORROWINGS

There are no proposed borrowings in accordance with Section 622 of the Local Government Act, 1993.

6. PRIVATE WORKS FOR CONSTITUENT COUNCILS

All private work carried out for Constituent Councils will be charged at actual costs plus 15% administration



Castlereagh Macquarie County Council

Long Term Financial Plan

2022/23 to 2031/32

Prepared in accordance with the provisions contained in the Local Government Act
1993

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1. Introduction

The Integrated Planning and Reporting Legislation requires that an effective Resourcing Strategy be established to underpin the four year Delivery Programme and annual Operational Plan. The Resourcing Strategy consists of a ten year Long Term Financial Plan (LTFP), a ten year Asset Management Plan and a four year Workforce Strategy.

The Long Term Financial Plan is an essential component of Council's strategic planning process. Its purpose is to provide the framework to assist with short, medium and long term financial planning and to ensure that when decisions are made they are based on sound financial government principles and practices. It also helps Councillors and management in their strategic and operational planning processes to ensure financial stability and achieve the most efficient and effective outcomes not only for the Council but also the constituent Councils of Coonamble Shire, Gilgandra Shire, Walgett Shire, Warren Shire and Warrumbungle Shire.

The Long Term Financial Plan is where all the elements of Council, the community and the constituent councils aspirations and plans in relation to management and the control of noxious and invasive weeds is tested against the Council's financial capacity to deliver. It also attempts to present both the Council and management with the answers to issues of financial viability and opportunities for income growth.

Our Long Term Financial Plan has a ten year horizon and underpins both the four year Delivery Programme as well as the annual Operational Plan. The first year of the LTFP is effectively the annual budget and will be rolled forward each year and updated with short, medium and longer term variables so as to provide a meaningful view of the Council's financial position in those timeframes.

The LTFP is an essential tool for identifying financial issues and providing a basis for problem solving. As such it is invaluable for addressing whole of life cycle matters.

The LTFP also sets financial targets and bench marks to guide Council's forward decision making. It is based on guidelines and aims to promote consistent financial directions during both the term of Council and the life of the Plan. The financial model predicts the Council's annual funding requirements required to maintain a continuing strong financial position and deliver the outcomes sought by the community and constituent councils.

In setting out to achieve the objectives and principle activities identified in the Business Activity Strategic Plan, the LTFP underpins the financial sustainability of the Council and ensures that there will be sufficient funds available in future years to achieve these objectives in a timely manner. The policy statements detailed in the Plan are given authority by the adoption of the Plan. These Statements provide the framework that guides decision making and the parameters in which management operates.

2. Policy Framework

The basic principle of financial management and budgeting is the process by which scarce resources are allocated to meet competing demands. The policy framework in this Plan is structured to provide a guide for the Council in developing Council's Budget and Long Term Financial Plan, and a format that management needs to work within the annual operating plan.

a) Unrestricted Working Funds

This is a measure of liquidity or net financial position. As part of Council's financial governance responsibilities, a level needs to be set at which working capital should be maintained.

The unrestricted cash of Council provides an appropriate buffer for unforeseen expenditure as well as the management of daily cash flows. As Council's budget grows, the amount allocated will also need to grow in line so as to keep the unrestricted cash at the designated level.

Council's target is to adopt as part of this plan, a minimum unrestricted working funds balance equivalent to **25%** of the unrestricted revenues in the same financial year, or a cash expense cover ratio of not less than 3 months of the annual expenses in accordance with the "Cash expense cover ratio".

Over the life of the LTFP Council is proposing to reduce its level of working funds from \$774,000 in 21/22 to \$262,000 in 31/32.

b) Employee Leave Entitlements

Council creates a liability in its balance sheet each year for outstanding annual leave and long service leave. This leave liability needs to be paid at some future point in time. However, Council does not expect to have to pay the liability in full in any given year.

