



# **AGENDA FOR ORDINARY COUNCIL MEETING**

**Monday, 28<sup>th</sup> August 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 Coonamble Shire Council Chambers on **28<sup>th</sup> August 2023** commencing at **10:30am** to discuss the items listed in the Agenda.

Michael Urquhart  
**GENERAL MANAGER**

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## 1. OPENING OF MEETING

Time:\_\_\_\_\_am

## 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

## 3. LEAVE OF ABSENCE

Leave of Absence
<p><b>Recommendation:</b></p> <p>That the leave of absence received from _____are accepted and a leave of absence granted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

## 4. DECLARATION OF INTERESTS

*Councillors and senior staff are reminded of their obligation to declare their interest in any matters listed before them.*

*In considering your interest you are reminded to include pecuniary, non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.*

*Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.*

*Councillors must state their reasons in declaring any type of interest.*

Councillor	Item No.	Pecuniary/ Non-Pecuniary	Reason

## 5. CONFIRMATION OF MINUTES/MATTERS ARISING

### 5.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 26<sup>th</sup> June 2023

Minutes of Ordinary Council Meeting – 26 <sup>th</sup> April 2023
<p><b>Recommendation:</b></p> <p>That the minutes of the ordinary Council meeting held 26<sup>th</sup> June 2023, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b> <b>Seconded:</b></p> <p><b>Attachments:</b> Meeting Minutes – 26<sup>th</sup> June 2023</p>

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

### MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS ON MONDAY 26<sup>th</sup> JUNE 2023 COMMENCING AT 10:32AM.

**PRESENT:** Clr D. Batten, Clr G Peart, Clr D Todd, Clr I Woodcock, Clr P Cullen and Clr Z Holcombe

**ABSENT:** Clr M Cooke, Clr B Fisher, Clr N Kinsey and Clr G Whiteley

**STAFF MEMBERS:** M. Urquhart (General Manager), A. Fletcher (Senior Biosecurity Officer)..

**WELCOME:** Meeting was opened at 10:32am and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

#### 05/23/01 Leave of Absence

**Resolved:**

That the leave of absence received from Councillors B Fisher and N Kinsey is accepted and a leave of absence granted.

**Moved:** Clr Peart

**Seconded:** Clr Cullen

**Carried**

#### DECLARATIONS OF INTEREST- Nil

#### 05/23/02 Minutes of Ordinary Council Meeting – 24<sup>th</sup> April 2023

**Resolved:**

That the minutes of the ordinary Council meeting held 24<sup>th</sup> April 2023, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Todd

**Seconded:** Clr Holcombe

**Carried**

**05/23/03 Council's Decision Action Report – June 2023**

**Resolved:**

That the Resolution Register for June 2023 be received and noted

**Moved:** Clr Peart

**Seconded:** Clr Cullen

**Carried**

**05/23/04 Circulars Received From the NSW Office of Local Government**

**Resolved:**

That the information contained in the following Departmental circulars 23-02 to 23-05 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Holcombe

**Seconded:** Clr Todd

**Carried**

**05/23/05 Cash and Investment Report – 30<sup>th</sup> April 2023 & 31<sup>st</sup> May 2023**

**Resolved:**

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

**Moved:** Clr Woodcock

**Seconded:** Clr Holcombe

**Carried**

**05/23/06 Plant Replacement Strategy**

**Resolved:**

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

**Moved:** Clr Peart

**Seconded:** Clr Woodcock

**Carried**

**05/23/07 Draft Operational Plan 2023/2024, Statement of Revenue Policy, Long Term Financial Plan 23/24 to 32/33, Asset Management Plan 23/24 to 32/33 & Workforce Plan**

**Resolved:**

That Council after having considered any submissions received by the 30th May 2023, adopts the Draft Operational Plan for 2023/2024, Long term Financial Plan 23/24 to 32/33, Asset Management Plan 23/24 to 32/33 and Workforce Plan.

**Moved:** Clr Holcombe

**Seconded:** Clr Todd

**05/23/08 Member Fees Local Government Renumeration Tribunal**

**Resolved:**

That the member fee be set at the minimum level set by the Local Government Renumeration Tribunal for a County Council Category

- (a) The member fee for 2023/2024 be fixed at \$1,960.00
- (b) The Chairperson fee for 2023/2024 be fixed at \$4,200.00
- (c) Makes a superannuation contribution payment of 11% to its Councillors/Members in accordance with section 254B of the *Local Government Act 1993*.

**Moved:** Clr Peart

**Seconded:** Clr Holcombe

**05/23/09 Important Dates for Councillors – Upcoming Meetings and Events**

**Resolved:**

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

**Moved:** Clr Cullen

**Seconded:** Clr Peart

**Carried**

*Clr Todd advised that he would be an apology for the August 2023 Council Meeting*

*Clr Todd asked if all Council depots could have Noxious Weed signs displayed and suggested that the Senior Biosecurity Officer attend all Council depots and provide information on weeds to constituent Council staff.*

05/23/10 Moved Into Closed Session	
<b>Resolved:</b>	<b>Time: 11:28am</b>
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)	
<b>Moved:</b> Clr Woodcock <b>Seconded:</b> Clr Holcombe	
<b>Carried</b>	

*The General Manager, Senior Bio Security Officer and left the Chamber at 11:36am*

05/23/14 Return to Open Session	
<b>Resolved:</b>	<b>Time: 11:45am</b>
That Council return to open session.	
<b>Moved:</b> Clr Peart <b>Seconded:</b> Clr Cullen	
<b>Carried</b>	

*The General Manager, Senior Bio Security Officer returned to the meeting at 10:53am*

*The confidential reports discussed in closed session were brought forward and read in open session*

05/23/11 General Manager Half Yearly Performance Review	
<b>Resolved:</b>	
1. That the Chairmans report on the General Managers half yearly performance review as tabled be noted.	
2. Effective 1 <sup>st</sup> July 2023 the General Manager's salary be increased from \$52,000 to \$75,000 pa	
<b>Moved:</b> Clr Cullen <b>Seconded:</b> Clr Todd	
<b>Carried</b>	

**05/23/12 Employment Contract Mr M Urquhart Part Time General Manager**

**Resolved:**

1. That the report and subsequent timelines be noted.
2. Mr. Urquhart's request for a four (4) year contract extension covering the period February 2024 to February 2028 be approved
3. That the Chairperson be delegated to sign and seal the appropriate documentation

**Moved:** Cllr Woodcock

**Seconded:** Cllr Holcombe

**Carried**

**05/23/13 Council Administration Support**

**Recommendation**

That the General Manager continue negotiations with Coonamble Shire to host the Castlereagh Macquarie County Council administration support commencing 1<sup>st</sup> July 2023.

**Moved:** Cllr Cullen

**Seconded:** Cllr Peart

**05/23/15 Adoption Of Closed Session Reports**

**Resolved:**

That Council adopt the recommendations of the Closed Committee Reports

**Moved:** Cllr Todd

**Seconded:** Cllr Woodcock

**Carried**

**05/23/16 Quarterly Biosecurity Report**

**Resolved:**

That the report be received and noted.

**Moved:** Cllr Cullen

**Seconded:** Cllr Todd

**Carried**

*It was requested that the General Manager contact BROCC regarding the classification and control of Parkinsonia in QLD*

Date of the next CMCC Council Meeting to be Monday 28<sup>th</sup> August 2023 at Coonamble Shire Council Chambers.

**Close of Meeting**

The meeting closed at 11:50am

\_\_\_\_\_  
Chairman

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

## 6. REPORT OF THE GENERAL MANAGER

### ITEM 6.1 COUNCIL'S DECISION ACTION REPORT – June 2023

**REPORTING SECTION:** General Manager

**AUTHOR:** Michael Urquhart

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#### **Summary:**

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

#### **Background:**

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

#### **Current Position:**

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

In these circumstances the register 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.

<b>Council's Decision Action Report – August 2023</b>
<p><b>Recommendation:</b></p> <p>That the Resolution Register August 2023 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachment:**

Action Resolution Register.



