



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 29th August 2022

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Council Meeting of Castlereagh Macquarie County Council will be held at the Coonamble Shire Council Chambers on **29th August 2022** commencing at **10:30am** to discuss the items listed in the Agenda.

Michael Urquhart
GENERAL MANAGER

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1. OPENING OF MEETING

Time: _____ am

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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 27th June 2022

Minutes of Ordinary Council Meeting – 27th June 2022

Recommendation:

That the minutes of the ordinary Council meeting held 27th June 2022, having been circulated be confirmed as a true and accurate record of that meeting.

Moved:

Seconded:

Attachments:

Meeting Minutes – 27th June 2022.

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS ON MONDAY 27th JUNE 2022 AT
10:30AM.**

PRESENT: Cllrs D. Batten, B. Fisher, M Cooke, I. Woodcock, Z Holcombe and N. Kinsey

ABSENT: Cllr P Cullen, Cllr D Todd, Cllr G Peart and Cllr G Whiteley

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

WELCOME: Meeting was opened at 10:42am and Chairman Cllr D Batten welcomed all
councillors and staff to the meeting.

06/22/1 Leave of Absence

Resolved:

That the leave of absence received from Councillors Pat Cullen, Denis Todd, Greg Peart and
Greg Whiteley are accepted and a leave of absence granted.

Moved: Cllr Kinsey
Seconded: Cllr Fisher

Carried

DECLARATIONS OF INTEREST- Nil

06/22/2 Minutes of Ordinary Council Meeting – 3rd May 2022

Resolved:

That the minutes of the ordinary Council meeting held 3rd May 2022, having been circulated be
confirmed as a true and accurate record of that meeting.

Moved: Cllr Kinsey
Seconded: Cllr Fisher

Carried

06/22/3 Council's Decision Action Report – June 2022

Resolved:

1. That the Resolution Register for June 2022 be received and noted

Moved: Cllr Woodcock

Seconded: Cllr Cooke

Carried

06/22/4 Adoption of 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 and Workforce Strategy 2022/24

Resolved:

1. That Council adopts the Draft 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 and Workforce Strategy 2022/24
2. Report to the August 2022 meeting with a plan of expenditure, Council b Council for the additional control operations.

Moved: Cllr Kinsey

Seconded: Cllr Holcombe

Carried

06/22/5 Revised Investment Policy

Resolved:

1. That the report be received.
2. That Council adopts the revised Investment policy as presented.

Moved: Cllr Woodcock

Seconded: Cllr Kinsey

Carried

06/22/6 Circulars Received From the NSW Office of Local Government

Resolved:

That the information contained in the following Departmental circulars 22-12 to 22-18 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Clr Kinsey

Seconded: Clr Holcombe

Carried

06/22/7 Cash and Investment Report- 30th April 2022 & 31st May 2022

Resolved:

That the investment report for 30th April 2022 and 31st May 2022 be received and noted.

Moved: Clr Fisher

Seconded: Clr Holcombe

Carried

06/22/8 Member Fees, Local Government Remuneration Tribunal

Resolved:

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

1. The member fee for 2022/2023 be fixed at \$1,900
2. The Chairperson fee for 2022/2023 be fixed at \$4,080
3. Makes a superannuation contribution payment to its Councillors/Members in accordance with section 254B of the Local Government Act 1993.

Moved: Clr Kinsey

Seconded: Clr Woodcock

Carried

06/22/09 Audit, Risk and Improvement Committee

Resolved:

That:

1. That Council join with the Far North West Joint Organisation and its member Councils in establishing a Shared Audit Risk and Improvement Committee in accordance with section 428B of the Local Government Act 1993
2. That Council delegate authority to the Far North West Joint Organisation to appoint the chair and two (2) independent members to form the Shared Audit Risk and Improvement Committee to serve the Far North West Joint Organisation, all three member Councils and Castlereagh Macquarie County Council.
3. That Council appoint Cllr Bill Fisher to serve as the non-voting board member on the ARIC for this Council only.
4. That Council adopt the Draft Terms of Reference developed for the operation of the Audit Risk and Improvement Committee noting the initial revised term to cater for the shorter period to be served by the current Council and the fact that there is no current need for the Chair to be pre-qualified at this stage.

Moved: Cllr Kinsey

Seconded: Cllr Cooke

Carried

06/22/10 Important Dates for Councillors – Upcoming Meetings and Events

Resolved:

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

Moved: Cllr Fisher

Seconded: Cllr Kinsey

Carried

06/22/11 Senior Biosecurity Officer's Report

Resolved:

1. That the report be received and noted.
2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices

Moved: Cllr Woodcock

Seconded: Cllr Cooke

Carried

Date of the next CMCC Council Meeting to be Monday 29th August 2022 in Coonamble Shire Council Chambers, commencing at 10:30am

Close of Meeting

The meeting closed at 11:30am

Chairman

General Manager

7. REPORT OF THE GENERAL MANAGER

ITEM 7.1 ANNUAL FINANCIAL STATEMENTS 2021/2022

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report recommends that the Draft Annual Financial Statements and Draft Special Purpose Financial Statements for the year ending 30 June 2022 be referred for audit.

Background:

Section 413, 415 and 416 of the Local Government Act 1993 requires the Council's General Purpose and Special Purpose Annual Financial Reports for the year ending 30 June 2022 to be prepared, referred to audit and audited by 31 October 2022.

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

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

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

Current Position:

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

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

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

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

Relevant Reference Documents/Policies:

Local Government Act (1993)
Local government Regulation

Governance issues:

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

Environmental issues:

There are no identified environmental issues.

Stakeholders:

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

Financial Implications:

The Financial Reports represent Council's financial position as at 30 June 2022.

Alternative Solutions/Options:

N/A

Conclusion:

It is now appropriate that action be taken in accordance with the Local Government Act in relation to the 2021/2022 Financial Reports.