As Council is a going concern, it should maintain a cash reserve equivalent to a reasonable amount that it can be expected to pay. Council's target cash reserve provision is 100%. However, given the current size of the liability and the employee profiles, the potential for large payments on termination, resignation or retirement of employees over the next ten years there is some flexibility to reduce the reserve provision to no less than **50%**.

c) Investment Funds

Council maintains a single investment portfolio across its entire operation.

Of the available funds, Council restricts certain amounts for future works or projects. Funds from the sales of assets, surplus equipment or functions with funded depreciation from operating income will be directed into an asset management reserve that is to be utilised as part of Council's new Asset Management Strategy.

d) External Borrowings

Council does not require external borrowings to carry out its functions and it is expected this policy will be continued for the life of the Plan.

Council funds new or upgraded vehicles, plant and equipment from its current income sources or from reserves set aside specifically for the purpose of plant replacement.

e) Operating Budget

In normal years Council's operating budget aims to achieve a balanced budget or slight surplus to maintain an adequate level of working capital and to fund asset replacements or renewals. The current level of working capital has far exceeded the benchmark and it's planned this balance be reduced over the life of this plan to a more realistic level as detailed in (a) above.

f) Current Financial Position

Council's estimated net operating result for 2021/22 is a deficit of \$118,000 had an operating deficit of \$250,000. Excluding non-cash transactions, Council decreased its cash available by \$101,000 from the previous reporting period.

Council discloses in the annual financial reports a series of key performance indicators that aim to present a concise picture of the organisation performance and where the financial position is trending over a longer period of time than just the annual result.

Unrestricted current ratio

2021	2020	2019
7.07:1	4.61:1	6.95:1

The unrestricted current ratio includes remaining cash relative to all other General Fund functions. A ratio of greater than 1.5 is generally viewed as acceptable. Council's current ratio will be reduced during the course of the three (3) Delivery Program.

Cash and investments

In 2021/21 Council held \$1,258,000 in cash and investments which is made up of cash, cash equivalents and investments. Term deposits will be invested with be invested at the best available rate in accordance with Council's Investment Policy.

Loans and interest bearing liabilities

Council has no loans or interest bearing liabilities and does not envisage requiring any external borrowings over the life of the Plan.

3. Financial Planning Assumptions, Uncertainties and Risks – Sensitivity Analysis

The following assumptions, risks and uncertainties have been identified in relation to the Council's ten year Business Activity Strategic Plan. Uncertainty increases as the financial information presented extends each year from the current financial data.

These forecast financial statements must be read with caution utilising the details of financial assumptions contained in this statement. Financial years 2022/23 to 2031/32 must be read with the understanding that the forecast is based on professional opinion and estimates, and that in broad terms the business of Council should continue in its current form in line with what has been forecast in the Business Activity Strategic Plan. Uncontrollable external events or change in State or Federal Government policy will significantly affect the forecast.

The most significant risks include unexpected changes to legislation and/or regulations. It has been assumed that the organisational structure of each of the constituent Councils will remain relatively unchanged for core services with reshaping of those organisations to cater for positions associated with their community strategic directions. Council will be impacted by the issues of an ageing workforce and reducing grant funds identified in the Workforce Strategy.

Service Priorities

It is assumed that the community will continue to endorse and demand the current services that Council provides to the community. The Business Activity Strategic Plan objectives and principle activities are expected to be funded from recurrent and existing funds where service levels are not affected, otherwise new external funding is to be sourced.

Asset Ownership

There are no major assets sales or changes in management identified in the new Asset Management Plan that will affect the outcome of the financial reports beyond 2031/32. Council's current Asset Register is expected to remain stable from year to year. Technology and innovation may change future outcomes however significant changes to Council's policies are not anticipated over the life of the Delivery Programme.

Interest Rates

Council has not allowed for any borrowings over the life of the Plan and will therefore not be subject to new borrowings. Interest on money invested has been estimated at 2% per annum.

Funding sources

It has been assumed that the level of external funds through the current grant allocations and contributions from constituent Councils will remain consistent over the 10 years and that there is no significant change to government policy to either decrease or increase. Council will continue to actively pursue other grant opportunities but due to their high level of uncertainty these cannot be included in the financial projections.