## **CMCC ACTION RESOLUTION REGISTER**

27.06.22	06/22/09	<p>That:</p> <ol style="list-style-type: none"> <li>1. Council join with the Far North West Joint Organisation and its member Councils in establishing a Shared Audit Risk and Improvement Committee in accordance with Section 428B of the Local Government Act 1993.</li> <li>2. That Council delegate authority to the Far North West Joint Organisation to appoint the chair and two (2) independent members from the Shared Audit Risk and Improvement Committee to serve the Far North West Joint Organisation, all three (3) members Council's and Castlereagh Macquarie County Council.</li> <li>3. That Council appoint Cllr Bill Fisher to serve as the non-voting board members on the ARIC for this Council only.</li> <li>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.</li> </ol>	GM	FNWJO advertising in February 2023 for Committee and Chairperson.	In Progress
27.06.2022	06/22-11	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices</li> </ol>	GM	Flyers to quarterly rate notices. Information to be advertised in constituent Council newsletter	Continuing

*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> August 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	GM arranged meeting with LLS with outcome reported to February meeting.	In progress
24.04.2023	04/23/08	That the General Manger provide a report to the June 2023 Council Meeting on a strategy for future vehicle changeover.	GM	Tabled at June 2023 Ordinary meeting.	Complete
24.04.2023	04/23/09	That the Draft Operational Plan for 2023/2024, Statement of Revenue Policy, Long Term Financial Plan, Asset Plan and Workforce Plan be placed on the public exhibition for a period of 28 days from the 3 May 2023 until 4:30pm on 30th May 2023, inviting submissions from the public during this time.	GM	Formally adopted at the June 23 Ordinary meeting.	Complete
24.04.2023	04/23/16	<p>1. That the General Manager write to the Local Member for Barwon, Mr Roy Butler in relation to;</p> <p>(a) Inviting the Local Member to the next Council meeting to seek his support from the Judicial system with prosecution against landholders who</p>	GM	Member for Barwon attending the August 23 meeting at Coonamble.	Complete

*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> August 2023 – Ordinary Council Meeting*

		fail to comply with the Bio Security Act 2015 for not controlling noxious weeds.  (b) providing support for the LLS Hudson Pear Program through encouragement of landholders to participate in Hudson Pear Containment Program.			
26.06.23		Action Request;  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.	SBO	The Senior Bio Security Officer has commenced the roll-out of the training program.	In progress
26.06.23		Actions Request;  That the General Manager contact BROCC regarding the classification and control of Parkinsonia in QLD	GM		In progress

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

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

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### **Summary:**

Copies of circulars received from the Local Government Office Department of Premier and Cabinet are attached for Councillors information. Circulars are emailed to Councillors when published from LGNSW.

### **Background:**

The General Manager has listed the following circulars issued by the Office of Local Government:

- 23-06 Increases to companion animal registration and permit fees for 2023/24
- 23-07 Draft update of the Environmental and Health Protection Guidelines: Onsite Sewage Management for Single Households (Silver Book)
- 23-08 Annual Reporting of Labour Statistics
- 23-09 September 2023 Mayoral elections
- 23-10 EOY Reporting Requirements 2022-2023

### **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><b>Recommendation:</b> 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.</p> <p><b>Moved:</b> <b>Seconded:</b></p>

### **Attachments:**

Circulars 23-06 to 23-10

Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	Circular No 23-06 / 23 June 2023 / A858925
<b>Previous Circular</b>	22-16
<b>Who should read this</b>	Councillors / General Managers / Council finance staff / Companion Animal Enforcement and Administration Officers
<b>Contact</b>	Program Delivery Team – (02) 4428 4100 or 1300 134 460 <a href="mailto:pets@olq.nsw.gov.au">pets@olq.nsw.gov.au</a>
<b>Action required</b>	Council to Implement

**Increases to companion animal registration and permit fees for 2023/24****What's new or changing**

- The *Companion Animals Regulation 2021* has been amended to adjust 2023/24 registration and annual permit fees for companion animals for CPI.
- Councils must continue to register eligible pound/shelter animals through the NSW Companion Animals Register. Free registration for these animals does not mean that registration is not required. The established process of 'flagging' an animal as being purchased from an eligible pound/shelter is required to validate a free registration.
- When processing a registration for an eligible pensioner whose pet has been recommended by a vet to not undergo desexing (either temporarily or permanently), select the "not desexed (not recommended – eligible pensioner)" category. This will allow the eligible pensioner to claim the discounted registration.
- The new fees are as prescribed below and will be effective from 1 July 2023.

<b>Registration Category</b>	<b>New fee amount</b>
Dog – Desexed (by relevant age)	\$75
Dog – Desexed (by relevant age - eligible pensioner)	\$32
Dog – Desexed (sold by pound/shelter)	\$0
Dog – Not Desexed or Desexed (after relevant age)	\$252
Dog – Not Desexed (not recommended)	\$75
Dog – Not Desexed (not recommended eligible pensioner)	\$32
Dog – Not Desexed (recognised breeder)	\$75
Dog – Working	\$0
Dog – Service of the State	\$0
Assistance Animal	\$0
Cat – Desexed or Not Desexed	\$65
Cat – Desexed (eligible pensioner)	\$32
Cat – Desexed (sold by pound/shelter)	\$0
Cat – Not Desexed (not recommended)	\$65
Cat – Not Desexed (not recommended - eligible pensioner)	\$32
Cat – Not Desexed (recognised breeder)	\$65
Registration late fee	\$21
<b>Annual permit category</b>	<b>New fee amount</b>
Cat not desexed by four months of age	\$92
Dangerous dog	\$221
Restricted dog	\$221
Permit late fee	\$21

**Key points**

- Companion animal registration and annual permit fees have been adjusted for the 2023/24 financial year.
- Section 18(2)(a) sets the baseline registration fee for a dog at \$75.
- Section 18(2)(b) registration fee for a cat remains at \$10 less than the registration fee for a dog, making it \$65.
- Section 18(4), to prescribe that no registration fee is payable for a companion animal that is desexed and sold to the owner by a rehoming organisation, remains the same.
- The CPI adjusted registration fee for pensioners, the additional fee for a non-desexed dog, late fee and permit fees are outlined in the table above.
- Councils must continue to register eligible pound/shelter animals through the NSW Companion Animals Register.
- The NSW Pet Registry will be updated to include the new fees for online registration and permit payments made by pet owners from 1 July 2023.
- Both the old and new fee structures will be maintained on the Companion Animals Register to allow councils to correct registration details for existing records and catch up on data entry backlogs (i.e. where fees have been receipted before 1 July 2023 but not entered on the Register).

**Where to go for further information**

- The following information can be found on the Office of Local Government's website:
  - A list of registration categories, current fees and the new fees for 2023/24 at [www.olg.nsw.gov.au/public/dogs-cats/nsw-pet-registry/microchipping-and-registration](http://www.olg.nsw.gov.au/public/dogs-cats/nsw-pet-registry/microchipping-and-registration).
  - Information relating to the processing of registration fees is available in *Companion Animals Guideline 1 – Registration Agents* at [www.olg.nsw.gov.au/councils/responsible-pet-ownership/nsw-pet-registry/the-cat-and-dog-register](http://www.olg.nsw.gov.au/councils/responsible-pet-ownership/nsw-pet-registry/the-cat-and-dog-register).



**Ashley Albury**  
Acting Deputy Secretary  
Office of Local Government



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	Circular No 23-07 / 27 June 2023 / A858665
<b>Previous Circular</b>	N/A
<b>Who should read this</b>	General Managers / Environmental Health Officers / Council Water Utilities
<b>Contact</b>	Policy Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Request for feedback

### Draft update of the Environment and Health Protection Guidelines: Onsite Sewage Management for Single Households (Silver Book)

#### What's new or changing

- The Silver Book is undergoing a review and update to bring it in line with modern expectations, technological advancements, the latest scientific literature and emerging trends in land use.
- The Office of Local Government (OLG) is now seeking feedback on a draft update.

#### What this will mean for your council

- Councils regulate the installation and operation of Onsite Wastewater Management (OWM) systems and rely heavily on the guidance provided in the Silver Book.
- An updated Silver Book will provide councils with increased confidence that their approval processes achieve desired public health and environmental outcomes.
- The aim of the review is to increase the consistency by which councils across the state carry out their OWM responsibilities and improve clarity around councils' responsibilities.
- Feedback received will be carefully considered and will help inform any required changes prior to release of a final version later this year.

#### Key points

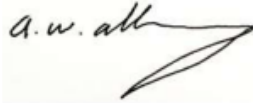
- The Silver Book remains the primary reference document for OWM in NSW. It is also referenced by other industry participants, including wastewater consultants, environmental engineers, suppliers, installers and service technicians.
- Sector opinion of the required scope of the draft update was gauged through a survey carried out in late June 2022. The survey highlighted the sector's pressing concerns and key priorities. This information and feedback helped shape the development of this draft update.
- The Silver Book was developed under the guidance and direction of OLG, NSW Health, the Department of Planning and Environment – Water (Town Water Risk Reduction Program) and WaterNSW.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

- The update includes a new model OWM strategy that councils may wish to refer to and/or adapt when next reviewing their strategies. It is based on a desktop review of several councils' current strategies to come up with a best practice approach.
- The regular review and updating of strategies is encouraged to ensure they remain relevant and useful tools for operational management of new and existing OWM systems.

**Where to go for further information**

- A copy of the draft update is available on the OLG website at [www.olg.nsw.gov.au/councils/council-infrastructure/services-to-communities/on-site-sewage-management](http://www.olg.nsw.gov.au/councils/council-infrastructure/services-to-communities/on-site-sewage-management).
- The consultation period closes on **21 July 2023**.
- Councils are requested to submit their feedback using the template available at the above link.
- For further information, contact OLG's Policy Team on (02) 4428 4100.