Annual Financial Statements 2021/2022
<p>Recommendation:</p> <ol style="list-style-type: none">1. The Draft Annual Financial Reports for 2021/2022 be referred to Council's Auditor.2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements.3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and its requirements. <p>Moved: Seconded:</p>

Attachments:

Section 413 statements for signature.

Castlereagh Macquarie County Council

General Purpose Financial Statements

for the year ended 30 June 2022

Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (NSW) (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993* (NSW) (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the *Local Government Code of Accounting Practice and Financial Reporting*.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 29th August 2022.

Councillor Doug Batten

Chairperson

Dated:

Councillor Bill Fisher

Deputy Chairperson

Dated:

Michael J Urquhart

General Manager

Dated:

Michael J Urquhart

Responsible Accounting

Officer Dated:

ITEM 7.2 COUNCIL'S DECISION ACTION REPORT – AUGUST 2022

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This schedule summarises the current position of action taken in respect of matters considered at the previous meetings of Council when the outcomes have not been finalised.

Background:

Attached is the Resolution Register which summaries outstanding action in respect of all resolutions which required action and are still outstanding. The exception is for the last meeting where items that have been completed are included. Councillors are reminded that any queries should be raised with the General Manager prior to the meeting.

Current Position:

Details of actions taken/being taken are flagged for each motion. Over time the register may grow in size because, whilst resolutions are actioned after the meeting, it is not always possible to resolve issues quickly, especially if other government agencies are involved or Council's own in-house resources are stretched, Council has to prioritise work commitments.

In these circumstances the register becomes the simple tool of keeping track of matters awaiting attention.

Again, Councillors are reminded that any queries should be raised with the General Manager prior to the meeting as this would streamline the meeting process and also resolve minor issues more expediently.

Relevant Reference Documents/Policies:

Resolution Register.

Governance Issues:

Standard Procedure dictates that Council resolutions should be implemented as soon as practicably be achieved.

Environmental Issues:

Nil.

Stakeholders:

CMCC Council

Alternative Solutions/Options:

Nil.

Conclusion:

That the Resolution Register be received and noted. It is requested that any queries be raised with the General Manager prior to meeting day to facilitate proceedings at the meeting.

Council's Decision Action Report – August 2022

Recommendation:

That the Resolution Register August 2022 be received and noted.

Moved:

Seconded:

Attachment:

Action Resolution Register.



CMCC ACTION RESOLUTION REGISTER

28.02.22		That the General Manager write to all constituent Council's advising of an increase of 0.7% to annual co-contributions, in line with IPART's 2022-2023 Rate Peg.	GM	10.03.22 – Letter's sent to Coonamble Shire Council, Warren Shire Council, Gilgandra Shire Council, Warrumbungle Shire Council and Walgett Shire Council advising of 0.7% increase to annual co-contributions.	Completed
28.02.22	02/22/15	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.	GM	11.04.22 – E-mail sent to DPI to investigate African Boxthorn controls. 21.04.22 – E-mail response received from CSIRO in relation to registering interest in participating in African Boxthorn Bio Control Program in Coonamble and Warrumbungle Shire Council areas.	Completed
03.05.22	05/22/08	That the Draft Business Activity Strategic Plan 2022/23 – 2031/32, Delivery Program 2022/23-2024/25, Operational Plan 2022/23, Long Term Financial Plan 2022/23-2031-32, Asset Management Plan 2022/23 – 2031/32 and Workforce Strategy 2022/24 be place on public exhibition for a period of 28days from 10 th May 2022 until 4:30pm on the 6 th June 2022, inviting submissions from the public during this time.	GM	10.05.22 – Advertisement of Draft Plans placed on public exhibition on 10.05.22. Advertising placed in Walgett Spectator and Western Magazine and on CMCC website.	Completed
03.05.22	05/22/11	<ol style="list-style-type: none"> 1. That Council supports Lightning Ridge Area Opal Reserve in attempts to obtain additional resources to deal with Hudson Pear in Walgett Shire and express interest in managing the program (should funding be successful) for a period of (5) years. 2. That Council acknowledge the correspondence from the Lightning Ridge Area Opal Reserve on 27 	GM	General Manager and Senior Biosecurity Officer met with DPI and Minister for Agriculture Advisor to discuss additional funding for Hudson Pear Control. DPI Advised there is no additional funding available. They reinforced the stance that Landholders have a responsibility under the Act to control weeds. General Manager informed Reserve Manager the CRIF program was open and an application should be lodged for assistance with Hudson Pear control on the reserve.	Completed

Castlereagh Macquarie County Council Agenda – 29th August 2022 – Ordinary Council Meeting

		April 2022 and provide written support for attempts to obtain additional funding.			
27.06.22	06/22/04	<p>1. That Council adopts the 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 and Workforce Strategy 2022/24.</p> <p>2. A Report to the next meeting in regards in an itemised expenditure plan</p>	GM		Completed
27.06.22	06/22/09	<p>That:</p> <p>1. Council join with the Far North West Joint Organisation and its member Councils in establishing a Shared Audit Risk and Improvement Committee in accordance with Section 428B of the Local Government Act 1993.</p> <p>2. That Council delegate authority to the Far North West Joint Organisation to appoint the chair and two (2) independent members from the Shared Audit Risk and Improvement Committee to serve the Far North West Joint Organisation, all three (3) members Council's and Castlereagh Macquarie County Council.</p> <p>3. That Council appoint Cllr Bill Fisher to serve as the non-voting board members on the ARIC for this Council only.</p> <p>4. That Council adopt the Drafts Terms of Reference developed for the operation of the Audit Risk and Improvement Committee noting the initial term to cater to the shorter period to be served by the current Council and the fact there is no current need for the Chair to be pre-qualified at this stage.</p>	GM		In Progress