Internal funding sources from annual charges and user charges are expected to increase as a minimum in line with CPI, assumed at 3% per annum.

Grant funding provided to Council through the NSW Weeds Action Programme by the NSW DPI are only applicable for a five year period, finishing in 2026. It is assumed that a further five year funding period will be approved and this is reflected in the ten year financial forecasts of the Plan.

Depreciation and useful lives

All Council's recognised assets are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential embodied in those assets. The following timeframes are applied throughout the Plan.

-Office Equipment	5 to 10 years
-Office Furniture	10 to 20 years
- Computer Equipment	3 to 5 years
-Vehicles and equipment	5 to 8 years
-Other Plant and Equipment	5 to 15 years

Outsourcing and service delivery

Where Council outsources physical works and professional services, it is assumed this practice will continue. Council's Resources Strategy has identified that over the next ten years a skills shortage may have an effect on service delivery. In this Plan, it has identified Council may need to use outsourcing options if there are critical skill gaps that cannot be resolved. The financial forecast has assumed that current recruitment patterns will continue and that Council will be able to fill positions.

Asset renewal

The forecast expenditure for asset renewal is sufficient to maintain the current level of services.

Changes to service levels

Throughout the course of the Delivery Program 22/23 to 24/25 it is proposed to continue with a higher than normal expenditure on roadside program targeting noxious weed problems evident in those constituent areas to the east of the county area.

Ten year Long Term Financial Plan – 2022/23 – 2031/32

The planned financial forecast is aimed at delivering the strategic objectives and principle activities set out in Council's Business Activity Strategic Plan over the next ten years with a focus on the next three (3) years Delivery Program.

The ten year LTFP will be updated annually as part of adopting the annual Operational Plan at which point assumptions and forward estimates will be reviewed and updated as required.

4. Planned Operating Income

User fees and charges	User fees and charges are detailed in Council's 2022/23 Fees and Charges Schedule included as part of the annual Operational Plan. Future year's user fees and charges have been increased by an estimated CPI increase of 3% per annum.
Interest on Investments	An interest rate of 2% per annum is assumed for interest earned on investments. Interest rates can fluctuate quickly, however, a target of 2% per annum as an average rate of return on investment over the life of the plan is considered to be reasonable.
Other Revenues	Are expected to increase between 2.5% and 3.5% per annum over the period of the plan.
Operating Grants and Contributions	Operational grants are expected to increase at an average of 2% per annum. Contributions from constituent Councils have been assumed to increase by rate pegging amounts over the period of the plan.

5. Planned Operating Expenditure

Employee Costs	Employee costs are expected to grow at a net rate of 2.0% per annum in accordance with State Award provisions
Borrowing Costs	Council does not envisage requiring any external borrowings over the life of the Plan.
Materials and Contracts	This has been broadly budgeted at an annual increase of 2.5 % to 3.00% per annum as it is anticipated that there will be increases in fuel and chemical costs.
Other Operating Expenses	Other operating expenses have been increased in line with the estimated CPI of 3% per annum

6. Financial Forecast

1. Income and Expenditure Statements

The following schedules provide the forward financial projections for Operating Income and Expenditure.

Scenario 1 - “conservative” provides for increases at the 2012/13 rate pegging limitations of 0.7%.

2. Balance Sheet

The Balance Sheet reflects the estimated results for the next ten years.

3. Cash Flow Statements

The Cash Flow Statement reflects the estimated results for the next ten years.

4. Changes in Equity

The Changes in Equity Statement reflects the estimated results for the next ten years.



Castlereagh Macquarie County Council

Asset Management Plan

2022/23 to 2031/32

Prepared in accordance with the provisions contained in the Local Government Act 1993

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Overview

Castlereagh Macquarie County Council assets presently consist of the operational vehicles and plant used by staff on a day to day basis. Apart from owning the freehold of depots at Coonamble and Coonabarabran and depot buildings constructed on reserves/leasehold land at the outlying centres of Warren, Walgett and Gilgandra, Council has no other fixed assets in regards to buildings or other infrastructure.