**Ashley Ashbury**  
**A/Deputy Secretary, Local Government**



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	Circular No 23-08 / Date 10 July 2023 / A867125
<b>Previous Circular</b>	22-20 Annual Reporting of Labour Statistics
<b>Who should read this</b>	Councillors / General Managers / Human Resources
<b>Contact</b>	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information / Council to Implement

### Annual Reporting of Labour Statistics

#### What's new or changing

- **Wednesday 23 November 2022** has been chosen as the "relevant day" for councils to report on their labour statistics in their annual reports under section 217 of the Local Government (General) Regulation 2021.

#### What this will mean for your council

- In their 2022/23 annual reports, councils must publish a statement of the total number of persons who performed paid work for them on **Wednesday 23 November 2022** including, in separate statements, the total number of the following:
  - the number of persons directly employed by the council:
    - on a permanent full-time basis
    - on a permanent part-time basis
    - on a casual basis, and
    - under a fixed-term contract
  - the number of persons employed by the council who are "senior staff" for the purposes of the *Local Government Act 1993*
  - the number of persons engaged by the council, under a contract or other arrangement with the person's employer, that is wholly or principally for the labour of the person, and
  - the number of persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee.

#### Key points

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

#### Where to go for further information

- For further information please contact the Council Governance Team on 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

**Ashley Albury**  
Acting Deputy Secretary, Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	23-09 / 01 August 2023 / A869189
<b>Previous Circular</b>	21-24 September 2021 Mayoral elections
<b>Who should read this</b>	Councillors / General Managers / Governance staff
<b>Contact</b>	Council Governance Team / 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council to Implement

### September 2023 mayoral elections

#### What's new or changing

- Councils that elect their mayors are required under section 290(1)(b) of the *Local Government Act 1993* (the Act) to hold mid-term mayoral elections in September 2023.
- Mayors elected in September 2023 will hold their office until council elections are held on 14 September 2024.
- Deputy mayors hold their office for the term specified by the council's resolution. An election for deputy mayor should be held when the deputy mayor's term expires.

#### What this will mean for your council

- Mayoral elections must be conducted in accordance with Schedule 7 of the *Local Government (General) Regulation 2021*.
- Schedule 7 prescribes three methods of election of mayors:
  - open ballot (eg a show of hands)
  - ordinary ballot, or
  - preferential ballot.
- Councillors can participate in mayoral elections using an open ballot by audio visual link but not where the other two methods of election are used.
- Ordinary and preferential ballots are secret ballots and councillors will need to attend the meeting in person to vote if the mayoral election is held using either of these methods.

#### Key points

- Mayors elected by councillors normally hold their office for two years (unless a casual vacancy occurs). Because of the postponement of the last ordinary council elections to 4 December 2021, mayors elected by councillors during this term will have a shorter term than the usual two years.
- Councils that elect their mayors are required under the Act to hold mid-term mayoral elections in the month of September. This means that the mid-term mayoral elections will need to be held in September 2023.
- The term of office of mayors elected in September 2023 will automatically expire on 14 September 2024, when their term as a councillor expires.



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	23-10 / 14 August 2023 / A857262
<b>Previous Circular</b>	22-29, 22-28
<b>Who should read this</b>	Finance Staff / Revenue Professionals / Governance Staff / General Managers / Executive Officers
<b>Contact</b>	Performance Team / 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information / Councils and Joint Organisations to Implement

### Subject

#### End of Year Reporting Requirements for 2022-23 and Additional Information for 2023-24

#### What's new or changing

End of year reporting information for the 2022-23 financial year, including annual report checklist, financial data return (FDR) and Financial Assistance (FA) Grant returns and 2023-24 permissible income working papers and calendar of compliance.

#### What this will mean for your council

- Councils and Joint Organisations (JOs) need to review the attached end of year reporting information.
- Councils and JOs should familiarise themselves with the reporting timeframes when submitting their 2022-23 financial statements, FDR, and FA Grant returns.
- Councils can access and download the annual report checklist, FDR for 2022-23 and FA Grant returns, as well as the 2023-24 Calendar of Compliance.
- The permissible working papers are available for use for the auditing process.

#### Key points

- Annexure 1 provides information to assist councils in submitting their 2022-23 financial statements and FDR.
- Annexure 2 provides information to assist JOs in submitting their 2022-23 financial statements and FDR.
- The FDR and permissible income working papers will be sent under separately with an explanatory email and will be available on the Office Local Government (OLG) Council Portal, in conjunction with this circular.
- All returns are available at <https://www.olg.nsw.gov.au/council-portal/council-surveys/>.
- The financial statements and FDR are to be sent electronically to OLG by 31 October 2023.
- The FA Grants general return is to be submitted by 31 August 2023 and the National Local Roads (NLRDS) return to be submitted by 30 November 2023.
- Councils are required to submit the permissible income working papers following the auditing process.
- Instructions on where to email the returns are included on the cover sheet of the respective returns.
- Councils are reminded that they must place the Operational Plan, revenue policy and fees and charges on council's website within 28 days of adoption, with the Community Strategic Plan, Resourcing Strategy and Delivery Program.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
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E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

**Where to go for further information**

- The Local Government Code of Accounting Practice and Financial Reporting (the Code) for 2022-23 is available on OLG's website at:  
[www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/)
- The updated permissible income workpapers will be available on OLG's website at:  
<https://www.olg.nsw.gov.au/councils/council-finances/financial-guidance-for-councils/rating-and-special-variations/>
- The 2022-23 annual report checklist is available at:  
<https://www.olg.nsw.gov.au/councils/policy-and-%20legislation/guidelines-and-policy-information-resources-for-councils/council-annual-reporting-requirements/>
- The 2023-24 Calendar of Compliance can be accessed at:  
<https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/council-reporting-calendar-compliance/>
- The FDR, FA Grant general return and NLRD returns can be sourced from the Council Portal at: <https://www.olg.nsw.gov.au/council-portal/council-surveys/>

**Brett Whitworth**  
**Deputy Secretary, Local Government**

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## **Annexure 1: Information to assist councils prepare 2022-23 Financial Statements**

### **Submission of Financial Statements**

- The general purpose financial reports, special purpose financial reports, special schedules and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "Council name – Financial Statements – 2022-23".
- All councils, county councils and joint organisations must lodge their financial statements by **31 October 2023**.
- The financial statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered as being submitted late and not in accordance with the *Local Government Act 1993* (the Act).
- Should council require an extension to lodge their financial statements, these should be requested by the general manager prior to 17 October 2023 and forwarded to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

### **The Code – Update 2022-23**

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

### **Communications during the preparation of financial statements and audit process**

- Finance professionals are encouraged to communicate with the Audit Service Providers/Audit Office representatives in relation to any matters that may arise.
- Audit, Risk and Improvement Committees may consider engaging committee members early to review the financial statements, key accounting estimates and accounting issues prior to audit.

### **FDR**

- The 2022-23 FDR will be emailed under separate cover.
- This is to be submitted by **31 October 2023** to [fdr@olg.nsw.gov.au](mailto:fdr@olg.nsw.gov.au) in Excel format only.
- The FDR should be accurate and align with the audited financial statements. The FDR will be returned to council should there be any errors, discrepancies or worksheets not completed.
- The return can also be accessed via the Council Portal on the OLG website.
- Information/data from the FDR is published in the Time Series Data and Your Council website and for the monitoring of council's performance. Data is also used in the calculation of councils FA grants.

### **Asset valuations and fair value assessments**

- Councils should ensure early commencement and completion of asset revaluations.
- Fair value assessments need to be conducted annually.

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- Adequate documentation, including position papers need to be readily available for the auditors, if requested.
- The necessary documentation should be agreed with the auditor prior to year-end.
- Restrictions on asset use, especially for community land and land under roads, should be taken into account when assessing valuation.
- NSW Valuer General's valuations may be used to represent the fair value of community land.
- Councils will then need to separately consider any improvements made to community land in the overall fair value assessment.

#### **Council Borrowings**

- The Proposed Borrowing Return should have been completed and forwarded to NSW TCorp ([lgs@tcorp.nsw.gov.au](mailto:lgs@tcorp.nsw.gov.au)) if you have not already done so.
- The return can be accessed via the Council Portal/Council survey and data returns on the OLG website.
- Councils are required to advise the Deputy Secretary, Local Government of amounts borrowed within 7 days when loans are drawn in accordance with clause 230 of the Regulation.
- Notification can be emailed to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Councils are also reminded of the need to complete the capital expenditure review requirements, as per OLG Circular 10/34, prior to the commencement of projects greater than \$1 million or 10% of council rating revenue. Please contact OLG's Performance Team if you have any questions in relation to this review on (02) 4428 4100.