ITEM 7.3 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:

- 22-19 Consultation on regulatory proposals for a new Public Spaces (Unattended Property) (PSUP) Regulation 2022 and to commence the PSUP Act
- 22-20 Annual Reporting of Labour Statistics
- 22-21 Update on membership requirements for audit, risk and improvement committees
- 22-22 The development of guidelines and a model policy on the lobbying of councillors

Governance Issues:

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

Stakeholders:

Councillors
Castlereagh Macquarie County Council staff

Financial Implications:

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

Conclusion:

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

Circulars Received From the NSW Office of Local Government
<p>Recommendation:</p> <p>That the information contained in the following Departmental circulars 22-19 to 22-22 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p>Moved: Seconded:</p>

Attachments:

Circulars 22-19 to 22-22



Office of
Local Government

Circular to Councils

Circular Details	Circular Number 22-19 / 13 July 2022 / A825856
Previous Circulars	21-39 The NSW Government's <i>Public Spaces (Unattended Property) Act 2021</i> 19-30 Review of the <i>Impounding Act 1993</i> and Release of Discussion Paper
Who should read this	Councillors/General Managers/All council staff
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Feedback on regulatory proposals

Consultation on regulatory proposals for a new *Public Spaces (Unattended Property) (PSUP) Regulation 2022* and to commence the PSUP Act

What's new or changing

- The *Public Spaces (Unattended Property) (PSUP) Act 2021* passed Parliament on 29 November 2021.
- A Regulatory Impact Statement (RIS) has been released for consultation for 21 days on preferred options for regulations to support the new PSUP Act. An analysis of costs and benefits of the preferred option is included.

What this will mean for your council

- The Office of Local Government (OLG) invites comment over the next 21 days on regulatory proposals in the RIS, including Penalty Infringement Notice amounts, notice periods, monetary caps under which items may be quickly disposed of, and risk-based timeframes within which those responsible for unattended property in public must collect their property or potentially face strong enforcement action.
- OLG will continue to consult with councils and others over the coming weeks to develop training, guidance and communication materials to support successful implementation of the PSUP laws.

Key points

- The new PSUP laws will provide councils with stronger powers and penalties to rid footpaths, streets, parks and other public spaces of unattended property (including personal items, shopping trolleys, share bikes, vehicles and stock animals) by making those responsible for unattended property attend to it or face strong enforcement action.
- Following consultation on the RIS, it is anticipated that the new PSUP laws and regulations will be commenced later this year on a date determined by the Minister for Local Government, the Hon. Wendy Tuckerman MP.
- The RIS includes a detailed cost benefit analysis of the NSW Government's preferred option, which shows a net benefit to the community of \$10.1m per year or \$71 million over 10 years.
- Feedback received from councils and other key stakeholders during the extensive consultation process over the past 2.5 years was instrumental in shaping the

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regulatory proposals, as flagged in the [Second Reading Speech](#) to Parliament at the time the Bill was debated.

- The proposals also incorporate feedback provided at consultation workshops held in April and May 2022 with councils, industry, community advocacy groups, peak bodies, animal welfare organisations and others on important regulatory proposals needed to commence the PSUP Act.
- The PSUP laws will replace and repeal the Impounding Act 1993 and regulations, including special provisions for declaring a 'boat trailer impounding area'.

Where to go for further information

- A copy of the RIS, details about how to provide feedback by the closing date of 5pm **Wednesday 3 August 2022** and further information about the *Public Spaces (Unattended Property) Act 2021* is available on the OLG website [here](#).
- The *Public Spaces (Unattended Property) Act 2021* is available on the Legislation Register [here](#).
- Further information about the review of the Impounding Act and development of the PSUP Act is available on the OLG website [here](#).

Liz Moore

Acting Deputy Secretary, Crown Lands and Local Government

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Office of
Local Government

Circular to Councils

Circular Details	Circular No 22-20 / 13 July 2022 / A827540
Previous Circular	21-41 Annual Reporting of Labour Statistics by Councils
Who should read this	Councillors / General Managers / Human Resources
Contact	Council Governance Team/02 4428 4100/olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Annual Reporting of Labour Statistics

What's new or changing

- **Wednesday 25 May 2022** has been chosen as the "relevant day" for councils to report on their labour statistics in their annual reports under section 217 of the *Local Government (General) Regulation 2021*.

What this will mean for your council

- In their 2021/22 annual reports, councils must publish a statement of the total number of persons who performed paid work for them on **Wednesday 25 May 2022** including, in separate statements, the total number of the following:
 - the number of persons directly employed by the council:
 - on a permanent full-time basis
 - on a permanent part-time basis
 - on a casual basis, and
 - under a fixed-term contract
 - the number of persons employed by the council who are "senior staff" for the purposes of the *Local Government Act 1993*
 - the number of persons engaged by the council, under a contract or other arrangement with the person's employer, that is wholly or principally for the labour of the person, and
 - the number of persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee.

Key points

- The "relevant day" for the purpose of reporting labour statistics under section 217 is required to be fixed by the Secretary of the Department of Planning and Environment after the end of each financial year. This date is to be a different day to the one fixed by the Secretary for the previous year.

