



# **AGENDA FOR ORDINARY COUNCIL MEETING**

**Monday, 7<sup>th</sup> November 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 **7<sup>th</sup> November 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><b>Recommendation:</b></p> <p>That the leave of absence received from _____ are accepted and a leave of absence granted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

#### 4. 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

5. CONFIRMATION OF MINUTES/MATTERS ARISING

5.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 29<sup>th</sup> August 2022

**Minutes of Ordinary Council Meeting – 29<sup>th</sup> August 2022**

**Recommendation:**

That the minutes of the ordinary Council meeting held 29<sup>th</sup> August 2022, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:**

**Seconded:**

**Attachments:**

Meeting Minutes – 29<sup>th</sup> August 2022.



## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL  
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS ON MONDAY 29<sup>th</sup> AUGUST 2022 AT  
10:35AM.**

**PRESENT:** Cllrs D. Batten, B. Fisher, M Cooke, Z Holcombe, N. Kinsey, Cllr P Cullen, Cllr D Todd, Cllr G Peart and Cllr G Whiteley

**ABSENT:** Cllr I Woodcock

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

**WELCOME:** Meeting was opened at 10:35am and Chairman Cllr D Batten welcomed all councillors and staff to the meeting.

### **08/22/01 Leave of Absence**

**Resolved:**

That the leave of absence received from Councillors Cllr I Woodcock is accepted and a leave of absence granted.

**Moved:** Cllr Fisher

**Seconded:** Cllr Todd

**Carried**

### **Declaration of oath/Affirmation of Office**

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

- Cllr Greg Whiteley

### **DECLARATIONS OF INTEREST- Nil**

### **08/22/02 Minutes of Ordinary Council Meeting – 27<sup>th</sup> June 2022**

**Resolved:**

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

**Moved:** Cllr Cooke

**Seconded:** Cllr Cullen

**Carried**

**08/22/03 Annual Financial Statements 2021/2022**

**Resolved:**

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.

**Moved:** Clr Kinsey

**Seconded:** Clr Fisher

**Carried**

**08/22/03 Council's Decision Action Report – August 2022**

**Resolved:**

That the Resolution Register for August 2022 be received and noted

**Moved:** Clr Peart

**Seconded:** Clr Todd

**Carried**

**08/22/04 Circulars Received From the NSW Office of Local Government**

**Resolved:**

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.

**Moved:** Clr Holcombe

**Seconded:** Clr Todd

**Carried**



<b>08/22/05 Cash and Investment Report- 30<sup>th</sup> June 2022 &amp; 31<sup>st</sup> July 2022</b>
<b>Resolved:</b>  That the investment report for 30 <sup>th</sup> June 2022 and 31 <sup>st</sup> July 2022 be received and noted.  <b>Moved:</b> Clr Fisher <b>Seconded:</b> Clr Kinsey  <b>Carried</b>
<b>08/22/06 Supplementary Roadside Control Program</b>
<b>Resolved:</b>  That the General Managers report be received.  <b>Moved:</b> Clr Todd <b>Seconded:</b> Clr Kinsey  <b>Carried</b>
<b>08/22/07 Fourth Quarter Operational Plan 2021/2022 &amp; Annual Delivery Program</b>
<b>Resolved:</b>  That: Council accept the progress made on the 2021/2022 Operational Plan as at 30 <sup>th</sup> June 2022 and Annual Delivery program.  <b>Moved:</b> Clr Cooke <b>Seconded:</b> Clr Peart  <b>Carried</b>
<b>08/22/08 Payment of Expenses &amp; Provision of Facilities to Councillors - Policy</b>
<b>Resolved:</b>  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 exhibition for a period of 28 days and public submissions be invited.  <b>Moved:</b> Clr Todd <b>Seconded:</b> Clr Holcombe  <b>Carried</b>

**08/22/09 Important Dates for Councillors – Upcoming Meetings and Events**

**Resolved:**

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

**Moved:** Cllr Cooke

**Seconded:** Cllr Whiteley

**Carried**

**08/22/10 Senior Biosecurity Officer's Report**

**Resolved:**

1. That the report be received and noted.

**Moved:** Cllr Kinsey

**Seconded:** Cllr Fisher

**Carried**

**09/22/11 African Boxthorn Bio Control Release**

**Resolved:**

1. That CMCC Staff be delegated the authority to select the most appropriate five (5) sites for the introduction of the African Boxthorn Bio Control trial.
2. That a report on the African Boxthorn bio control trials be included in the next Council business paper.

**Moved:** Cllr Whiteley

**Seconded:** Cllr Kinsey

**Carried**

Date of the next CMCC Council Meeting to be Monday 31<sup>st</sup> October 2022 at Coonabarabran.

**Close of Meeting**

The meeting closed at 11:40am

\_\_\_\_\_  
Chairman

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

## 6. REPORT OF THE GENERAL MANAGER

### ITEM 6.1 COUNCIL'S DECISION ACTION REPORT – SEPTEMBER 2022

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

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**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 become3s 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.

<b>Council's Decision Action Report – September 2022</b>
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**Recommendation:**

That the Resolution Register September 2022 be received and noted.

**Moved:**

**Seconded:**

**Attachment:**

Action Resolution Register.



## **CMCC ACTION RESOLUTION REGISTER**

27.06.22	06/22/09	<p>That:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. That Council appoint Cllr Bill Fisher to serve as the non-voting board members on the ARIC for this Council only.</li> </ol> <ol style="list-style-type: none"> <li>1. 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</li> </ol>	GM		In Progress
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*Castlereagh Macquarie County Council Agenda – 7<sup>th</sup> November 2022 – Ordinary Council Meeting*

29.08.22	08/22/03	<ol style="list-style-type: none"> <li>1. The Draft Annual Financial Reports for 2021/2022 be referred to Council's Auditor.</li> <li>2. The Chairperson, Deputy Chairperson and General Manager be authorised to sign the necessary Financial Statements.</li> <li>3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.</li> <li>4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and 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 it's requirements.</li> </ol>	GM		
29.08.22	08/22/08	<ol style="list-style-type: none"> <li>1. That the General Managers Report be received</li> <li>2. Council adopt the "Payment of Expenses &amp; Provisions of Facilities to Councilors" policy as tabled.</li> <li>3. The policy be placed on public exhibition for a period of 28 days and public submissions be invited.</li> </ol>	GM	Advertising placed in various newspapers and on Council website. No submission received.	Completed
29.08.22	08/22/11	<ol style="list-style-type: none"> <li>1. That CMCC Staff be delegated the authority to select the most appropriate five (5) sites for the introduction of the African Boxthorn Bio Control trial.</li> <li>2. That a report on the African Boxthorn Bio Control trials be included in the next Council business paper.</li> </ol>	GM		

## ITEM 6.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

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

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### **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:

- 22-23 Audit of written returns of interests
- 22-24 Consultation on draft Model Media Policy
- 22-25 New standard contracts of employment for general managers and executive officers and updated guidelines for the appointment and oversight of general managers
- 22-26 Her Majesty the Queen
- 22-27 Discussion paper- - Senior staff employment
- 22-28 Annual Report and Annual Performance Statement Checklists
- 22-29 End of Financial Reporting 2021-22
- 22-30 Guidelines on the recruitment of senior council executives

### **Governance Issues:**

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

### **Stakeholders:**

Councillors  
Castlereagh Macquarie County Council staff

### **Financial Implications:**

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

### **Conclusion:**

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

<b>Circulars Received From the NSW Office of Local Government</b>
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**Recommendation:**

That the information contained in the following Departmental circulars 22-23 to 22-30 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Circulars 22-23 to 22-30





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## Circular to Councils

<b>Circular Details</b>	Circular No 22-23 / 25 August 2022 / A826280
<b>Previous Circular</b>	N/A
<b>Who should read this</b>	Councillors / General Managers / 'designated persons' / council governance staff
<b>Contact</b>	Investigations Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information

### Audit of written returns of interests

#### What's new or changing

- The Office of Local Government (OLG) will be undertaking an audit of written returns of interests lodged by councillors and designated persons.

#### What this will mean for your council

- Councillors, administrators, and other council officials (general managers, senior staff and other 'designated persons') should note that their written returns of interests may be subject to review as part of the OLG audit.
- Advance notice of the audit is being given to allow councillors, administrators, and designated persons the opportunity to ensure their returns are accurate and complete.
- Councils may wish to undertake their own review of returns to facilitate compliance, particularly to ensure all sections of the return have been completed, and that the return period and date are correct.

#### Key points

- Councillors and designated persons are required to lodge written returns of interest in accordance with the requirements set out in their council's code of conduct.
- Councillors and designated persons are required to lodge a new return with their council's general manager no later than 30 September 2022, unless exempt from doing so.
- A failure to correctly lodge and/or disclose interests is misconduct and can result in disciplinary action being taken.

#### Where to go for further information

- The OLG has issued guidance on the completion of disclosure of interest returns, which is available [here](#).
- For more information about the completion of returns of interests, please contact OLG's Council Governance Team by telephone on 4428 4100 or by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

**Melanie Hawyes**

**Deputy Secretary, Crown Lands and Local Government**

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## Circular to Councils

<b>Circular Details</b>	Circular No 22-24 / 31 August 2022 / A832194
<b>Previous Circular</b>	21-08 Consultation on draft Model Social Media and Councillor and Staff Interaction Policies and on the development of a Model Media Policy
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Council Governance / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Response to OLG

### Consultation on draft Model Media Policy

#### What's new or changing

- The Office of Local Government (OLG) has issued a consultation draft of a *Model Media Policy*.
- OLG is seeking the views of councils and other stakeholders on the consultation draft prior to finalising the model policy.
- The model policy has been developed drawing on best practice across the local government sector.
- The model policy will not be mandatory, and councils will be free to choose whether to use the policy or to adapt it for their own purposes. If adopted, the policy will operate to supplement the provisions of councils' adopted codes of conduct.

#### What this will mean for your council

- OLG is inviting submissions from councils and other stakeholders on the consultation draft of the Model Media Policy.

#### Key points

- The draft Model Media Policy is available on OLG's website [here](#).
- Submissions may be made by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).
- Submissions should be labelled "*Model Media Policy*" and marked to the attention of OLG's Council Governance Team.
- Submissions should be made before **26 October 2022**.

#### Where to go for further information

- For further information, contact OLG's Council Governance Team on (02) 4428 4100 or by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

**Melanie Hawyes**  
Group Deputy Secretary Crown Lands and Local Government

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## Circular to Councils

<b>Circular Details</b>	Circular No 22-25 / 31 August 2022 / A812271
<b>Previous Circular</b>	22-12 <i>Proposed amendments to the standard contract of employment for general managers</i>
<b>Who should read this</b>	Councillors / General Managers / Joint Organisation Executive Officers / Human Resources Staff
<b>Contact</b>	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Councils and joint organisations to implement

### New standard contracts of employment for general managers and executive officers and updated guidelines for the appointment and oversight of general managers

#### What's new or changing

- The “departmental chief executive” has approved new standard contracts of employment for general managers of councils and executive officers of joint organisations under section 338 of the *Local Government Act 1993* (the Act).
- The new standard contracts have been developed in consultation with the sector in response to recommendations arising from ICAC’s investigation of the former Canterbury City Council (Operation Dasha).
- New *Guidelines for the Appointment and Oversight of General Managers* have also been issued under section 23A of the Act to assist councils in the implementation of the new contracts.
- The Guidelines have been updated to reflect the new standard contracts and to implement ICAC’s recommendation that they include guidance that general managers’ performance agreements include performance indicators related to the promotion of an ethical culture. The Guidelines also contain guidance on the importance of good working relationships between councils and general managers.
- The changes are summarised in the attachment to this circular.

#### What this will mean for your council

- Under section 338 of the Act, general managers and executive officers must be employed under contracts with terms of between 12 months and 5 years based on the standard contracts approved by the departmental chief executive of OLG.
- When appointing a new general manager or executive officer or renewing their contract, councils and joint organisations must use the new approved standard contracts.
- The approval of the new standard contracts does not affect existing employment contracts general managers and executive officers are employed under. However, clause 19.2 of existing contracts allows them to be varied by agreement between the employee and the council or joint organisation to be consistent with the provisions of the new approved standard contracts.

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- A separate review is being undertaken of employment arrangements under the Act for “senior staff”. Until the review is completed, councils should continue to use the existing approved standard contract of employment for senior staff.
- Under section 23A of the Act, councils and joint organisations must consider the updated Guidelines when exercising their functions in relation to the recruitment and oversight of general managers.

**Where to go for further information**

- The new standard contracts of employment for general managers and executive officers and the updated Guidelines are available [here](#).
- Information about the amendments to the standard contracts is set out in the attachment to this circular.
- For further information please contact OLG’s Council Governance Team on (02) 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Melanie Hawyes**  
**Deputy Secretary, Crown Lands and Local Government**



## ATTACHMENT

### **What changes have been made to the standard contracts of employment for general managers of councils and executive officers of joint organisations to ensure greater security of employment?**

A key focus of the amendments to the standard contracts of employment for general managers and executive officers is to strengthen access to mediation under the contract to manage and address conflict in the relationship when it arises and to ensure more rigour in decisions by councils to terminate the employment of the general manager.