Vehicles

Council currently maintains a fleet of six (6) vehicles. The Council's strategy in the past has been to replace these vehicles regularly in order to minimise maintenance costs and maximise trade in values. This practice was re-introduced from 1 July, 2013. The annual plant replacement program is funded from the operational budget via the changeover cost being in line with annual depreciation value of the vehicles and the Plant Replacement Reserve should expected changeovers exceed budget estimates.

Spray Equipment

Council has six (6) vehicle mounted Quick Spray units. Council's policy in the past had been to replace these units every five (5) years on a rotational basis which allowed Council to maximise the resale value of these units. Council found that since this replacement program had been in place, that there had been a strong demand for these units. This replacement process is being re-introduced with effect from 1 July, 2013.

Council's other major plant assets are one (1) John Deere Gator.

Depreciation

Depreciation of Castlereagh Macquarie County Council's plant and equipment is calculated using the straight line method in order to allocate an assets cost (net of residual values) over its estimated useful life

Estimated useful lives for Castlereagh Macquarie County Council plant and equipment include:

-Office Equipment	5 to 10 years
-Office Furniture	10 to 20 years
- Computer Equipment	3 to 5 years
-Vehicles and equipment	5 to 8 years
-Other Plant and Equipment	5 to 15 years

The following table list of assets of Castlereagh Macquarie County Council as of 30 June 2021.

Current Assets Values as at 30 June 2021

Plant & Tool Assets					
Life			Accum	Balance	
Years	Description	At Cost	Dep'n	30-Jun-21	check
5	Quik Spray Unit 10 - Walgett - 2018	12,525.00	10,530.61	1,994.39	OK
5	Quik Spray Unit 11 - Coona - 201	12,525.00	10,530.61	1,994.39	OK
5	Quik Spray Unit 12 - Gilgandra - 2020	13,180.00	4,997.76	8,182.24	OK
5	Quik Spray Unit 13 - Coonamble- 2020	13,180.50	4,997.76	8,182.74	OK
5	Quik Spray Unit 14 - Warren - 2020	12,119.36	2,975.05	9,144.31	OK
5	Quik Spray Unit 15 - Walgett - 2020	12,119.37	2,975.05	9,144.32	OK
5	Quik Spray Unit 16 New Gator	9,274.49	335.41	8,939.08	OK
5	New trailer	4,272.72	194.32	4,078.40	OK
5	Vehicle Tracking Systems	10,430.00	6,429.45	4,000.55	OK
	Small Tools (all Depots)	99,626.44	43,966.02	55,660.42	OK

Motor Vehicle Assets								
Life			Myob					
							Bal as at	
Years	Registration	Plant No - 68xxx	Asset A/C	Description	At Cost	Dep'n	30-Jun-21	check
	Plant & Equipment							
				Isuzu D-Max 4X4	50,502.35	636.47	49,865.88	OK
				Isuzu D-Max 4X5	50,502.35	636.47	49,865.88	OK
5		6--8229	1--2721	CX Gator - John Deere	20,387.60	0.00	20,387.60	OK
5	CL-15-AZ	6--8237	1--2736	Isuzu 4x4 Crew Cab	37,931.82	30,989.76	6,942.06	OK
5	CO-62-ZP	6--8238	1--2737	Isuzu 4x4 Space Cab	39,123.63	25,573.44	13,550.19	OK
5	CR-99-RM	6--8239	1--2738	Nissan Navara 4x4	40,580.36	19,745.37	20,834.99	OK
5	CV 51 XZ	6--8240	1--2739	Nissan Navara 4x4	41,345.28	13,162.53	28,182.75	OK
	TOTAL				280,373.39	90,742.64	189,629.35	OK

OFFICE EQUIPMENT					
Years	Description	At Cost	Accum Dep'n	30-Jun-21	Check
	Office Equipment				
5	Computer Equipment	13,480.00	12,574.68	905.32	OK
5	Computer Software	13,610.00	13,610.00	0.00	OK
2	5 x Zebra Rugged Tablets 09/06/2020	24,522.54	15,083.04	9,439.50	OK
		51,612.54	41,267.72	10,344.82	OK

Asset Management Policy

The Castlereagh Macquarie County Council Asset Management Policy is attached as Appendix A.

