



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 30th October 2023

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 **Acacia Motor Lodge Meeting Room, 10 John Street, Coonabarabran** on **30th October 2023** commencing at **9:30am** 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 <u>Clr Michael Cooke</u> are accepted and a leave of absence granted.</p> <p>Moved:</p> <p>Seconded:</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 28th August 2023

Minutes of Ordinary Council Meeting – 28 th August 2023
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 28th August 2023, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Meeting Minutes – 28th August 2023

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS ON MONDAY 28th AUGUST 2023 COMMENCING AT 10:34AM.

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

ABSENT: Clr I Woodcock and Clr D Todd

STAFF MEMBERS: M. Urquhart (General Manager), A. Fletcher (Senior Biosecurity Officer), R Wilson (Administration Services Officer)

WELCOME: Meeting was opened at 10:34am and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

06/23/01 Leave of Absence

Resolved:

That the leave of absence received from Councillors I Woodcock and D Todd was accepted and a leave of absence granted.

Moved: Clr Kinsey

Seconded: Clr Peart

Carried

DECLARATIONS OF INTEREST- Nil

06/23/02 Minutes of Ordinary Council Meeting – 26th June 2023

Resolved:

That the minutes of the ordinary Council meeting held 26th June 2023, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Clr Holcombe

Seconded: Clr Cullen

Carried

06/23/03 Council's Decision Action Report – August 2023

Resolved:

That the Resolution Register for August 2023 be received and noted

Moved: Clr Whiteley

Seconded: Clr Kinsey

Carried

06/23/04 Circulars Received From the NSW Office of Local Government

Resolved:

That the information contained in the following Departmental circulars 23-06 to 23-10 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Clr Kinsey

Seconded: Clr Peart

Carried

06/23/05 Cash and Investment Report – 30th June 2023 & 31st July 2023

Resolved:

That the investment report for 30th April 2023 and 31st May 2023 received and noted.

Moved: Clr Holcombe

Seconded: Clr Whiteley

Carried

Clr Batten requested that Todd (LLS Coordinator) be requested to attend every CMCC Council meeting to provide an update on the Hudson Pear program. General Manager Michael Urquhart to send written correspondence to LLS requesting meeting attendance.

06/23/06 Fourth Quarter Operational Plan 2022/2023 and Annual Delivery Program

Resolved:

That Council accept the progress made on the 2022/2023 Operational Plan as at 30th June 2023 and Annual Delivery Program.

Moved: Clr Peart

Seconded: Clr Cooke

Carried

At 10.45am Clr Fisher entered the Chamber.

06/23/07 Payment of Expenses & Provision of Facilities to Councillors Policy

Resolved:

That;

1. The General Manager's Report be received.
2. Council adopts 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.

Moved: Clr Holcombe

Seconded: Clr Kinsey

06/23/08 Annual Financial Statements 2022/2023

Resolved:

That;

1. The Draft Annual Financial Reports for 2022/2023 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

Moved: Clr Fisher

Seconded: Clr Kinsey

06/23/09 Important Dates for Councillors – Upcoming Meetings and Events

Resolved:

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

Moved: Clr Fisher

Seconded: Clr Cullen

Carried

Clr Batten advised that he would endeavour to attend the next Central West Regional Meeting on 10th October 2023.

Clr Cooke advised that he will be an apology for the next CMCC Council meeting to be held on 30th October 2023.

Chairman, Clr Batten advised that all Bio Security Officers and Staff will be invited to attend the CMCC Council meeting to be held on 18th December 2023 to acknowledge recent achievements and celebrate Christmas luncheon.

06/23/10 Moved Into Closed Session

Time: 11:54am

Resolved:

That the public be excluded from the meeting pursuant to Sections 10A (2) (a) of the Local Government Act 1993 on the basis that the items deal with:

(a) personnel matters concerning particular individuals (other than councillors)

Moved: Clr Kinsey

Seconded: Clr Peart

Carried

06/23/13 Return to Open Session

Time: 12:05pm

Resolved:

That Council return to open session.

Moved: Clr Kinsey

Seconded: Clr Holcombe

Carried

The confidential reports discussed in closed session were brought forward and read in open session by General Manager Michael Urquhart.

06/23/11 Council Administration Support

Resolved:

That Council;

1. Endorse the actions of the Chairman in approving emergency changes to staffing and the establishment of an office in Walgett.
2. Provision be made in the September 2023 Quarterly Budget Review for an additional \$35,000 towards administration support and office leasing and operational costs.

Moved: Clr Whiteley

Seconded: Clr Cullen

Carried

06/23/12 Lease of Building 55 Fox Street Walgett from SL & DJ Kelly

Resolved:

That;

1. The General Manager's report be received.
2. Council endorse the action of the General Manager in entering into a lease for the property situated at 55 Fox Street Walgett for a period of two (2) years with a rental of \$10,400 per annual (excluding GST) (\$200 per week) from SL and DJ Kelly.
3. That lease fee be increase to \$300 per week (plus GST) should part of the premises at 55 Fox Street be sublet.
4. The General Manager continue investigations to sublet part of the premises at 55 Fox Street to offset annual lease costs.
5. The Council Seal be affixed to the lease agreement and the General Manager be authorised to execute the lease documents.
6. The General Manager be authorised to execute any sub-lease documents.

Moved: Clr Kinsey

Seconded: Clr Fisher

Carried

06/23/14 Adoption Of Closed Session Reports

Resolved:

That Council adopt the recommendations of the Closed Committee Reports

Moved: Clr Fisher

Seconded: Clr Peart

Carried

General Manager Michael Urquhart read the resolutions that were passed in closed session.

06/23/15 Quarterly Biosecurity Report

Resolved:

That the report be received and noted.

Moved: Cllr Holcombe

Seconded: Cllr Peart

Carried

Cllr Bill Fisher thanked CMCC for the opportunity to participate in the NSW Weeds Conference held in Dubbo during August 2023. He also congratulated Bio Security Officer Mat Savage on his awards and passed on congratulations to Senior Bio Security Officer Andrea Fletcher-Dawson following her presentations at the conference.

Date of the next CMCC Council Meeting to be Monday 30th October 2023 in Coonabarabran.

Close of Meeting

The meeting closed at 11.45am

Chairman

General Manager

6. REPORT OF THE GENERAL MANAGER

ITEM 6.1 DETERMINATION OF METHOD OF VOTING FOR ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON BY COUNCILLORS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

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

Discussion (including issues and background):

Schedule 8 of the Local Government (General) Regulation 2021 sets out the process to be followed for the election of a Chairperson and Deputy Chairperson by Councillors, including the methods of voting that may be determined by a resolution of Council. The methods of voting for the election of the Chairperson and Deputy Chairperson, that Council may adopt are summarised below:

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

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

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

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

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

Relevant Reference Documents:

Schedule 8 "Election of Chairpersons of County Councils" of the Local Government (General) Regulations 2021.

Stakeholders:

Council Members

Financial Implications:

Nil

Determination of Method of Voting for Election of Chairperson and Deputy Chairperson by Councillors
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Recommendation:

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

Moved:

Seconded:

ITEM 6.2 ELECTION OF CHAIRPERSON FOR PERIOD ENDING SEPTEMBER 2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Discussion (including issues and background):

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

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

The Chairperson for the Castlereagh Macquarie County Council is elected by the Members from among their own number. As per section 391 the appointment is for two (2) year only. Because of the postponement of the ordinary elections to 4th December 2021, Chairpersons will have a shorter term than the usual two years, with a one (1) year term to September 2024.

The procedures for election of Chairperson by Members under Schedule 8 of the Local Government (General) Regulation 2021 are summarised below:

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

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA
Local Government (General) Regulation 2021 – Schedule 8

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Chairperson for period ending September 2024

Recommendation:

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

Moved:

Seconded:

Attachments:

Nomination Form – *to be tabled at the meeting.*

ITEM 6.3 ELECTION OF DEPUTY CHAIRPERSON FOR PERIOD ENDING SEPTEMBER 2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The election of a Deputy Chairperson for a County Council is at the discretion of Council and the elected Deputy Chairperson will act in this role in the absence of the Chairperson.

Discussion (including issues and background):

The role of Deputy Chairperson, in the absence of the Chairperson, shall exercise the following functions as detailed in Section 391A as follows:

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

The Deputy Chairperson for the Castlereagh Macquarie County Council is elected by the Members from among their own number. This is usually for two (2) years, however because of the postponed election in 2020, this next term will be for one (1) year ending September 2024.

With no legislative provision outlining a procedure for election of Deputy Chairperson by Members, Council has in the past adopted the procedure as outlined in Schedule 8 of the Local Government (General) Regulation 2021 for the election of the Chairperson which is summarised below:

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

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA
Local Government (General) Regulation 2021 – Schedule 8

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Deputy Chairperson for period ending September 2024

Recommendation:

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

Moved:

Seconded:

Attachments:

Nomination Form – *to be tabled at the meeting.*

ITEM 6.4 DESTRUCTION OF BALLOT PAPERS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Discussion (including issues and background):

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

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA
Local Government (General) Regulation 2021 – Schedule 8

Stakeholders:

Council Members

Financial Implications:

Nil

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

ITEM 6.5 COUNCIL'S DECISION ACTION REPORT – OCTOBER 2023

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 – October 2023
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Recommendation:

That the Resolution Register October 2023 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"> 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. 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. 3. That Council appoint Cllr Bill Fisher to serve as the non-voting board members on the ARIC for this Council only. 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. 	GM	FNWJO have appointed Chair and committee. Meeting with member Councils to be held in November.	In Progress
27.06.2022	06/22-11	<ol style="list-style-type: none"> 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 	GM	<p>Flyers to quarterly rate notices. Information to be advertised in constituent Council newsletter</p> <p>Media releases have been issued for Harrisia Cactus, St Johns Wort and Hudson Pear.</p>	<p>Continuing</p> <p>Continuing</p>

Castlereagh Macquarie County Council Agenda –30th October 2023 – Ordinary Council Meeting

19.12.2022	12/22/12	<p>(a) That Council receive the General Managers report</p> <p>(b) The General Manager liaise with the LLS and DPI in the development of a control plan for the area, and the Castlereagh Macquarie County Council actively participate in the roll out of all elements of the control program.</p> <p>(c) That the Hudson Pear Co-ordinator be invited to attend the next and subsequent meetings of CMCC to enable face to face updates of the Hudson Pear Control project and its progression.</p>	GM	<p>Containment project with CMCC managing initial stage 1 is now complete and LLS have appointed a co-ordinator and spray operator.</p> <p>Hudson Pear Co-ordinator has been invited to attend future CMCC meetings and update Councillors on the progress of containment and control of Hudson Pear in the Lightning Ridge district.</p>	<p>Complete</p> <p>In progress</p>
26.06.23		<p>Action Request;</p> <p>Council depots have noxious weeds signs displayed and that the Senior Bio Security office attend all Council depots to provide information on noxious weeds to constituent Council Staff.</p>	SBO	<p>The Senior Bio Security Officer has commenced the roll-out of the training program.</p>	In progress
26.06.23		<p>Actions Request;</p> <p>That the General Manager contact BROCC regarding the classification and control of Parkinsonia in QLD</p>	GM	<p>The General Manager contacted QLD DPI and spoke with regional inspector and Balonne Shire Council Biosecurity Officer. They both advised Parkinsonia has the same control requirements as NSW, however, with limited resources its hard to inspect all properties thoroughly each year. The officer also advised the previous Parkinsonia infestation sites were closely monitored and control measures implemented across the shire.</p> <p>Balonne Biosecurity Officer shall discuss weed issues and joint control programs with CMCC biosecurity officer when and as required.</p>	Complete
28.08.23		<p>Action Request;</p> <p>That the General Manager contact Todd (LLS Coordinator) and request that he attend every CMCC Council meeting to provide an update on the Hudson Pear program.</p>	GM	<p>Co-ordinator invited to attend the bi-monthly meetings</p>	In progress
28.08.23	06/23/07	<p>That;</p> <p>1. The General Manager's Report be received</p>	GM	<p>Policy placed on public exhibition via CMCC website and advertised in newspapers. No submission received within specified timeframe.</p>	Completed