Where to go for further information

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

Liz Moore

A/Deputy Secretary, Crown Lands and Local Government

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Office of
Local Government

Circular to Councils

Circular Details	Circular No 22-21 / Date 20 July 2022 / A824754
Previous Circular	21-26 <i>New risk management and internal audit framework for councils and joint organisations</i>
Who should read this	General Managers / Councillors / Council governance staff / Audit, risk and improvement committee members and internal audit personnel
Contact	Council Governance Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Update on membership requirements for audit, risk and improvement committees

What's new or changing

- Following recent discussions, the Office of Local Government (OLG) and NSW Treasury have agreed that the NSW Government's Prequalification Scheme for Audit and Risk Committee Chairs and Members will not be suitable for use by councils and joint organisations.
- OLG's draft *Guidelines for Risk Management and Internal Audit for Local Councils in NSW*, issued for consultation last year, contemplated that from June 2027 councils and joint organisations would be required to appoint Audit, Risk and Improvement Committee (ARIC) chairs and a prescribed number of ARIC members from the NSW Government prequalification scheme. Following discussions with NSW Treasury, OLG has taken the opportunity to revisit this requirement, delaying the finalisation of the Guidelines.
- While OLG anticipates that this delay will not be significant, it recognises the need to give councils and joint organisations certainty, particularly given that some are currently in the process of establishing an ARIC for the first time and appointing chairs and members. The proposed new requirements for ARIC membership have therefore been set out in the attachment to this circular.

What this will mean for your council

- Under the new requirements, all councils (including county councils) and joint organisations will be required, at a minimum, to have an ARIC that comprises of the following:
 - one independent chair who meets the independence and eligibility criteria for an ARIC chair, and
 - at least two independent members who meet the independence and eligibility criteria for ARIC members – councils may appoint additional independent members should they choose to do so.
- Councils will also have the option of appointing one non-voting councillor member to their ARIC who meets the eligibility criteria for councillor members.
- The proposed independence and eligibility criteria for ARIC chairs and independent members and the proposed eligibility criteria for councillor members of ARICs are set out in the attachment to this circular.
- The above requirements will apply to all councils and joint organisations. The removal of the requirement for ARIC chairs and a prescribed number of ARIC

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members to be appointed from the NSW Government prequalification scheme based on which tier a council is in, means that it is no longer necessary to place councils in tiers and these arrangements will no longer apply.

- Given that councils and joint organisations will no longer be required to appoint ARIC chairs and members from the NSW Government prequalification scheme, the timeframe for compliance with the ARIC membership requirements in the Guidelines will be brought forward to 1 July 2024. As of that date all councils and joint organisations will be required to ensure ARIC chairs and members meet the eligibility and independence requirements set out in the Guidelines and have a risk management framework and internal audit function that complies with the Guidelines.

Key points

- Under the *Local Government Act 1993*, all councils (including county councils) and joint organisations are required to have an ARIC or to have entered into an arrangement with another council or joint organisation to share an ARIC from 4 June 2022.
- OLG recognises that some councils and joint organisations may have faced challenges in establishing an ARIC or shared arrangements for an ARIC ahead of the 4 June deadline and is prepared to accommodate some flexibility in implementation timeframes provided they can demonstrate that they are actively taking steps to appoint or share an ARIC.
- The Guidelines will be finalised soon. Full compliance with the requirements in the Guidelines will be required from 1 July 2024.

Where to go for further information

- The proposed independence and eligibility criteria for ARIC chairs and independent members and the proposed eligibility criteria for councillor members are set out in the attachment to this circular.
- The draft [*Guidelines for Risk Management and Internal Audit for Local Councils in NSW*](#) provides further guidance on the proposed requirements for ARICs, the risk management framework and internal audit function. As noted above, the proposed requirement in the draft Guidelines to use the NSW Government prequalification scheme and the tiering arrangements will no longer apply.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.
- If councils or joint organisations require assistance in establishing an ARIC or shared arrangements for an ARIC, they should contact their Council Engagement Manager at OLG.

Liz Moore

A/Deputy Secretary, Crown Lands and Local Government

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Attachment

The following requirements will apply to ARIC chairs and members from 1 July 2024.

1. Independence requirements for ARIC chairs and independent members

All ARIC chairs and independent members must be independent to ensure they have no real or perceived bias or conflicts of interest that may interfere with their ability to act independently and can provide the council with robust, objective, and unbiased advice about how the council is functioning.

ARIC chairs and independent members cannot:

- currently be a councillor of any NSW council
- be a non-voting representative of the board of the joint organisation
- be a candidate at the last election of the council
- be a person who has held office in the council during its previous term
- be currently employed by the council or joint organisation, or been employed during the last 12 months
- conduct audits of the council on behalf of the Audit Office of NSW
- have a close personal or business relationship with a councillor or a person who has a senior role in the council that may lead to a real or perceived conflict of interest
- currently, or within the last three years, provided any material goods or services (including consultancy, legal, internal audit, and advisory services) to the council which directly affect subjects or issues considered by the ARIC
- be (or have a close family member who is) a substantial shareholder, owner, officer, or employee of a company that has a material business, contractual relationship, direct financial interest or material indirect financial interest with the council or a related entity which could be considered a real or perceived conflict of interest, or
- currently or have previously acted as an advocate of a material interest on behalf of the council or a related entity which could be considered a real or perceived conflict of interest.

Current staff of councils cannot serve as the chair of an ARIC but may serve as an independent member of another council's ARIC provided they meet the independence and eligibility criteria for membership of the council's ARIC and their employer is not participating in a shared arrangement with the other council in relation to the ARIC or the internal audit function.

2. Eligibility requirements for ARIC chairs and members

The persons appointed as a chair or a member of an ARIC must possess the skills, knowledge, and experience necessary to undertake their roles on the ARIC effectively and to ensure the ARIC is able to operate appropriately and effectively to support the council.

The following eligibility criteria for ARIC chairs and members reflects the minimum standards persons must meet to be appointed as the chair or member of a council's ARIC. Councils may require ARIC chairs and members to satisfy more onerous eligibility criteria if they choose to do so.

Eligibility requirements for ARIC Chairs

In addition to meeting the independence requirements set out above, the following eligibility criteria apply to the chair of an ARIC.