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

### **Submission of Financial Statements**

- The general purpose financial reports and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "JO name – Financial Statements – 2022-23".
- All JOs must lodge their financial statements by **31 October 2023**.
- The financial statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered to be submitted late and not in accordance with the Act.
- Should the JO require an extension to lodge their financial statements, these should be requested by the Chief Executive Officer prior to 17 October and forwarded to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

### **JOs Supplement to Local Government Code of Accounting Practice and Financial Reporting (Supplement)**

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

### **JO FDR**

- The 2022-23 JO FDR will be emailed under separate cover.
- This is to be submitted by **31 October 2023** to [jofdr@olg.nsw.gov.au](mailto:jofdr@olg.nsw.gov.au) in Excel format only.
- The JO FDR should be accurate and align with the audited financial statements. The FDR will be returned to the JO should there be any errors, discrepancies or worksheets not completed.
- The return can also be accessed via the Council Portal on the OLG website.

## ITEM 6.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30<sup>th</sup> JUNE 2023 and 31<sup>st</sup> JULY 2023

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

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### Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 30<sup>th</sup> June 2023 and 31<sup>st</sup> July 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 30<sup>th</sup> June 2023 and 31<sup>st</sup> July 2023 are compliant with the Relevant Reference Documents and Policies listed later in this report.

### Current Position:

Council at 31<sup>st</sup> July 2023 held a total of \$970,882.85 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.

### 30<sup>th</sup> June 2023

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$581,407.69	CBA			N/A
TD396363517	10.05.2023	\$500,000.00	AMP	4.95%	184 days	10/11/2023
<b>TOTAL</b>		<b>\$1,081,407.69</b>				

### 31<sup>st</sup> July 2023

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$470,882.85	CBA			N/A
TD396363517	10.05.2023	\$500,000.00	AMP	4.95%	184 days	10/11/2023
<b>TOTAL</b>		<b>\$970,882.85</b>				

### Relevant Reference Documents/Policies:

Local Government Act (NSW), 1993  
Local Government (General) Regulation 2021  
Ministerial Investment Order 5<sup>th</sup> January 2016  
Investment Policy

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

**Stakeholders:**

Castlereagh Macquarie County Council  
Constituent Councils  
Residents of Constituent Councils  
Financial Institutions

**Certification – Responsible Accounting Officer**

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2021*, the *Investment Order (of the Minister) 5<sup>th</sup> January 2016* and Council's Investments Policy.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at the end of month.

Michael J Urquhart

**General Manager – Responsible Accounting Officer**

**Conclusion:**

As at 31<sup>st</sup> July 2023, Council's available cash and invested funds totalled \$970,882.85

Cash and Investment Reports – 30 <sup>th</sup> June 2023 and 31 <sup>st</sup> July 2023
<p><b>Recommendation:</b></p> <p>That the investment report for 30<sup>th</sup> June 2023 and 31<sup>st</sup> July 2023 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Nil

## ITEM 6.4 FOURTH QUARTER OPERATIONAL PLAN 2022/2023 & ANNUAL DELIVERY PROGRAM

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

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### **Summary:**

This report provides Council with the status of the fourth quarter Operational Plan Targets for 2022/2023 and Annual Delivery Program.

### **Background:**

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan and this report comments on the status of the Operational Plan as at 30<sup>th</sup> June 2023 and Annual Delivery Program to which the performance targets have been achieved.

### **Current Position:**

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

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

### **Governance issues:**

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

### **Environmental issues:**

NIL

### **Stakeholders:**

Castlereagh Macquarie County Council  
Constituent Councils

### **Financial Implications:**

Budget allocations have been made in the Operational Plan 2022/2023.

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

NIL

### **Conclusion:**

Council should note the progress made during the fourth quarter Operational Plan for 2022/2023 and Annual Delivery Program.

**Fourth Quarter Operational Plan 2022/2023 and Annual Delivery Program**

**Recommendation:**

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

**Moved:**

**Seconded:**

**Attachments:**

Fourth Quarter Operational Plan for 2022/2023 and Annual Delivery Programme Status Report



# **Castlereagh Macquarie County Council**

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

**As at 30<sup>th</sup> June 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 June 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 to all reports.

2. Respond to Councillor inquiries related to the administration function					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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.	Complying
Provide written information as requested	2.3	GM	Within 5 working days (unless request requires detailed investigation)		Complying

3. Update Council policy register					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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.	Complying
Review Council administration policies.	2.3	GM	Within 2 months of expiry of policy or every 2 years		Major review completed prior to December 2022

4. Provide information to public in a timely and effective manner					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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.		Complying with the exception of June 23 Ordinary meeting.
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practicable.		Complying

5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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.		Completed on time.
Financial Data collection return.	2.2	GM	By date specified by Office of Local Government.		Completed
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to December meeting.		Presented October 2022
Audited Financial Reports presented to public	2.2	GM	February meeting.		Completed April 23
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.		Put on display in April and adopted after submissions in June 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 June 2023
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	Complying
	2.2	GM	30 November annually.		Lodged on time

*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> August 2023 – Ordinary Council Meeting*

<b>Council's Annual Report prepared and lodged with Office of Local Government</b> <b>Other returns as required by Office of Local Government, Department of Primary Industries, or others</b>	<b>2.2</b>	<b>GM</b>	<b>No later than return date specified</b>		<b>Lodged on time</b>
<b>7. Implementation of Council decisions</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2023</b>
<b>Implement Council decisions following Council meeting</b>	<b>2.2</b>	<b>GM</b>	<b>Within 10 working days of Council Meeting</b>  <b>For prosecutions, within 2 months of Council resolution</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>Complying</b>  <b>Nil prosecutions</b>

<b>8. Continue to ensure the provision of finance to Council from available sources</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2023</b>
<b>Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions.</b>	<b>2.4</b>	<b>GM</b>	<b>Continuously.</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>Advised of 3.7% increase and asked for comment.</b>
<b>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.</b>	<b>2.4</b>	<b>GM</b>	<b>30 April.</b>		<b>Letters not sent out due to issues with administration support</b> <b>Copies of budget sent to Constituents</b>
<b>Application to Department of Primary Industries for grants under NSW</b>	<b>2.4</b>	<b>GM</b>	<b>As required under Weeds Action Programme 1520.</b>		<b>Completed</b>

*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> August 2023 – Ordinary Council Meeting*

<b>Weeds Action Programme as necessary.</b>	<b>2.4</b>	<b>GM</b>	<b>As required under Weeds Action</b>		<b>Completed</b>
<b>Provide grant returns to Department of Primary Industries.</b>	<b>2.4 &amp; 1.4</b>	<b>GM</b>	<b>Programme 1520</b>		<b>Application submitted</b>
<b>Pursue opportunities for securing grant funds from other available sources.</b>			<b>As required</b>		

<b>9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2023</b>
<b>Review Business Activity Strategic Plan.</b>	<b>2.1 &amp; 2.4</b>	<b>GM</b>	<b>Continuously</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>Complete</b>
<b>Review Delivery Programme.</b>	<b>2.1 &amp; 2.4</b>	<b>GM</b>	<b>Continuously</b>		<b>Complete</b>
<b>Provide adequate funds for employee leave entitlements.</b>	<b>2.3</b>	<b>GM</b>	<b>Maintain reserve of at least 50% of Long Service Leave liability</b>		<b>Provision 21-22 budget. As at 30<sup>th</sup> June 2022 reserve was 71.61% of liability</b>

<b>10. Provide financial information and advice to Council</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 30th June 2023</b>
<b>Provide financial advice as required.</b>	<b>2.2 &amp; 2.3</b>	<b>GM</b>	<b>At Council meetings</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>Complying</b>
	<b>2.2 &amp; 3</b>	<b>GM</b>	<b>At Council Meeting following end of quarter</b>		<b>Complying</b>

Provide quarterly update on financial trends relating to Council's expenditure.					
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11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2023
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Complete at April meeting
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		Complete
Draft Plan to be adopted following consideration of any submissions received.					Complete

12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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 in attendance

13. Provide active support for LGNSW
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*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> August 2023 – Ordinary Council Meeting*

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

14. Actively pursue politicians to further Council's interests					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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.	Minister for Agriculture invited to May 2022 and August 22 meetings
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		Complying met with Minister for Agriculture and Member for Barwon and Parkes.
15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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 WH&S, refresher February 23
Minimise exposure through rectification of risks.	2.3	GM	Within budget constraints.		
Update policy on the use of contractors.	2.3	GM	Ongoing.		Under review 2022

*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> August 2023 – Ordinary Council Meeting*

Review risk management policy. Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3 2.3	GM GM	Ongoing. When resources allow.		Under review 2022
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16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2023
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.	Complying
Provide training on EEO to staff.	2.3	GM	Ongoing as required.		No training to date
Provide staff with training on risk management.	2.3	GM	Ongoing as required.		Conducted February 2023
Review and update staff training programme.	2.3	GM	Annually.		Complete
Review EEO Management Plan.	2.3	GM	As required		To be completed 2022/23

17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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

*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> August 2023 – Ordinary Council Meeting*

Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.		Complying records are electronic
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18. Implement system of information technology capable of providing information that is relevant and timely					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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
Review Council’s website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.		Lap tops updated regularly
					Reviewed constantly
					Major review 2023
19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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
<b>20. Introduce a system for electronic mapping of invasive weed infestations and the automation of Weeds Officers' reports</b>					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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
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

<b>21. Compile data on Council's current vehicle and plant fleet – condition and usage</b>					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2023
Analyse Council's current vehicle and plant fleet and its activities and	2.3	GM	Ongoing	Satisfactory completion of task in accordance with target level.	Complying

assess future vehicle and plant needs.					
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22. Ensure access to competitively priced chemicals for weeds control programmes					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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

23. Actively pursue the control of invasive weeds along roadsides in Council's area					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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
Carryout necessary control works in line with Council's Budget allocations.	1.3	SWO	As seasonal conditions / and available funding permit.		Works continuing
Respond to reports of invasive weeds on roadsides.	1.3	SWO	Carry out inspection within 7 days of notification.		All reports responded to
Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	As required		Complying

24. Actively pursue the control of invasive weeds on private lands
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*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> August 2023 – Ordinary Council Meeting*

Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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
Provide information to landowners on invasive weeds control	1.2 & 3.2	SWO	If not done at time of inspection then within 1 week.		Complying
Respond to invasive weed complaints	1.2 & 3.2	SWO	Initial inspection within 10 working days.		Complying

25. Actively pursue the control of invasive weeds on vacant Crown lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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.	Complying
Inspect vacant Crown lands to ensure obligations for invasive weed control are being met.	1.2	SWO	As required as resources are available.		Continuing
Provide information to Department of Lands on invasive weed control requirements	1.2	SWO	Within 10 working days of inspection.		Continuing
Respond to complaints for invasive weeds on vacant Crown Land	1.2	SWO	Initial inspection within 10 working days.		Continuing
26. Actively pursue the control of invasive weeds on land held by Forests of NSW					

*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> August 2023 – Ordinary Council Meeting*

Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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 June 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 June 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 Hudson Pear aerial inspection February 2023 Parkinsonia program conducted in June 2023
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SW O	As required.		Completed
Organise aerial spraying (involving all weeds officers) throughout Council’s area in accordance with programmes.	1.2	SWO	In accordance with Programmes		Parkinsonia aerial inspection completed June 2023.
29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 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



# **Castlereagh Macquarie County Council**

## **Delivery Programme 2022/23 – 2024/25**

**30<sup>th</sup> June 2023**

## **1. Strategic Objective – Building relationships**

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

### **Strategy**

Foster a spirit of cooperation with other natural resource managers.

Status as at 30th June 2023.

Continuing.

Council has good relationship with neighbouring Council's, and State and Federal Agencies in particular DPI and LLS.

## **2. Strategic objective – Noxious Weeds Control**

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

### **Strategy**

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

Status as at 30th June 2023.

Continuing.

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

## **3. Strategic objective – Noxious Weeds Controls - Roadsides**

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

### **Strategy**

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

Status as at 30th June 2023.

Continuing.

Landowner/occupier control compliance levels are good. Council has in 2022/23 delivered a new control program in the Warrumbungle Shire using contractors.

## **4. Strategic objective – Noxious Weeds Controls Funding**

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

### **Strategy**

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

Status as at 30th June 2023.

Continuing.

Council has lobbied NSW State Government for additional funding to assist with Hudson Pear control in particular for the Lightning Ridge Area Opal Reserve Trust. NSW State Government made available \$2.5 million for containment of Hudson Pear in the Lightning Ridge area. Council was allocated \$500k to manage the first six (6) months of the containment program.

## **5. Strategic objective- Communication Policies**

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

### **Strategy**

Improve the Council's profile in the community.

Status as at 30th June 2023.

Continuing.

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

## **6. Strategic objective – Community Consultation**

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

### **Strategy**

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

Status as at 30th June 2023.

Continuing.

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

## **7. Strategic objective- Administration**

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

### **Strategy**

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

Status as at 30th June 2023.

Continuing.

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

## **8. Strategic objective- Funding Arrangements**

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

### **Strategy**

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

Status as at 30th June 2023.

Continuing.

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

## **9. Strategic objective- Lobbying**

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

### **Strategy**

Increase politicians awareness of weeds.

Status as at 30th June 2023.

Continuing.

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

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

## **10. Strategic objective- Technology**

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

### **Strategy**

Ensure that the Council fulfils its educational and advisory role.

Status as at 30th June 2023.

Continuing.

Council undertakes a comprehensive publicity program each year with community programs held at Agquip and local agricultural shows. Other

information days are held when necessary to highlight new and emerging weeds, new control measures and to enforce landowner compliance with the Biosecurity Act.

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

#### **11. Strategic objective – Regulatory Powers**

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

##### **Strategy**

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

Status as at 30th June 2023.

No legal action to date.

Property inspections are documented with generally good landowner/occupier control compliance. Noxious weeds infestations are generally reduced across the county area. Council is investigating a legal compliance policy for introduction in 2023/2024.

## ITEM 6.5 PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS POLICY

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

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**Summary:**

The revised policy is presented to Council for consideration.

**Background:**

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

**Current Position:**

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

**Governance issues:**

Local Government Act 1993.

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.

**Payment of Expenses and Provision of Facilities to Councillors Policy**

**Recommendation:**

**That;**

1. The General Manager's Report be received.
2. Council adopt the "Payment of Expenses & Provision of Facilities to Councillors" policy as tabled.
3. The policy be placed on public exhibition for a period of 28 days and public submissions be invited.

**Moved:**

**Seconded:**

**Attachments:**

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



## **PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY**

Adoption Date: 29<sup>th</sup> August 2022

Review Date: 28<sup>th</sup> August 2023

Responsible Officer: General Manager

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### **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.

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### **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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## **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 lodgement 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:

- Council meetings;
- Council Committee meetings;
- 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 lodgement 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**

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

## ITEM 6.6 ANNUAL FINANCIAL STATEMENTS 2022/2023

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

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### **Summary:**

This report recommends that the Draft Annual Financial Statements and Draft Special Purpose Financial Statements for the year ending 30 June 2023 be referred for audit.

### **Background:**

Section 413, 415 and 416 of the Local Government Act 1993 requires the Council's General Purpose and Special Purpose Annual Financial Reports for the year ending 30 June 2023 to be prepared, referred to audit and audited by 31 October 2023.

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

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

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

### **Current Position:**

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

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

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

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

### **Relevant Reference Documents/Policies:**

Local Government Act (1993)

Local Government General Regulation 2021

### **Governance issues:**

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

### **Environmental issues:**

There are no identified environmental issues.

**Stakeholders:**

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

**Financial Implications:**

The Financial Reports represent Council's financial position as at 30 June 2023.

**Alternative Solutions/Options:**

NIL.

**Conclusion:**

It is now appropriate that action be taken in accordance with the Local Government Act in relation to the 2022/2023 Financial Reports.

<b>Annual Financial Statements 2022/2023</b>
<p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. The Draft Annual Financial Reports for 2022/2023 be referred to Council's Auditor.</li><li>2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements.</li><li>3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.</li><li>4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and its requirements.</li></ol> <p><b>Moved:</b> <b>Seconded:</b></p>



**Attachments:**

Section 413 statements for signature.

## Castlereagh Macquarie County Council

### General Purpose Financial Statements

for the year ended 30 June 2023

### Statement by Councillors and Management

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

The attached general purpose financial statements have been prepared in accordance with:

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

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

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

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

Signed in accordance with a resolution of Council made on 28 August 2023.

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Doug Batten  
Chairperson  
28 August 2023

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Bill Fisher  
Deputy Chairperson  
28 August 2023

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Michael Urquhart  
General Manager  
28 August 2023

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Michael Urquhart  
Responsible Accounting Officer  
28 August 2023

## ITEM 6.7 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

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

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**Summary:**

A list of upcoming meetings and events is provided for Councillors information.

**Background:**

This report provides Councillors with an overview of upcoming meetings and events that Castlereagh Macquarie County Council staff are involved in.

**Current Position:**

Councillors are requested to raise any queries prior to the meetings listed.

**Conclusion:**

Provided there are no changes it is appropriate to receive and note the information.

Important Dates For Councillors - Upcoming Meetings & Events
<p><b>Recommendation:</b></p> <p>That Council receive and note the list of upcoming meetings and events.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Calendar of events 2023

**IMPORTANT DATES - Upcoming Meetings and Events - 2023**

DATE	MEETING/FUNCTION	LOCATION	NOTES
22 <sup>nd</sup> & 23 <sup>rd</sup> August 2023	Ag Quip	Gunnedah	Senior Bio Security Officer & Staff
28 <sup>th</sup> August 2023	CMCC Council Meeting	Coonamble Shire Council Chambers	Councillors, GM & Senior Bio Security Officer
6 <sup>th</sup> September 2023	Parthenium Taskforce Meeting	Moree	Senior Bio Security Officer
10 <sup>th</sup> October 2023	Central West Regional Meeting	Dubbo	Senior Bio Security Officer
26 <sup>th</sup> October 2023	Central West Hudson Pear Taskforce Meeting	Coonamble & onsite Quanda	Senior Bio Security Officer
30 <sup>th</sup> October 2023	CMCC Council Meeting	Coonabarabran Shire Council Chambers	Councillors, GM & Senior Bio Security Officer
2 <sup>nd</sup> November 2023	North West Regional Meeting	TBC	Senior Bio Security Officer
21 <sup>st</sup> November 2023	Hudson Pear Taskforce Meeting	Lightning Ridge	
5 <sup>th</sup> December 2023	Central West Regional Meeting	TBC	Senior Bio Security Officer
18 <sup>th</sup> December 2023	CMCC Council Meeting	Coonamble Shire Council Chambers	Councillors, GM & Senior Bio Security Officer



## **AGENDA FOR CLOSED COUNCIL MEETING**

**Monday, 28<sup>th</sup> August 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 Coonamble Shire Council Chambers on **28<sup>th</sup> August 2023** to discuss the items listed in the Agenda

Michael Urquhart  
**GENERAL MANAGER**

## **AGENDA**

### **7. MOVE INTO CLOSED SESSION**

<b>MOVE INTO CLOSED SESSION</b>
<p><b>Time:</b> .....</p> <p>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:</p> <p>(a) personnel matters concerning particular individuals (other than councillors)</p> <p><b>Moved:</b> <b>Seconded:</b></p>

### **8. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING**

#### **8.1 Report from Chairperson**

- 8.1.1 Council Administration Support**
- 8.1.2 Lease of 55 Fox Street Walgett from SL & DJ Kelly**

## ITEM 8.1.1 COUNCIL ADMINISTRATION SUPPORT

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

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### Summary

This report is presented to Council in response to a decision by Walgett Shire Council to withdraw its administrative support for Castlereagh Macquarie County Council (CMCC) and the subsequent urgent decision by the Chairman Councillor Batten and the General Manager to establish an office in Walgett.

### Background

In 2018 the previous CMCC General Manager re-negotiated the administrative support function for Council with Walgett Shire Council. There was no recorded end date to the arrangement.

Walgett Shire Council employed a part-time member of staff to carry out the administrative support for CMCC which included:

- Payroll
- Accounts Receivable
- Accounts Payable
- Secretarial service to the General Manager
- Administration preparation of business papers, minutes secretariat, preparation of Annual reports, processing of general stores transactions, and purchasing.

The General Manager reported the history of the support issue to Council at its June 23 Ordinary meeting:

*On the 24<sup>th</sup> May 2023 Walgett Shire Council wrote to CMCC advising they are no longer in a position to assist with the abovementioned administration services after the 30<sup>th</sup> June 2023 as they are currently encountering a staff shortage at Walgett.*

*A further letter was received on the 5<sup>th</sup> June 2023 advising Walgett Shire Council was now experiencing extreme staff shortages and would need to immediately reduce the administration support from 21 hours a week to 5 hours.*

*After consultation with the CMCC Chairman the General Manager approached Coonamble Shire Council to make alternative arrangement for the administration support on an interim basis effective 1<sup>st</sup> July 2023.*

*The General Manager had already moved the CMCC IT function to a third party service provider to house and manage its information technology requirements.*

Council formally resolved for the General Manager to continue negotiations with Coonamble Shire Council to secure administrative support for CMCC.

### Current Position

After the June 23 meeting I held discussions with the staff at Coonamble Shire Council to firm up the handover process, it was, at this point in time it became evident Coonamble Shire may not be able to dedicate staffing resources for three (3) days a week to complete all the CMCC tasks.

It was at this juncture I held urgent discussions with the Chairman Councillor Batten expressing my concerns at a possible lack of compliance with legislation in terms of Property Inspection, HR payroll, IP&R requirements if we were unable to secure a dedicated administration support person.

The Chairman acknowledged the workload, the transition problems and was keen to avoid any future issues with legislative compliance. The Chairman was also fully supportive of having a dedicated person to manage the administration and asked for me to proceed with locating an office in Walgett and engaging a suitably experienced and qualified person to the administrative role.

I was extremely fortunate to successfully engage the services of a highly skilled part-time staff member (Rebecca Wilson, former CMCC support person with WSC) and to acquire an excellent property in Fox Street Walgett to locate the administration centre.

This is a great result with CMCC being able to once again, support the Walgett Shire with employment, a registered shop front for staff and a point of contact for the community.

#### **Relevant Reference Documents/Policies**

Local Government Act 1993 and Integrated Planning and Reporting legislation.

Local Government Act 1993

Local Government General Regulation 2021

#### **Governance issues**

Council must comply with the Local Government Act 1993 and Local Government General Regulation 2021.

#### **Stakeholders**

Castlereagh Macquarie County Council

Constituent Councils

Ratepayers in the Castlereagh County Council area

#### **Financial Implications**

Provision is made in the CMCC 2023/2024 budget for administrative support totalling \$45,000 (ex GST) it is estimated the additional costs associated with administration salaries, office rental/expenses will be in the order of \$35,000 per annum.

#### **Conclusion**

The emergency actions of the Chairperson in approving the engagement of an administration officer and establishment of an office in Walgett to prevent a legislative compliance crisis will require Council endorsement.

The administration officer will be a great asset for Council, so too the office facility as this will provide field staff with office and meeting accommodation to conduct regional meetings with other agencies and meetings with land managers to discuss noxious weed management issues.

**CONFIDENTIAL – COUNCIL ADMINISTRATION SUPPORT**

**Recommendation**

That Council:

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

**Moved:**

**Seconded:**

**Attachments**

NIL

## ITEM 8.1.2 LEASE OF BUILDING 55 FOX STREET WALGETT FROM SL & DJ KELLY

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

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### **Summary:**

The information in this report is to assist Council in endorsing the actions of the General Manager in entering into a lease arrangement for office space in Walgett described as Lot 3 DP 519379, 55 Fox Street for office space from S L and D J Kelly.

### **Background:**

With Walgett Shire Council formally withdrawing administration support services effective the 1<sup>st</sup> July 2023 it was imperative for the ongoing efficient and effective administration of CMCC to engage an administration support officer and acquire office space in Walgett.

*(See the General Managers Confidential report to the August 23 Ordinary meeting. Administration Support)*

### **Current Position:**

As a matter of urgency, the General Manager with the approval of the Chairman Councillor Doug Batten found a premises for lease at 55 Fox Street Walgett to house the CMCC office.

The General Manager has executed the lease document and is now asking Council to endorse his actions in signing the lease.

The General Manager is also investigating the possibility of subletting part of the premises to offset the annual lease fee. The lease fee will increase from \$200 per week to \$300 per week (plus GST) should part of the office be sublet.

### **Relevant Reference Documents/Policies:**

Local Government Act 1993  
Local Government (General) Regulation 2021  
WH&S Regulations  
Council risk assessment

### **Governance issues:**

NIL.

### **Environmental issues:**

NIL

### **Stakeholders:**

Castlereagh Macquarie County Council  
Lessor

### **Financial Implications:**

The commencing lease fee is \$200.00 per week (plus GST) for a period of two (2) years and this is increased to \$300 per week should part of the premises be sublet.

The General Managers report to the August 23 Ordinary meeting has made provision to increase the lease expenditure in the September 23 Quarterly Budget Review to \$10,400.00.

**Alternative Solutions/Options:**

Council can resolve not to lease the property.

**Conclusion:**

The writer recommends that Council endorse the actions of the General Manager in entering into a lease arrangement for two (2) years with S L and D J Kelly for the property at 55 Fox Street Walgett for \$200 per week (plus GST) or \$10,400 per annum (plus GST) commencing on the 17<sup>th</sup> July 2023. The General Manager continue to investigate the possibility of subletting part of the premises to offset the leasing costs.

**Lease of Building 55 Fox Street Walgett from SL and DJ Kelly**

**Recommendation:**

That;

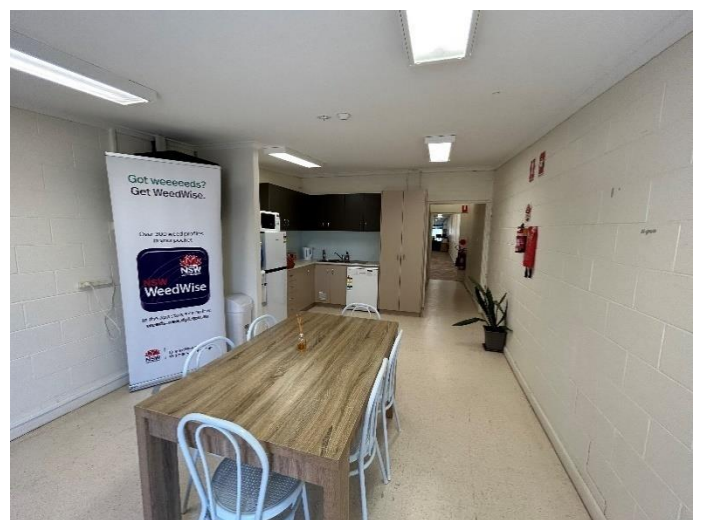
1. The General Manager's report to be received.
2. Council endorse the action of the General Manager in entering into a lease for the property situated at 55 Fox Street Walgett for a period of two (2) years with a rental of \$10,400 per annum (excluding GST) (\$200 per week) from SL and DJ Kelly.
3. The 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:**

**Seconded:**

**Attachments:**

Photos of CMCC Office – 55 Fox Street Walgett



## 9. RETURN TO OPEN SESSION

Return to Open Session
<p><b>Recommendation:</b></p> <p>That Council return to open session</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

## 10. ADOPTION OF CLOSED SESSION REPORTS

Adoption of Closed Session Reports
<p><b>Recommendation:</b></p> <p>That Council adopt the recommendations of the Close Committee Reports.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

## 11. BIOSECURITY REPORT

### ITEM 11.1 QUARTERLY BIOSECURITY REPORT

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

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**Summary:**

The attached report provides an update of biosecurity matters in the County Council area.

**Background:**

Council has an obligation in accordance with the Biosecurity Act 2015 to prevent, eliminate, minimise and manage biosecurity risks in the County Council local government area.

**Current Position:**

Castlereagh Macquarie County Council provides funding to resource its obligation in accordance with the Biosecurity Act 2015, and the adopted Delivery Program and Operational Plan set out the activities, objectives and performance measures necessary for compliance.

**Governance issues:**

Biosecurity Act 2015  
Local Government Act 1993

**Environmental issues:**

Any environmental issues are detailed in the attached update.

**Stakeholders:**

Castlereagh Macquarie County Council  
Constituent Councils  
County Council LGA Ratepayers

**Financial Implications:**

Control and compliance operational expenditure matters are funded from the annual operational budget.

**Alternative Solutions/Options:**

There are no alternate options.

**Conclusion:**

The Senior Biosecurity Officer submits the attached report for Councils information.

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

**Attachments:**

Senior Biosecurity Officer Information on control activities.

## **Senior Biosecurity Report August 2023**

Castlereagh Macquarie County Council staff attended the 22<sup>nd</sup> NSW Weeds Conference in Dubbo this month, 7<sup>th</sup> to 10<sup>th</sup> August. On behalf of Castlereagh Macquarie County Council, I presented 2 presentations, “Where the Rivers Run” Parkinsonia and Wrangling Hudson Pear at Quanda.

Castlereagh Bio Security Officer for Walgett, Mat Savage was the finalist and was awarded The *Buerckner Award* for outstanding contribution to the on-ground control of weeds in New South Wales. This award is from The Weed Society of New South Wales.

Mat Savage also was awarded the NSW Weed Biocontrol for outstanding contributions to weed biocontrol in NSW. This is the first year this award has been presented and is from the NSW Weed Biocontrol Taskforce.





Throughout the conference Castlereagh Macquarie County Council were mentioned for involvement and dedication to weeds in NSW.

A special thank you to our 2 councilors, Cllr Bill Fisher – Coonamble Shire and Cllr Denis Todd – Warrumbungle Shire. Your presence and encouragement throughout the conference was acknowledged and most appreciated. Thank you.

### **Weeds Update**

#### **Warrumbungle Shire**

St John's Wort Season has arrived finding germinations while conducting property inspections 3 weeks ago.

In conjunction with Local Land Services Central West, Castlereagh Macquarie County Council have set up a trial plot on a private property for St John's Wort. This trial is a 2-year program of monitoring a range of herbicides and application techniques.

Green Cestrum has escalated particularly along the Castlereagh River after previous floods. Education and awareness are ongoing with landholders reminding them of the toxicity in Green Cestrum, regularly checking paddocks and the biosecurity duty. Another 6 head of cattle died in the Warrumbungle Shire this month after eating Green Cestrum.

African Box Thorn Biocontrol sites were reinspected this month however coming out of winter was too early to determine the success. A follow up inspection will be scheduled in the warmer months.

UGL have been proactively spraying unused rail tracks after receiving property inspection notices. Previous spraying was for Blackberry, and this will continue for St John's Wort.

## **Gilgandra Shire**

African Box Thorn Biocontrol sites were reinspected this month however coming out of winter was too early to determine the success. A follow up inspection will be scheduled in the warmer months. Property inspections have been ongoing for Green Cestrum and as the season warms will ramp up St Johns Wort and Tiger Pear inspections and control. Castlereagh Macquarie County Council continues to be engaged by Gilgandra Shire to spray highways, rural roads, and council lands.

## **Coonamble Shire**

Hudson Pear inspections 'Wilgadeen' Pilliga Road Coonamble have been extremely successful. 23 people from Castlereagh Macquarie County Council, Local Land Services Central West & Northwest, National Parks and landowners attended this walk through to find Hudson Pear. Areas covered were the National Park, Terribone Road finding 6 small plants at an historic site, Hollywood LLS Reserve 1 mature plant, Wilgadeen roadside 13 small plants and the adjoining private property inspection carried out by Castlereagh Macquarie Council found 6 small plants. The next walk through will be in September.

Quanda Hudson Pear site managed by Castlereagh Macquarie County Council is proving to be a success with ongoing control. Chemical mix is down to 200lt to control the site opposed to previous 1200lt. Crown lands have pushed access tracks on the site making access for control much easier. African Box Thorn and Green Cestrum control and inspections are ongoing.

## **Warren Shire**

Harrisia Cactus inspections and working with landowners are ongoing. Large infestations are generally found on intense farming land under trees where boom spray cannot access. These infestations are moving onto adjacent rail, crownlands and TSR areas. Previous wet weather and flooding set our schedule back seeking compliance.

*A Harrisia site on private property where biological control called mealy bug was released has finally taken. This site looks very impressive considering previous weather conditions.*



*Roadside awareness signage has been erected in the Warren Shire.*



## Walgett Shire

Hudson Pear LLS Program spray Contractors ceased on the 18<sup>th</sup> of August 2023. A total of 20 Landholders engaged expression for spray contractors and 17 landholders took advantage of the chemical supply. Local Land Services has employed a Hudson Pear Coordinator and 1 field person to continue with the program.

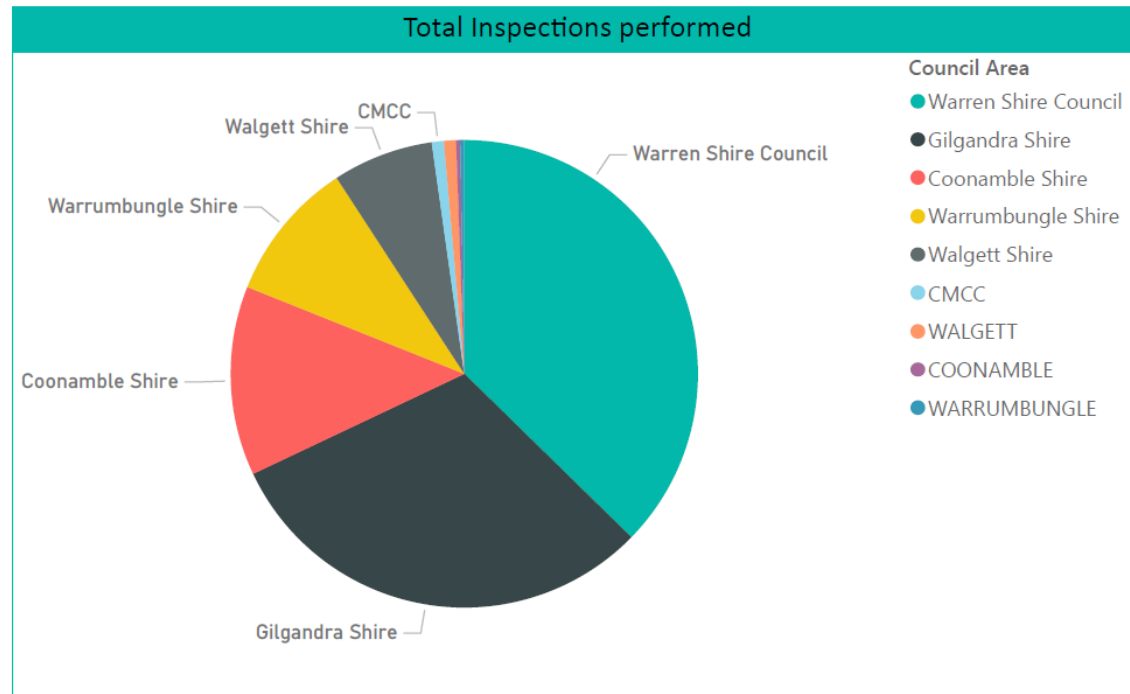
Follow up spray work using previous spray contractors has been set down to commence 1<sup>st</sup> July 2024 followed by another aerial surveillance however a contract has not been drawn up to date.





## CMCC Report June - August 2023

Total Inspections performed	
Council Area	Total Inspections
CMCC	3
COONAMBLE	1
Coonamble Shire	47
Gilgandra Shire	110
WALGETT	3
Walgett Shire	25
Warren Shire Council	134
<b>Total</b>	<b>359</b>



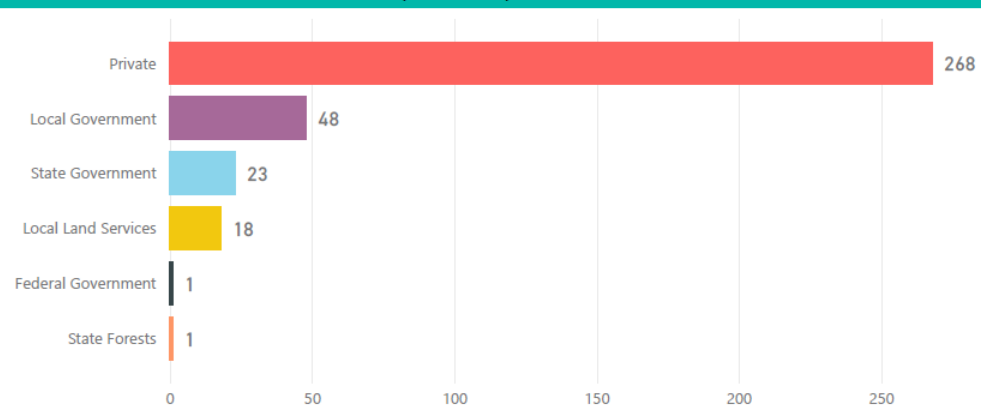


## CMCC Report June - August 2023

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
CMCC	Local Government	3
COONAMBLE	State Government	1
Coonamble Shire	Local Land Services	4
Coonamble Shire	Private	39
Coonamble Shire	State Government	4
Gilgandra Shire	Federal Government	1
Gilgandra Shire	Local Government	30
Gilgandra Shire	Local Land Services	3
Gilgandra Shire	Private	68
Gilgandra Shire	State Government	8
WALGETT	Local Government	2
WALGETT	State Government	1
Walgett Shire	Local Government	2
Walgett Shire	Private	20
Walgett Shire	State Government	3
Warren Shire Council	Local Government	3
Warren Shire Council	Local Land Services	11
Warren Shire Council	Private	118
Warren Shire Council	State Forests	1
Warren Shire Council	State Government	1
WARRUMBUNGL	Local Government	1
Warrumbungle Shire	Local Government	7
Warrumbungle Shire	Private	23
<b>Total</b>		<b>359</b>

Total Inspections per Land Tenure



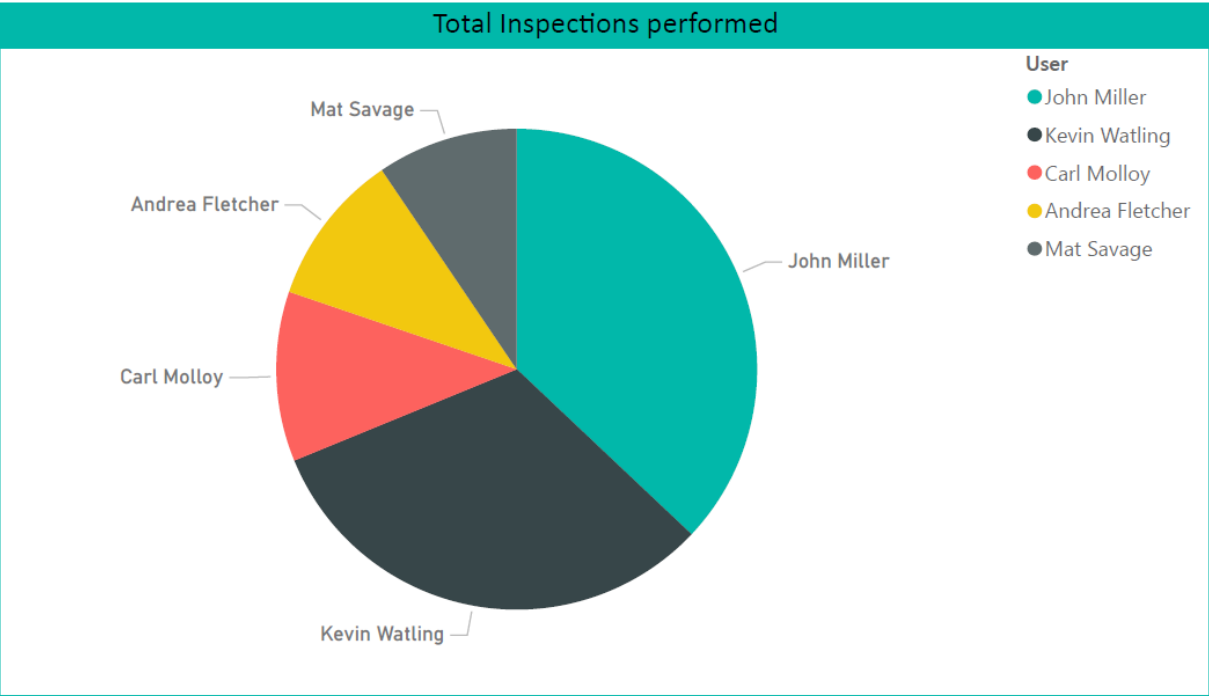
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Federal Government	1
Local Government	48
Local Land Services	18
Private	268
State Forests	1
State Government	23
<b>Total</b>	<b>359</b>



CMCC Report June - August 2023

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	37
Carl Molloy	41
John Miller	133
Kevin Watling	114
Mat Savage	34
<b>Total</b>	<b>359</b>





## CMCC Report June - August 2023

Andy's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectare)
Andrea Fletcher	Inspections of land owned / managed by State bodies	State Government	6	49,865.30	14.0
Andrea Fletcher	Private Property Inspections	Private	24	3,708.67	112.0
Andrea Fletcher	Roadside Inspection(s)	Local Government	6	1,476.28	
Andrea Fletcher	Waterways High Risk Pathways	Local Government	1	3.88	0.5
<b>Total</b>			<b>37</b>	<b>55,054.13</b>	<b>126.5</b>



## CMCC Report June - August 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	37	905.11	3.00
<b>Total</b>			<b>41</b>	<b>1,240.47</b>	<b>7.00</b>



## CMCC Report June - August 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	1	40.87	
John Miller	Inspections of land owned / managed by State bodies	State Forests	1	536.94	
John Miller	Private Property Inspections	Local Government	1	0.49	
John Miller	Private Property Inspections	Private	117	30,755.46	
John Miller	Roadside Inspection(s)	Local Government	1	5.00	
John Miller	Waterways High Risk Pathways	State Government	1	0.77	
<b>Total</b>			<b>133</b>	<b>33,827.90</b>	<b>24</b>



## CMCC Report June - August 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	3	2.36	0.40
Kevin Watling	Private Property Inspections	Private	65	5,753.51	22.40
Kevin Watling	Roadside Inspection(s)	Local Government	4	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
<b>Total</b>			<b>114</b>	<b>5,849.47</b>	<b>66.10</b>



## CMCC Report June - August 2023

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 Pathways Inspection	Local Government	1		
Mat Savage	High Risk Pathways Inspection	State Government	4		
Mat Savage	High risk rail corridors	State Government	1	48.18	
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 Area	Private	15	34,731.23	
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	3	2,153.70	5.00
Mat Savage	Roadside Inspection(s)	Local Government	1		
Mat Savage	Sale yards	Local Government	1	3.90	
<b>Total</b>			<b>36</b>	<b>40,310.01</b>	<b>273.50</b>

## 12. QUESTIONS FOR NEXT MEETING

### 13. CONFIRMATION DATE OF NEXT MEETING

**Date:** 30<sup>th</sup> October 2023

### 14. CLOSE OF MEETING

**Time:** .....