Asset Replacement Plan

Projected Asset Replacement Program 2022/23 to 2031/32 (Net Values)

1. Purchases

Purchases	\$	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Spay Units		12,000.00	12,000.00	12,000.00	13,000.00	13,000.00	13,000.00	14,000.00	14,000.00	14,000.00	15,000.00
Vehicles		58,000.00	63,000.00	71,000.00	62,000.00	92,000.00	67,000.00	66,000.00	96,000.00	71,000.00	80,000.00
Total Purchases (\$'000)		70,000.00	75,000.00	83,000.00	75,000.00	105,000.00	80,000.00	80,000.00	110,000.00	85,000.00	95,000

2. Sales Spray Units

Purchases	\$	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
All Plant & Vehicles		40,000.00	43,000.00	43,000.00	43,000.00	13,000.00	47,000.00	47,000.00	50,000.00	50,000.00	50,000.00
Total Sales		40,000.00	43,000.00	43,000.00	43,000.00	47,000.00	47,000.00	47,000.00	50,000.00	50,000.00	50,000



ASSET MANAGEMENT POLICY

Asset Management Policy

OVERVIEW

The Castlereagh Macquarie County Council's assets presently consist of the operational vehicles and plant used by staff on a day to day basis. Other than buildings at Depots at outlying centres Council has no other fixed assets or other infrastructure.

POLICY OBJECTIVES

This policy provides the overall framework to guide the sustainable management of Council's asset portfolio.

POLICY STATEMENT

To ensure effective asset management, Council will endeavour to:

- Utilise assets to their fullest potential to maximise usage and economic performance.
- Ensure that asset renewal, disposal, upgrade or new asset provision is carried out in accordance with the adopted resourcing strategy that includes demonstrated need, life cycle costing, alternative modes of delivery and sustainability.
- Ensure asset management practices conform to legislative requirements and reflect best practice in the industry.
- Ensure that all asset purchase, maintenance, rehabilitation and replacement shall be guided by Council's Asset Management Plans and annual budgetary process.
- Assets meet specifications and quality standards; and
- Assets meet requirements for public safety, WH&S and maintainability.

POLICY REFERENCE (E.G. LEGISLATION, RELATED DOCUMENTS)

Local Government Act 1993

Local Government (General) Regulation 2005

Local Government Amendment (Planning and Reporting) Act 2009

CMCC Business Activity Strategic Plan 2022/23 to 2031/32

Responsible Officer

General Manager

Date

3rd May 2022.



Castlereagh Macquarie County Council

Workforce Strategy

2022 - 2024

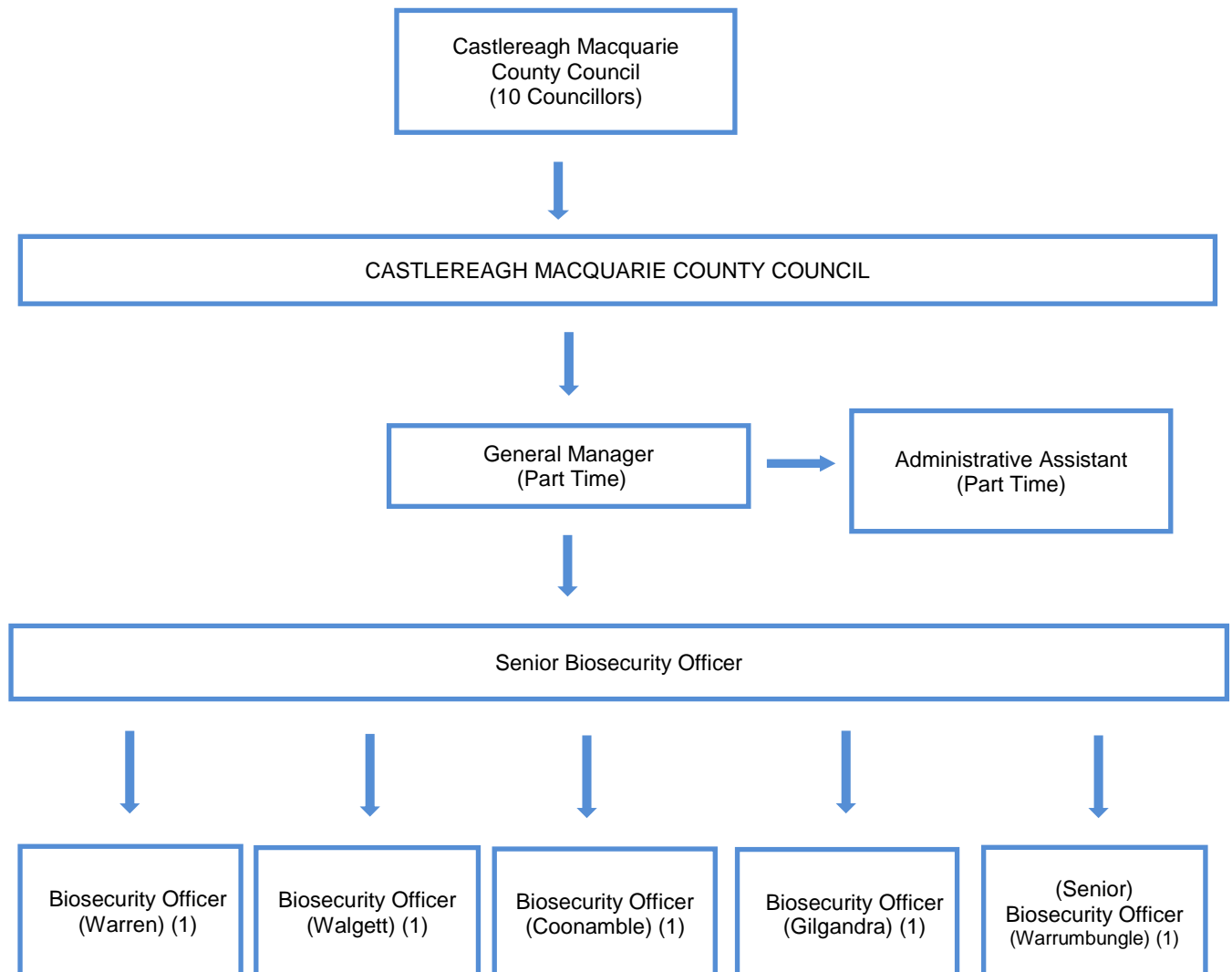
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1. Staffing and Organisational Structure

The current staff structure of the Council consists of a part time General Manager a Senior Biosecurity Officer, 4 Biosecurity Officers and a part-time Administration Officer.

Current Organisational Structure



2. Operational Staff Duties and Responsibilities

General Manager

This position is a part time and currently held by the General Manager, Walgett Shire Council. The General Manager is responsible for the management of the Castlereagh Macquarie County Council in accordance with LGA 1993.

Senior Biosecurity Officer

This position is a full time position with the Chief Weeds Officer responsible for the day to day administration of Castlereagh Macquarie County Council and supervision of the Biosecurity Officers.

Biosecurity Officers

These positions are full time/casual/contract and whose duties include property inspections for the presence of Noxious Plants on private lands, control of Noxious Plants on council controlled lands and public awareness programs in their designated districts.

3. Employee Age and Service Profile

Council's current operational workforce age ranges from 45 to 68 years of age with two (2) employees having twenty (20) years or more in the Local Government noxious plant control. It is expected that the employee age range for the next four (4) years will be in a similar age group range, between 45-68 years of age, with any new employees recruited expected to be between 40 to 50 years of age.

The use of retractable spray equipment and other technology has reduced the physical load of operational activities on employees which is a major consideration with the age of the current workforce. The conduct of control activities on Noxious Plants during the cooler morning hours, during the summer months also reduces heat load and fatigue on employees.

4. Training

Staff receive specialise training through the NSW DPI training program for weed officers. Council's training program is formulated by qualifications needed by employees to achieve a Certificate IV in Conservation and Land Management (weeds). This and other training required is in line with the Council's Register of Qualifications, Delegations, Competencies and Training for Council staff involved in noxious plant activities.

5. Staff Remuneration

Staff are currently remunerated as part of the Council's pay system. This system uses statistical information from NSW Local Government Councils to place employee positions within the system. This pay system has two components with the first of half of the pay level based staff achieving levels of competency for increases in remuneration. Once staff have completed all of their position's competencies, increases in remuneration can be achieved through performance.

6. Staff Performance Management

Performance Management Reviews are conducted annually with the progressive results of these reviews to constitute the Biosecurity Officer's Annual Performance Management Review.

Aims of Performance Management Review

1. To outline Council's expectations of the scope and conduct of the Biosecurity Officer's duties.
2. To enable Council to achieve the objectives within its Delivery/Operational Plans.
3. To provide staff with a guide for the planning of activities to achieve their position's key responsibilities and duties.
4. Provide feedback to staff regarding their performance.
5. To provide staff with a fair and equitable Performance Management Review.

Areas of Performance Management Review

1. Inspection of Private Properties.
2. Control of Noxious Plants on Public Lands Controlled by Constituent Councils.
3. Community Awareness of Noxious Plants.
4. Legislation and Policy and Procedure Compliance.
5. Workplace Health & Safety
6. Work Practices, Professional Development and Communication.

7. Staff Recruitment and Retention Challenges

The Castlereagh Macquarie County Council's location in the Western NSW has placed, and is expected to do so in the future, pressure on recruitment and retention through competition from the region's major industries including Agriculture and Mining. The strong presence of these industries in region is the main factor contributing to the region recording an unemployment rate of 6.2% compared with the NSW state return of 6.3%. This competitive employment environment, with the associated high cost and lack of availability of accommodation in most centres in the region, places further pressure on Council's ability to recruit and retain of staff.

Historically, Castlereagh Macquarie County Council staff turnover has been low, with only minimal resignations and associated recruitments, in the past 10 years. During the period 2022-2024, Council is expecting the retirement of at least one staff member, whose position, at this point in time, will be need to be filled.

The main challenges that Council faces in retaining and recruiting staff is:

- Reduction in levels of grants available through NSW Department of Primary Industries. Reduction in these grant levels in recent years have now reached the stage where Council has decided to investigate the down-sizing of its operations and placing a greater reliance on casual and/or contract staff.
- Continual upward pressure on wages to retain existing staff and recruit prospective staff due to the wage structure of the mining and associated industries. With employee costs currently representing approximately 67% of Council's total operating budget and the annual increase Council's traditional revenue sources being restricted, any large increase in wages with the current staffing structure would drastically affect Council's solvency. If this occurred, major organisational restructure would need to be initiated, include a review of staffing levels and core business activities.
- The high cost of accommodation, affects Council's ability to recruit staff from outside the region. This compounded by the Council's logistical need to have staff reside in their principle district of operation. This may restrict the pool of prospective employees to those already residing in the district of operation.
- Due to the specialised qualifications and experience, mainly in regards to the enforcement of the NWA 1993, it is unlikely that candidates for positions with the Council will have the full skill set required.
- Limited career advancement unless senior staff vacates their position.

8. Recruitment Strategy

Through the recruitment process, Council will be targeting prospective employees who have a rural or horticultural background who already reside in the prospective district area of operation or have sufficient resources to relocate to the area. One of the attributes of the operational positions with Council is that all of the positions have high degree of self-management with employees responsible for the day to day operations in their designated operational districts. This positional attribute can be used by Council in recruitment process.

Due to the increasing use of technology by Council, prospective employees will need to be familiar with information technology.