Essential criteria

ARIC chairs must demonstrate the following:

- leadership qualities and the ability to promote effective working relationships in complex organisations
- an ability to communicate complex and sensitive assessments in a tactful manner to the head of the council's internal audit function, senior management and the mayor and councillors
- a sound understanding of:
 - the principles of good organisational governance and capacity to understand local government accountability, including financial reporting
 - the business of the council or the environment in which it operates
 - internal audit operations, including selection and review of the head of the council's internal audit function, and
 - risk management principles
- extensive senior level experience in governance and management of complex organisations, an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- functional knowledge in areas such as risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and a willingness to constructively challenge/question management practices and information, and
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of the chair of an ARIC.

Desirable criteria

- possession of a relevant professional qualification or membership (e.g., Institute of Internal Auditors (IIA), CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA)) is desirable.

Eligibility requirements for ARIC independent members

In addition to meeting the independence requirements set out above, the following eligibility criteria apply to ARIC independent members:

Essential criteria

ARIC independent members must demonstrate the following:

- an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- functional knowledge in areas such as risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and willingness to constructively challenge/question management practices and information
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of an independent member of an ARIC, and



- preparedness to undertake any training on the operation of ARICs recommended by the chair based on their assessment of the skills, knowledge and experience of the independent member.

Desirable criteria

Ideally, independent members of ARICs should also meet the following criteria, but these are not essential:

- extensive senior level experience in governance and management of complex organisations, and
- possession of a relevant professional qualification or membership (e.g., Institute of Internal Auditors (IIA), CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA)).

Eligibility requirements for non-voting councillor members of ARICs

A councillor must demonstrate the following to be appointed as a non-voting ARIC member:

- an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- a good understanding of one or more of the following: risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and willingness to constructively challenge/question management practices and information
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of a councillor member of an ARIC, and
- preparedness to undertake any training on the operation of ARICs recommended by the chair based on their assessment of the skills, knowledge and experience of the councillor member.

Note: The mayor cannot be appointed as a councillor member on a council's ARIC.

3. Appointment of ARICs

When selecting ARIC members, councils should ensure the ARIC has an appropriate mix of skills, knowledge and experience to successfully implement its terms of reference and add value. An ARIC should have:

- at least one member with financial expertise (for example, a qualified accountant or auditor or other financial professional with experience of financial and accounting matters), and
- a mix of skills and experience in:
 - o business
 - o financial and legal compliance
 - o risk management
 - o internal audit, and
 - o any specialised business operations of the council, where the ARIC would benefit from having a member with skills or experience in this area.

All ARIC members should have sufficient understanding of the council's financial reporting responsibilities to be able to contribute to the ARIC's consideration of the annual financial statements.



Each ARIC member should also have sufficient time to devote to their responsibilities.

Where possible, councils should ensure that at least one other ARIC member is also qualified to act as the chair if this is ever required.

Note: Councils must undertake a criminal record and financial status (bankruptcy) check of ARIC chairs and members before their appointment.



Office of
Local Government

Circular to Councils

Circular Details	Circular No 22-22 / 8 August 2022 / A731312
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

The development of guidelines and a model policy on the lobbying of councillors.

What's new or changing

- In recent investigations, (Operation Dasha, Operation Eclipse and Operation Witney), the Independent Commission Against Corruption (ICAC) has considered the corruption risks associated with the lobbying of councillors and made corruption prevention recommendations.
- Among other things, ICAC has recommended:
 - that the Office of Local Government (OLG), in consultation with the local government sector, develop guidelines to enhance transparency around the lobbying of councillors (ICAC has also made recommendations about the content of the guidelines), and
 - that the *Lobbying of Government Officials Act 2011* (the LOGO Act) is amended to ensure all provisions apply to local government.
- In response to ICAC's recommendations, OLG is proposing to develop guidelines to enhance transparency around the lobbying of councillors. The guidelines will be issued under s 23A of the *Local Government Act 1993*.
- OLG is also developing a model policy on lobbying to support councils to implement the guidelines. If adopted by councils, the policy will operate to supplement the provisions of their adopted codes of conduct.

What this will mean for your council

- OLG is undertaking consultation with councils to seek their views on what should be included in the proposed guidelines and to identify existing best practice in the local government sector in managing corruption risks associated with the lobbying of councillors.
- OLG is also seeking the views of councils on whether the LOGO Act should apply to local government.
- To assist with the development of the guidelines and model policy, OLG is seeking the following from councils:
 - councils' views and suggestions on ICAC's recommendations on the content of the proposed guidelines (set out in the attachment to this circular)
 - suggestions on what issues, behaviours and risks need to be addressed in the guidelines and model policy
 - information about what measures councils currently take to enhance transparency and promote honesty around the lobbying of councillors, and
 - copies of or links to councils' existing lobbying policies.
- Submissions may be made by email to olg@olg.nsw.gov.au.
- Submissions should be labelled '*Lobbying Guidelines*' and marked to the attention of OLG's Council Governance Team.

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- Submissions should be made by COB **Monday 5 September 2022**.

Where to go for further information

- Information about ICAC's corruption prevention recommendations in relation to the lobbying of councillors is provided in the attachment to this circular.
- ICAC's report on Operation Dasha is available [here](#).
- ICAC's report on Operation Eclipse is available [here](#).
- ICAC's report on Operation Witney is available [here](#).
- Information on the operation of the LOGO Act is available [here](#).
- Contact OLG's Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au

Michelle Wood
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3

ATTACHMENT

ICAC recommendations in relation to section 23A guidelines on the lobbying of councillors

Operation Dasha

Recommendation 8

That the Department of Planning and Environment (DPE), following a reasonable period of consultation, issues guidelines under section 23A of the *Local Government Act 1993* (LGA) to introduce measures to enhance transparency around the lobbying of councillors. The guidelines should require that:

- councils provide meeting facilities to councillors (where practical) so that they may meet in a formal setting with parties who have an interest in a development matter
- councils make available a member of council staff to be present at such a meeting and to prepare an official file note of that meeting to be kept on the council's files (any additional notes made by the member of council staff and/or the councillor should also be kept as part of the council's records)
- all councillors be invited when a council conducts formal onsite meetings for controversial re-zonings and developments, and
- council officers disclose in writing to the general manager any attempts by councillors to influence them over the contents or recommendations contained in any report to council and/or relating to planning and development in the local government area.