These amendments include the following:

- Before terminating a general manager's or executive officer's employment for poor performance, the council or joint organisation must have first conducted a performance review, concluded that the general manager's or executive officer's performance falls short of the performance criteria or the terms of their performance agreement, and afforded the general manager or executive officer a reasonable opportunity to utilise dispute resolution.
- Where a council or joint organisation intends to terminate the employment of its general manager or executive officer utilising the 'no fault' termination provision (clause 10.3.1(e)), if either party requests it and both parties agree, they may participate in mediation in relation to the proposed decision to terminate. If the council or joint organisation does not agree to participate in mediation, it must give the general manager or executive officer reasons for its decision where the general manager or executive officer requests it.
- Councils and joint organisations and their general managers or executive officer may agree on a mediator when the contract is made.
- Where a council or joint organisation terminates the general manager's or executive officer's employment under the "no fault" termination provision (clause 10.3.1(e)), the council or joint organisation must give the general manager or executive officer reasons for its decision to terminate their employment where the general manager or executive officer requests it.
- Serious and persistent breaches of the council's code of conduct by the general manager or executive officer constitute grounds for summary dismissal.

### **What changes are being made to the standard contracts of employment for general managers and executive officers relating to their remuneration?**

The following amendments have been made to the provisions of the contracts relating to general managers' and executive officers' remuneration:

- Clause 8.4 of the contract has been amended to clarify that a discretionary performance-based pay increase only applies for one year unless the council or joint organisation determines that it is to apply for the balance of the contract.

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- Clause 8.4 also allows for the payment of a retention bonus on one occasion during the term of the contract. This accrues on an annual, pro-rata basis for the remainder of the term of the contract and is to be paid to the general manager or executive officer at the end of the contract period.

**What other changes are being made to the standard contracts of employment for general managers and executive officers?**

Other changes include:

- Definitions and other provisions have been updated to reflect legislative and administrative changes made since the previous standard contracts were approved.
- A new provision has been included (clause 5.5) empowering the departmental chief executive of OLG to approve an extension of the timeframes prescribed under clause 5 for the renewal of the contract in exceptional or unforeseen circumstances.
- Minor amendments have been made to the functions and duties of general managers and executive officers prescribed under clause 6 to reflect legislative changes and to place an obligation on general managers and executive officers to ensure a safe workplace and to facilitate compliance with the *Work Health and Safety Act 2011*.
- A new provision (clause 7.12) has been included that confirms that the performance agreement, action plan and any associated records that contain information about the work performance or conduct of the general manager or executive officer are to remain confidential unless otherwise agreed to by the general manager or executive officer or required by law.
- The provision that provides that the contract automatically terminates where the employee becomes bankrupt (clause 10.4.2) has been extended to also apply if the employee is disqualified from managing a corporation under Part 2D.6 of the *Corporations Act 2001*.
- The service of notice provisions, (clause 18), have been updated to allow service by email.



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## Circular to Councils

<b>Circular Details</b>	Circular No 22-26 / 09/09/2022
<b>Who should read this</b>	Mayors / General Managers
<b>Contact</b>	Council Governance Team
<b>Action required</b>	Information

### Her Majesty the Queen

Australians woke to the news this morning that Her Majesty Queen Elizabeth II passed away on 8 September 2022 at the age of 96.

Her Late Majesty played a vital role in the shaping of NSW. She visited NSW cities, suburbs and regional areas on many occasions throughout her reign and will be forever linked to our State and to our Nation.

Today is a day of mourning, with flags lowered to half mast, and there will be a number of official steps taken to recognise the Sovereign's death.

### Where to go for further information

More information on protocols and how NSW will pay tribute and observances will be provided at on the NSW Government website at <https://www.nsw.gov.au/sovereign>

Information is also available on the Department of Prime Minister and Cabinet website at: <https://www.pmc.gov.au/frequently-asked-questions>.

These websites are being updated frequently as new information emerges.

**Melanie Hawyes**

**Deputy Secretary, Crown Lands and Local Government**

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## Circular to Councils

<b>Circular Details</b>	Circular No 22-27 / 19 September 2022 / A830472
<b>Previous Circular</b>	N/A
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Council Governance Team / (02) 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Response to OLG

### Discussion paper – Senior staff employment

#### What's new or changing

- In response to the findings and recommendations of the Independent Commission Against Corruption arising from its investigation of the former Canterbury City Council (Operation Dasha), the parties to the *Local Government (State) Award* (the Award), have requested the Government to amend the *Local Government Act 1993* (the Act) to remove the ability for councils to determine positions in their organisation structure to be "senior staff positions".
- The Office of Local Government (OLG) has issued a discussion paper to seek the views of the broader local government sector on the changes requested by the parties to the Award. This feedback will be used to inform the Government's position on this issue.
- The discussion paper is available on OLG's website [here](#).

#### What this will mean for your council

- Councils are invited to make submissions indicating whether they would support the making of the legislative amendments requested by the parties to the Award set out in the discussion paper.
- Submissions may be made by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).
- Submissions should be labelled 'senior staff employment' and marked to the attention of OLG's Council Governance Team.
- Submissions should be made by **COB 15 November 2022**.

#### Key points

- Under the current provisions of the Act, the holders of positions determined by councils to be "senior staff positions" must be employed using standard contracts of between 1–5 years duration.
- A council can only determine a position to be a senior staff position if the responsibilities, skills, and accountability of the position are generally equivalent to those applicable to the Executive Band of the Award (executive level employees) and the total remuneration package is equal to or greater than the minimum remuneration package payable with respect to senior executives whose positions are graded Band 1 under the *Government Sector Employment Act 2013*.

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- Under the model proposed by the parties to the Award, only the general manager would be employed under a standard contract and all other council staff, including senior executives, would be employed under the Award.

**Where to go for further information**

- The discussion paper is available on OLG's website [here](#).
- For further information, please contact OLG's Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Melanie Hawyes**  
**Deputy Secretary, Crown Lands and Local Government**

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Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	Circular No 22-28 / 27 September 2022 / A832250
<b>Previous Circular</b>	21-16 Annual Report and Annual Performance Statement Checklists
<b>Who should read this</b>	Councillors / General Managers / All council staff / Joint Organisations/Executive Officers
<b>Contact</b>	Performance Team / (02) 44284100 <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council and Joint Organisations to Implement

### Annual Report and Annual Performance Statement Checklists

#### What's new or changing

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

#### What this will mean for your council

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

#### Key points

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

#### Where to go for further information

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

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Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	22-29 / 12 October 2022 / A836899
<b>Previous Circular</b>	21-23
<b>Who should read this</b>	Finance Staff / General Managers
<b>Contact</b>	Performance Team / 4482 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information / Council to Implement

### End of Year Financial Reporting 2021-22

#### What's new or changing

- End of year financial reporting information for 2021/22.

#### What this will mean for your council

- Councils and Joint Organisations need to review the attached end of year financial reporting information when submitting their 2021/22 Financial Statements and Financial Data Return (FDR).