Castlereagh Macquarie County Council Agenda –30th October 2023 – Ordinary Council Meeting

		<ol style="list-style-type: none"> Council adopts the Payment of Expenses and Provision of Facilities to Councillors' policy as tabled. The policy be placed on public exhibition for a period of 28 days and public submissions be invited. 			
28.08.23	06/23/08	<p>That;</p> <ol style="list-style-type: none"> The Draft Annual Financial Reports for 2022/2023 be referred to Council's Auditor. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented 	GM	<p>Financials referred to auditor.</p> <p>Certificates duly signed by relevant parties.</p> <p>Waiting of audited financials.</p> <p>It is planned to submit the 22/23 Financials to the December 23 Ordinary meeting.</p>	<p>Complete</p> <p>Complete</p> <p>In progress</p> <p>In progress</p>
28.08.23	06/23/12	<p>That;</p> <ol style="list-style-type: none"> The General Manager's report be received. Council endorse the action of the General Manager in entering into a lease for the property situated at 55 Fox Street Walgett for a period of two (2) years with a rental of \$10,400 per annual (excluding GST) (\$200 per week) from SL and DJ Kelly. That lease fee be increase to \$300 per week (plus GST) should part of the premises at 55 Fox Street be sublet. The General Manager continue investigations to sublet part of the premises at 55 Fox Street to offset annual lease costs. 	GM	<p>The lease has been duly executed and returned to the Solicitors and Council will be issuing a licence to Regional NSW for the lease of office space at the Walgett office in Fox Street Walgett.</p>	<p>In progress</p>

Castlereagh Macquarie County Council Agenda –30th October 2023 – Ordinary Council Meeting

		<p>5. The Council Seal be affixed to the lease agreement and the General Manager be authorised to execute the lease documents.</p> <p>6. The General Manager be authorised to execute any sub-lease documents.</p>			
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ITEM 6.6 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:

- 23-11 Effect of the NSW Government's policy on executive office holders' and senior executives' remuneration on general managers', executive officers' and senior staff remuneration
- 23-12 Guidelines on the withdrawal of development applications

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 23-11 to 23-12 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p>Moved: Seconded:</p>

Attachments:

Circulars 23-11 to 23-12



Office of
Local Government

Circular to Councils

Circular Details	23 -11 / 13 September 2023 / A869405
Previous Circular	N/A
Who should read this	Councillors / General Managers / Senior Staff / Human Resources Staff
Contact	Council Governance Team / 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Information

Effect of the NSW Government's policy on executive office holders' and senior executives' remuneration on general managers', executive officers' and senior staff remuneration

What's new or changing

- The Statutory and Other Offices Remuneration (Executive Office Holders and Senior Executives) Regulation 2023 (SOORT Regulation) has been prescribed. Clause 4(1) of the SOORT Regulation states that the Statutory and Other Offices Remuneration Tribunal (the SOORT Tribunal) is not to award an increase in remuneration for NSW Government executive office holders and senior executives before 1 July 2025.

What this will mean for your council

- Automatic annual increases in remuneration payable under the approved standard employment contracts for general managers of councils, executive officers of joint organisations and other senior staff are tied to determinations by the SOORT Tribunal.
- The SOORT Regulation means that automatic increases will not be available to general managers, executive officers and senior staff under their employment contracts before 1 July 2025.
- The SOORT Regulation was not intended to apply to local government. It remains open to councils and joint organisations to approve discretionary increases under the approved employment contracts where the employee's performance has been assessed as being of a better than satisfactory standard.

Key points

- The SOORT Regulation prohibiting a remuneration increase for executive office holders and senior executives until 1 July 2025 is not intended to apply to local government.
- Councils can pay their general managers, executive officers, and senior staff an increase in remuneration. The approved standard contracts of employment provide that an increase in an employee's remuneration may be approved where their performance is assessed as being better than satisfactory.

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Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

Where to go for further information

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



Brett Whitworth
Deputy Secretary, Local Government

Office of Local Government
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Office of
Local Government

Circular to Councils

Circular Details	23-12 / 5 October 2023 / A871143
Previous Circular	<i>Not applicable</i>
Who should read this	Councillors / General Managers / Planning staff
Contact	Policy Team 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Guidelines on the withdrawal of development applications

What's new or changing

- The Office of Local Government (OLG), with the concurrence of the Minister for Planning and Public Spaces, the Hon. Paul Scully MP, has released the Guidelines on the Withdrawal of Development Applications (the Guidelines).

What this will mean for your council

- The Guidelines have been issued under section 23A of the *Local Government Act 1993* and councils are required to consider the Guidelines in exercising their development application (DA) assessment functions.
- The Guidelines include a policy statement that encourages councils to contribute to providing more appropriate housing to address the State's housing shortfall through the expeditious assessment and determination of DAs.
- The Guidelines require councils to allocate appropriate resources to their planning and assessment teams to ensure development applications are assessed and determined expeditiously.
- The Guidelines strongly encourage councils to avoid practices that delay DA assessment within reasonable timeframes.

Key points

- The NSW Government recognises the importance of providing more housing opportunities for people to help drive down the cost of housing and boost the economic productivity of the State.
- NSW councils have an important role to play in housing delivery through their planning and approval process.
- Many councils across the State, particularly in regional areas, have identified the need to urgently address growing unaffordability of housing.
- The NSW Government will continue to develop a range of policies to address NSW's shortfall in housing.

Where to go for further information

- The Guidelines on the Withdrawal of Development Applications are available on the OLG website.

Brett Whitworth
Deputy Secretary, Local Government

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ITEM 6.7 CASH ON HAND AND INVESTMENT REPORT AS AT 31st AUGUST 2023 and 30th SEPTEMBER 2023

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 31st August and 30th September 2023.

Background:

The investment portfolio consists of bank accounts and fixed rate interest bearing deposits. The portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Council's investment portfolio is not subject to share market volatility.

Comparisons are regularly made between existing investments with available products that are not part of Council's portfolio, but that meet Council's policy guidelines.

All investments at 31st August and 30th September 2023 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 30th September 2023 held a total of \$826,943.45 in on-call and interest bearing deposits with financial institutions within Australia. All investments are held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

31st August 2023

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$259,656.35	CBA			N/A
TD396363517	10.05.2023	\$500,000.00	AMP	4.95%	184 days	10/11/2023
TOTAL		\$759,656.35				

30th September 2023

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$326,943.45	CBA			N/A
TD396363517	10.05.2023	\$500,000.00	AMP	4.95%	184 days	10/11/2023
TOTAL		\$826,943.45				

Relevant Reference Documents/Policies:

Local Government Act (NSW), 1993
Local Government (General) Regulation 2021
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 2021*, the *Investment Order (of the Minister) 5th January 2016* and Council's Investments Policy.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at the end of month.

Michael J Urquhart

General Manager – Responsible Accounting Officer

Conclusion:

As at 30th September 2023, Council's available cash and invested funds totalled \$826,943.45

Cash and Investment Reports – 31st August and 30th September 2023

Recommendation:

That the investment report for 31st August and 30th September 2023 be received and noted.

Moved:

Seconded:

Attachments:

Nil

ITEM 6.8 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2023

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The General Manager reports to Council on the status of the September 2023 Quarterly Budget Review (QBR) Statement. The report outlines the first quarter operations against the adopted 2023/24 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 2021, Part 9, Division 3, Section 203 and is an essential aspect of Council's financial management. A budget review is to be prepared and submitted to Council not later than two months after the end of each quarter.

Current Position:

The current position is detailed in the attached Quarter 1 (period ending 30th September 2023) Quarterly Budget Review Statement report.

The major variations for the September 2023 quarter are listed below.

Description	Explanation	Saving	Expense
LLS Hudson Pear Containment Project	LLS have extended the Hudson Pear project and the variation takes expenditure in 23/24 to \$193,775.	193,775	193,775
Lease office Walgett & Office running expenses	Leasing of office in Walgett along with associated operating costs are partially offset with lease of office space to third party	18,400	20,000
WH&S Incentive	It is requested the unspent funds held in reserve be utilised on staff WH&S training along with risk assessment of work procedures and policies	15,000	15,000
DPI Wet wall maintenance	DPI have provided a grant for the operation of the wet wall facility in Lightning Ridge.	43,000	43,000
DPI Control Unit	Unspent funds held in reserve for the operating of the bio control unit to be expended in 23/24	21,000	21,000
General Managers salary	Council at its June 2023 meeting formally approved a salary increase for the General Manager effective 1 st July 23	0	19,000
Contract admin support & Admin salaries	The Walgett Shire Councils withdrawal of administration support resulted in engagement of dedicated administration manager and this was previously approved by Council last year.	45,000	57,692
Computer & office equipment	Establishment of a dedicated office in Walgett required the purchase of office equipment and furniture and fittings	0	9,000
Insurance costs - various	Actual insurance premiums for 23/24 have exceeded original CPI estimates	0	2,937

Conference expenses	With the biannual weeds conference in Dubbo this year it was decided to approve the attendance of all biosecurity offices. Funds to be allocated to this expense item	0	8,000
Minor adjustments			6,000
	Totals of adjustments	336,175	395,404
	Net adjustment for quarter		59,229

Generally, the majority of income and expenditure estimates for 2023/24 are on track, however there is a number of variations brought to account in the attached report because of current expenditure trends, Council resolutions (GM salary & establishment of office in Walgett), rollover projects from 22/23 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 \$59,229 for the quarter. The forecast cash result for the year is a deficit of \$116,404.

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 2023/24 fiscal year as at the quarter ending 30th September 2023.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The QBRS as at, 30th September 2023 provides council with information relating to the status of the budget after three (3) months of operation.

Quarterly budget review statement – September 2023

Recommendation:

That Council adopt the attached Quarterly Budget Review Statement for 30th September 2023 as tabled.

Moved:

Seconded:

Attachments:

September 2023. Quarterly Budget Review Statement

Castlereagh Macquarie County Council Agenda –30th October 2023 – Ordinary Council Meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 30th September 2023.									
	Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%	
	Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised	
	2023-24			This QTR	2023-24		For Year	for year	
INCOME									
Administration									
DPI - NW LLS WAP Grant	\$104,550		\$104,550		\$104,550	\$0	\$104,550	0%	
DPI - CW LLS WAP Grant	\$208,917		\$208,917		\$208,917	\$0	\$208,917	0%	
LLS Hudson Pear	\$0		\$0	\$193,775	\$193,775	\$193,775	\$0	100%	
Constituent Council Contris	\$595,922		\$595,922		\$595,922	\$0	\$595,922	0%	
Interest on Investments	\$15,000		\$15,000		\$15,000	\$4,914	\$10,086	33%	
Motor vehicle insurance adjustment	\$767		\$767		\$767	\$0	\$767	0%	
Lease office space	\$0		\$0	\$18,400	\$18,400	\$0	\$18,400	0%	
WH&S Incentive Rebate - Unspent grants	\$5,115		\$5,115	\$15,000	\$20,115	\$15,000	\$5,115	75%	
Administration - Total	\$930,271	\$0	\$930,271	\$227,175	\$1,157,446	\$213,689	\$943,757	18%	
Private Works									
Private Works Income	\$94,675		\$94,675		\$94,675	\$21,629	\$73,046	23%	
DPI Wet Wall Maintenance Unspent grant	\$0		\$0	\$43,000	\$43,000	\$0	\$43,000	0%	
DPI Bio Contraol Unit	\$90,000		\$90,000	\$21,000	\$111,000	\$111,000	\$0	100%	
Private Works - Total	\$184,675	\$0	\$184,675	\$64,000	\$248,675	\$132,629	\$116,046	53%	
Other Income									
Plant Income	\$163,002		\$163,002		\$163,002	\$33,436	\$129,566	21%	
profit on sale of plant	\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%	
Other Income - Total	\$168,002	\$0	\$168,002	\$0	\$168,002	\$33,436	\$134,566	20%	
Revenue Income - Total	\$1,282,948	\$0	\$1,282,948	\$291,175	\$1,574,123	\$379,754	\$1,194,369	24%	
EXPENDITURE									
Administration Costs									
General Manager's Salary	\$55,999		\$55,999	\$19,000	\$74,999	\$19,307	\$55,692	26%	
Contract Administrative Support	\$52,998		\$52,998	(\$45,000)	\$7,998	\$5,950	\$2,048	74%	
Administration Salaries	\$0		\$0	\$57,692	\$57,692	\$10,688	\$47,004	19%	
WH&S Risk Management	\$0		\$0	\$15,000	\$15,000	\$0	\$15,000	0%	
Administration travelling and meeting expenses	\$3,000		\$3,000	\$3,000	\$6,000	\$750	\$5,250	13%	
Audit Fees	\$20,416		\$20,416		\$20,416	\$0	\$20,416	0%	
Audit Risk Improvement Committee	\$10,000		\$10,000		\$10,000	\$0	\$10,000	0%	
Advertising	\$3,415		\$3,415		\$3,415	\$3,360	\$55	98%	
Printing & Stationary	\$2,999		\$2,999		\$2,999	\$957	\$2,042	32%	
Postage & Freight	\$1,286		\$1,286		\$1,286	\$280	\$1,006	22%	
Telephone	\$9,887		\$9,887		\$9,887	\$1,773	\$8,114	18%	
Bank Charges	\$731		\$731		\$731	\$259	\$472	35%	
Legal Expenses			\$0		\$0	\$0	\$0	#DIV/0!	
sundry admin expenses	\$12,000		\$12,000		\$12,000	\$4,297	\$7,703	36%	
lease fee expense Walgett	\$0		\$0	\$15,000	\$15,000	\$3,467	\$11,533	23%	
Office maintenance and running expense	\$0		\$0	\$5,000	\$5,000	\$3,894	\$1,106	78%	
Computer & office equipment maintenance	\$0		\$0	\$9,000	\$9,000	\$7,770	\$1,230	86%	
web site costs	\$1,500		\$1,500		\$1,500	\$252	\$1,248	17%	
Administration Costs - Total	\$174,231	\$0	\$174,231	\$78,692	\$252,923	\$63,004	\$189,919	25%	

Castlereagh Macquarie County Council Agenda –30th October 2023 – Ordinary Council Meeting

	Adopted Budget 2023-24	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2023-24	Actual To Date	Balance Remaining For Year	% utilised for year
Insurance Costs								
Fidelity Gaurantee	\$2,017		\$2,017	\$159	\$2,176	\$2,176	\$0	100%
Public Liability & Prof Indemnity	\$36,102		\$36,102	\$1,576	\$37,678	\$37,678	\$0	100%
Property Insurance	\$9,204		\$9,204	\$402	\$9,606	\$9,606	\$0	100%
Personal Accident	\$1,867		\$1,867	\$36	\$1,903	\$1,903	\$0	100%
Councillor's and Officers' Liability	\$13,594		\$13,594	\$594	\$14,188	\$14,188	\$0	100%
Motor vehicle liability	\$9,406		\$9,406	\$170	\$9,576	\$9,576	\$0	100%
Insurance Costs - Total	\$72,190	\$0	\$72,190	\$2,937	\$75,127	\$75,127	\$0	100%
Governance Costs								
Chairperson's Allowance	\$4,010		\$4,010		\$4,010	\$700	\$3,310	17%
Councillors' Meeting Fees	\$18,619		\$18,619		\$18,619	\$3,266	\$15,353	18%
Councillors' Travelling	\$3,930		\$3,930	\$3,000	\$6,930	\$1,650	\$5,280	24%
Councillors' Subsistence - CMCC Mtgs	\$2,652		\$2,652		\$2,652	\$456	\$2,196	17%
Subscription - Shires Assoc	\$5,186		\$5,186		\$5,186	\$0	\$5,186	0%
Delegates Expenses	\$1,547		\$1,547		\$1,547	\$0	\$1,547	0%
Councillors Superannuation	\$2,489		\$2,489		\$2,489	\$0	\$2,489	0%
Governance Costs - Total	\$38,433	\$0	\$38,433	\$3,000	\$41,433	\$6,072	\$35,361	15%
Employee Overheads								
ToolBox Meetings	\$1,392		\$1,392		\$1,392	\$0	\$1,392	0%
Annual Leave	\$41,441		\$41,441		\$41,441	\$4,537	\$36,904	11%
Long Service Leave	\$14,512		\$14,512		\$14,512	\$1,272	\$13,240	9%
Sick Leave	\$25,992		\$25,992		\$25,992	\$7,944	\$18,048	31%
compassionate leave	\$1,685		\$1,685		\$1,685	\$0	\$1,685	0%
Employee Overheads distributed to works	(\$182,562)		(\$182,562)		(\$182,562)	(\$33,561)	(\$149,001)	18%
Union Picnic Day	\$1,410		\$1,410		\$1,410	\$0	\$1,410	0%
Public Holidays NEI	\$16,224		\$16,224		\$16,224	\$0	\$16,224	0%
Superannuation	\$49,452		\$49,452		\$49,452	\$15,360	\$34,092	31%
Workers Compensation	\$10,500		\$10,500		\$10,500	\$2,089	\$8,411	20%
Protective Clothing	\$2,402		\$2,402		\$2,402	\$949	\$1,453	40%
Allowances Disability/Climatic	\$669		\$669		\$669	\$155	\$514	23%
Staff Training	\$16,883		\$16,883		\$16,883	\$1,255	\$15,628	7%
Sub -Total - Employee Overheads	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Sub Total Administrative Overheads	\$284,854	\$0	\$284,854	\$84,629	\$369,483	\$144,203	\$225,280	39%
Employee Overheads - Total								
Destruction of Weeds								
WAP 1520 Grant Expenses -Super'n - Bio Officers	\$0		\$0		\$0	\$0	\$0	#DIV/0!
WAP 1520 Grant Expenses -Property Inspections	\$183,071		\$183,071		\$183,071	\$34,471	\$148,600	19%
WAP 1520 Grant Expenses - Other Costs -Cnl Roads	\$205,000		\$205,000		\$205,000	\$17,221	\$187,779	8%
WAP 1520 Grant Expenses - HR- Roads	\$108,807		\$108,807		\$108,807	\$26,258	\$82,549	24%
WAP 1520 Grant Expenses - HR - TSRs	\$8,882		\$8,882		\$8,882	\$2,147	\$6,735	24%
WAP 1520 Grant Expenses - HR - WCs	\$5,358		\$5,358		\$5,358	\$291	\$5,067	5%
WAP 1520 Grant Expenses - HR - Rail Corridors	\$6,842		\$6,842		\$6,842	\$145	\$6,697	2%
WAP 1520 Grant Expenses - HR - n,s,o	\$6,443		\$6,443		\$6,443	\$1,813	\$4,630	28%
WAP 1520 Grant Expenses - H P T'force Admin	\$5,701		\$5,701		\$5,701	\$0	\$5,701	0%
Employee Overheads distributed to works	\$182,562		\$182,562		\$182,562	\$33,561	\$149,001	18%
Parkinsonia Weed Control	\$19,422		\$19,422		\$19,422	\$0	\$19,422	0%
Promotions & Field Days	\$13,824		\$13,824		\$13,824	\$6,808	\$7,016	49%
Computer Bio Security System	\$15,580		\$15,580		\$15,580	\$4,050	\$11,530	26%
Conference expenses	\$0		\$0	\$8,000	\$8,000	\$7,455	\$545	93%
Regional Meeting Expenses	\$7,103		\$7,103		\$7,103	\$0	\$7,103	0%
Administration Weed Control	\$15,000		\$15,000		\$15,000	\$8,619	\$6,381	57%
Weed Control Publicity	\$3,318		\$3,318		\$3,318	\$0	\$3,318	0%
Destruction of Weeds - Total	\$786,913	\$0	\$786,913	\$8,000	\$794,913	\$142,839	\$652,074	18%
Private Works								
Gilgandra Shire - Cost of Private Works	\$15,341		\$15,341		\$15,341	\$6,554	\$8,787	43%
DPI - Biocontrol and Quanda	\$90,000		\$90,000	\$21,000	\$111,000	\$23,622	\$87,378	21%
DPI - Hudson Pear containment project	\$0		\$0	\$193,775	\$193,775	\$172,680	\$21,095	89%
DPI - Wet Wall Maintenance	\$0		\$0	\$43,000	\$43,000	\$0	\$43,000	0%
Crown Land	\$6,150		\$6,150		\$6,150	\$0	\$6,150	0%
Walgett Shire - Cost of Private Works	\$16,590		\$16,590		\$16,590	\$961	\$15,629	6%
Coonabarabran - Private works	\$21,107		\$21,107		\$21,107	\$1,290	\$19,817	6%
Hudson Pear - Private Works	\$1,788		\$1,788		\$1,788	\$0	\$1,788	0%
Warren - Private works	\$0		\$0		\$0	\$0	\$0	0%
Coonamble - Private works	\$0		\$0		\$0	\$0	\$0	0%
Private Works -Total	\$150,976	\$0	\$150,976	\$257,775	\$408,751	\$205,107	\$203,644	50%

Castlereagh Macquarie County Council Agenda –30th October 2023 – Ordinary Council Meeting

	Adopted Budget 2023-24	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2023-24	Actual To Date	Balance Remaining For Year	% utilised for year
Other Expenses								
Depot Expenses	\$10,493		\$10,493		\$10,493	\$2,796	\$7,697	27%
Storage Rental	\$4,545		\$4,545		\$4,545	\$0	\$4,545	0%
Plant Expenses	\$81,342		\$81,342		\$81,342	\$19,954	\$61,388	25%
Depreciation	\$80,000		\$80,000		\$80,000	\$20,000	\$60,000	25%
Other Expenses -Total	\$176,380	\$0	\$176,380	\$0	\$176,380	\$42,750	\$133,630	24%
Revenue Expenses - Total	\$1,399,123	\$0	\$1,399,123	\$350,404	\$1,749,527	\$534,899	\$1,214,628	31%
Net Operating Surplus/(Deficit) after Depreciation	(\$116,175)	\$0	(\$116,175)	(\$59,229)	(\$175,404)	(\$155,145)	(\$20,259)	88%
Capital Income								
Sale/Trade in of Plant Assets	\$12,000		\$12,000		\$12,000	\$0	\$12,000	0%
Transfer from ELE Reserve	\$30,000		\$30,000		\$30,000	\$0	\$30,000	0%
Transfer from Plant Reserve	\$0		\$0		\$0	\$0	\$0	#DIV/0!
Capital Income - Total	\$42,000	\$0	\$42,000	\$0	\$42,000	\$0	\$42,000	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	\$0		\$0		\$0	\$0	\$0	#DIV/0!
New Spray Rigs	\$16,000		\$16,000		\$16,000	\$0	\$16,000	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	\$8,615		\$8,615		\$8,615	\$0	\$8,615	0%
Capital Expenditure - Total	\$41,615	\$0	\$41,615	\$0	\$41,615	\$0	\$41,615	0%
Net Capital Surplus/(Deficit)	\$385	\$0	\$385	\$0	\$385	\$0	\$385	
Summary								
Total Income	\$1,324,948	\$0	\$1,324,948	\$291,175	\$1,616,123	\$379,754	\$1,236,369	
Total Expenditure	\$1,440,738	\$0	\$1,440,738	\$350,404	\$1,791,142	\$534,899	\$1,256,243	
Net Total Surplus/(Deficit)	(\$115,790)	\$0	(\$115,790)	(\$59,229)	(\$175,019)	(\$155,145)	(\$19,874)	
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	(\$16,385)		(\$16,385)		(\$16,385)	\$0	(\$16,385)	
Net cash result for year Surplus (Deficit)	(\$57,175)	\$0	(\$57,175)	(\$59,229)	(\$116,404)	(\$135,145)	\$18,741	

CASTLEREAGH MACQUARIE COUNTY COUNCIL

September 2023 Quarterly Budget Review

Income Statement

	2023/24
Income from continuing operations	
User charges and fees	203
Interest and investment revenue	15
Other revenues	6
Grants and Contributions provided for operating purposes	1182
Other income	
Net gains from disposal of assets	5
Total income from continuing operations	1411
Expenses from continuing operations	
Employee benefits and on-costs	614
Materials and services	891
Depreciation and amortisation	80
Net losses from the disposal of assets	0
Total expenses from continuing operations	1585
Operating result from continuing operations	-174
NET OPERATING RESULT FOR THE YEAR	-174
Net operating result attributable to Council	
Net operating result for the year before contributions provided for capital purposes	-174

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Statement of Comprehensive Income

	2023/24
Net operating result for the year as per the Income Statement	-174
Total Comprehensive Income for the year	-174

CASTLEREAGH MACQUARIE COUNTY COUNCIL

September 2023 Quarterly Budget Review

Statement of Financial Position

ASSETS	2023/24
Current Assets	
Cash and cash equivalents	711
Investments	121
receivables	29
Inventories	20
Total Current Assets	881
Non-current assets	
Infrastructure, property, plant and equipment	236
Right of use assets	26
Total non-current assets	262
Total Assets	1143
LIABILITIES	-42
Current Liabilities	38
Payables	42
Lease liabilities	5
Provisions	129
Total Current Assets	176
Non-current liabilities	
Lease liabilities	21
Provisions	14
Total non-current liabilities	35
Total Liabilities	211
NET ASSETS	932
EQUITY	
Accumulated surplus	748
Revaluation Reserve	184
Council equity interest	932
Total equity	932

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Statement of Changes in Equity

2023/24

Opening balance	922
Net operating result for the year	-174
Equity - balance at end of the reporting period	748

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Statement of Cash Flows
for the years ending

2023/24

Cash flows from operating activities

Receipts:

User charges and fees	203
Interest and investment revenue	15
Other revenues	6
Grants and Contributions provided for operating purposes	1181

Payments:

Employee benefits and on-costs	-614
Materials and contracts	-733
Other expenses	-185

Net cash provided (or used in) operating activities	-127
---	------

Cash flows from investing activities

Receipts:

Sale of infrastructure, property, plant and equipment	12
---	----

Payments

Purchase of infrastructure, property, plant and equipment	-16
---	-----

Net cash provided (or used in) investing activities	-4
---	----

Cash flows from financing

Principal component of lease payments	5
---------------------------------------	---

Net cash flows from financing activities	5
--	---

Net increase/(decrease) in cash and cash equivalents	-136
--	------

Plus: cash and cash equivalents - beginning of year	968
---	-----

Cash and cash equivalents - end of year	832
---	-----

plus: investments on hand - end of year	0
---	---

Total cash, cash equivalents and investments	832
--	-----

ITEM 6.9 FIRST QUARTER OPERATIONAL PLAN FOR 2023/2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the first quarter Operational Plan Targets for 23/24.

Background:

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan and this report comments on the status of the Operational Plan as at 30th September 2023 and the extent to which the performance targets have been achieved.

Current Position:

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

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

Governance issues:

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

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils

Financial Implications:

Budget allocations have been made in the Operational Plan 23/24.

Alternative Solutions/Options:

N/A

Conclusion:

Council should note the progress made during the first quarter of the Operational Plan for 23/24.

First Quarter Operational Plan 22/23
<p>Recommendation:</p> <p>That Council accept the progress made on the 2023/2024 Operational Plan as at 30th September 2023.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

23/24 Operational Plan



Castlereagh Macquarie County Council

Operational Plan & Delivery Program Status report 2022/2023

As at 30th September 2023.

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 2023
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 2023
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 2023
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 2024.

4. Provide information to public in a timely and effective manner					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2023
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.		With disruption of administration to CMCC not complying for August 2023.
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 2023
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.		Submitted to auditor on-time, now waiting on AO sign off.
Financial Data collection return.	2.2	GM	By date specified by Office of Local Government.		December 2023
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to December meeting.		December 2023
Audited Financial Reports presented to public	2.2	GM	February meeting.		May 2023
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.		May 2023
Operational Plan and Budget to be adopted	2.2	GM			

6. Ensure all other statutory returns are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2023
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	To be tabled October 2023.
Council's Annual Report prepared and lodged with Office of Local Government	2.2	GM	30 November annually.		To be lodged with OLG by 30 th November 23 and tabled to Council in December 23.
Other returns as required by Office of Local Government, Department of Primary Industries, or others	2.2	GM	No later than return date specified		As and when required

7. Implementation of Council decisions					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2023
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 Nil prosecutions

8. Continue to ensure the provision of finance to Council from available sources					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2023
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 be issued in 2024.
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 2024
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

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 2023
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.	Scheduled late 2023
Review Delivery Programme.	2.1 & 2.4	GM	Continuously		Scheduled late 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 th June 2023 reserve was 56.8% of liability up from 53.4%

10. Provide financial information and advice to Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2023
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 & 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 2023
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Scheduled 2024
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		Scheduled 2024
Draft Plan to be adopted following consideration of any submissions received.					Scheduled 2024

12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2023
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 2023
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 2023
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.	Local Member was scheduled to attend August meeting, but withdrew.
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		Invitation to Minister in 2024.
15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2023
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 2023/24
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 2024
Review risk management policy.	2.3	GM	Ongoing.		Under review 2024
Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow.		Council has in place new SOP's and CMCC has in place a Traffic Guidance System to replace old TCP's.

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 2023
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 2023/4
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 2023

17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2023
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 September 2023
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 in 2023 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 September 2023
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 2023
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. 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 1.3 & 2.3	GM SWO GM SWO	In conjunction with year 1 WAP 2020 / 2025. Ongoing.		Continuing 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 2023
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, new replacement plan adopted 2023.

22. Ensure access to competitively priced chemicals for weeds control programmes					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2023
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 2023
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. Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	Carry out inspection within 7 days of notification.		All reports responded to
	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 2023
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 2023
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 2023
Inspect areas proposed to be clear felled in coming financial year.	1.2	SWO	Within 28 days of receipt of <i>Harvesting Plan of Operations</i> .	Satisfactory completion of task in accordance with target level.	When advised
Advise Forests NSW of proposed clear fell areas that are potential weeds risks.	1.2	SWO	Within 14 days of inspection.		
Follow up to ensure control work is carried out on potential weeds risks.	1.2	SWO	Prior to Spring each year.		
Inspect areas surrounding standing forests and “land bank” areas.	1.2	SWO	Ongoing as resources permit, or in response to complaints within 10 working 14 days after inspection.		
Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2	SWO			

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 2023
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 2023
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
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes.	1.2	SWO	In accordance with Programmes		No program organised

29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2023
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. GM and Chair meeting scheduled for October 23.

ITEM 6.10 PECUNIARY INTEREST RETURNS 2022/2023

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

The information collected is for compliance with the Local Government Act 1993 and the completed returns must be lodged with the General Manager by the 30th September 2023.

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

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

Governance issues:

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

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie Council Councillors
Castlereagh Macquarie Council Designated Staff

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

The pecuniary interest returns will be tabled on the day.

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

Attachments:

Annual pecuniary interest returns – *to be tabled at the 2023 October meeting.*

ITEM 6.11 PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The revised policy was presented to Council in August 2023 and was advertised for a period of 28 days.

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.

Current Position:

Council has placed the revised policy on public exhibition for a period of 28 days with no submissions received from the public.

Governance issues:

Local Government Act 1993.

Local Government General Regulation 2021.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council

Castlereagh Macquarie County Councillors

Financial Implications:

NIL. Provision made for expenses in accordance with policy.

Alternative Solutions/Options:

NIL

Conclusion:

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

Member Fees Local Government Renumeration Tribunal

Recommendation:

That;

(a) The General Manager's report to received

(b) Council having not received any submission during the exhibition period, now formally adopts the "Payment of Expenses & Provision of Facilities to Councillors" policy as tabled.

Moved:

Seconded:

Attachments:

Payment of Expense & Provision of Facilities to Councillors Policy



PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY

Adoption Date: 29th August 2022

Review Date: 28th August 2023

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 2023* 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).

3 Status of Policy

Version	Adopted Date	Minute No	Details of Review
2	16 November 2020	11/20/8	Adoption of Revised Policy
3	29 th August 2022	08/22/08	Adoption of Revised Policy
4	19 th October 2021	10/21/8	Adoption of Revised Policy
5	28 th August 2023		Adoption of Revised Policy

ITEM 6.12 CMCC CHRISTMAS & NEW YEAR CLOSURE PERIOD

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

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 Monday 25th December, Boxing Day on Tuesday 26th December and New Year's Day on Monday 1st January 2024. It is proposed that Council operations close down from Friday 22nd December 2023 to Friday 6th January 2024, inclusive.

For the closedown period, staff are required to utilise accumulated flex-time and/or take the balance using accrued annual leave.

Relevant Reference Documents:

NSW Local Government (State) Award 2023
Public Holidays Act 2010
CMCC Time-In-Lieu Policy and Procedure

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
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 2023.

Alternative Solutions/Options:

NIL

Conclusion:

That Council approve that Council administration offices be closed down from Friday 22nd December 2023 to Friday 6th January 2024, inclusive, over the festive season.

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

Recommendation:

1. Council operations close from Friday 22nd December 2023 to Friday 6th January 2024, inclusive, and the General Manager make satisfactory arrangements for the maintenance of essential services and provision of emergency call out services.

Moved:

Seconded:

Attachments:

Nil

ITEM 6.13 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:</p> <p>Seconded:</p>

Attachments:

Calendar of events 2023

IMPORTANT DATES - Upcoming Meetings and Events - 2023

DATE	MEETING/FUNCTION	LOCATION	NOTES
10 th October 2023	Central West Regional Meeting	Dubbo	Senior Bio Security Officer
26 th October 2023	County Council Group Meeting	Bathurst	Chairman and General Manager
30 th October 2023	CMCC Council Meeting	Coonabarabran	Councillors, GM & Senior Bio Security Officer
2 nd November 2023	North West Regional Meeting	TBC	Senior Bio Security Officer
14 th November 2023	Central West Hudson Pear walk through	Quanda	CMCC/taskforce members and central west weed officers
21 st November 2023	Hudson Pear Taskforce Meeting	Lightning Ridge	
5 th December 2023	Central West Regional Meeting	TBC	Senior Bio Security Officer
18 th December 2023	CMCC Council Meeting Presentation to Matt Savage & Xmas Lunch	Coonamble Shire Council Chambers	Councillors, GM & Senior Bio Security Officer and all Bio Security Officers
22 nd December 2023	Christmas Closure Period for CMCC Bio Security Staff		

7. BIOSECURITY REPORT

ITEM 7.1 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 October 2023

At our last meeting 28th August 2023 it was mentioned a Hudson Pear plant was found roadside near Baradine.

This plant was on a known infestation spot on the Gulargambone Road approximately 5kms from Baradine. (Coordinates -30.987045 / 149.029261)

The first plant was detected 1st February 2019. The plant was hand removed and total area sprayed. From that date routine inspections have been conducted fortnightly and reduced to quarterly. The ISP key objective for the initial inspection was 2.2 Rapid response to eradicate or contain. While we achieved this it still comes as a clear reminder the behavior of Hudson Pear and the challenges it brings. Ongoing herbicide control and checking your property is vital.



Pictured above original plant 1st Feb 2019



Pictured above regrowth plant 24th August 2023

Parthenium Weed

The NSW Department of Primary Industries is conducting a trace forward exercise to provide intelligence on the potential movement of parthenium weed in or on livestock from properties where parthenium weed has been recorded.

Data from the DPI Biosecurity Information System - Weeds, the NSW Local Land Services Financial and Rural Management System, and the National Livestock Identification System have been overlayed to trace cattle movements from properties with a known parthenium weed infestation.

This exercise is part of the ongoing multi-agency effort to eradicate parthenium weed (*Parthenium hysterophorus*) from NSW. Parthenium weed seeds can be spread via vehicles, machinery, livestock, hay, and grain movements. While livestock avoid eating parthenium weed if other forage is available there is still a minimal risk that the movement of stock and transport vehicles could result in weed spread.

The exercise has identified 439 properties of interest in NSW, 106 in Queensland, 45 in Victoria, 7 in South Australia and 1 in Tasmania. The Queensland, Victorian, South Australian and Tasmanian authorities will be notified. The NSW properties of interest occur over 67 local control authorities (LCAs) across the State. Some local control authorities have reports relating to multiple properties, while others may only have one or two.

The Department recommends inspecting the identified properties in summer and autumn and particularly following rain to reduce potential impacts to your region. The Department supports local control authorities undertaking these inspections as part of the delivery of NSW Weeds Action Program, within a timeframe that suits the needs of the individual organisation.

CMCC received a spreadsheet detailing coordinates to our local control authority areas in Walgett, Warrumbungle and Coonamble. These coordinates identify destinations of animals that were sold from a property where parthenium weed plants were detected. The reporting period is 1 July 2017 to 28 February 2023.

Walgett properties – Rowena, Cryon and Burren Junction

Warrumbungle properties - Binnaway, Napier Lane, Goolhi, Coolah Dunnedoo and Coonabarabran.

Coonamble properties – Coonamble and Quambone

Any inspections resulting in detection of parthenium weed is immediately reported to NSW DPI and records entered in the Biosecurity Information System - Weeds.

Provision of information

This intelligence is provided to LCAs under section 387(2) of the *NSW Biosecurity Act 2015* (the Act), for the purpose of exercising a biosecurity risk function (relating to the prevention, elimination, minimisation or management of a biosecurity risk). The information provided is confidential and must not be re-distributed or shared with any other person, stakeholder or constituent Council, who is not engaged in the administration of the Act.

If the information provided is not sufficient to exercise biosecurity risk functions, DPI may be able to disclose further information. The disclosure of any additional information would be considered as 'personal information' and subject to further restrictions under the *Privacy and Personal Information Protection Act 1998*. Therefore, requests for additional information will be assessed on a case-by-case basis and avoided wherever possible.

Supporting resources

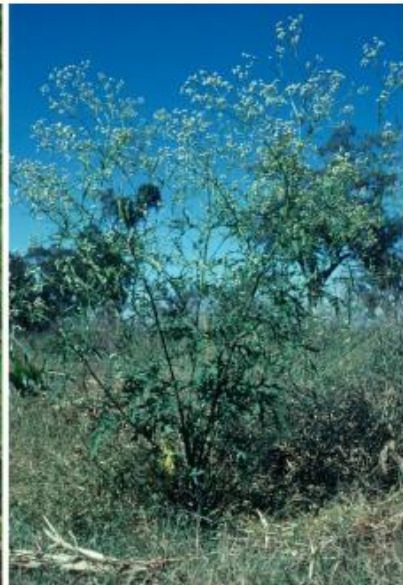
Parthenium weed has the potential to invade vast areas of Australia. It causes respiratory problems and severe dermatitis, contaminates grain, is unpalatable and toxic to livestock, reduces crop yields, can taint meat or milk, outcompetes pastures and is a host plant for crop viruses. Due to the biosecurity risk it poses, parthenium weed is regulated as Prohibited Matter under the *Biosecurity Act 2015*.

Since 1 January 2020, it has been found growing in 49 locations across 8 Local Land Services regions in NSW. All non-roadside infestations have been linked to vehicles, machinery, hay, seed or grain from Queensland.

NEW SOUTH WALES
**No Space for
Weeeeds**

Seen this plant? Parthenium weed

Parthenium hysterophorus



How does this weed affect us?

Parthenium weed invades pastures and crops. It causes severe human health problems including:

- respiratory problems
- severe dermatitis.

It can also cause health problems in livestock.

Parthenium weed:

- is unpalatable to livestock
- outcompetes pastures
- can taint meat or milk
- reduces crop yields
- contaminates grain
- is a host plant for crop viruses.

Seen it? Call us:

NSW DPI Biosecurity Helpline
1800 680 244

Help protect our farms and grazing lands.

For control and biosecurity information visit NSW WeedWise:
weeds.dpi.nsw.gov.au/weeds/partheniumweed



NEW SOUTH WALES

No Space for Weeeeds



Where are you likely to find it?

Parthenium weed has recently been found in many locations across NSW.

Look for it where:

- livestock (including poultry) have been fed grain or hay, particularly if it has come from Queensland
- earthworks have taken place, particularly if machinery has been in Queensland
- there is bare soil (cultivated areas, roadsides, poor pastures)
- grain crops have been harvested by a contractor.

Check regularly and especially after rain.

What does it look like?

It usually grows up to 1.5 m tall but can be up to 2 m tall.

Leaves are pale green and covered in soft fine hairs. Lower leaves are 5–20 cm long and deeply divided. Upper leaves are smaller and less divided.

Flowers are creamy white, 4–6 mm across and star-like with 5 distinct corners. Flower clusters are delicate and look a bit like "baby's breath".

Stems are grooved, woody when older, and have many branches when flowering.

Seen it? Call us:

NSW DPI Biosecurity Helpline

1800 680 244

Help protect our health and environment.

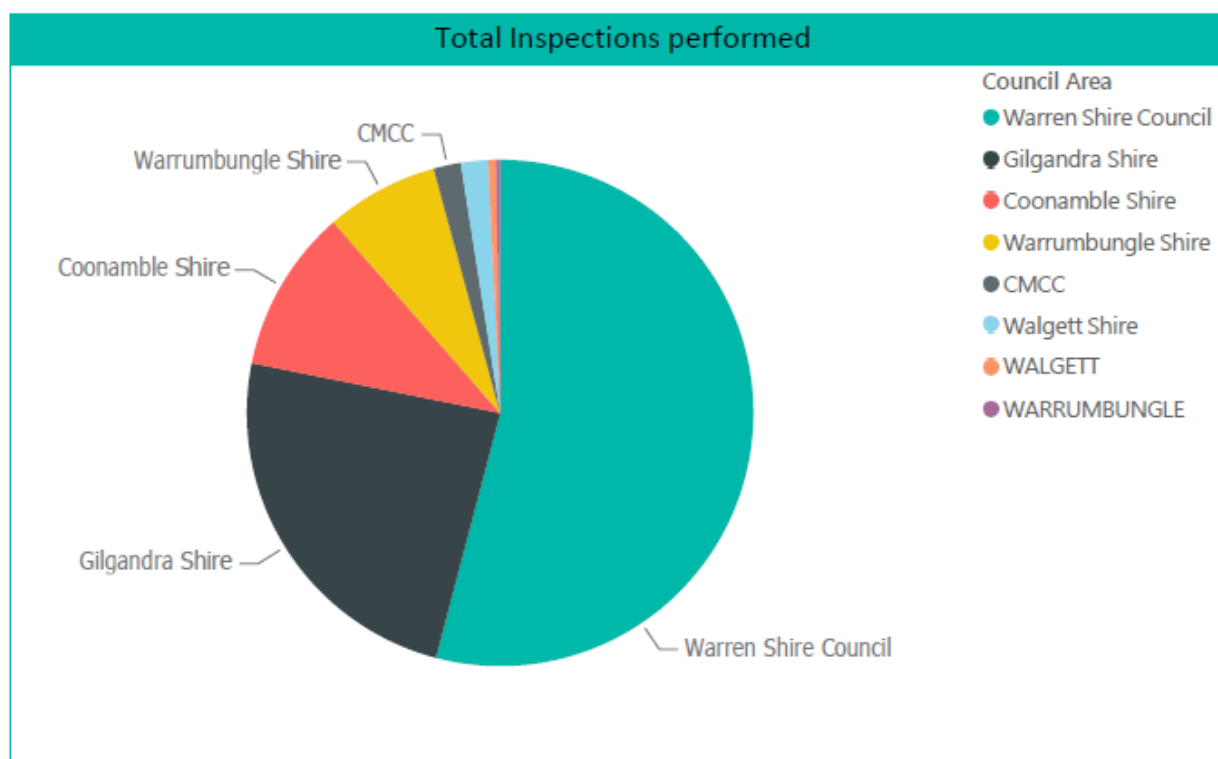
For control and biosecurity information visit NSW WeedWise:
weeds.dpi.nsw.gov.au/weeds/partheniumweed





CMCC Report August - September 2023

Total Inspections performed	
Council Area	Total Inspections
CMCC	7
Coonamble Shire	42
Gilgandra Shire	97
WALGETT	2
Walgett Shire	7
Warren Shire Council	218
WARRUMBUNGLE	1
Warrumbungle Shire	29
Total	403



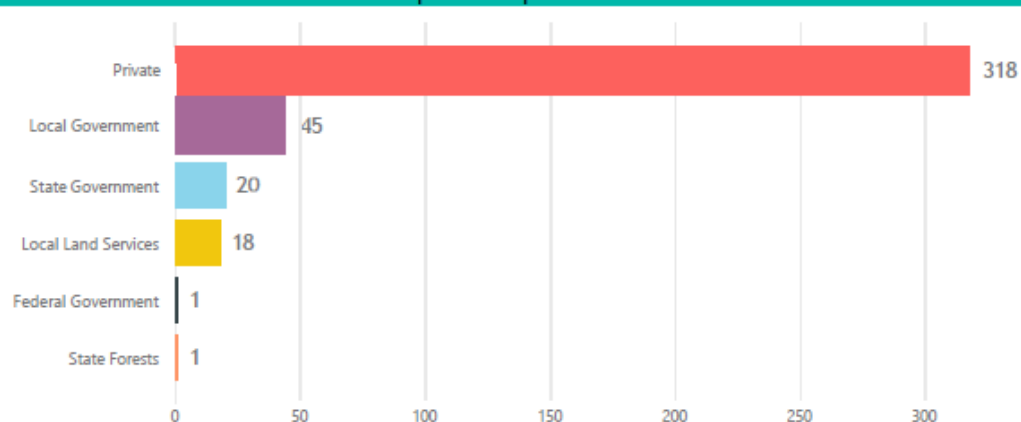


CMCC Report August - September 2023

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
CMCC	Local Government	6
CMCC	Private	1
Coonamble Shire	Local Government	1
Coonamble Shire	Local Land Services	4
Coonamble Shire	Private	34
Coonamble Shire	State Government	3
Gilgandra Shire	Federal Government	1
Gilgandra Shire	Local Government	31
Gilgandra Shire	Local Land Services	3
Gilgandra Shire	Private	54
Gilgandra Shire	State Government	8
WALGETT	Local Government	1
WALGETT	State Government	1
Walgett Shire	Local Government	1
Walgett Shire	Private	4
Walgett Shire	State Government	2
Warren Shire Council	Local Government	3
Warren Shire Council	Local Land Services	11
Warren Shire Council	Private	202
Warren Shire Council	State Forests	1
Warren Shire Council	State Government	1
WARRUMBUNGL	Local Government	1
Warrumbungle Shire	Local Government	1
Total		403

Total Inspections per Land Tenure



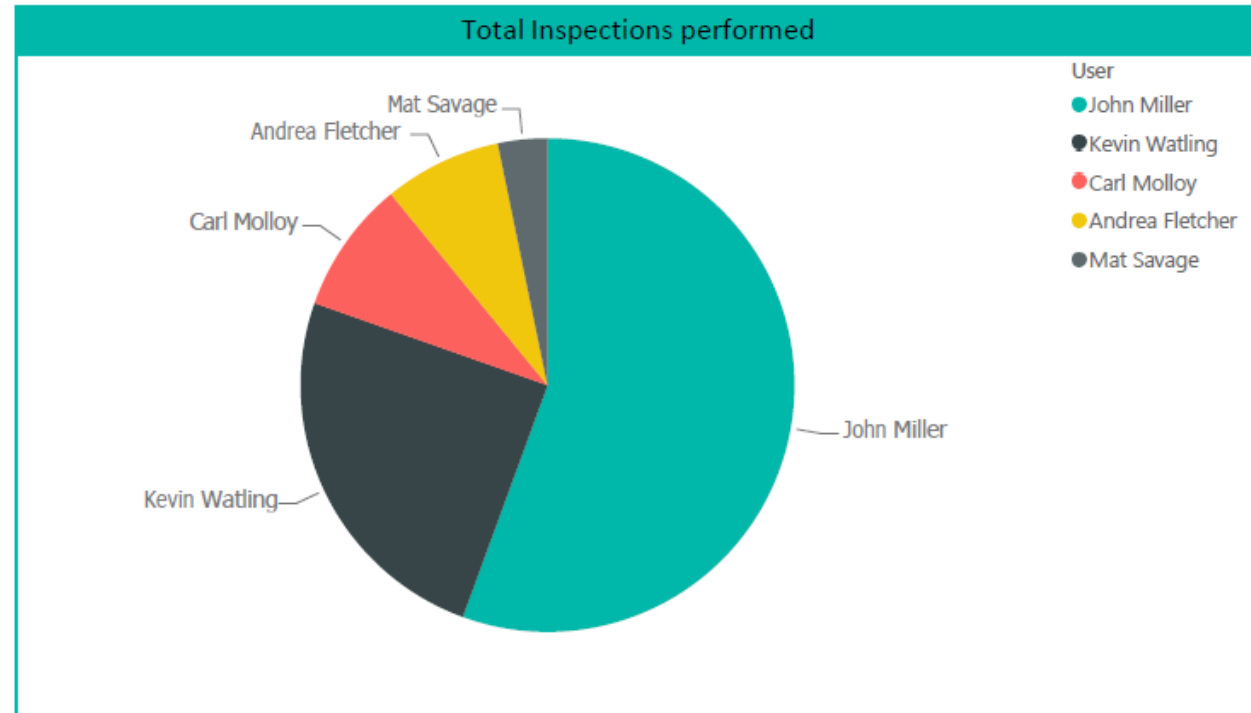
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Federal Government	1
Local Government	45
Local Land Services	18
Private	318
State Forests	1
State Government	20
Total	403



CMCC Report August - September 2023

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	31
Carl Molloy	35
John Miller	224
Kevin Watling	100
Mat Savage	13
Total	403





CMCC Report August - September 2023

Andy's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Andrea Fletcher	Inspections of land owned / managed by State bodies	State Government	5	210.27	14.00
Andrea Fletcher	Private Property Inspections	Private	24	3,708.67	112.00
Andrea Fletcher	Roadside Inspection(s)	Local Government	1		
Andrea Fletcher	Waterways High Risk Pathways	Local Government	1	3.88	0.50
Total			31	3,922.82	126.50



CMCC Report August - September 2023

Carl's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	Local Land Services Reserves	Local Land Services	3	328.47	3.00
Carl Molloy	Private Property Inspections	Local Land Services	1	6.89	1.00
Carl Molloy	Private Property Inspections	Private	28	4,065.32	3.00
Carl Molloy	Roadside Inspection(s)	Local Government	3	56.05	
Total			35	4,456.72	7.00



CMCC Report August - September 2023

John's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hecta
John Miller	Inspection of TSRs	Local Land Services	11	2,488.37	
John Miller	Inspections of council owned land	Local Government	2	42.99	
John Miller	Inspections of land owned / managed by State bodies	State Forests	1	536.94	
John Miller	Private Property Inspections	Private	208	70,180.79	
John Miller	Roadside Inspection(s)	Local Government	1	5.00	
John Miller	Waterways High Risk Pathways	State Government	1	0.77	
Total			224	73,254.86	24



CMCC Report August - September 2023

Kevin's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Kevin Watling	-----##-----Private Property Sites-----##-----	Private	3	6.34	0.70
Kevin Watling	High Risk Pathways Inspection	Local Government	1		0.20
Kevin Watling	High Risk Pathways Inspection	State Government	6	0.00	10.10
Kevin Watling	Local Land Services Reserves	Local Land Services	3	77.47	3.00
Kevin Watling	Other Council lands	Local Government	1	9.79	1.00
Kevin Watling	Private Property High Risk Area	Local Government	1	0.00	0.10
Kevin Watling	Private Property Inspections	Federal Government	1	0.00	0.50
Kevin Watling	Private Property Inspections	Local Government	5	2.76	0.40
Kevin Watling	Private Property Inspections	Private	50	4,312.08	22.40
Kevin Watling	Roadside Inspection(s)	Local Government	3	0.00	1.60
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	23	0.00	21.60
Kevin Watling	Roadside Inspections High Risk Inspections	Private	1	0.00	2.00
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	1	0.00	2.00
Kevin Watling	Waterways High Risk Pathways	State Government	1	0.00	0.50
Total			100	4,408.45	66.10



CMCC Report Nov 2020 - Jan 2021

Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	High Risk Crown Lands	State Government	1	74.78	2.00
Mat Savage	High risk water courses	State Government	1		
Mat Savage	Inspections of council owned land	Local Government	1	0.83	0.80
Mat Savage	Inspections of land owned / managed by State bodies	State Government	3	5.80	5.70
Mat Savage	Other Council lands	Local Government	1	7.14	5.00
Mat Savage	Private Property High Risk Re-Inspections	Private	3	2,246.29	205.00
Mat Savage	Private Property High Risk Re-Inspections	State Government	1	1,038.16	50.00
Mat Savage	Private Property Inspections	Private	1	1,025.97	5.00
Mat Savage	Roadside Inspection(s)	Local Government	1		
Total			13	4,398.97	273.50

8. QUESTIONS FOR NEXT MEETING

9. CONFIRMATION DATE OF NEXT MEETING

Date: 18th December 2023, in Coonamble

Christmas Luncheon with all CMCC Staff to follow December 2023 meeting.

10. CLOSE OF MEETING

Time:

11. CACTUS QUARTERLY



FOR ALL YOUR UP-TO-DATE CACTUS NEWS, EVENTS AND INFORMATION



New Faces
We welcome a
number of new
team members

2

Weed Awards
Mat Savage cleans
up at awards.

8

Collaboration
The key to success
in fighting cacti
invasion.

6

**THE HARRISIA CACTUS
WEEVIL: A BIOLOGICAL
CONTROL AGENT
REINTRODUCTION**

NEW FACES

With the Hudson pear control program announced in late 2022, comes two new staff members.

Todd Pallister has joined the team as the Hudson Pear Project Officer and Rachel Turner Bio-security Officer both based in Walgett employed by Local Land Services NSW.

Working in collaboration with the NSW Department of Primary Industry and Castlereagh Macquarie County council they will continue the hard work in managing this invasive weed.



Rachel Turner, Bio-security Officer
Ph: 0417 753 170



Todd Pallister, Hudson Pear Project Officer
Ph: 0457 939 055

Cochineal impact and spread monitoring

Monitoring continues into the impact and spread of the cochineal insect agent *Dactylopius tomentosus*, on Hudson pear (*Cylindropuntia pallida*) at two sites in the northwest of NSW.

These long-term monitoring sites are at Cumborah and Grawin and were re visited in August this year by a team led by Dr A McConnachie (DPI NSW) and R. Holtkamp (Horizon Ecological Consulting) with staff from LLS NSW and NSLA staff.

Data was collected to measure the impact and dispersal of the cochineal. Considering the torrential rain in 2022 the two sites have little or no original host plants alive, and more encouraging is the absence of either regrowth or juvenile plants. A high percentage of established plants in both sites have evidence of cochineal activity. With a dry summer predicted, these infestations should improve before November when the sites will be monitored again.

Once again multi spectral imagery was captured using a drone. The use of drones enables us to assess spread and the impact of the bio control agent over larger more inaccessible areas.

These two monitoring sites continue to provide useful data in the eradication program of the Hudson pear, as does the mass rearing facility in Lightning Ridge. If you have Hudson pear on your property, the mass rearing facility at Lightning Ridge is stocked with Hudson pear cochineal and are ready to be released.

Contact Mat Savage on 0427 253 463 or Todd Pallister on 0457 939 055

Meet the new Harrisia Cactus Project Officer

Do you have Hudson pear on your property? (*Dactylopius tomentosus* 'californica var. parkeri' lineage)

A Hudson pear (*Cylindropuntia pallida*) biocontrol agent is now available at the Lightning Ridge mass rearing facility.

The biocontrol mass rearing facility at Lightning Ridge is fully stocked with Hudson pear cochineal and they are ready to be released.

release the cochineal and record the release information.

For more information on all chemical control of Hudson Pear contact Todd Pallister 0457 939 055



Fighting back against Prickly Pear



You don't have to travel far throughout Northwest NSW and Southern QLD without seeing the cactus Prickly Pear (*Opuntia stricta*).

With the introduction of the bio control agent *Cactoblastis* (*cactorum*) moth and a widespread chemical control program Prickly Pear was all but wiped out in the 1930s.

This was seen as one of the world's most successful controls of an invasive species in the world. Unfortunately flooding and the change of land use has seen this invasive species take off, once again being seen along roadsides and in paddocks.

Although with the knowledge and tools now available it is not expected that Australia will see this weed in plague proportions as in the early 1900's.

With egg shaped dull bluish/green cladodes (pads or stems) and yellow flowers. The fruit are green when immature turning reddish/purple. Growing up to 2m tall. There are other similar looking plants such as Velvet tree pear (*Opuntia tomentosa*), smooth tree pear

(*Opuntia monacantha*) and Indian fig (*Opuntia ficus-indica*) and Riverina Pear (*Opuntia elata*).

General bio-security duty: All *Opuntia* cacti (excluding *Opuntia Ficus-indica*) must not be imported, sold, bartered, or swapped.

This plant is a Weed of National Significance (WONS), these weeds are regarded as the worst weeds in Australia because of the invasiveness, potential to spread and economic and environmental impacts.

For further bio-security duties refer to Bio-security Act 2015 and your regional Strategic Weed Management Plans (published by each Local Lands Services region).

Correct identification is important for the reporting and control of all cacti. Local Council Weeds officers can help with this or refer to WeedWise www.weeds.dpi.nsw.gov.au

PRIORITY CACTUS NEAR YOU!

Have you visited the Department of Primary Industries WeedWise site lately?

You can now view priority weeds and where incursions are. Check out what weeds are popping up in your area and what you should be looking out for in your backyard, paddock, or mining claim.

It's also a great way to help identify that "strange looking" plant that you've never seen before or if you just can't seem to control that re-occurring weed.

WeedWise has a list of control options and methods that might just do the job. It also has a new feature that allows users to search for known incursions on a map.

You can also download the WeedWise app. Users experience different functions within the app depending on whether they are landholders, residents or weeds professionals.

Landholders and residents can enter the contact details of their local council weeds officer, and then directly report sightings of state priority weeds via email.

Weeds professionals can share information about a weed with clients via email, including a weed's profile, bio-security duties, control advice and herbicide options.

NSW WeedWise incorporates the content contained in the NSW Weed Control Handbook, a free, publication from NSW Department of Primary Industries. Visit WeedWise for more information.



The *Harrisia* cactus weevil: A biological control agent reintroduction

Harrisia cactus (*Harrisia martinii*) is a serious agricultural weed, negatively affecting pastoral productivity and ecosystem service.

This South American native is thought to have been introduced to Australia, possibly as an ornamental plant, and has since become invasive in parts of Australia, mainly in Queensland and northern NSW (Figure 1, next page).

The Queensland government invested significantly into the development of biocontrol solutions for this weed in the 1970s, ultimately leading to the release of three insect agents; the mealybug (*Hypogeococcus pungens*), the beetle (*Nealcidion cereicola*) and the weevil (*Eriocereophaga humeridens*).

The mealybug was so successful in central Queensland, that it was thought to have outcompeted the beetle and the weevil, leading to their field populations not persisting. However, in recent times it has become apparent that the mealybug may be limited by cooler climatic conditions in the southern part of *Harrisia*'s invaded range. As a result, renewed interest has been directed to re-introducing the beetle and weevil for use as biocontrol agents in southern Queensland and northern NSW.



Figure 2 - NSW DPI staff interacting with Prof. Vitorino and his team at the University of Blumenau, Brazil.



Figure 3. *Eriocereophaga humeridens* (a) adult weevils, (b) their feeding damage on *Harrisia* segments, (c) a developing larva, and (d) pupal cocoon inside a *Harrisia* segment.

With NSW Department of Industry funding, a collaboration was established with the University of Blumenau, Brazil (Prof. Marcelo Vitorino's laboratory) to recollect, test and import a new culture of the weevil, *E. humeridens*. NSW DPI staff visited the University of Blumenau in May 2023 (Figure 2), on the back of attending International Symposium on the Biological control of Weeds in Argentina, and hand carried a culture of the *Harrisia* cactus weevil back to Australia.

Since being introduced in the quarantine facility at NSW DPI's Orange Agricultural Institute, the focus has been on establishing a healthy colony of the weevil (Figure 3). Once that is achieved, testing will be conducted to confirm the weevil's host range (i.e., what it feeds and develops on), confirming the testing

that was conducted in the 1970s by the Queensland Government. In addition, molecular studies will be undertaken on historical and recently collected specimens, confirming that the entity in quarantine is the same species that was introduced to Australia over 50 years ago.

Once the aforementioned data is compiled, a Federal Government will be engaged to request permission to release *E. humeridens* from quarantine.

For further information, please contact Dr Asad Shabbir, asad.shabbir@dpi.nsw.gov.au or Dr Andrew McConnachie, Andrew.mcconnachie@dpi.nsw.gov.au

The Harrisia cactus mealybug: Making the most of this biocontrol agent in NSW

The cactus mealybug *Hypogeococcus pungens* (formerly *H. festerianus*) lives in colonies and feeds on stems, buds, and fruits of *Harrisia martini*, *Harrisia pomanensis*, and *Harrisia tortuosa*, causing deformed growth and eventually plant death.

NSW DPI's Grafton Primary Industries Institute received a parasite/predator-free culture of the mealy bug from Royce Holtkamp 12 months ago.

This healthy culture has allowed increased rearing of the mealybug at the state mass-rearing facility in Grafton, NSW. The mealy bug is reared in 50L tubs, that are filled with fresh, field-collected cladodes (segments), before releases are made in the field. This project is jointly funded by the New South Wales Department of Primary Industries (through its Weed Action Programme) and the Australian Government.

Field releases have focussed on *Harrisia* cactus in the Twin Rivers area of Inverell Shire, where the greatest concentration of known *Harrisia* infestations occurs in NSW (Figure 1 - Atlas of Living Australia map of *Harrisia* (circled area of northern NSW and southern QLD, indicating our study area). There is also a lot of *Harrisia* in the southern Queensland region just north of our release area. Inverell Shire Council biosecurity officer Geoffrey Riley assists in releasing the mealy bug and in harvesting fresh cladodes to keep our culture going.

To measure how effective the mealybug is at controlling *Harrisia*, NSW DPI staff have established a long-term impact study on the biocontrol agent. Its impact is being assessed at two sites, each of which have a release areas and biocontrol-free control sites nearby (Figure 2 - Healthy fruiting *Harrisia* cactus growing among lightly grazed native grass at one of the control sites - mealybug-free).

Field monitoring commenced in February 2023 and involves measuring the size of plants in relation to the mealybug population present, as well as dispersal of the agent. Over time, the field monitoring will help NSW DPI scientists to understand the effect mealybug feeding has on the cactus's growth and survival, in comparison to where they are absent.

With only six months of data so far, it is too early to draw conclusions on how the monitoring sites are responding to the mealybug. Initial impressions suggest the height of mealybug-infested plants have reduced, even with low insect numbers being present. There is clear evidence of distorted growth tips and damaged fruit, including some dead cladodes and plants (Figure 3 - Close-up of mealy bug numbers and beginning of tip distortion on *Harrisia* cactus. The yellow blotches are a type of scale insect and the white dots at the end of a stalk are lacewing eggs.).

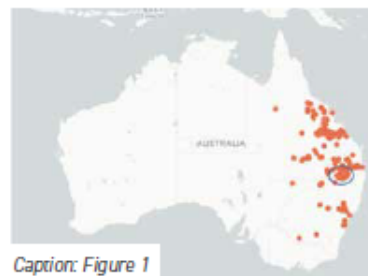
The mealybug populations are having to overcome native lacewing predation, with researchers finding high concentrations of this predator's eggs close to mealybug-infested plant parts (Figure 4 - Heavily infested growth tip of *Harrisia* cactus also with lacewing eggs visible.). In addition to lacewings, feral pigs uprooting *Harrisia* plants in one of the trial areas, so interfering with the mealybug's progress (Figure 5 - Evidence of feral pigs uprooting *Harrisia* cactus.).

NSW DPI researchers will continue to rear, release and evaluate the *Harrisia* mealybug over the next several years, thanks to the state and federal funding that is supporting this work.

For enquiries, please contact:

David Officer, david.officer@dpi.nsw.gov.au or Fritz Heystek, fritz.heystek@dpi.nsw.gov.au, Grafton Primary Industries Institute.

To obtain biocontrol agents, complete the [online form](#).



Caption: Figure 1



Caption: Figure 2



Caption: Figure 3



Caption: Figure 4



Caption: Figure 5

Collaboration the key to success

Lightning Ridge hosted their annual opal festival this year in July, continuing with their community engagement and educational program Castlereagh Macquarie County Council (CMCC).

Staff Andy Fletcher-Dawson and Mat Savage were joined by Debi Bancroft Northern Slopes Landcare Association (NSLA) and Todd Pallister from Local Land Services (LLS).

This collaboration once again highlights the working relationship between these government and non-government agencies. The stall was mainly attended by local and part time locals whose main concern was the Hudson Pear, but many voiced their concerns that other cacti in the region had the potential to cause the community the same amount of damage Hudson pear has caused.

Correct identification of cacti was also questioned with staff on hand to discuss the importance of proper identification for control, and best practice for management, with resources handed out for future reference.

Control methods and what is currently being used against Hudson Pear and other cacti continued to be the main topic of conversation with a large percentage of property owners prepared to help with the control, the free chemical and bio control program continues to be an incentive for the public to be involved in the control of these invasive weeds.

Further collaboration between Department of Primary Industries (DPI), CMCC and LLS have seen this free chemical, and biocontrol has seen this free service rolled out, and enabling the public to help take control of a community issue.

Mass rearing facility in Lightning Ridge

Do you have Hudson pear on your property? (*Dactylopius tomentosus* 'californica var. parkeri' lineage)

A Hudson pear (*Cylindropuntia pallida*) biocontrol agent is now available at the Lightning Ridge mass rearing facility.

The biocontrol mass rearing facility at Lightning Ridge is fully stocked with Hudson pear cochineal and they are ready to be released.

Call Mat Savage on 0427 253 463 and he will be happy to help you access your plastic tub for collecting clean Hudson pear segments. Then all you must do is swap your tub of clean segments for a tub of cochineal infected segments. Mat will guide you through the process of how to release the cochineal and record the release information.

For more information on all chemical control of Hudson Pear contact Todd Pallister 0457 939 055



Annual NSW Weeds Conference wrap-up



Once again, the conference held at the Dubbo Regional Convention Centre, in August was a huge success with approximately 350 attendees from NSW and interstate attending.

Once again, the conference held at the Dubbo Regional Convention Centre, in August was a huge success with approximately 350 attendees from NSW and interstate attending. This biennial event was hosted by Dubbo Regional Council and the Weeds Society of NSW.

A premier event discussing weeds, their management, impact, and latest research, with delegates representing 132 organisations with over half of the delegates attending being Bio-security Officers. Although the serious issues of weeds were on the agenda the conference gave everyone attending time to network and share ideas while having a good laugh with their work mates.

The quality and diversity of the keynote speakers was exceptional, with all sessions well attended.

Cacti control paramount for healthy environments

Uncontrolled invasive cacti, especially Tiger Pear and Harrisia Cacti, have put koala and a great many other species of birds and animals at risk of injury and possible death.

In 2019 the Parliamentary Inquiry into Decline of Koala in NSW was advised at the Gunnedah session, by a local CWA representative, that invasive cacti posed a significant threat to koala they moved through the landscape.

Very sadly it was also revealed at the Parliamentary hearing that the "Koala Capital" had seen a devastating collapse of their koala populations. Estimated as 75% decline from the previous decade. The disease chlamydia also prevalent in the remaining koala populations at Gunnedah.

Koala decline across Australia is multifactoral. Landclearing, disease, drought, bushfires, increasing urbanisation leading to death from vehicle strike and dog attack all included in the sad statistics of decline.

The NSW Parliamentary Inquiry into Koala Decline noted: "One of the major threats to koalas in the Pilliga forests is infected injuries from the introduced Tiger Pear cactus, *Opuntia aurantiaca* (Kavanagh et al. 2007)..... koalas are affected by Blackberry and other invasive species which limit koala movement through the landscape."

Introduced noxious weeds, especially cacti and other spiny invasive weeds such as Blackberry and Africa Boxthorn, in remnant habitat has lead to reduced access for koalas to food trees and has lead to injuries of koalas hands and feet making climbing both painful and difficult, if not impossible. Often leaving this arboreal species more prone to infection and predation.

At Bingara in 2019, during drought conditions, a feisty young male koala was found in town, accessing water from a dripping residential tank. He was rescued by a WIRES volunteer and taken to Vet Michelle Coulton (now retired).

Otherwise healthy, the koala named 'Sid', was found to have numerous Tiger Pear barbs in his hands and feet and a painful abcess caused by one cacti spine in his wrist.

After success treatment and a few weeks rest, Sid was successfully released at The Living Classroom. He was spotted in a variety of trees for several weeks post release including sheltering in Wilgas when summer heat was extreme!

Two elevated drinkers were placed at The Living Classroom, to ensure safe water was available over the drought conditions.

An invasive cacti biological control shade house was established in Sid's honour. An area to culture cochineal on cacti often removed from known koala habitat at Bingara so cochineal could be accessed by interested Landholders.

The koala (combined populations of Queensland, New South Wales and the Australian Capital Territory) was listed from Threatened to Endangered on 12 February 2022. Extinction in the wild is a possibility if threatening processes are not addressed for this beloved iconic Australian species.

Uncontrolled invasive cacti, especially Tiger Pear and Harrisia Cacti, have put koala and a great many other species of birds and animals, including livestock and humans, at risk of injury and possible death.

Cacti control is paramount for healthy farm environments, especially in koala country.

Submitted by Elizabeth Kakoschke, North West Regional Koala ARKS Landcare



Caption: Koalas are one of many species under threat from invasive cacti.



Castlereagh Macquarie County Council's Mat Savage takes out prestigious awards

The 22nd NSW Weeds Conference was recently held at the Dubbo Convention Centre from the 7 to 10 August 2023. The conference showcased the latest research and ideas for managing the establishment, impact and spread of weeds.

Castlereagh Macquarie County Council Chairman Doug Batten said the forum is the premier event to discuss weeds and related vegetation and production issues.

This is a biennial event conducted in partnership with a host Council attracting 350 attendees from NSW and Interstate CMCC. Chairman Batten said the conference also acknowledged the work of NSW Government, NSW Local Government and community weeds professionals for their outstanding contribution towards protecting NSW from the impacts of weeds.

Chairman Batten and his fellow Councillors were delighted to hear that CMCC Bio-security Officer Matt Savage had won two important awards at the event. Matt is Council's Bio-security Officer based at Lightning Ridge and he also manages the Hudson Pear bio control centre operations.

Matt was awarded winner of the prestigious Buerckner Award for his outstanding contribution to the on-ground control of weeds in NSW. Matt also won the inaugural NSW Weed Bio-control Taskforce Award for his exceptional contribution towards adoption, planning, coordination, or on ground weed biocontrol in NSW.

General Manager Mike Urquhart said he was thrilled that Matt had taken out two major awards at the conference. Matt is an extremely dedicated staff member with a great work ethic, and a passion for weed management and the use of bio control as an



Caption: Mat Savage (middle) accepting his awards at the 22nd Annual NSW Weeds Conference in Dubbo

additional means for the control of noxious weeds. Mike went on to say Council was so lucky to have such an outstanding and enthusiastic employee, congratulations and well done Matt.

Tourism

The holiday season is fast approaching and we live in the best country in the world for camping and caravanning – don't let cacti become an unwanted hitchhiker.

Invasive non native cacti species spread easy and rapidly through the landscape. They are costly to manage and seriously destroy farm land and biodiversity.

They have the potential to not only harm you but your pet travelling companions. As well as displacing native flora causing injury and sometimes death to native animals.

Cacti have been found on tyres and shoes many kilometres from where they first attached, aiding their spread across the landscape.

Caption: An inquisitive dog covered in Hudson Thorns. Photo credit: R Turner



NORTH WEST
No Space for Weeds




COME CLEAN GO CLEAN

Help prevent the spread of invasive cacti



Driving
AVOID FLAT TYRES AND DAMAGE TO EQUIPMENT
 The spines of cacti may cause flat tyres and damage to camping equipment. Avoid these by staying on designated routes.



Camping
AVOID INJURY TO PETS, PEOPLE AND DAMAGE TO EQUIPMENT
 Stay in designated or cleared campsites, so it is easier to check for cactus plants – it will reduce your risk of injury or damage.



Checking
 Before you leave a campsite or known infested area, check your vehicle's undercarriage, including the inside and outside of your tyres, for attached cactus segments.



Removing
 If you find an attached cactus segment on your vehicle or equipment, ensure you remove with care using a pair of pliers or multi-tool.



Cleaning
 Cactus spines can penetrate even the toughest of boots. Check your boots and remove cactus segments and spines using pliers or a multi-tool.



Disposing
 Place removed segments in a red-lidded bin if available. Otherwise, place it in the middle of another cactus of the same species or seal it in a suitable container until you can dispose of it in a red-lidded bin.



**Keep your
backyard clean**

Cacti and most succulents are not native to Australia and can be highly invasive if not managed appropriately due to being drought tolerant and highly adaptable.

If you see a unique looking cactus specimen, do not be tempted to collect it as even small segments can lead to invasive spread with associated costs and impacts.

Take a photo instead and report its location to your local Biosecurity Officer or NSW Department of Primary Industries on **1800 680 244**.

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (June 2020). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate NSW Government department.



For more information, download the NSW WeedWise App



NO SPACE FOR WEEDS

No Space for Weeds

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† Type strain is of *proteus* subspecies *parv* from South America that has been shown to be a variety of *proteus* or *Neisseria* (*Neisseria* and *Neisseria* spp.). Type strain was found to have been introduced by *Neisseria* or *proteus* spp.

How does this need affect us?

- Aggressive marketing, looked upon as a long term
- Active efforts to improve technology, hardware, network design and performance
- And continuous ad visible from past marketing in the system
- Structure, more and better are present following
- Aggressive marketing efforts of system, in various, and increased their from leading.

See: [IT Call us](#)

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Source: *Agencia France Press*, 10/10/2007.



Interview protocol

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How does this word affect us?

- [illegible]

Sweet 17 Club 44

Phosphorylation levels were significantly increased in the phosphorylation-positive cells compared with the phosphorylation-negative cells.

Notes on Contributors



Online version of this article: <http://www.blackwell-sydney.com/doi/full/10.1111/j.1469-7610.2012.02611.x>

Multiple years of repeated studies across 10 Mexican cities involved individuals in a variety of settings in both western MEX and south to south-eastern Mexico, including rural, urban, and coastal.

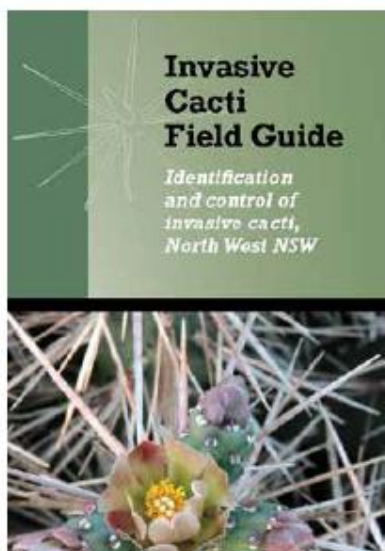
© 2004 Blackwell Publishing Ltd *Journal of Internal Medicine* 255: 105–112

- How does this need affect us?**
- Reduce your fat intake, carbohydrates and the potential to
- Rapid weight, abdominal gain.
 - Reduce cholesterol.
 - Reduce liver fat.
 - Reduce blood glucose levels.
 - Reduce insulin resistance.
 - Reduce risk of stroke and heart with its disease states.
- The protein has a magnitude of 1000 times as much as the

from greenhouse tests, and
and weather. For more

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2009 VOL 29(1)



Biocontrol of
Hudson pear Cytisodendron latifolium
using the **Cochineal** Dactylopius coccifer

Get information for your site

What are doctrines?

Abstract not available.

They continue to monitor the health of the forest and will be able to measure changes in forest structure, composition, and biomass. The data will be used to assess the impact of climate change on the forest and to develop strategies to manage the forest in the future.

These authors also suggest other explanations for the observed results. It is suggested that the current study design may have been insufficient to detect the hypothesized effects. Further research is needed.



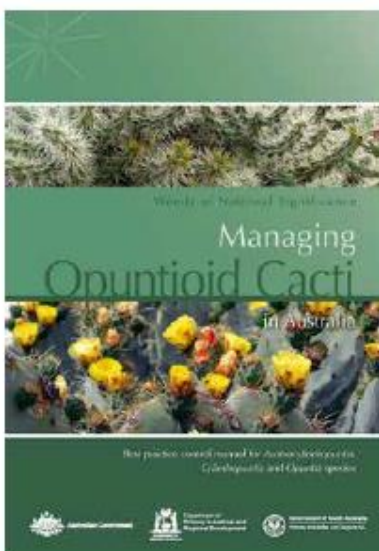
What do cochineal do

Customers are easily convinced of themselves in the past, but have nothing.

- **Small business**
 - 100 employees
 - 1000 employees
 - 2000 employees
 - 5000 employees
 - 10000 employees

- **Wiederholung** ist eine wichtige Methode, um das Gelernte zu festigen.
- **Wiederholung** ist eine wichtige Methode, um das Gelernte zu festigen.

1. 120 mm long

Hudson pear (*Cylindropuntia pallida*) Playlist

- what is Hudson pear
- what cochineal look like;
- where to collect cochineal;
- how to collect, transport and collect cladodes;
- how to release cochineal and
- further integrated control option.

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Invasive cacti

in North West NSW
Identification and biological control options

Hardcopies are available from Northern Slopes Landcare or [download a copy](#)

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Weeds Officer Warialda

Currently recruiting

Weeds Officer Bingara

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Email - nwcactus@nsla.net.au

Sign up to Cactus Quarterly by scanning the QR code or sign up via our website.



Further information

Websites

Atlas of Living Australia
Australian Pesticides and Veterinary
Medicinal Authority (APVMA)

Biological Control DPI

Department of Primary Industries
(DPI)

DPI Weeds

NSW Biocontrol Weeds Taskforce

NSW WeedWise

North West Local Land Services
(NW LLS)

Weeds Australia

PlantNET

Weed Control and Identification

Resources

Australian Weed Strategy

New South Wales Weed
Control Handbook

Invasive Cacti Field Guide
Identification and control of
invasive cacti, North West NSW

Opuntiod Cacti Best Practice
Control Manual

Biological control of weeds

NSW acts & regulations

Biodiversity Conservation Act 2016

Bio-security Act 2015

EPA Pesticide Act 1999

EPA Pesticide Regulation 2017

Local Land Services Act 2013

NSW Local Land Services

Moree Office - 02 6750 9000

Warralda Office - 02 6729 1529

Narrabri Office - 1300 795 299

Tamworth Office - 02 6764 5900

Walgett Office - 02 6828 6400

Gunnedah Office - 02 6742 9220

Goondiwindi Office - 0428 432 784

Call 1300 795 299 to contact
your Local Land Service office
from Monday to Friday during
business hours

Or online at [lls.nsw.gov.au/ourregions/
north-west/contact-us](https://lls.nsw.gov.au/ourregions/north-west/contact-us)

Department of Primary Industries

Bio-security Helpline- 1800 680 244

Primary Industries
Weed Biocontrol
(Weed Research Unit)

**Invasive Plants and Animals
enquiries** - 1800 084 881

Vertebrate pest related matters
invasive.species@dpi.nsw.gov.au

Weeds related matters
weeds@dpi.nsw.gov.au

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**nsw weed biocontrol
TASKFORCE**