Operation Witney

Recommendation 9

That DPE ensures any guidelines issued pursuant to section 23A of the LGA regarding the lobbying of councillors (see Operation Dasha recommendation 8 above) include advice about:

- the nature and frequency of meetings between councillors and interested parties, including the need to ensure transparency around these interactions
- how and where to report concerns about lobbying practices
- the receipt of submissions outside of formal processes, including the transmission of material to specific councillors in a way that excludes other councillors and staff
- councillors' attendance at staff meetings with parties interested in an outcome
- councillor representations to staff arising from lobbying interactions, and
- the lobbying of councillors by interested parties with whom they have a pre-existing relationship.

Recommendation 10

That DPE updates the *Model Code of Conduct for Local Councils in NSW* to refer to any councillor lobbying guidelines and to reflect the substantive advice contained in the guidelines.

4

ICAC recommendations and findings on the extension of the *Lobbying of Government Officials Act 2011* (the LOGO Act) to local government

Operation Dasha

Recommendation 7

That the NSW Government amends the LOGO Act to ensure all provisions apply to local government.

Operation Eclipse

Key finding 5

The local government sector faces considerable risk of undue influence and should be regulated by the LOGO Act.

Investigations conducted by ICAC and interstate anti-corruption commissions indicate that local councils are often the target of improper lobbying. However, local government officials are not “government officials” as defined by, and for the purposes of, the LOGO Act. The *Model Code of Conduct for Local Councils in NSW* does not explicitly refer to lobbying; however, it does contain general obligations in relation to ethical and honest conduct, as well as more detailed material covering:

- improper and undue influence
- inappropriate interactions
- use and security of confidential information
- recordkeeping.

Extending the provisions of the LOGO Act to local government would, among other matters, allow the lobbying regulator to provide guidance about the appropriate policies and procedures that would best suit the circumstances of local councils, particularly regarding matters about planning, land use, the environment and community amenities.

ITEM 7.4 CASH ON HAND AND INVESTMENT REPORT AS AT 30th JUNE 2022 AND 31st JULY 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 30th June 2022 and 31st July 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 30th June 2022 and 31st July 2022 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 31st July 2022 held a total of \$1,006,553.17 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.

30th June 2022

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
1711077	22/02/2022	\$500,000.00	Judo Bank	0.85	6 months	22/08/2022
General Fund Bank Account Balance		\$632,308.64	CBA			N/A
TOTAL		\$1,132,308.64				

31st July 2022

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
1711077	22/02/2022	\$500,000.00	Judo	0.85	6 months	22/08/2022
General Fund Bank Account Balance		\$506,553.17	CBA			N/A
TOTAL		\$1,006,553.17				

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 July 2022, Council's available cash and invested funds totalled \$1,006,553.17.

Cash and Investment Reports – 30th June 2022 and 31st July 2022

Recommendation:

That the investment report for 30th June 2022 and 31st July 2022 be received and noted.

Moved:

Seconded:

Attachments:

Nil

ITEM 7.5 SUPPLEMENTARY ROADSIDE CONTROL PROGRAM

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with information regarding a supplementary roadside strategy for additional control works in 2022/2023.

Background:

Council at its Ordinary meeting in June 2022 requested the General Manager prepare a strategy for additional roadside control works for the upcoming growing season. The strategy outcome aimed at reducing roadside weeds in problem constituent LGA's.

Current Position:

Reports indicate additional roadside control is required for St Joh's Wort, Blue Heliotrope, African Boxthorn, Tiger Pear, Spinney Burr Grass and Blackberry.

The proposed strategy is to engage a number of local contractors to assist in carrying out a supplementary roadside control program and the following table sets out a scope of works and estimated expenditure allocation. Engaging contractors for the supplementary program will allow inspectors to continue with private property inspections and compliance follow up. For 2022/2023 the following program is planned.

Constituent Council

Warrumbungle Shire – St
John's Wort, Blue Heliotrope,
Spinney Burr Grass and
Blackberry. \$80,000

Gilgandra Shire – African Box
Thorn and Tiger Pear \$10,000.

Governance issues:

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

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
County Council LGA Ratepayers

Financial Implications:

Council has a sound working funds balance that can support the abovementioned control program estimated to cost \$90,000 per annum. The Operational Plan for 2022/2023 has made provision for this program.

Alternative Solutions/Options:

N/A

Conclusion:

The General Manager advises the abovementioned program is scheduled for 2022/2023.

Supplementary Roadside Control Program
<p>Recommendation:</p> <p>The General Managers report be received.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nil

ITEM 7.6 FOURTH QUARTER OPERATIONAL PLAN 2021/2022 & ANNUAL DELIVERY PROGRAM

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the fourth quarter Operational Plan Targets for 2021/2022 and Annual Delivery Program.

Background:

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan and this report comments on the status of the Operational Plan as at 30th June 2022 and Annual Delivery Program to which the performance targets have been achieved.

Current Position:

The fourth quarter Operational Plan and Annual delivery Program Status Report is attached for Council's information.

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

Governance issues:

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

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
County Council LGA Ratepayers

Financial Implications:

Budget allocations have been made in the Operational Plan 2021/2022.

Alternative Solutions/Options:

N/A

Conclusion:

Council should note the progress made during the fourth quarter Operational Plan for 2021/2022 and Annual Delivery Program.