#### Key points

- Annexure 1 provides information to assist councils in submitting their 2021/22 Financial Statements and FDR.
- Annexure 2 provides information to assist joint organisations (JO) in submitting their 2021/22 Financial Statements and FDR.
- The FDR will be sent under separate cover with an explanatory email and will be available on the OLG Council Portal, in conjunction with this circular.
- The Financial Statements and FDR are to be sent electronically to OLG by 31 October 2022.
- Instructions on how and where to email these are included in the Annexures.

#### Where to go for further information

- The Local Government Code of Accounting Practice and Financial Reporting (Code) for 2021/22 is available on OLG's website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/)

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## **Annexure 1: Information to assist councils prepare 2021/22 Financial Statements**

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

- The General Purpose Financial Reports, Special Purpose Financial Reports, Special Schedules and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "Council name – Financial Statements – 2021-22".
- All councils, county councils and joint organisations must lodge their Financial Statements by **31 October 2022**.
- The Financial Statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered as being submitted late and not in accordance with the *Local Government Act 1993* (Act).

### **2. Code of Accounting Practice and Financial Reporting (Code) – Update 2021/22**

- The Code must be used to prepare the annual financial statements in accordance with the Act and the *Local Government (General) Regulation 2021* (Regulation).
- The Code and supporting materials are available on the OLG website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/)

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

- The 2021/22 FDR will be emailed under separate cover.
- This is to be submitted by **31 October 2022** to [fdr@olg.nsw.gov.au](mailto:fdr@olg.nsw.gov.au) in an Excel format only.
- The FDR should be accurate and align with the audited financial statements.
- The return can also be accessed via the [Council Portal](#) on the OLG website.
- Information/data from the FDR will be used in the published Time Series Data and Your Council website.

## **Annexure 2: Information to assist JOs prepare 2021-22 Financial Statements**

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

- The General Purpose Financial Reports and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "JO name – Financial Statements – 2021-22".
- All joint organisations must lodge their Financial Statements by **31 October 2022**.
- The Financial Statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered to be submitted late and not in accordance with the *Local Government Act 1993* (Act).

### **2. Joint Organisations Supplement to Local Government Code of Accounting Practice and Financial Reporting (Supplement)**

- The Supplement must be used to prepare the annual financial statements in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (Regulation).
- The Supplement is available on the Office of Local Government (OLG) website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting).

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

- The 2021/22 JO FDR will be emailed under separate cover.
- This is to be submitted by **31 October 2022** to [jofdr@olg.nsw.gov.au](mailto:jofdr@olg.nsw.gov.au) in an Excel format only.
- The JO FDR should be accurate and align with the audited financial statements.
- The return can also be accessed via the [Council Portal](#) on the OLG website.





Office of  
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## Circular to Councils

<b>Circular Details</b>	Circular 22-30 / 21 October 2022 / A831056
<b>Previous Circular</b>	21-22 <i>Updated guidance on the appointment and dismissal of senior staff</i>
<b>Who should read this</b>	Councillors/General Managers/Joint Organisation Executive Officers/Human Resources Staff
<b>Contact</b>	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council to Implement

### Guidelines on the recruitment of senior council executives

#### What's new or changing

- The "departmental chief executive" of the Office of Local Government (OLG) has issued *Guidelines on the recruitment of senior council executives* under section 23A of the *Local Government Act 1993* (the Act). The Guidelines are available [here](#).
- The Guidelines have been issued in response to the Independent Commission Against Corruption's corruption prevention recommendations arising from its investigation of the former Canterbury City Council (Operation Dasha).

#### What this will mean for your council

- The Guidelines provide guidance on the following topics:
  - merit selection in recruitment processes
  - the development of staff capabilities and the use of internal recruitment processes
  - the need for councils to have recruitment policies
  - the use of recruitment/human resources specialists when recruiting for senior executive roles
  - the use of subject matter experts when recruiting for senior executive roles
  - the role of internal audit in auditing recruitment processes
  - the role of councillors in the recruitment of staff
  - consultation with councillors on "senior staff" appointments, and
  - reporting wrongdoing in recruitment processes.
- Under section 23A of the Act, general managers and councils must consider the Guidelines when exercising their functions in relation to the recruitment of senior executives and other roles where relevant.

#### Where to go for further information

- The Guidelines are available [here](#).
- For further information please contact OLG's Council Governance Team on (02) 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

Melanie Hawyes

Group Deputy Secretary, Crown Lands and Local Government

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## ITEM 6.3 CASH ON HAND AND INVESTMENT REPORT AS AT 31<sup>th</sup> AUGUST 2022 and 30<sup>th</sup>

**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 31<sup>st</sup> August 2022 and 30<sup>th</sup> September 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 31<sup>st</sup> August 2022 and 30<sup>th</sup> September 2022 are compliant with the Relevant Reference Documents and Policies listed later in this report.

### Current Position:

Council at 30<sup>th</sup> September 2022 held a total of \$762,434.12 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.

### 31<sup>st</sup> August 2022

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
TD902448851	30/08/2022	\$500,000.00	AMP	3.05	114 days	22/12/2022
General Fund Bank Account Balance		\$506,553.17	CBA			N/A
<b>TOTAL</b>		<b>\$1,006,553.17</b>				

### 30<sup>th</sup> September 2022

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
TD902448851	30/08/2022	\$500,000.00	AMP	3.05	114 days	22/12/2022
General Fund Bank Account Balance		\$262,434.12	CBA			N/A
<b>TOTAL</b>		<b>\$762,434.12</b>				

**Relevant Reference Documents/Policies:**

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

**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) 5<sup>th</sup> 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 31<sup>st</sup> August 2022, Council's available cash and invested funds totalled \$762,434.12

Cash and Investment Reports – 31 <sup>st</sup> August 2022 and 30 <sup>th</sup> September 2022
<p><b>Recommendation:</b></p> <p>That the investment report for 31<sup>st</sup> August 2022 and 30<sup>th</sup> September 2022 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Nil



## ITEM 6.4 CLOSEDOWN OF COUNCIL ADMINISTRATION OFFICES OVER THE 2022/2023 FESTIVE SEASON

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

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### **Summary:**

It is considered efficient for the majority of Council's operations to close down for the work days between Christmas and New Year's Day. It also suits the needs of the majority of staff to plan holidays during the Festive Season.

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

This year Christmas Day falls on Sunday 25<sup>th</sup> December, Boxing Day on Monday 26<sup>th</sup> December and New Year's Day on Sunday 1<sup>st</sup> January 2023. It is proposed that Council operations close down from Friday 23<sup>rd</sup> December 2022 to Friday 6<sup>th</sup> January 2023, inclusive.

For the closedown period, staff are required to utilise accumulated flex-time and/or take the balance using accrued annual leave. During the closedown essential service staff remain on duty in the garbage and water/sewer service areas and emergency service staff are rostered to be on call in other areas of Council operations.

### **Relevant Reference Documents:**

NSW Local Government (State) Award 2020  
Public Holidays Act 2010  
WSC Time-In-Lieu Policy and Procedure

### **Stakeholders:**

Walgett Shire Council  
Walgett Shire community  
Council staff

### **Financial Implications:**

As staff will be required to take flex time and/or annual leave, during this time, any rostered staff (working during this period) will be paid at the normal rates of pay and any penalties due, in accordance with the NSW Local Government (State) Award 2020.

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

NIL

### **Conclusion:**

The writer recommends Council approve that Council administration offices be closed down from Friday 23<sup>rd</sup> December 2022 to Friday 6<sup>th</sup> January 2023, inclusive, over the festive season.

**Closedown of Council Administration Offices over the 2022/2023 Festive Season**

**Recommendation:**

1. Council operations close from Friday 23rd December 2022 to Friday 6th January 2023, inclusive, and the General Manager make satisfactory arrangements for the maintenance of essential services and provision of emergency call out services.
2. The closedown be effectively notified to residents along with details of essential service and emergency call out arrangements.
3. Note a separate shutdown period will be put in place for all outdoor staff to coincide with the commencement of the skeleton crews in accordance with the Award.

**Moved:**

**Seconded:**

**Attachments:**

Nil

## ITEM 6.5 FIRST QUARTER OPERATIONAL PLAN 2022/2023

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

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**Summary:**

This report provides Council with the status of the first quarter Operational Plan Targets for 22/23.

**Background:**

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan and this report comments on the status of the Operational Plan as at 30<sup>th</sup> September 2022 and the extent to which the performance targets have been achieved.

**Current Position:**

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

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

**Governance issues:**

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

**Environmental issues:**

N/A

**Stakeholders:**

Castlereagh Macquarie County Council

**Financial Implications:**

Budget allocations have been made in the Operational Plan 22/23.

**Alternative Solutions/Options:**

N/A

**Conclusion:**

Council should note the progress made during the first quarter of the Operational Plan for 22/23.

First Quarter Operational Plan 22/23
<p><b>Recommendation:</b></p> <p>That Council accept the progress made on the 2022/2023 Operational Plan as at 30<sup>th</sup> September 2022.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

22/23 Operational Plan



# **Castlereagh Macquarie County Council**

## **Operational Plan & Delivery Program Status report 2022/2023**

**As at 30<sup>th</sup> September 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 September 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 September 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.	On-going
Provide written information as requested	2.3	GM	Within 5 working days (unless request requires detailed investigation)		On-going

3. Update Council policy register					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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.	On-going
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 September 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 September 2022
Quarterly Budget Review Statements and Delivery Programme Review to Council.	2.2	GM	August, October, February and April Meetings.	Satisfactory completion of task in accordance with target level.	Complying
Audited Financial Statements to Office of Local Government.	2.2	GM	By the end of October.		Completed on time.
Financial Data collection return.	2.2	GM	By date specified by Office of Local Government.		Completed
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to December meeting.		To be presented December 2022
Audited Financial Reports presented to public	2.2	GM			
Draft Operational Plan and Budget on public exhibition.	2.2	GM	February meeting.		May 2023
Operational Plan and Budget to be adopted	2.2 2.2	GM GM	Following April meeting.		May 2023

6. Ensure all other statutory returns are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2022
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	Complying tabled October 2022
Council's Annual Report prepared and lodged with Office of Local Government	2.2	GM	30 November annually.		In progress
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 September 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 and on time  <b>Nil prosecutions</b>

8. Continue to ensure the provision of finance to Council from available sources					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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.	To be advised in due course when IPART Rate Peg is announced.
Letter to Constituent Councils concerning Council's proposed Delivery Plan and Budget estimates for the forthcoming financial year, and the contribution sought from constituent councils.	2.4	GM	30 April.		
Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary.	2.4	GM	As required under Weeds Action Programme 1520.		Scheduled 2023
Provide grant returns to Department of Primary Industries.	2.4	GM	As required under Weeds Action Programme 1520		Scheduled 2023
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4	GM	As required		When available



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9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2022
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.	Scheduled 2023
Review Delivery Programme.	2.1 & 2.4	GM	Continuously		Scheduled 2023
Provide adequate funds for employee leave entitlements.	2.3	GM	Maintain reserve of at least 50% of Long Service Leave liability		As at 30 <sup>th</sup> 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 September 2022
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 & 3	GM	At Council Meeting following end of quarter		Complying on-going
11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2022
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Scheduled 2023
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		Scheduled 2023

Draft Plan to be adopted following consideration of any submissions received.					Scheduled 2023
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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 September 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 attend meetings.

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

14. Actively pursue politicians to further Council's interests					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 August 22 meetings, unable to attend. Meeting scheduled 31 <sup>st</sup> October 2022 regarding Hudson Pear in Lightning Ridge
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		Monthly meeting with Minister for Agriculture Advisor
15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 in 2023
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.		
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16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2022
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.	Complying on-going
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 2023
Review and update staff training programme.	2.3	GM	Annually.		To be completed
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 September 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
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18. Implement system of information technology capable of providing information that is relevant and timely					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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
Review Council’s website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.		Lap tops updated regularly
19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 September 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 mapping on-going
Expand the introduction of electronic mapping of invasive weeds infestation and the automation of Weeds Officers' Reporting Procedures to the whole of Council's Area of Operations.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 / 2025.		Continuing
Continue the training of staff in the use of the system in order to ensure it's most efficient and effective use.	1.3 &2.3	GM SWO	Ongoing.		Complying Training as necessary 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 September 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 September 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 on-going assessment of prices when purchasing

23. Actively pursue the control of invasive weeds along roadsides in Council's area					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 inspections carried out

Carryout necessary control works in line with Council's Budget allocations.	1.3	SWO	As seasonal conditions / and available funding permit.		Works continuing With staff and contractors
Respond to reports of invasive weeds on roadsides.	1.3	SWO	Carry out inspection within 7 days of notification.		All reports responded to
Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	As required		Complying

24. Actively pursue the control of invasive weeds on private lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 on-going
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 on-going
Respond to invasive weed complaints	1.2 & 3.2	SWO	Initial inspection within 10 working days.		Complying on-going



25. Actively pursue the control of invasive weeds on vacant Crown lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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.	In progress
Inspect vacant Crown lands to ensure obligations for invasive weed control are being met.	1.2	SWO	As required as resources are available.		In progress
Provide information to Department of Lands on invasive weed control requirements	1.2	SWO	Within 10 working days of inspection.		In progress
Respond to complaints for invasive weeds on vacant Crown Land	1.2	SWO	Initial inspection within 10 working days.		In progress
26. Actively pursue the control of invasive weeds on land held by Forests of NSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 September 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 September 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.		AS and when required
	1.2		In accordance with Programmes		No program organised

Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes.		<b>SWO</b>			
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29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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. General Manager group developing legal action policy and procedure.

## ITEM 6.7 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2022

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

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### Summary:

The General Manager reports to Council on the status of the September 2022 Quarterly Budget Review (QBR) Statement. The report outlines the first quarter operations against the adopted 2022/2023 budget estimates, with income and expenditure variations made because of actual differences or known trends.

### Background:

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

### Current Position:

The current position is detailed in the attached Quarter 1 (period ending 30<sup>th</sup> September 2022) Quarterly Budget Review Statement report.

Generally the majority of income and expenditure estimates for 2022/2023 are on track, however there is a number of variations brought to account in the attached report because of current expenditure trends, rollover projects from 2021/2022 or the availability of known actual figures.

Council's General Fund operations after capital expenditures and transfers to and from reserves has recorded a deficit of \$440 for the quarter. The forecast cash result for the year is a deficit of \$93,135.

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

Description	Explanation	Saving	Expense
Insurance costs - various	Actual insurance premiums for 22/23 have far exceeded original CPI estimates	183	5,623
Private works DPI	A new private works project assisting the DPI with Varroa Mite eradication	30,000	25,000
	<b>Totals of adjustments</b>	30,183	30,623
	Net adjustment for quarter		440

### Relevant Reference Documents/Policies:

Local Government Act 1993  
Local Government (General) Regulation 2021  
Integrated Planning and Reporting Framework

### Governance issues:

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

### Financial Implications:

The Quarterly Budget Review details Councils current financial projections for the 2022/2023 fiscal year as at the quarter ending 30<sup>th</sup> September 2022.

### Alternative Solutions/Options:

Not Applicable

**Conclusion:**

The QBRS as at 30<sup>th</sup> September 2022 provides council with information relating to the status of the budget after three (3) months of operation.

<b>Quarterly budget review statement – September 2022</b>
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<p><b>Recommendation:</b></p>
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<p>That Council adopt the attached Quarterly Budget Review Statement for 30<sup>th</sup> September 2022 as tabled.</p>
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<p><b>Moved:</b></p>
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<p><b>Seconded:</b></p>
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**Attachments:**

September 2022. Quarterly Budget Review Statement

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 30th September 2022.									
		Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
		Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
		2022-23			This QTR	2022-23		For Year	for year
INCOME									
Administration									
DPI - NW LLS WAP Grant		\$115,375		\$115,375		\$115,375	\$0	\$115,375	0%
DPI - CW LLS WAP Grant		\$200,290		\$200,290		\$200,290	\$0	\$200,290	0%
Weed Certificates		\$1,000		\$1,000		\$1,000	\$0	\$1,000	0%
Constituent Council Contribs		\$568,144		\$568,144		\$568,144	\$0	\$568,144	0%
Interest on Investments		\$6,000		\$6,000		\$6,000	\$3,396	\$2,604	57%
WH&S Incentive Rebate		\$5,115		\$5,115		\$5,115	\$0	\$5,115	0%
Administration - Total		\$895,924	\$0	\$895,924	\$0	\$895,924	\$3,396	\$892,528	0%
Private Works									
Private Works Income		\$95,929		\$95,929		\$95,929	\$4,029	\$91,900	4%
DPI Varroa Mite		\$0		\$0	\$30,000	\$30,000		\$30,000	0%
DPI Bio Contraol Unit		\$90,000		\$90,000		\$90,000	\$38,317	\$51,683	43%
Private Works - Total		\$185,929	\$0	\$185,929	\$30,000	\$215,929	\$42,346	\$173,583	20%
Other Income									
Plant Income		\$159,806		\$159,806		\$159,806	\$29,741	\$130,065	19%
profit on sale of plant		\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Other Income - Total		\$164,806	\$0	\$164,806	\$0	\$164,806	\$29,741	\$135,065	18%
Revenue Income - Total		\$1,246,659	\$0	\$1,246,659	\$30,000	\$1,276,659	\$75,483	\$1,201,176	6%
EXPENDITURE									
Administration Costs									
General Manager's Salary		\$54,633		\$54,633		\$54,633	\$14,000	\$40,633	26%
Contract Administrative Support		\$51,705		\$51,705		\$51,705	\$6,280	\$45,425	12%
IPR Costs		\$369		\$369		\$369	\$0	\$369	0%
Travelling		\$2,000		\$2,000		\$2,000	\$27	\$1,973	1%
Audit Fees		\$19,821		\$19,821		\$19,821	\$5,000	\$14,821	25%
Advertising		\$3,046		\$3,046		\$3,046	\$297	\$2,749	10%
Printing & Stationary		\$2,311		\$2,311		\$2,311	\$584	\$1,727	25%
Postage & Freight		\$1,249		\$1,249		\$1,249	\$196	\$1,053	16%
Telephone		\$9,599		\$9,599		\$9,599	\$2,174	\$7,425	23%
Bank Charges		\$710		\$710		\$710	\$117	\$593	16%
Legal Expenses		\$601		\$601		\$601	\$0	\$601	0%
sundry admin expenses		\$10,150		\$10,150		\$10,150	\$851	\$9,299	8%
web site costs		\$1,500		\$1,500		\$1,500	\$318	\$1,182	21%
Administration Costs - Total		\$157,694	\$0	\$157,694	\$0	\$157,694	\$29,844	\$127,850	19%

*Castlereagh Macquarie County Council Agenda – 7<sup>th</sup> November 2022 – Ordinary Council Meeting*

	Adopted Budget 2022-23	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2022-23	Actual To Date	Balance Remaining For Year	% utilised for year
<b>Insurance Costs</b>								
Fidelity Gaurantee	\$1,808		\$1,808	\$150	\$1,958	\$1,958	\$0	100%
Public Liability & Prof Indemnity	\$32,090		\$32,090	\$2,960	\$35,050	\$35,050	\$0	100%
Property Insurance	\$8,385		\$8,385	\$551	\$8,936	\$8,936	\$0	100%
Personal Accident	\$1,996		\$1,996	(\$183)	\$1,813	\$1,813	\$0	100%
Councillor's and Officers' Liability	\$12,358		\$12,358	\$840	\$13,198	\$13,198	\$0	100%
Motor vehicle liability	\$8,010		\$8,010	\$1,122	\$9,132	\$9,132	\$0	100%
<b>Insurance Costs - Total</b>	<b>\$64,647</b>	<b>\$0</b>	<b>\$64,647</b>	<b>\$5,440</b>	<b>\$70,087</b>	<b>\$70,087</b>	<b>\$0</b>	<b>100%</b>
<b>Governance Costs</b>								
Chairperson's Allowance	\$4,010		\$4,010		\$4,010	\$0	\$4,010	0%
Councillors' Meeting Fees	\$18,619		\$18,619		\$18,619	\$0	\$18,619	0%
Councillors' Travelling	\$3,816		\$3,816		\$3,816	\$2,159	\$1,657	57%
Councillors' Subsistence - CMCC Mtgs	\$2,581		\$2,581		\$2,581	\$82	\$2,499	3%
Subscription - Shires Assoc	\$4,341		\$4,341		\$4,341	\$0	\$4,341	0%
Delegates Expenses	\$1,502		\$1,502		\$1,502	\$0	\$1,502	0%
Councillors Superannuation	\$2,376		\$2,376		\$2,376	\$0	\$2,376	0%
<b>Governance Costs - Total</b>	<b>\$37,245</b>	<b>\$0</b>	<b>\$37,245</b>	<b>\$0</b>	<b>\$37,245</b>	<b>\$2,241</b>	<b>\$35,004</b>	<b>6%</b>
<b>Employee Overheads</b>								
ToolBox Meetings	\$2,358		\$2,358		\$2,358	\$0	\$2,358	0%
Annual Leave	\$40,430		\$40,430		\$40,430	\$7,494	\$32,936	19%
Long Service Leave	\$14,158		\$14,158		\$14,158	\$954	\$13,204	7%
Sick Leave	\$25,358		\$25,358		\$25,358	\$7,950	\$17,408	31%
compassionate leave	\$1,644		\$1,644		\$1,644	\$1,583	\$61	96%
Employee Overheads distributed to works	(\$179,897)		(\$179,897)		(\$179,897)	(\$39,430)	(\$140,467)	22%
Union Picnic Day	\$1,710		\$1,710		\$1,710	\$0	\$1,710	0%
Public Holidays NEI	\$15,828		\$15,828		\$15,828	\$1,694	\$14,134	11%
Superannuation	\$48,012		\$48,012		\$48,012	\$15,127	\$32,885	32%
Workers Compensation	\$10,500		\$10,500		\$10,500	\$1,885	\$8,615	18%
Protective Clothing	\$1,755		\$1,755		\$1,755	\$525	\$1,230	30%
Allowances Disability/Climatic	\$1,753		\$1,753		\$1,753	\$0	\$1,753	0%
Staff Training	\$16,391		\$16,391		\$16,391	\$2,218	\$14,173	14%
<b>Sub -Total - Employee Overheads</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
<b>Sub Total Administrative Overheads</b>	<b>\$259,586</b>	<b>\$0</b>	<b>\$259,586</b>	<b>\$5,440</b>	<b>\$265,026</b>	<b>\$102,172</b>	<b>\$162,854</b>	<b>39%</b>
<b>Employee Overheads - Total</b>								
<b>Destruction of Weeds</b>								
WAP 1520 Grant Expenses -Super'n - Bio Officers	\$11,753		\$11,753		\$11,753	\$0	\$11,753	0%
WAP 1520 Grant Expenses -Property Inspections	\$178,606		\$178,606		\$178,606	\$32,079	\$146,527	18%
WAP 1520 Grant Expenses - Other Costs - Cnl Roads	\$205,000		\$205,000		\$205,000	\$95,744	\$109,256	47%
WAP 1520 Grant Expenses - HR - Roads	\$108,807		\$108,807		\$108,807	\$27,542	\$81,265	25%
WAP 1520 Grant Expenses - HR - TSRs	\$8,882		\$8,882		\$8,882	\$2,255	\$6,627	25%
WAP 1520 Grant Expenses - HR - WCs	\$7,217		\$7,217		\$7,217	\$0	\$7,217	0%
WAP 1520 Grant Expenses - HR - Rail Corridors	\$6,662		\$6,662		\$6,662	\$108	\$6,554	2%
WAP 1520 Grant Expenses - HR - n,s,o	\$6,274		\$6,274		\$6,274	\$0	\$6,274	0%
WAP 1520 Grant Expenses - H P T'force Admin	\$5,551		\$5,551		\$5,551	\$617	\$4,934	11%
Employee Overheads distributed to works	\$179,897		\$179,897		\$179,897	\$39,430	\$140,467	22%
Parkinsonia Weed Control	\$19,422		\$19,422		\$19,422	\$1,171	\$18,251	6%
Promotions & Field Days	\$13,487		\$13,487		\$13,487	\$3,879	\$9,608	29%
Computer Bio Security System	\$15,126		\$15,126		\$15,126	\$4,116	\$11,010	27%
Regional Meeting Expenses	\$6,896		\$6,896		\$6,896	\$1,618	\$5,278	23%
Administration Weed Control	\$15,970		\$15,970		\$15,970	\$8,503	\$7,467	53%
Weed Control Publicity	\$3,237		\$3,237		\$3,237	\$355	\$2,882	11%
<b>Destruction of Weeds - Total</b>	<b>\$792,787</b>	<b>\$0</b>	<b>\$792,787</b>	<b>\$0</b>	<b>\$792,787</b>	<b>\$217,417</b>	<b>\$575,370</b>	<b>27%</b>
<b>Private Works</b>								
Gilgandra Shire - Cost of Private Works	\$14,967		\$14,967		\$14,967	\$0	\$14,967	0%
DPI - Biocontrol and Quanda	\$82,000		\$82,000		\$82,000	\$38,317	\$43,683	47%
DPI - Varroa Mite	\$0		\$0	\$25,000	\$25,000	\$12,030	\$12,970	48%
Walgett Shire - Cost of Private Works	\$16,185		\$16,185		\$16,185	\$5,740	\$10,445	35%
Coonabarabran - Private works	\$20,592		\$20,592		\$20,592	\$5,200	\$15,392	25%
Hudson Pear - Private Works	\$12,664		\$12,664		\$12,664	\$610	\$12,054	5%
Warren - Private works	\$0		\$0		\$0	\$0	\$0	#DIV/0!
Coonamble - Private works	\$0		\$0		\$0	\$0	\$0	0%
<b>Private Works -Total</b>	<b>\$146,408</b>	<b>\$0</b>	<b>\$146,408</b>	<b>\$25,000</b>	<b>\$171,408</b>	<b>\$61,897</b>	<b>\$109,511</b>	<b>36%</b>

Castlereagh Macquarie County Council Agenda – 7<sup>th</sup> November 2022 – Ordinary Council Meeting

	Adopted Budget 2022-23	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2022-23	Actual To Date	Balance Remaining For Year	% utilised for year
Other Expenses								
Depot Expenses	\$10,187		\$10,187		\$10,187	\$3,005	\$7,182	29%
Storage Rental	\$4,413		\$4,413		\$4,413	\$1,360	\$3,053	31%
Plant Expenses	\$78,973		\$78,973		\$78,973	\$17,790	\$61,183	23%
Depreciation	\$80,000		\$80,000		\$80,000	\$20,000	\$60,000	25%
Other Expenses - Total	\$173,573	\$0	\$173,573	\$0	\$173,573	\$42,155	\$131,418	24%
Revenue Expenses - Total	\$1,372,354	\$0	\$1,372,354	\$30,440	\$1,402,794	\$423,641	\$979,153	30%
Net Operating Surplus/(Deficit) after Depreciation	(\$125,695)	\$0	(\$125,695)	(\$440)	(\$126,135)	(\$348,158)	\$222,023	276%
Capital Income								
Sale/Trade in of Plant Assets	\$40,000		\$40,000		\$40,000	\$0	\$40,000	0%
Transfer from ELE Reserve	\$20,000		\$20,000		\$20,000	\$0	\$20,000	0%
Transfer from Plant Reserve	\$20,000		\$20,000		\$20,000	\$0	\$20,000	0%
Capital Income - Total	\$80,000	\$0	\$80,000	\$0	\$80,000	\$0	\$80,000	0%
Capital Expenditure								
Minor Building Improvements	\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Bio Control unit	\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
New Vehicles - Nett	\$70,000		\$70,000		\$70,000	\$0	\$70,000	0%
Small Plant, Tools, Radios	\$2,000		\$2,000		\$2,000	\$0	\$2,000	0%
Transfer to ELE Reserve	\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Transfer to Plant Reserve	\$8,405		\$8,405		\$8,405	\$0	\$8,405	0%
Capital Expenditure - Total	\$95,405	\$0	\$95,405	\$0	\$95,405	\$0	\$95,405	0%
Net Capital Surplus/(Deficit)	(\$15,405)	\$0	(\$15,405)	\$0	(\$15,405)	\$0	(\$15,405)	
Summary								
Total Income	\$1,326,659	\$0	\$1,326,659	\$30,000	\$1,356,659	\$75,483	\$1,281,176	
Total Expenditure	\$1,467,759	\$0	\$1,467,759	\$30,440	\$1,498,199	\$423,641	\$1,074,558	
Net Total Surplus/(Deficit)	(\$141,100)	\$0	(\$141,100)	(\$440)	(\$141,540)	(\$348,158)	\$206,618	
Add back depreciation and profit on sale	\$80,000	\$0	\$80,000	\$0	\$80,000	\$20,000	\$60,000	
Less Profit on sale	\$5,000		\$5,000		\$5,000	\$0	\$5,000	
Add back reserve movements	(\$26,595)		(\$26,595)		(\$26,595)	\$0	(\$26,595)	
Net cash result for year Surplus (Deficit)	(\$92,695)	\$0	(\$92,695)	(\$440)	(\$93,135)	(\$328,158)	\$235,023	



## ITEM 6.8 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

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

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

**Attachments:**

Calendar of events 2022

**IMPORTANT DATES - Upcoming Meetings and Events - 2022**

DATE	MEETING/FUNCTION	LOCATION	NOTES
1 <sup>st</sup> November	CMCC Staff Union Picnic Day		All Field Staff
2 <sup>nd</sup> – 3 <sup>rd</sup> November	North West Regional Meeting	Quirindi	
9 <sup>th</sup> November	Hudson Pear Taskforce Meeting	Lighting Ridge	Available Councillors, GM 7 Senior Bio Security Officer
10 <sup>th</sup> November	Harrisia Taskforce meeting	Lightning Ridge	
6 <sup>th</sup> December	Central West Regional meeting	Nyngan at the Engineering Depot Bogan Shire	
19 <sup>th</sup> December	CMCC Council Meeting	Coonamble Shire Council Chambers	All Councillors, GM & Senior Biosecurity Officer
22 <sup>nd</sup> December	Last working day for 2022		All field staff
9 <sup>th</sup> January 2023	Resume from Christmas leave		All field staff

## 7. BIOSECURITY REPORT

### ITEM 7.1 QUARTERLY BIOSECURITY REPORT

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

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

**Attachments:**

Senior Biosecurity Officer Information on control activities.

## **Senior Biosecurity Report September 2022**

Incessant rain has made conditions intolerable for releasing the Bio control agent , Puccinia rapipes for African Box Thorn. Five biocontrol agent release kits have been allocated to Castlereagh Macquarie County Council. One release site in each of our shires have been inspected and secured for the release. A request has been submitted to CSIRO to receive more release kits if available.

Another agent received is Puccinia anici-oleracei bio control agent for Flaxleaf fleabane, also a rust fungus and release methodology similar to Puccinia rapipes.

Once these agents have been released, a comprehensive report will be provided.

**22<sup>nd</sup> Australasian Weed Conference September 2022** – The original date for this conference was October 2021 however due to Covid-19 postponed until this year. Prior to October 2021 a transcript was submitted for Hudson Pear and this year accepted to present. This presentation was partnered with Jo-Anna Skewes from Northern Slopes Landcare association and Cacti Coordinator for North West Region. To form a collaborative approach we titled the presentation “A Community Approach to Takling Hudson Pear”. We also interviewed a couple of landowners from Lightning Ridge discussing the impacts Hudson Pear has had on their properties and views of the Biological control to include in the powerpoint presentation.

The presentation was well recognised and captivated the audience with much acknowledgment during the remainder of the conference with over 250 attending.

There were many other presenters of much interest especially those with infestations of species we have already inherited such as Parkinsonia, Wheel Cactus and Boxing Glove Cactus. The Parkinsonia in QLD, Wheel Cactus in Western Australia and Boxing Glove Cactus in SA & QLD have infestations equal to Hudson Pear in Lightning Ridge / Grawin areas. The infestations in WA & SA are much more inaccessible compared to Lightning Ridge / Grawin areas however, climate and soil types are similar which can easily allow new large-scale infestations in NSW especially Lightning Ridge / Grawin areas if left unrecognised and untreated.



(Wheel Cactus WA)



(Boxing Glove Cactus QLD)

(Viewing, 20-minute presentation, “A Community Approach to Tackling Hudson Pear”)

Please be advised a new Regional Coordinator for North West LCS's has been appointed. Taking over the role of Regional Coordinator North West Local Land Services from Peter Dawson is Jo-Anna Skewes. Jo-Anna is based in Warialda. Peter Dawson has been a fantastic support and is now the Team Leader, Invasive Species & Plant Health for Local Land Services.

There are no new incursions to report however, our Biosecurity Officers remain vigilant even more so when water recedes and conditions allow opportunity for plant germination.

## 8. QUESTIONS FOR NEXT MEETING

9. CONFIRM DATE OF NEXT MEETING

**Date:** 19<sup>th</sup> December 2022 – Coonamble

10. CLOSE OF MEETING

**Time:** .....