Fourth Quarter Operational Plan 2021/2022 and Annual Delivery Program
<p>Recommendation:</p> <p>Council accept the progress made on the 2021/2022 Operational Plan as at 30th June 2022 and Annual delivery Program.</p> <p>Moved: Seconded:</p>

Attachments:

Fourth Quarter Operational Plan for 2021/2022 and Annual Delivery Program Status Report



Castlereagh Macquarie County Council

Operational Plan & Delivery Program Status report 2021/2022

As at 30th June 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 30th June 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 30th June 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 30th June 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 30th June 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 30th June 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.					
Notice of meeting at which audited reports are to be presented.	2.2	GM	By date specified by Office of Local Government.		Completed
Audited Financial Reports presented to public	2.2	GM	Prior to December meeting.		Presented February 2022
Draft Operational Plan and Budget on public exhibition.	2.2	GM	February meeting.		Completed May 2022
Operational Plan and Budget to be adopted	2.2 2.2	GM GM	Following April meeting.		Put on display in May and adopted after submissions in June 2022.

6. Ensure all other statutory returns are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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 on time
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 30th June 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 30th June 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 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 30th June 2022
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.	Complete
Review Delivery Programme.	2.1 & 2.4	GM	Continuously		Complete
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 30th June 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 30th June 2022
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Complete
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		Complete

Draft Plan to be adopted following consideration of any submissions received.					Complete
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12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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.	Staff in attendance

13. Provide active support for LGNSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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.	Complying
Utilise the services of LGNSW to further Council's interests	3.1	GM	As and when required by Council.		Complying

14. Actively pursue politicians to further Council's interests					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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 and August 22 meetings
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		Complying met with Minister for Agriculture and Member for Barwon and Parkes.
15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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.		Under review 2022
Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow.		

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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.		Scheduled for later half of 2022
Review and update staff training programme.	2.3	GM	Annually.		Complete
Review EEO Management Plan.	2.3	GM	As required		To be completed 2022/23

17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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 30th June 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
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.		Investigating update of MYOB 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 30th June 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 30th June 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. Ongoing.		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			Complying Training as necessary Use of drones to assist with weed identification complete

21. Compile data on Council's current vehicle and plant fleet – condition and usage					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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 30th June 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 30th June 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 30th June 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 30th June 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 30th June 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	Ongoing as resources permit, or in response to complaints within		
Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2	SWO	10 working 14 days after inspection.		

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

28. Conduct aerial spraying programmes for invasive weeds					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2022
Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SW O	As required.	Satisfactory completion of task in accordance with target level.	As required
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SW O	As required.		Parkinsonia aerial inspection completed 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 30th June 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



Castlereagh Macquarie County Council

Delivery Programme 2017/18 – 2021-22

**Status as at
30th June 2022**

1. 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.

Status as at 30th June 2022.

Continuing.

Council has good relationship with neighbouring Council's, and State and Federal Agencies.

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.

Status as at 30th June 2022.

Continuing.

Property inspections are documented with generally good landowner/occupier control compliance. Noxious weeds infestations are generally reduced across the county area on roadsides and Council controlled lands.

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.

Status as at 30th June 2022.

Continuing.

Landowner/occupier control compliance levels are good. Council has in 2022 delivered a new control program in the Warrumbungle Shire using contractors.

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.

Status as at 30th June 2022.

Continuing.

Council has lobbied NSW State Government for additional funding to assist with

Hudson Pear control in particular for the Lightning Ridge Area Opal Reserve Trust.
Information provided to Reserve Trust for grant applications for control of Hudson Pear.

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.

Status as at 30th June 2022.

Continuing.

Council has renewed its Web Page to allow for improved communications with residents, landowners and occupiers of land.

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.

Status as at 30th June 2022.

Continuing.

Information readily available to community. Council staff participated in community consultation events to showcase best practice control measures and provide information on compliance.

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.

Status as at 30th June 2022.

Continuing.

Council has a highly effective electronic records management system operated by highly skilled personnel. Records are kept in accordance with the State records Act 1998.

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.

Status as at 30th June 2022.

Continuing.

Additional income streams identified with private works for constituent Councils. Council has a sound financial system with a good reserves position. Council has made representation to Minister for Agriculture for additional funding to support increased landowner control compliance for Hudson Pear.

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.

Status as at 30th June 2022.

Continuing.

Council has made representation to Minister for Agriculture for additional funding to support increased landowner control compliance for Hudson Pear.

State Local Member and Minister for Agriculture are aware of the emerging noxious weed problems in the county area and have inspected first hand some of the issues.

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 educations and advisory role.

Status as at 30th June 2022.

Continuing.

Council undertakes a comprehensive publicity program each year with community programs held at Agquip and local agricultural shows. Other information days are held when necessary to highlight new and emerging weeds, new control measures and to enforce landowner compliance with the Biosecurity Act.

Council also participates in Local government Week with Walgett Shire Council.

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.

Status as at 30th June 2022.

No legal action to date.

Property inspections are documented with generally good landowner/occupier control compliance. Noxious weeds infestations are generally reduced across the county area.

ITEM 7.7 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO COUNCILLORS POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The revised policy is presented to Council for consideration.

Background:

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

Current Position:

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

Governance issues:

Local Government Act 1993.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council
Castlereagh Macquarie County Councillors

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

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

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

Attachments:

Draft Payment of Expenses & Provision of Facilities to Councillors - Policy



PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY

Adoption Date: 16 November 2020

Review Date: 16 November 2021

Responsible Officer: General Manager

POLICY STATEMENT

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

OBJECTIVES

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

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

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

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3. Status of the Policy	Error! Bookmark not defined.

1. Background

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

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

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

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

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

2. Payment of Expenses

2.1 General

Reimbursement of costs and expenses will only be made:

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

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

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

2.2 Advance Payment

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

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

2.3 Specific

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

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

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

2.3.2 Registration, accommodation and air travel

All bookings are to be arranged through the Administration Officer.

Payment for registration, accommodation and air travel must:

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

2.4 Meals

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

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

2.5 Spouse or partner expenses

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

2.6 Travelling expenses

2.6.1 General

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

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

2.6.2 Travel

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

A Councillor that travels using their private car will be reimbursed at the appropriate kilometer rate in accordance with the *Local Government (State) Award 2024* or airfare rate, whichever is the lower. Evidence of current vehicle registration and compulsory third party insurance coverage must be provided to the General Manager prior to travel.

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

2.6.3 Overseas travel

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

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

2.7 Care and other related expenses

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

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

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

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

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

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

2.8 Use of Council resources

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

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

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

2.9 Giving of gifts and benefits

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

Version	Adopted Date	Minute No	Details of Review
1	10 October 2016		Adoption of Revised Policy
2	16 November 2020		Adoption of Revised Policy
3	19 October 2021		Adoption of Revised Policy

ITEM 7.8 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
23 rd August	Central West Regional Meeting	Dubbo	
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	Moree	
8 th September	State Prickle Bush meeting	Moree	
20 th September	Central West Regional Meeting	LLS Cobra Street Dubbo	
25 th September	Australasian Weeds Conference	Adelaide	
5 th October	Hudson Pear Taskforce Meeting	Lightning Ridge	
6 th October	Harrisia Taskforce Meeting	Lightning Ridge	
20 th October	NSW Biocontrol Meeting	Grafton Biocontrol Facility	
31 st October	CMCC Council Meeting	Coonabarabran	All Councillors, GM & Senior Biosecurity Officer
2 nd – 3 rd November	North West Regional Meeting	Quirindi	
8 th November	Hudson Pear Taskforce Meeting	Lighting Ridge	
9 th November	Harrisia Taskforce meeting	Lightning Ridge	
6 th December	Central West Regional meeting	LLS Cobra Street Dubbo	
19 th December	CMCC Council Meeting	Coonamble Shire Council Chambers	All Councillors, GM & Senior Biosecurity Officer
Thursday 22 nd December	Last working day for Christmas leave		All field staff
9 th January 2023	Resume from Christmas leave		All field staff

8. BIOSECURITY REPORT

ITEM 8.1 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 August 2022

Contract Weed Spraying

Shire/Land	Target Weed	hours	Chemical	Total chemical
Walgett				
Burren Junction/Pilliga	African Box Thorn	53	7000lt	
Collarenebri/Burren Junction	African Box Thorn	18	1600lt	8600lt
Gilgandra				
roads	African Box Thorn	84	13,600lt	
Tooraweenah Road	African Box Thorn	52	4000lt	17,600
Warren/Nevertire -Crown	African Box Thorn	28	3200lt	3200lt
Warrumbungle Shire				
roads	African Box Thorn	35	2400lt	
Goolhi	African Box Thorn	35	3200lt	
Mendoran	African Box Thorn	52	400lt	
Oxley HWY	African Box Thorn	10	800lt	6800lt
Baradine	Mother of Millions	30	2400lt	2400lt
Baradine Crown	Pear spp/Box Thorn	48	4000lt	4000lt
Newell HWY	Blackberry	30	2400lt	
Timor	Blackberry	50	4000lt	
Boral-Contract	Blackberry	32	5600lt	12,000lt
Timor	Green Cestrum	10	800lt	800lt
Mendoran	St Johns Wort	55	800lt	
Warrumbungle Way	St Johns Wort	22	3200lt	
Bolton/Gamble Creek	St Johns Wort	11	800lt	
Coolah	St Johns Wort	11	800lt	
Neilrex	St Johns Wort	11	800lt	
Merrygoen	St Johns Wort	22	1600lt	
Mendoran/Dunnedoo	St Johns Wort	45	3200lt	
Dunnedoo/Dubbo HWY	St Johns Wort	66	4800lt	

African Box Thorn (*Lycium ferocissimum*) Bio Control 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 releases will commence in Spring 2022.



The rust fungus *Puccinia rapipes* on African boxthorn

Hudson Pear Information Field Days

Tuesday 26th July 2022 - Diggers Rest Corner. Approximately 40 people attended the stand.

Wednesday 27th July 2022 - Pub In the Scrub – Grawin. Approximately 40 people attended the site with many quiet engaging.

Lightning Ridge Opal Festival

CMCC attended Friday 29th & 30th July 2022. These 2 days were very engaging with approximately 160 attending the stand from the surrounding Shires, tourists, community, landowners and miners. A Hudson Pear survey was also available with 60 people completed.

Local Government Week

Council staff attended the Local Government Week event of Lightning Ridge on the 9th August 2022. CMCC displayed the weed trailer and various weed information kits. The morning was well attended with an estimated attendance of 200 people.



A lightning Ridge resident found Hudson Pear wrapped in a sock and thrown on the ground near a petrol bowser at the services station.

Hudson Pear infestation – 43 Hudson Pear plants found on Calrose Road Walgett on a TSR. The plants have been hand removed and a site meeting with landowners, Local land Services and CMCC to discuss a management plan.

Parkinsonia

CMCC conducted a test run inspecting from a helicopter. The chopper flew from the Lightning Ridge Airport within 20 minutes we sighted a large Parkinsonia infestation between Angledool and Bangate Bridge on the Narren.

This was a positive outcome, we now know our abilities to identify this plant and plot GPS from the air. Prior inspections to reach this area via vehicle and side by side would exhaust an entire day with 2 staff.



Parkinsonia



Hudson Pear

9. QUESTIONS FOR NEXT MEETING

10. CONFIRM DATE OF NEXT MEETING

Date: 31st October 2022 – Coonabarabran

11. CLOSE OF MEETING

Time: