



AGENDA FOR ORDINARY COUNCIL MEETING

Wednesday, 6th March 2024

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 **Warren Shire Council Chambers** on **6th March 2024** commencing at **11:00am** to discuss the items listed in the Agenda.

Michael Urquhart
GENERAL MANAGER

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1. OPENING OF MEETING

Time:_____am

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3. LEAVE OF ABSENCE

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

4. 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. PUBLIC PRESENTATION

SPEAKER	TOPIC

6. CONFIRMATION OF MINUTES/MATTERS ARISING

6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 4th December 2023

Minutes of Ordinary Council Meeting – 4 th December 2023
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 4th December 2023, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Meeting Minutes – 4th December 2023

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL
HELD AT ACACIA MOTOR LODGE MEETING ROOM, COONABARABRAN ON MONDAY 4th
DECEMBER 2023 COMMENCING AT 11:00AM**

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

ABSENT: Nil

STAFF MEMBERS: M. Urquhart (General Manager), A. Fletcher (Senior Biosecurity Officer), R Wilson (Administration Services Officer), CMCC Bio Security Officers Carl Molloy, Kevin Watling, John Miller, Mathew Savage, Jason Williams and Todd Pallister, LLS.

WELCOME: Meeting was opened at 11:00am and Chairman Cllr D Batten welcomed all councillors and staff to the meeting.

DECLARATIONS OF INTEREST- Nil

Presentation.

Mr. Todd Pallister from LLS gave an update on the Hudson Pear Containment program, including landowner/land manager consultation. Mr. Pallister also provided information on the extent of the Hudson fire that destroyed thousands of hectares of bushland in the Narren Reserve and around the Glengarry and Sheepyards opal mining reserve.

The effect on the Hudson Pear would not be known for some time.

08/23/01 Minutes of Ordinary Council Meeting – 30th October 2023

Resolved:

That the minutes of the ordinary Council meeting held 30th August 2023, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Cllr Todd

Seconded: Cllr Whiteley

Carried

08/23/02 Minutes of North West & Central West Regional Weeds Committee Meeting

Resolved:

That the minutes of the North West and Central West Regional Weeds Committee Meeting be received and noted.

Moved: Clr Holcombe

Seconded: Clr Fisher

Carried

08/23/03 Correspondence

Resolved:

That the correspondence be received and noted.

Moved: Clr Whiteley

Seconded: Clr Kinsey

Carried

The 2022/2023 Audited Financial Reports were presented (via telephone link) to Council by Mr Brett Hanger, Nexia Australia.

08/23/04 2022/2023 Audited Financial Statements and Audit Report

Resolved:

That Council receive and adopt the Audited Financial Reports together with Auditor's Reports for the period 1 July 2022 to 30 June 2023.

Moved: Clr Fisher

Seconded: Clr Whiteley

Carried

Clr Kinsey asked why the superannuation for 2022/23 was more than the previous year when salaries were much lower.

The General Manager took the question on notice and advised he would report back to Councillors with an explanation.

08/23/05 Chairman's Report – December 2023

Resolved:

That the Chairman's report be received and noted.

Moved: Cllr Woodcock

Seconded: Cllr Holcombe

08/23/06 Council's Decision Action Report – December 2023

Resolved:

That the Resolution Register for December 2023 be received and noted

Moved: Cllr Todd

Seconded: Cllr Peart

Carried

08/23/07 Circulars Received From the NSW Office of Local Government

Resolved:

That the information contained in the following Departmental circulars 23-13 to 23-14 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Cllr Woodcock

Seconded: Cllr Kinsey

Carried

08/23/08 Cash and Investment Report – 31st October 2023

Resolved:

That the investment report for 31st October 2023 received and noted.

Moved: Cllr Peart

Seconded: Cllr Cullen

Carried

08/23/09 Adoption of Organisation Structure

Resolved:

That Council receives and adopts the Organisation Structure as presented.

Moved: Cllr Kinsey

Seconded: Cllr Todd

Carried

08/23/10 Government Information Public Access Act – Annual Report

Resolved:

That;

1. The Administration Officer's report be received.
2. Council adopt the attached GIPA Annual Report for 2022/2023.
3. The information Commissioner be sent a link to Council's 2022/2023 Annual Report.

Moved: Cllr Holcombe

Seconded: Cllr Whiteley

08/23/11 PID Annual Report

Resolved:

That;

1. The Administration Officer's report be received.
2. Council adopt the 2022/2023 Public Interest Disclosures Annual Report.

Moved: Cllr Woodcock

Seconded: Cllr Cooke

08/23/12 Annual Report

Resolved:

That Council formally adopts its Annual Report for 2022/2023.

Moved: Clr Woodcock

Seconded: Clr Peart

07/23/13 Important Dates for Councillors – Upcoming Meetings and Events

Resolved:

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

Moved: Clr Fisher

Seconded: Clr Cullen

Carried

Clr Whiteley suggested CMCC consider hosting a field day type event, involving various services including LLS, for community awareness and education on the correct identification, reporting, and treatment methods for targeted noxious weed, African Boxthorn. It was also suggested that a physical demonstration for noxious weed treatment be included as well as a flyer detailing private works/services available.

All CMCC Councillors, were in favour of this suggestion and it was decided that this event be organised for February/March 2024 in Warren, with the possibility of a second similar field day in Coonamble.

Senior Bio Security Officer Andrea Fletcher to look into organising the field day event.

08/23/14 Quarterly Biosecurity Report

Resolved:

That the report be received and noted.

Moved: Clr Woodcock

Seconded: Clr Cooke

Carried

Date of the next CMCC Council Meeting to be Monday 26th February 2024 in Coonamble

Deputy Chairman Cllr Bill Fisher, presented Bio Security Officer Mr Mathew Savage, with a Certificate of Appreciation *for his outstanding achievements and dedication to the Hudson Pear Programme and continued contribution to the on-going control of noxious weeds in NSW.*

Close of Meeting

The meeting closed at 12:20pm

Chairman

General Manager

7. REPORT OF COMMITTEES

ITEM 7.1 AUDIT, RISK & IMPORTANT COMMITTEE

Agenda of Audit, Risk & Improvement Committee
<p>Recommendation:</p> <p>That the agenda of the Audit, Risk & Improvement Committee be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Audit, Risk and Improvement Committee Agenda, February 15th, 2024.



**CASTLEREAGH MACQUARIE COUNTY
COUNCIL**

**AUDIT, RISK & IMPROVEMENT COMMITTEE
MEETING**

AGENDA

Thursday 15th February 2024

Michael Urquhart
GENERAL MANAGER

Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.

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Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.

1. WELCOME & OPENING OF MEETING

Time: _____am

2. APOLOGIES

3. DECLARATION OF INTERESTS

Members/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.

Members/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.

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

Member Councillor	Item No.	Pecuniary/ Non-Pecuniary	Reason

Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.

4. CONFIRMATION OF MINUTES/MATTERS ARISING

4.1 MINUTES OF CMCC ARIC COMMITTEE HELD 16th November 2023

Minutes of CMCC ARIC Committee Meeting – 16 th November 2023
<p>Recommendation:</p> <p>That the minutes of the CMCC ARIC Committee meeting held 16th November 2023, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved: Seconded:</p>

Attachments:
Meeting Minutes – 16th November 2023.

5. BUSINESS ARISING

5.1 BUSINESS ARISING FROM CMCC ARIC COMMITTEE MEETING HELD 16th November 2023

Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.

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CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL
ARIC COMMITTEE
HELD VIA TEAMS ON THURSDAY 16th NOVEMBER 2023 COMMENCING AT 4:00PM**

PRESENT:

Chair Mr. Ray Smith

Committee members Mr. Ron Gillard and Ms Liz Jeremy

CMCC Delegate Cllr. Bill Fisher and General Manager Mike Urquhart, (By phone) Auditor General

Representative Mr. Manuel Moncada and Audit Contractor Mr. Brett Hanger from Nexia Pty Ltd.

ABSENT: Nil

WELCOME: Meeting was opened at 4.00pm and Chairman Mr. Ray Smith welcomed all Committee members and staff to the meeting.

DECLARATIONS OF INTEREST- Nil

CMCC Financials 2022/23

Brett Hanger and Manuel Moncada (via telephone link) provided commentary on the 2022/23 financials.

NOTED

Moved:

Seconded:

General Manager - Report on CMCC

The General Manager gave a verbal report on the CMCC operations, its financial position, recent developments regarding the Walgett office project and issues confronting the County Council and measures being taken to limit exposure to risk and business continuity.

The GM advised CMCC planned to engage a WH&S consultant in early 2024 to review the WH&S policies, Safe Operating procedures and to provide refresher training to all staff.

NOTED

Moved:

Seconded:

16th November 2023

CMCC ARIC Meeting

Meeting Minutes

Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.

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Councillor Bill Fisher - CMCC Background
Councillor Bill Fisher presented the Committee with a history of CMCC operations and new developments.
NOTED
Moved:
Seconded:

Date of the next CMCC ARIC Meeting to be Monday 15th February 2024 via teams.

Close of Meeting

The meeting closed at 4.55pm

Chairman

16th November 2023

CMCC ARIC Meeting

Meeting Minutes

Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.

6. REPORTS

ITEM 6.1 ARIC TERMS OF REFERENCE

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

Summary:

This report is presented to the Castlereagh Macquarie County Council (CMCC) ARIC for consideration and endorsement of the ARIC “Terms of Reference”.

Background:

NSW OLG has introduced changes to the Local Government (General) Regulation 2021 that requires all Councils to have a risk management framework and internal audit function and internal “Audit Risk and Improvement Committee.”

The Local Government Act 1993 (‘Local Government Act’), the Local Government (General) Regulation 2021 (‘Local Government Regulation’) and these Guidelines require each council in NSW to have:

→ *an audit, risk and improvement committee that continuously reviews and provides independent advice to the council on how it is functioning and managing risk*

→ *a robust risk management framework that accurately identifies and mitigates the risks facing the council and its operations, and*

→ *an effective internal audit function that provides independent advice as to whether the council is functioning effectively and the council’s internal controls to manage risk are working.*

These three mandatory governance mechanisms are key to ensuring that councils are doing things the best way they can for their communities and are on track to delivering their community’s goals and objectives. Communities themselves will ultimately be the greatest beneficiaries. If implemented effectively, audit, risk and improvement committees, risk management and internal audit will lead to councils:

→ *achieving their strategic objectives in the most efficient, effective and economical manner → having better and more efficient levels of service delivery*

→ *having increased accountability and transparency*

→ *achieving better decision-making and having the confidence to make difficult decisions → having increased financial stability*

→ *achieving and maintaining compliance with all laws, regulations, internal policies and procedures, and*

→ *better safeguarding their public assets.*

Current Position:

The Local Government Act (section 428A) requires Councils to establish an ARIC.

Council in 2023 along with the FNWJO, Cobar, Walgett and Bourke Councils established a joint Audit Risk and Improvement Committee.

The CMCC ARIC first met on the 16th November 2023 to consider Councils progression to compliance with the legislation and to familiarise itself with CMCC’s financial position, recent audit outcomes and its current issues.

Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.

Relevant Reference Documents/Policies:

Local Government Act 1993

Local Government (General) Regulation 2021

OLG NSW Guidelines for Risk Management and Internal Audit

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 (Regulation commences 1st July 2024)

Governance issues:

The ARIC “Terms of Reference” set outs the ground rules on how the Committee shall be structured and operate. No issues are evident with compliance of the legislation prior to the 1st July 2024.

Financial Implications:

There are no financial implications.

Alternative Solutions/Options:

Not Applicable, Council must comply with the legislation.

Conclusion:

The Draft CMCC ARIC “Terms of Reference” is presented to the ARIC for review and endorsement.

ARIC Terms of Reference
<p>Recommendation:</p> <p>That the ARIC adopts the draft ARIC ‘Terms of Reference’.</p> <p>Moved:</p> <p>Seconded:</p>

Attachment:

Draft ARIC “Terms of Reference”.

Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.



**CASTLEREAGH MACQUARIE
COUNTY COUNCIL**

**AUDIT, RISK AND IMPROVEMENT
COMMITTEE (ARIC)**

DRAFT TERMS OF REFERENCE



1.0 Introduction

1.1 The Audit, Risk and Improvement Committee has been established in accordance with Sections 428A and 428B of the *Local Government Act 1993*.

1.2 These Terms of Reference set out the ARIC's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

2.0 Definitions

2.1 "Act" means the *Local Government Act 1993*

2.2 "ARIC" means Audit Risk and Improvement Committee

2.3 "County Council" means Castlereagh Macquarie County Council

2.4 "Governing body" means the elected officials of Castlereagh Macquarie County Council

2.5 "Guidelines" means the *Risk Management and Internal Audit for local councils in NSW Guidelines*, as amended.

2.6 "IP&R" means Integrated Planning and Reporting

2.7 "Internal Audit" means 'an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations and help it to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes'.

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3.0 Independence

- 3.1 The ARIC is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and provide Castlereagh Macquarie County Council with robust, objective and unbiased advice and assurance.
- 3.2 The ARIC is to provide an advisory and assurance role only and is to have no administrative function, delegated financial responsibility or any management functions of Castlereagh Macquarie County Council.
- 3.3 The ARIC will provide independent advice to the County Council that is informed by the County Council's internal audit and risk management activities and information and advice provided by County Council staff, relevant external bodies and subject matter experts.
- 3.4 The ARIC must at all times ensure it maintains a direct reporting line to and from the County Council's internal audit function and act as a mechanism for internal audit to report to the County Council governing body and General Manager on matters affecting the performance of the internal audit function.

4.0 Authority

- 4.1 The County Council authorises the ARIC, for the purposes of exercising its role and responsibilities, to:
 - 4.1.1 Access any information it needs from County Council.
 - 4.1.2 Use any County Council resources it needs.
 - 4.1.3 Have direct and unrestricted access to the General Manager and any other senior management of the County Council.
 - 4.1.4 Seek the General Managers permission to meet with any other County Council staff member or contractor.
 - 4.1.5 Discuss any matters with the external auditor or other external parties.
 - 4.1.6 Request the attendance of any employee at committee meetings.
 - 4.1.7 Obtain external legal and professional advice within the budget set for such expenses for the ARIC.
- 4.2 Information and documents pertaining to the ARIC are confidential and are not to be made publicly available. The ARIC may only release County Council information to external parties that are required to assist with the ARIC fulfilling its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

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- 4.3 Clause 4.2 does not limit or extinguish the County Council's responsibilities under the *Government Information (Public Access) Act 2009* and requests to access the information from members of the public should be subject to the public interest test applicable under that legislation.

5.0 Composition and Tenure

- 5.1 The Committee will consist of one independent prequalified, voting Chair, two independent voting members and one non-voting County Council member.

IT SHOULD BE NOTED THAT THE REQUIREMENT FOR THE CHAIRPERSON TO BE PRE-QUALIFIED WILL BE DEPENDANT ON ACCESS OF LOCAL GOVERNMENT TO THE PRE-QUALIFICATION SCHEME AND WILL THEN NOT BECOME MANDATORY UNTIL 2027 AND IN THE INTERIM, THERE IS NO REQUIREMENT FOR THE CHAIR TO BE PRE-QUALIFIED.

- 5.2 The County Council is to appoint the Chair and members of the Committee by resolution.

UNDER THE EXISTING GUIDELINES AND DRAFT GUIDELINES, THE CHAIRMAN CANNOT BE APPOINTED AS THE NON- VOTING COUNTY COUNCIL MEMBER ON THE AUDIT RISK AND IMPROVEMENT COMMITTEE FOR THE COUNTY COUNCIL.

- 5.3 All committee members are to meet the independence and eligibility criteria prescribed in the Guidelines, once adopted, at the time of their appointment and at all times during their tenure.

IT SHOULD BE NOTED THAT THE REQUIREMENT FOR THE INDEPENDENT CHAIR AND COMMITTEE MEMBERS TO MEET INDEPENDENCE AND ELIGIBILITY REQUIREMENTS WILL NOT BE MANATORY UNTIL THE DRAFT GUIDELINES PRODUCED BY OLG ARE ADOPTED. HOWEVER, IT WOULD BE PRUDENT THAT THE ELIGIBILITY REQUIREMENTS BE MET AS PART OF THE SELECTION PROCESS.

- 5.4 The term of members, including the Chair, will be no less than three years and no more than four years on a staggered basis to ensure continuity of independent membership is maintained. Members can be reappointed for a further term, but the total period of continuous membership cannot exceed eight years.
- 5.5 The non-voting County Council member will be appointed at the beginning of each term and hold a position for a duration of not less than one year and not more than the length of the quadrennial term. The total period of continuous membership cannot exceed eight years.
- 5.6 Members who have served an eight-year term (either as a member or a Chair) must have a two-year break from serving on the ARIC before being appointed again.

Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.

- 5.7 To preserve the ARIC's knowledge of the County Council, ideally, no more than one member should leave the ARIC because of rotation on any one year.
 - 5.8 Specific member terms and conditions are to be disclosed in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their ARIC responsibilities.
 - 5.9 Prior to approving the reappointment or extension of the Chair's or an independent member's term, the County Council is to undertake an assessment of their performance. Reappointment will also be subject to the individual still meeting independence and eligibility requirements.
 - 5.10 Members of the Committee are to possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the County Council, the environment in which the County Council operates and the contribution that the ARIC makes to the County Council.
 - 5.11 At least one member of the ARIC must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment.
 - 5.12 All members should have sufficient understanding of the County Council's financial reporting responsibilities to be able to contribute to the ARIC's consideration of the annual financial statements.
- 6.0 Role
- 6.1 In accordance with Section 428A of the Act, the role of the ARIC is to keep under review and provide independent advice to the County Council regarding the following aspects of the County Council's operations:
 - 6.1.1 Compliance
 - 6.1.2 Risk management
 - 6.1.3 Fraud control
 - 6.1.4 Financial management
 - 6.1.5 Governance
 - 6.1.6 Implementation of the strategic plan, delivery program and strategies
 - 6.1.7 Service reviews
 - 6.1.8 Collection of performance measurement data by the Council
 - 6.1.9 Any other matters prescribed by the regulation.
 - 6.2 The ARIC must also provide information to the County Council for the purpose of improving the County Council's performance of its functions.

Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.

- 6.3 The ARIC's specific audit, risk and improvement responsibilities, pursuant to Section 428A of the Act are outlined in **Schedule 1**.
- 6.4 The ARIC will comply with the specific implementation timeframes for these responsibilities as provided for by the Office of Local Government.
- 6.5 The ARIC will act as a forum for the County Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.
- 6.6 The ARIC will have no power of direction over external audit or the manner in which the external audit is planned or undertaken but will act as a forum for the consideration of external audit findings.
- 6.7 The ARIC is directly accountable to the governing body of the County Council for the exercise of its responsibilities and must at all times recognise that the primary responsibility for the management of County Council rests with the governing body and the General Manager.
- 6.8 The responsibilities of the ARIC may be revised or expanded in consultation with, or as requested by, the governing body of the County Council from time to time.

7.0 Independent Member responsibilities

- 7.1 The Chair and members of the ARIC are expected to understand and observe the requirements of the Guidelines as attached as **Schedule 2** (when finalized)
- 7.2 Independent Members are also expected to:
 - 7.2.1 Make themselves available as required to attend and participate in meetings.
 - 7.2.2 Contribute the time needed to review and understand information provided to it.
 - 7.2.3 Apply good analytical skills, objectivity and judgement.
 - 7.2.4 Act in the best interests of the County Council.
 - 7.2.5 Have the personal courage to raise and deal with tough issues, express opinions respectfully and frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry.
 - 7.2.6 Maintain effective working relationships with the County Council.
- 7.3 In addition to those expectations listed in 7.2, the Chair is expected to:
 - 7.3.1 Have strong leadership qualities.
 - 7.3.2 Ability to lead effective meetings.
 - 7.3.3 Oversee the County Council's internal audit function.

8.0 Board Members

Castlereagh Macquarie County Council ARIC – Agenda 15th February 2024.

- 8.1 To preserve the independence of the ARIC, the County Council member is a non-voting member. Their role is to:
 - 8.1.1 Relay to the ARIC any concerns the governing body may have regarding the County Council and issues being considered by the ARIC.
 - 8.1.2 Provide insights into local issues and the strategic priorities of the County Council that would add value to the ARIC's consideration of agenda items.
 - 8.1.3 Advise the County Council (as necessary) of the work of the ARIC and any issues arising from it, and
 - 8.1.4 Assist the County Council to review the performance of the ARIC.
- 8.2 Issues or information the County Council Member raises with or provides to the ARIC must relate to the matters listed in **Schedule 1** and issues being considered by the ARIC.
- 8.3 The County Council Member must conduct themselves in a non-partisan and professional manner and not engage in any conduct that seeks to politicise the activities of the ARIC or the internal function or that could be seen to do so.

9.0 Conduct

- 9.1 All members of the ARIC are required to comply with the County Councils Code of Conduct and be held to the same ethical, behavioural and conduct standards as Council Officials.
- 9.2 Complaints in relation to alleged breaches of the Code of Conduct will be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. The General Manager must consult with the County Council prior to undertaking any disciplinary action against an independent member in response to a breach of the County Council's Code of Conduct.
- 9.3 Prequalified ARIC members are also required to comply with the code of conduct governing the NSW Government's *Audit and Risk Committee Independent Chairs and members Prequalification Scheme*.

10.0 Conflicts of Interest

- 10.1 Once a year, ARIC members will provide written declarations to the County Council stating that they do not have any conflicts of interest that would preclude them from being members of the ARIC.
- 10.2 ARIC members are also 'designated persons' and must complete and submit returns of interest.

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10.3 ARIC members and observers must declare any pecuniary or non-pecuniary conflicts of interest they have at the start of each meeting, before discussion of the relevant agenda item or issue and when the issue arises and should be managed in accordance with the County Councils Code of Conduct.

10.4 Declared conflicts of interest, and whether an ARIC member has left the meeting, will be minuted.

11.0 Standards

11.1 ARIC members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and the current Australian risk management standard, where applicable.

12.0 Workplans

12.1 The work of the ARIC is to be thoroughly planned and executed to ensure that all activities and functions are reviewed.

12.2 The ARIC must develop a strategic plan every four years to ensure that all matters listed in Schedule 1 are reviewed by the ARIC and the internal audit function over each Council term. The strategic plan must be reviewed annually to ensure it remains current.

12.3 The ARIC may, in consultation with the County Council vary the strategic work plan at any time to address new or emerging risks. The County Council may also, by resolution, request the ARIC to approve a variation to the strategic work plan. However, any decision to vary the strategic work plan must be made by the ARIC.

12.4 The ARIC must also develop an annual workplan to guide its work, and the work of Internal Audit, over the forward year.

12.5 The ARIC may, in consultation with the County Council, vary the annual work plan at any time to address new or emerging risks. The County Council may also, by resolution, request the ARIC to approve a variation to the strategic work plan. However, any decision to vary the strategic work plan must be made by the ARIC.

12.6 When considering whether to vary the strategic or annual work plans, the ARIC must have regard for the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the workplan.

13.0 Assurance Reporting

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- 13.1 The ARIC will provide an update to the County Council and the General Manager of its activities and opinions after every meeting.
- 13.2 The update will keep the County Council informed of matters considered by the ARIC and any emerging issues that may influence the strategic direction of the County Council or the achievement of the County Councils goals and objectives.
- 13.3 The ARIC will provide an annual assessment to the County Council and General Manager each year on the ARIC's work and its opinion on how the County Council is performing.
- 13.4 The ARIC will provide a comprehensive assessment every quadrennial term of all the matters listed in **Schedule 1** to the County Council and General Manager.
- 13.5 The ARIC may, at any time, report to the County Council or General Manager on any other matter it deems of sufficient importance. If the ARIC intends to report directly to the County Council, they first need to notify the General Manager of this.
- 13.6 The Chairman and the Chair of the ARIC may also meet at any time to discuss issues relating to the work of the ARIC.
- 13.7 Should the County Council require additional information, a request for the information may be made to the Chair by resolution. The Chair may also provide the information requested by the County Council where the Chair is satisfied that it is reasonably necessary for the County Council to receive the information for the purposes of performing its functions under the *Local Government Act 1993*. Individual Councillors are not entitled to request or receive information from the ARIC.

14.0 Meetings

- 14.1 The ARIC will meet at least four (4) times per year, with one special meeting to review the County Councils financial statements.
- 14.2 The ARIC can hold additional meetings when significant unexpected issues arise or if the Chair is asked to hold an additional meeting by an ARIC member, the General Manager or the County Council.
- 14.3 ARIC meetings can be held in person, by telephone or videoconference. Proxies are not permitted if a member is unable to attend a meeting.
- 14.4 A quorum will consist of a majority of voting members. Where the vote is tied, the Chair has the casting vote.
- 14.5 The Chair of the ARIC will decide the agenda for each meeting. Each meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the ARIC.

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14.6 The General Manager is to attend meetings as a non-voting observer. The external auditor (or their representative) is to be invited to each meeting as an independent observer.

14.7 The Chair can request other Board Members, any employee or contractor of the County Council and any subject matter expert to attend meetings. These individuals must attend and provide any information requested, where possible.

14.8 Observers have no voting rights and can be excluded from a meeting by the Chair at any time.

14.9 The ARIC may hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the ARIC present.

15.0 Voting

14.1 Voting at a meeting of the ARIC is to be by open means, such as by voice or a show of hands.

16.0 Dispute Resolution

16.1 Members of the ARIC and the County Councils management should maintain an effective working relationship and seek to resolve any difference they may have directly in an amicable and professional way via discussion and negotiation.

16.2 In the event of a disagreement between the ARIC and the General Manager or other senior managers, the dispute is to be resolved by the County Council

16.3 Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Secretary of the Department of Planning, Industry and Environment in writing.

17.0 Secretariat

17.1 The General Manager will ensure that secretariat support is available to the ARIC.

17.2 The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the Chair at least two (2) weeks before the meeting and ensure that minutes of meetings are prepared and maintained.

17.3 Minutes must be approved by the Chair and circulated within two (2) weeks of the meeting to each member.

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18.0 Resignation and dismissal of members

- 18.1 Where the Chair or a member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give three (3) months' notice to the Chair and County Council prior to their resignation to enable the County Council to ensure a smooth transition to a new ARIC member.
- 18.2 The position of a Board member on the ARIC can be terminated at any time by the County Council via resolution.
- 18.3 Temporary vacancies that occur on the ARIC affecting the quorum may be filled by a suitably qualified person, appointed by the General Manager, following consultation with the ARIC chairperson and/or the County Councils member on the ARIC.
- 18.4 The County Council can terminate, via resolution, the engagement of any Chair or independent member before the expiry of their term where the individual has:
 - 18.4.1 Breached the conditions or, or become ineligible under, the NSW Government's *Audit and Risk Committee Independent Chairs and Members Prequalification Scheme (Once Local Government has access to the Scheme)*
 - 18.4.2 Breached the County Councils Code of Conduct.
 - 18.4.3 Performed unsatisfactorily or not to expectations.
 - 18.4.4 Been declared bankrupt or found to be insolvent.
 - 18.4.5 Experienced an adverse change in business status.
 - 18.4.6 Been proven to be in a serious breach of their obligations under any legislation, or
 - 18.4.7 Declared, or is found to be in, a position of a conflict of interest which is unresolvable.

19.0 Review Arrangements

- 19.1 At least once every term the County Council must conduct an external review of the effectiveness of the ARIC.
- 19.2 These Terms of Reference are to be reviewed annually by the ARIC and once each quadrennial term by the County Council. Any substantive changes are to be approved by the governing body.

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HISTORY

Terms of Reference drafted by	
Terms of Reference reviewed by	[Date]
Terms of Reference reviewed by	[Date]
Terms of Reference reviewed by ARIC	[Date]
Council Resolution Number, if applicable	[Date]
Date of Adoption	[Date]
Review Date	[Date]
This Terms of Reference works in conjunction with these policies	[Policy Name] [Records Manager No]

Schedule 1: Audit, Risk and Improvement Committee Responsibilities

Audit

Internal audit

- Provide overall strategic oversight of internal audit activities.
- Act as a forum for communication between the County Council, General Manager, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions.
- Review and advise the County Council:
 - On whether the County Council is providing the resources necessary to successfully deliver the internal audit function

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- If the County Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
- If the County Councils Internal Audit Charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the Council are suitable
- Of the strategic four-year plan and annual work plan of internal audits to be undertaken by the County Council internal audit function
- If the County Councils internal audit activities are effective, including the
- performance of the head of the internal audit function and internal audit function
- Of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised.
- Of the implementation by the County Council of these corrective actions
- On the appointment of the head of the internal audit function and external providers, and
- if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities.

External audit

- Act as a forum for communication between the County Council, General Manager, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations.
- Provide advice to the County Council and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice Guides.

Risk

Risk management

Review and advise the County Council

- If the County Council as in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- Whether the County Council is providing the resources necessary to successfully implement its risk management framework.
- Whether the County Councils risk management framework is adequate and effective for identifying and managing the risks the council faces, including those associated individual projects, programs and other activities.
- If risk management is integrated across all levels of the council and across all processes, operations, services, decision-making, functions and reporting

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- Of the adequacy of risk reports and documentation, for example, the council's risk register and risk profile
- Whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- Whether appropriate policies and procedures are in place for the management and exercise of delegations
- If the County Council has taken steps to embed a culture which is committed to ethical and lawful behaviour.
- If there is a positive risk culture within the County Council and strong leadership that supports effective risk management of the adequacy of staff training and induction in risk management
- How the County Council management approach impacts on the County Councils insurance arrangements
- Of the effectiveness of the County Councils management of its assets, and
- Of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise the County Council:

- Whether the County Councils approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective.
- Whether the County Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- Whether appropriate policies and procedures are in place for the management and exercise of delegations
- Whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- If the County Councils monitoring and review of controls is sufficient, and if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise the County Council of the adequacy and effectiveness of the County Councils framework, including:

- If the County Council has appropriately considered legal and compliance risks as part of the County Councils risk management framework
- How the County Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- Whether appropriate processes are in place to assess compliance.

Fraud and corruption

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Review and advise the County Council of the adequacy and effectiveness of the County Councils fraud and corruption prevention framework and activities, including whether the County Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise the County Council:

- If the County Council is complying with accounting standards and external accountability requirements of the appropriateness of the County Councils accounting policies and disclosures
- Of the implications for the County Council of the findings of external audits and performance audits and the County Councils responses and implementation of recommendations
- Whether the County Councils financial statement preparation procedures and timelines are sound.
- The accuracy of the County Council annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the County Council to account for significant or unusual transactions and areas of significant estimates or judgements.
 - appropriate management signoff on the statements
- If effective processes are in place to ensure financial information included in the County Councils report is consistent with signed financial statements
- If the County Councils financial management processes are adequate
- The adequacy of cash management policies and procedures
- If there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- If policies and procedures for management review and consideration of the financial position and performance of the County Council are adequate
- If the County Council grants and tied funding policies and procedures are sound.

Governance

Review and advise the County Council regarding its governance framework, including the Council's:

- Decision-making processes
- Implementation of governance policies and procedures
- Reporting lines and accountability
- Assignment of key roles and responsibilities

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- Committee structure
- Management oversight responsibilities
- Human resources and performance management activities
- Reporting and communication activities
- Information and communications technology (ICT) governance, and
- Management and governance of the use of data, information and knowledge

Improvement

Strategic planning

Review and advise the County Council:

- Of the adequacy and effectiveness of the County Councils IP&R processes
- If appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- Whether the County Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the County Council:
 - If the County Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance.
 - If appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
 - How the County Council can improve its service delivery and the County Councils performance of its business and functions generally.

Performance data and measurement

Review and advise the County Council:

- If the County Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives.
- If the performance indicators the County Council uses are effective, and
- Of the adequacy of performance data collection and reporting.

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Schedule 2: Risk Management and Internal Audit for local councils in NSW Guidelines

To be attached when finalised.

ITEM 6.2 RISK MANAGEMENT POLICY

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

Summary:

This report is presented to the Castlereagh Macquarie County Council (CMCC) ARIC for consideration and endorsement.

Background:

NSW OLG has introduced changes to the Local Government (General) Regulation 2021 that requires all Councils to have a risk management framework and internal audit function and internal "Audit Risk and Improvement Committee".

Part of the framework is the "Risk Management" policy which establishes a structured approach to managing risk, identifying and preventing potential risks.

CMCC must comply with these requirements from 1st July 2024.

Current Position:

Council has commenced its Risk Management compliance with the development of a "Risk Management" policy that identifies CMCC's direction in relation to risk management.

The OLG "Risk Management" policy template was the basis for the attached policy.

Relevant Reference Documents/Policies:

Local Government Act 1993

Local Government (General) Regulation 2021

OLG NSW Guidelines for Risk Management and Internal Audit

Governance issues:

The Risk Management policy is the cornerstone of risk management for the organisation.

Financial Implications:

No financial implications present.

Alternative Solutions/Options:

Not Applicable, Council compliance with legislation.

Conclusion:

The draft "Risk Management" policy is presented for consideration.

Risk Management Policy
<p>Recommendation:</p> <p>That the ARIC adopts the draft "Risk Management" policy.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Draft Risk Management" policy.

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CASTLEREAGH MACQUARIE COUNTY COUNCIL

RISK MANAGEMENT POLICY

Adoption Date: XXXXXXXX

Review Date: XXXXXXXX

Responsible Officer: General Manager

POLICY STATEMENT

The purpose of this policy is to express Castlereagh Macquarie County Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure that consistent, efficient, and effective assessment of risk in all Castlereagh Macquarie County Council's planning, decision-making and operational processes.

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Risk Management Framework

Castlereagh Macquarie County Council provides critical biosecurity services to the residents, ratepayers and visitors to the Castlereagh Macquarie County Council area. Castlereagh Macquarie County Council also has service agreements and contractual obligations with government and non-government agencies and organisations and has its own strategic goals and objectives that it seeks to achieve on behalf of the constituent member Council communities.

It is therefore incumbent on Castlereagh Macquarie County Council to understand the internal and external risks that may impact the delivery of these services, contracts and strategic objectives and have processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Castlereagh Macquarie County Council, staff and the community. It is also our responsibility to ensure the efficient, effective and ethical use of resources and services by ratepayers, residents, staff and visitors.

Castlereagh Macquarie County Council has developed a risk management framework consistent with the Australian Standard AS ISO 31000 2018 to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.

Castlereagh Macquarie County Council is committed to the principles, framework and process of managing risk as outlined in Australian Standard AS ISO 31000 2018 and commits to fully integrating risk management within Castlereagh Macquarie County Council and applying it to all decision-making, functions, services and activities of Castlereagh Macquarie County Council in accordance with our statutory requirements.

Responsibilities

Castlereagh Macquarie County Council aims to create a positive risk management culture where risk management is integrated into all everyday activities and managing risks is an integral part of governance, good management practice and decision-making at Castlereagh Macquarie County Council. It is the responsibility of every staff member and business area to observe and implement this policy and Castlereagh Macquarie County Council's risk management framework.

All staff are responsible for identifying and managing risk within their work areas. Key responsibilities include:

- being familiar with, and understanding, the principles of risk management
- complying with all policies, procedures and practices relating to risk management
- alerting management to risks that exist within their area, and
- performing any risk management activities assigned to them as part of their daily role.

Risk management is a core responsibility for all senior staff/management at Castlereagh Macquarie County Council. In addition to their responsibilities as staff members, senior staff/management are responsible for:

- ensuring all staff manage their risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken
- encouraging openness and honesty in the reporting and escalation of risks
- ensuring all staff have the appropriate capability to perform their risk management roles

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- reporting to the General Manager on the status of risks and controls, and
- identifying and communicating improvements in Castlereagh Macquarie County Councils risk management practices to Castlereagh Macquarie County Councils risk management function.

Castlereagh Macquarie County Councils risk management function is available to support staff in undertaking their risk management activities.

To ensure Castlereagh Macquarie County Council is effectively managing its risk and complying with its statutory obligations, Castlereagh Macquarie County Councils audit, risk and improvement committee and internal audit function is responsible for reviewing the Castlereagh Macquarie County Councils:

- risk management processes and procedures
- risk management strategies for major projects or undertakings
- control environment and insurance arrangements
- business continuity planning arrangements, and
- fraud control plan.

Monitoring and Review

Castlereagh Macquarie County Council is committed to continually improving its ability to manage risk. Castlereagh Macquarie County Council will review this policy and its risk management framework at least annually to ensure it continues to meet the requirements of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, and the Castlereagh Macquarie County Council requirements.

Further information

For further information on Castlereagh Macquarie County Council risk management policy, framework and process, contact the General Manager on murquhart@cmcc.nsw.gov.au or by phone 0448 050 563

Michael Urquhart
General Manager
Castlereagh Macquarie County Council

6th March 2024.

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ITEM 6.3 RISK REGISTER

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

Summary:

This report is presented to the Castlereagh Macquarie County Council (CMCC) ARIC for endorsement.

Background:

NSW OLG has introduced changes to the Local Government (General) Regulation 2021 that requires all Councils to have a risk management framework and internal audit function and internal "Audit Risk and Improvement Committee.

CMCC must comply with these requirements from 1st July 2024.

Current Position:

Council staff have identified a number of risks CMCC may encounter and what control measures are needed to mitigate these risks. Ongoing risk assessment is important as this will determine the areas of internal audit required for the organisation.

Relevant Reference Documents/Policies:

Local Government Act 1993

Local Government (General) Regulation 2021

OLG NSW Guidelines for Risk Management and Internal Audit

Governance issues:

The Risk Register is an integral element of the CMCC internal control framework that identifies a number of risks and the manner in which Council implements controls to reduce its exposure to risk.

Financial Implications:

There are no financial implications. The Draft Risk Register identifies a number of risks to the organisation and control measures necessary to moderate the possible consequences for Council.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The Draft CMCC Risk Register is a dynamic document that will continue to evolve to further identify present and future risks for CMCC.

RISK REGISTER
<p>Recommendation:</p> <p>That the ARIC adopts the draft Risk Register.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Draft Risk Register

DRAFT - CASTLEREAGH MACQUARIE COUNTY COUNCIL - RISK REGISTER

STRATEGIC RISK INFORMATION		UNCONTROLLED CONDITIONS			CONTROLLED CONDITIONS				
Risk	Risk Category	LIKELIHOOD	CONSEQUENCE	INHERENT Level of Risk	Control Measures	CONTROL STATUS	LIKELIHOOD	CONSEQUENCE	RESIDUAL Level of Risk
1. The Council does not implement appropriate financial strategies and controls to ensure that Council will be financially sustainable into the future. This risk also includes not being able to manage the organisations asset infrastructure in accordance with Council's asset management policies and plans.	1. Financial Sustainability	Almost Certain	Extreme	VERY HIGH	Long Term Financial Plan	Y	Unlikely	Minor	MEDIUM
					Weed Action Program funding from State Gov't to 2025	Y			
					Quarterly Budget Review Statements to Council	Y			
					Annual reporting to public and constituent Councils	Y			
					Formal Annual reporting in accordance with WAP's and ongoing monthly operational data feed to NSW State Gov't portal in Biz	Y			
					Annual External Audit	Y			
					Adequate and appropriate Insurance Portfolio	Y			
					Two stage verification of transactions is required through Bank				
					Investments in accordance with the Ministers Order	Y			
2. The Council's organisational Human Capital and WHS System related policies, procedures and practices are not compliant with the relevant legislative requirements and do not provide a safe work place nor a desirable workplace environment.	2. Staff & Workplace Resilience	Almost Certain	Extreme	VERY HIGH	WHS System in place		Possible	Extreme	MEDIUM
					State cover self audit	Y			
					Health monitoring				
					Risk Assessments and pre program briefings, tool box meetings.	Y			
					Contractor WHS compliance requirements	Y			
					Pesticide Notification Plans distributed to the effected public	Y			
					Staff Training	Y			
					Succession plan				
					Flexible working conditions	Y			
					All of staff refresher training	Y			
					Currently stable management and staff within Council	Y			
					All staff can contribute to the operational planning decisions and directions of the organisation	Y			
3. The Council's (Members and staff) management and leadership actions (including the risk of a disconnect between management and Council) not being undertaken in a way that reflects positively upon Council's reputation and integrity.	3. Corporate Governance Reputational	Likely	Major	MEDIUM	Code of Conduct and Code of Meeting Practice	Y	Possible	Minor	LOW
					Member Council's Councillors undertake OLG Induction Training	Y			
					Council currently supporting stable management environment and high ethical standards	Y			
					Risk Based Compliance and Enforcement System				
					Policy Register that satisfies the Office of Local Government requirements				
					Legal Compliance Register				
					Reporting and information sharing with stakeholders	Y			

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4. The Council's organisational ICT systems do not provide the appropriate solutions in accordance with Council's staff and stakeholders needs. This includes the organisations general data and information management issues and the ability to provide a secure ICT environment (Cyber security)	4. Information, Communications & Technology	Almost Certain	Major	VERY HIGH	Currently implementing Council's ICT upgrade program with data held by SideEffect and this includes Cyber Security programs.		Possible	Moderate	MEDIUM
					Staff Training	Y			
					Support and maintenance contracts with system providers				
					Hardware and software technologies supported by business-class security systems. Weed Biosecurity GIS system "Rapid Map" is being used and data is stored by host SideEffect.	Y			
					Cyber security policy under development. Data sharing agreements with Member councils and data is hosted by SideEffect. Third party provider completes Statewides Insurance audit on behalf of Council.	Y			
5. The Council fails to deliver on the organisation's Business Activity Strategic Plan, Delivery Plan and Operational Plan in an effective, efficient and qualatative manner.	5. Business Activity	Likely	Major	VERY HIGH	Quarterly budget review reporting and six (6) monthly Delivery Program reporting.	Y	Unlikely	Minor	MEDIUM
					Quarterly Operational Plan achievement reporting	Y			
					Business continuity plan				
					Pesticide Use Notification, Purchasing and Procurement Policy.	Y			
6. The Council's ability to protect and maintain the natural and built environment (including healthy living environments and conserving biodiversity) while delivering good weed biosecurity and appropriately managing weed biosecurity risk that exists within the county district, is compomised.	6. Environmental	Almost Certain	Extreme	VERY HIGH	Qualified, trained, accredited and skilled staff and contractors	Y	Possible	Major	MEDIUM
					Roadside Vegetation Mamanagement Plan in place				
					Systems and processes in place	Y			
					Applicable risk assessments when required	Y			
					Accessing most up to date member Council's data	Y			
					Using chemicals per their label (APVMA)	Y			
					A chemical handling and storage system, reviewed every two years. SWMS Annually.	Y			
					Have insurance for environmental incidents (spills/ contaminations)	Y			
					Holding excess stock is avoided, annual stocktakes and EPA approved clear outs undertaken. Chemical reconciliation six monthly	Y			

ITEM 6.4 UPDATE ON THE INTERNAL AUDIT PROCEDURES & PLANS
(DISCUSSION POINT ONLY)

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7. EXTERNAL AUDIT

ITEM 7.1 REPORT ON THE PROGRESS OF CURRENT FINANCIAL STATEMENTS FY 24 (DISCUSSION POINT ONLY) – COMPLETED AT NOVEMBER 23 MEETING.

ITEM 7.2 FINANCIAL PERFORMANCE (MOST RECENT QBR PRESENTED TO COUNCIL) – DECEMBER QBR TO BE TABLED AT 6th MARCH MEETING.

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8. NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTGATIONS INVOLVING COUNCIL

ITEM 8.1 INCIDENTS OF FRAUD - NIL

ITEM 8.2 NSW OMBUDSMAN's REPORT

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ITEM 8.3 ICAC ENQUIRIES INVOLVING COUNCIL – NIL

ITEM 8.4 OFFICE OF LOCAL GOVERNMENT

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9. RISK PROFILING (REPORT ON ANY ACTUAL OR LIKELY EVENTS IMPACTING ON COUNCIL'S RISK PROFILE)

10. GENERAL BUSINESS

11. CONFIRM DATE OF NEXT MEETING

Date:

12. CLOSE OF MEETING

Time:

8. REPORT OF THE GENERAL MANAGER

ITEM 8.1 COUNCIL'S DECISION ACTION REPORT – MARCH 2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

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

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

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

Relevant Reference Documents/Policies:

Resolution Register.

Governance Issues:

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

Environmental Issues:

Nil.

Stakeholders:

CMCC Council

Alternative Solutions/Options:

Nil.

Conclusion:

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

Council's Decision Action Report – March 2024
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Recommendation:

That the Resolution Register for March 2024 be received and noted.

Moved:

Seconded:

Attachment:

Action Resolution Register.



CMCC ACTION RESOLUTION REGISTER

27.06.22	06/22/09	<p>That:</p> <ol style="list-style-type: none"> 1. Council join with the Far North West Joint Organisation and its member Councils in establishing a Shared Audit Risk and Improvement Committee in accordance with Section 428B of the Local Government Act 1993. 2. That Council delegate authority to the Far North West Joint Organisation to appoint the chair and two (2) independent members from the Shared Audit Risk and Improvement Committee to serve the Far North West Joint Organisation, all three (3) members Council's and Castlereagh Macquarie County Council. 3. That Council appoint Cllr Bill Fisher to serve as the non-voting board members on the ARIC for this Council only. 4. That Council adopt the Drafts Terms of Reference developed for the operation of the Audit Risk and Improvement Committee noting the initial term to cater to the shorter period to be served by the current Council and the fact there is no current need for the Chair to be pre-qualified at this stage. 	GM	<p>FNWJO have appointed Chair and committee. Meeting with member Councils held in November 2023 and this was attended by Mr. Ray Smith (Chairman), Ms. Liz Jeremy, Mr. Ron Gillard Committee Members, CMCC representative Cr. Bill Fisher and the General Manager Mike Urquhart. The Committee has requested the General Manager prepare a terms of reference for the next meeting scheduled for February 2024.</p> <p>The General Manager reported Council had approved funding for the engagement of a WH&S specialist to review Council's policy and procedures for high risk activities such as roadside spraying.</p>	In Progress
27.06.2022	06/22-11	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices 	GM	<p>Flyers to quarterly rate notices. Information to be advertised in constituent Council newsletter</p> <p>Media releases have been issued for Harrisia Cactus, St Johns Wort and Hudson Pear.</p>	<p>Continuing</p> <p>Continuing</p>

Castlereagh Macquarie County Council Agenda 6th March 2024 – Ordinary Council Meeting

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
28.08.23		Action Request; That the General Manager contact Todd (LLS Coordinator) and request that he attend every CMCC Council meeting to provide an update on the Hudson Pear program.	GM	Co-ordinator invited to attend the bi-monthly meetings	In progress
04.12.23		GIPA Annual Report 3. The Information Commissioner be sent a link to Council's 2022/2023 Annual Report	AO	Link sent to Ombudsman	Complete
04.12.23		Action Request: A field day to be organised at Warren to highlight the control measures required for African Boxthorn	GM	A field day has been arranged for the 6 th March 2024 at the Warren Showground. DPI and LLS staff will be present. Advertising has commenced including print, TV and radio. Flyer sent to Councillors and its also included in Warren Shire Council newsletter.	In progress

ITEM 8.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

- 23-15 Regulation amendments prescribing requirements for audit risk and improvement committees, internal audit and risk management.
- 23-16 Regulation amendments to protect the employment of waste workers.
- 23-17 Update on council's obligations under the *Modern Slavery Act 2018* (NSW)
- 24-01 Constitutional referendums and council polls
- 24-02 Minor Works contract form for infrastructure delivery for councils.

Governance Issues:

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

Stakeholders:

Councillors
Castlereagh Macquarie County Council staff

Financial Implications:

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

Conclusion:

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

Circulars Received From the NSW Office of Local Government
<p>Recommendation:</p> <p>That the information contained in the following Departmental circulars 23-15 to 24-02 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p>Moved: Seconded:</p>

Attachments:

Circulars 23-15 to 24-02



Office of
Local Government

Circular to Councils

Circular Details	23-15 / 4 December 2023 / A860774
Previous Circular	22-41 <i>Update on the Guidelines for Risk Management and Internal Audit for Local Government in NSW</i>
Who should read this	General Managers / Councillors / Council governance staff / Audit, risk and improvement committee members and internal audit personnel
Contact	Council Governance Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Regulation amendments prescribing requirements for audit risk and improvement committees, internal audit and risk management

What's new or changing

- As foreshadowed in circular 22-41, the Local Government (General) Regulation 2022 (the Regulation) has been amended to give statutory force to key elements of the Office of Local Government's (OLG) Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines).
- The Amendment Regulation, which is attached to this circular, commences on 1 July 2024 to give councils and joint organisations time to implement the new requirements.
- The Guidelines have been updated to reflect the Regulation amendments as drafted.

What this will mean for your council

- The requirements prescribed under the Regulation are largely the same as those set out in the draft Guidelines issued in December last year.
- Some minor modifications have been made for legal reasons, but these largely give effect to the same outcomes set out in the draft Guidelines issued in December last year.
- An overview of the amendments and any modifications are set out in the attachment to this circular.

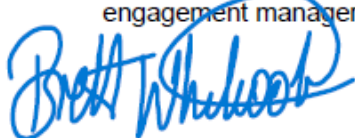
Key points

- The amendments do not take effect until 1 July 2024 to allow councils and joint organisations time to implement them.
- Councils and joint organisations will be required to report on their compliance with the Regulation in their annual reports from 2024/25.
- Councils and joint organisations are exempt from compliance with the Regulation in certain circumstances subject to their reporting their non-compliance, the reasons for their non-compliance and the alternative steps taken to achieve the same outcomes prescribed by the Regulation to OLG and in their annual reports.

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Where to go for further information

- The Amendment Regulation is attached to this circular.
- An overview of the Amendment Regulation is set out in the attachment to this circular.
- An updated version of the Guidelines has been published on OLG's website [here](#).
- The model terms of reference for audit risk and improvement committees, an example risk management policy and the model internal audit charter are available in Word format for use by councils and joint organisations on OLG's website [here](#).
- Templates for the attestation and non-compliance statements required to be published in councils' and joint organisations' annual reports from 2024/25 is available in Word format for use by councils and joint organisations on OLG's website [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.
- If councils or joint organisations require assistance in establishing an ARIC or shared arrangements for an ARIC, they should contact their council engagement manager at OLG.



1 December 2023

Brett Whitworth
Deputy Secretary, Local Government

ATTACHMENT

Membership of audit risk and improvement committees (ARICs)

- The Amendment Regulation prescribes the membership of councils' and joint organisations' ARICs.
- As foreshadowed in circular 22-21 and the draft Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines), ARICs must comprise of an independent chairperson and at least two independent members.
- Councils and joint organisations may appoint one councillor (who must not be the Mayor) as a non-voting member of the ARIC.
- Members of ARICs must be appointed by resolution.
- The Amendment Regulation prescribes the same eligibility criteria and independence requirements for chairpersons and independent members of ARICs previously set out in circular 22-21 and the draft Guidelines.
- As previously foreshadowed, council staff may serve as independent members of another council's or joint organisation's ARIC if they satisfy the eligibility criteria and independence requirements but not as chairperson.
- Council staff cannot be appointed as an independent member of another council's or joint organisation's ARIC where the ARIC is shared by the council or joint organisation that employs that person. However, staff may now be appointed as an independent member of another councils' or joint organisation's ARIC where that council or joint organisation shares an internal audit function with the council or joint organisation that employs that person (NB, this softens a restriction previously foreshadowed in circular 22-21 and the draft Guidelines).
- ARIC chairpersons and members are to be appointed for a term of no more than 4 years. They may be re-appointed if eligible but must not be a member of the ARIC for more than 8 years in any 10-year period.
- Councils and joint organisations may remove chairpersons and independent members of the ARIC at any time but must notify OLG within 28 days of doing so.
- Councils may pay remuneration to the chairperson and independent members of the ARIC.

Operations of ARICs

- ARICs must meet at least quarterly.
- The chairperson may decide the procedure for calling meetings and their conduct (NB, guidance on ARIC meetings is provided in the Guidelines).
- Councils and joint organisations must adopt terms of reference for the ARIC by resolution. In doing so, they must consider the model terms of reference approved by OLG (NB, these are provided in the Guidelines and are available on OLG's website in Word format for use by councils and joint organisations).
- ARICs must exercise their functions in accordance with the adopted terms of reference.

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- General managers of councils and executive officers of joint organisations must ensure that the ARIC has the resources necessary to properly exercise its functions and is readily able to access the staff, information and records the ARIC considers necessary to exercise those functions.
- ARICs are to keep under the review the council's or joint organisations internal audit functions.

Internal audit

- Councils and joint organisations must adopt an internal audit charter by resolution. In doing so, they must consider the model internal audit charter approved by OLG (NB, this is provided in the Guidelines and is available on OLG's website in Word format for use by councils and joint organisations).
- Councils and joint organisations must exercise their internal audit functions in accordance with the adopted internal audit charter.
- General managers of councils and executive officers of joint organisations must appoint a member of staff (who may be an existing staff member) to be the internal audit coordinator for the council or joint organisation (NB, this role was previously referred to as the "head of the internal audit function" in the draft Guidelines).
- Councils and joint organisations may enter into an arrangement with another council or joint organisation to share that council's or joint organisation's internal audit coordinator. Where a council or joint organisation enters into such an arrangement with another council or joint organisation, they are not required to appoint their own internal audit coordinator.
- The internal audit coordinator must report to and comply with directions of the ARIC in relation to the exercise of internal audit functions. The internal audit coordinator is not to be subject to direction by the council or a member of staff of the council in relation to the exercise of internal audit functions.
- The general manager of a council or executive officer of a joint organisation must consult with the chairperson of the ARIC about a proposed decision affecting the employment of the internal audit coordinator.
- General managers of councils and executive officers of joint organisations must ensure the internal audit coordinator has the resources necessary to properly exercise their functions and is readily able to access the staff, information, and records necessary to exercise those functions and is able to access the ARIC.
- The ARIC must oversee internal audit activities.
- The ARIC must review the performance and efficacy of internal audit activities over each period of 4 years and prepare a report for the governing body which may include recommendations.

Risk management

- Councils and joint organisations must adopt and implement a system for managing risk (NB, councils and joint organisations are required under section 23A of the *Local Government Act 1993*, to consider OLG's Guidelines when doing so).

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- The ARIC must monitor and review the implementation of the system for managing risk and report to the governing body on its operation and efficacy.

Attestation

- From 2024/25, councils and joint organisations must publish in their annual reports, an attestation signed by the general manager or the executive officer in the case of a joint organisation, that specifies whether the council or joint organisation has complied with the Regulation (NB, a template for the attestation is provided in the Guidelines and is available on OLG's website in Word format for use by councils and joint organisations).
- In preparing an attestation, the general manager or executive officer must give the chairperson of the ARIC an opportunity to comment on it. If the chairperson of the ARIC is not satisfied with the attestation, they may prepare an alternative attestation and provide it to OLG.

Exemption

- A council or joint organisation is not required to comply with a requirement under the Regulation where:
 - the council or joint organisation cannot comply with the requirement because of temporary extenuating circumstances or resourcing constraints that will significantly impact the council's or joint organisation's budget, **and**
 - the council or joint organisation cannot enter into an agreement with another council or joint organisation to share the performance of activities necessary to satisfy the requirement, **and**
 - current or proposed alternative arrangements will achieve outcomes equivalent to the requirement under the Regulation, **and**
 - the council or joint organisation notifies OLG of the failure to comply with the Regulation within 28 days, **and**
 - the council or joint organisation publishes a statement in its annual report about the non-compliance that includes details of the above matters (NB, a template for this statement is provided in the Guidelines and is available on OLG's website in Word format for use by councils and joint organisations).
- Councils and joint organisations are no longer required to seek the prior approval of OLG to be exempt as previously foreshadowed in the draft Guidelines. They will automatically be exempt if they satisfy all the above requirements.

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Office of
Local Government

Circular to Councils

Circular Details	23-16 / 15 December 2023 / A885509
Previous Circular	N/A
Who should read this	Councillors / General Managers / Council procurement staff
Contact	Council Governance Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Regulation amendments to protect the employment of waste workers.

What's new or changing

- Amendments have been made to the Local Government (General) Regulation 2021 (the Regulation) to strengthen employment protections where councils tender for domestic or other waste management services.

What this will mean for your council

- Section 173 of the Regulation has been amended to require tender submissions for the performance of domestic or other waste management services to contain an undertaking that the tenderer will ensure that current employees (whether of the council or the current contractor) will be offered employment to continue to provide the service, and for anyone who accepts the offer of employment:
 - the employment will be on at least the same terms as the individual's current employment, and
 - the employment will be taken to be a continuation of the individual's current employment with no loss of entitlements, and
 - the tenderer will pay an annual increase in the individual's base rate pay in accordance with the applicable industrial instrument or the Local Government (State) Award if there is no applicable instrument.
- Section 177 of the Regulation has been amended to provide that tender submissions for the performance of domestic or other waste management services cannot be considered by a council unless they contain the required undertaking.
- To facilitate the giving of undertakings, section 170 of the Regulation has been amended to require tender proposal documents issued by councils in relation to contracts for the performance of domestic or other waste management services to provide details of the employees who currently provide the service and the terms on which they are employed. This information must be provided in a way that protects the privacy of individual workers. This information is not required to be included if the council cannot reasonably obtain access to the information.
- Section 178(1A) of the Regulation has been amended to provide that a council must not accept a tender submission for a proposed contract unless the council has consulted with each relevant union and the unions are satisfied that appropriate industrial arrangements will be in place to ensure compliance with the undertaking during the life of the contract.
- Section 178 of the General Regulation currently provides that councils must ensure that every contract they enter into as a result of a tender submission

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they accept, is with the successful tenderer and in accordance with the tender. This means that the terms and conditions of any contract for the performance of domestic or other waste management services must reflect the undertaking given by the tenderer.

- Section 173(6) of the Regulation further provides that an individual, to which an undertaking relates, may take action to enforce the undertaking as if the undertaking were a contract between the tenderer and the individual.

Key points

- The Regulation defines “domestic or other waste management services” as “the storage, treatment, processing, collecting, removal, disposal, destruction, sorting or recycling of domestic waste and other waste.”
- The new requirements also apply in circumstances where the services which are the subject of a tender are currently provided in-house by council employees and the council is proposing to outsource the provision of the services.

Where to go for further information

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

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Deputy Secretary, Local Government

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Office of
Local Government

Circular to Councils

Circular Details	23-17 / 21 December 2023 / A884602
Previous Circular	22-09 Councils' obligations under the Modern Slavery Act 2018
Who should read this	Councillors / General Managers / Council governance and procurement staff members
Contact	Office of the Anti-slavery Commissioner/ GRS@dcj.nsw.gov.au
Action required	Council to Implement

Update on councils' obligations under the *Modern Slavery Act 2018* (NSW)

What's new or changing

- The *Modern Slavery Act 2018* (NSW) (the MSA) created new obligations for councils under the *Local Government Act 1993* (the LGA) relating to modern slavery.
- Local councils are required to take reasonable steps to ensure that the goods and services they procure are not the product of modern slavery, and to report on those steps.
- The sector and other covered entities identified there was limited formal, authoritative guidance available to manage their modern slavery risk management efforts.
- As a result, the NSW Anti-slavery Commissioner (the Commissioner) has issued guidance on reasonable steps to manage modern slavery risks in operations and supply chains (the Guidance on Reasonable Steps) which is available [here](#).
- The Guidance on Reasonable Steps will become operative on **1 January 2024**.

What this will mean for your council

- Commencing from the 2022/23 financial year, each council is required to publish in their annual reports:
 - a statement of the action taken by the council in relation to any issue raised by the Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue, and
 - a statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery within the meaning of the MSA.
- The Commissioner acknowledges that annual reporting occurring prior to 31 December 2023 will deal with activity undertaken before the Guidance on Reasonable Steps was operative.
- The Commissioner encourages councils to use the Guidance on Reasonable Steps, including the annual reporting template offered in Appendix K, to guide their reporting.
- The Commissioner however will be cognisant of the fact that the Guidance on Reasonable Steps was not yet available or operative.

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- For annual reporting between 1 January 2024 and 31 December 2024, the Guidance on Reasonable Steps will be in effect and councils are expected to report in accordance with it.
- **From 1 January 2024**, councils should report annually in two places:
 - by including relevant information in their agency's formal annual report; and
 - using the online GRS Annual Reporting Form.
- In addition to annual reporting, the Guidance on Reasonable Steps provides for transactional reporting of certain procurements.
- **From 1 July 2024**, councils must file an online report with the Office of the Anti-slavery Commissioner within 45 days of the entry into force of any contract:
 - arising from a 'heightened' modern slavery due diligence procurement process; and
 - with a value of AUD \$150,000 (including GST) or more.
- The Commissioner will monitor compliance by the local government sector and will keep a register that may identify any entity failing to comply, as well as any other information the Commissioner thinks appropriate.

Key points

- The Guidance on Reasonable Steps is the central plank of the Shared Implementation Framework developed by the Commissioner in consultation with the NSW Procurement Board and covered entities.
- The Guidance on Reasonable Steps provides detailed guidance for councils on managing modern slavery risks in their operations and supply chains.
- It is anticipated that the Guidance on Reasonable Steps will be integrated with existing procurement policy frameworks through incorporation by reference into the Office of Local Government's Procurement Guidelines (the Procurement Guidelines).
- The Procurement Guidelines will be issued under section 23A of the LGA which requires councils to consider them when exercising their functions.

Where to go for further information

- The Guidance on Reasonable Steps is available [here](#).
- Additional resources breaking down key concepts and processes in the Guidance on Reasonable Steps are available [here](#).
- Information on modern slavery is available [here](#).
- The MSA is available [here](#).
- For more information on these requirements contact the Office of the Anti-slavery Commissioner by email at GRS@dcj.nsw.gov.au.

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Deputy Secretary, Local Government

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Office of
Local Government

Circular to Councils

Circular Details	24-01 / 18 January 2024 / A857671
Previous Circular	20-39 Constitutional referendums and council polls
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Constitutional referendums and council polls

What's new or changing

- Councils are reminded to inform the NSW Electoral Commissioner (NSWEC) if they have resolved for the NSWEC to administer a constitutional referendum or poll in conjunction with the September 2024 local government elections.

What this will mean for your council

- Under section 16 of the *Local Government Act 1993*, a council must obtain the approval of its electors at a constitutional referendum to do each of the following:
 - divide a council area into wards or abolish wards
 - change the number of councillors
 - change the method of electing the mayor
 - change the method of election for councillors where the council's area is divided into wards.

Key points

- Councils should notify the NSWEC as soon as possible if they wish to enter into an arrangement for the administration of a referendum or poll.
- If a council resolves that a constitutional referendum or poll is to be conducted, it must comply with the notification requirements contained in Schedule 10 of the *Local Government (General) Regulation 2021*.
- Any changes approved at a constitutional referendum held in September 2024 will come into effect at the September 2028 local government elections.

Where to go for further information

- For councils considering, or that have resolved to have the NSWEC conduct a constitutional referendum or poll, contact Steve Robb at the NSW Electoral Commission on telephone 9290 5431 or Steve.Robb@elections.nsw.gov.au.
- See attachment to this Circular for further information.

Douglas Walther
A/Deputy Secretary, Local Government

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Attachment

Conducting a constitutional referendum

If a council resolves to conduct a constitutional referendum it must comply with the notification requirements contained in Schedule 10 of the *Local Government (General) Regulation 2021*.

This includes notifying the Electoral Commissioner within 21 days of council resolving to conduct a constitutional referendum. Where the constitutional referendum is to be held in conjunction with the 14 September 2024 ordinary election of councillors, the council must notify the Electoral Commissioner of the question to be asked at the constitutional referendum by no later than 12 noon on the closing date for that election on 5 August 2024.

It is critical that the referendum question or questions are carefully worded to ensure workable outcomes. Questions should be clear, concise, and be capable of being responded to with a 'yes' or 'no' answer.

If more than one question is asked on a subject, then extra care needs to be taken to ensure that the possible combinations of 'yes' and 'no' answers do not produce a conflicting decision.

Councils are responsible for the preparation and publicity of the required explanatory material. Councils must ensure this material presents a balanced case both for and against any proposition to be put to a constitutional referendum.

Dividing an area into wards or abolishing all wards

Under section 210(5) of the *Local Government Act 1993* (the Act), a council must not divide its area into wards or abolish all wards unless it has obtained approval to do so at a constitutional referendum.

After receiving elector approval at a constitutional referendum, and before dividing its area into wards, a council must undertake the consultation required by section 210A of the Act. This includes consulting with the Electoral Commissioner and the Australian Statistician together with public exhibition of the proposal. (Compliance with section 210A is not required where approval has been given by electors at a referendum to abolish wards.)

Changes to wards approved at a constitutional referendum conducted in September 2024 come into effect for the electoral term commencing in September 2028.

Changing the number of councillors

Section 224(2) of the Act requires that not less than 12 months before an ordinary election the council must determine the number of its councillors for the following term.

If a council has determined to change the number of its councillors, it must obtain approval at a constitutional referendum. Approval at a constitutional referendum conducted in September 2024 changes the number of councillors for the electoral term starting September 2028.

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If a reduction in councillor numbers is approved at a referendum and has not yet taken effect, a casual vacancy in the office of a councillor (but not a mayor elected by the councillors), must not be filled if the number of councillors will remain at or above the number approved at the referendum (section 294B of the Act).

Changing the method of electing the mayor

The Act provides two methods for electing a mayor — by popular vote at an ordinary election or by vote among the councillors. Section 228 of the Act permits a council to change the way the mayor is elected by seeking approval of its electors at a constitutional referendum.

Councils with wards are reminded that sections 280(2) and 281(2) of the Act require the same number of councillors to be elected for each ward. A popularly elected mayor is not included in this count. In such circumstances, councils should be mindful that changing the method of electing the mayor could result in an increase or decrease in the number of councillors to be elected.

If following the September 2024 election, electors approve a change to the way the mayor is elected, that change will come into effect for the electoral term commencing in September 2028.

Changing the method of electing councillors

The councillors for an area divided into wards are to be elected in accordance with either method of election prescribed under section 280 or 281 of the Act.

The method of election under section 280 (method 1) is to apply unless a decision made at a constitutional referendum is in force, which requires the method of election to be conducted under section 281 (method 2).

The decision made at a constitutional referendum to alter the method of election to method 2 must also specify the number of councillors to be elected by the ward electorate and the number of councillors to be elected by the area electorate.

If electors at a constitutional referendum conducted in conjunction with the 2024 ordinary elections approve a change to the method for electing councillors, this will come into effect for the electoral term commencing in September 2028.



Office of
Local Government

Circular to Councils

Circular Details	24-2 / 5 February 2024 / A885320
Who should read this	General Managers / Council Asset Management, Infrastructure, Project Management and Procurement staff
Contact	NSW Public Works/ David Edwards /david.edwards@pwa.nsw.gov.au
Action required	Information

Minor Works contract form for infrastructure delivery for councils

What's new or changing

- NSW Public Works has developed the Minor Works 21 Local Government (MW21-LG) Contract that is a plain English, cooperative, and collaborative form of contract, to support the NSW local government sector in delivering infrastructure.

What this will mean for your council

- The MW21-LG Contract form will be available to all councils from 5 February 2024.
- The form and supporting documents are available [here](#).

Key points


- The MW21-LG Contract is tailored for the NSW local government sector to document and manage construction contracts with an estimated value of up to \$2 million.
- The MW21-LG Contract is available to councils free of charge.
- The MW21-LG Contract is based on the NSW Government's Minor Works 21 Contract that is widely used by the construction industry in NSW.
- The standard form contract is maintained and updated by NSW Public Works.
- The MW21-LG Contract is supported with clause commentary and sample letters to provide ongoing guidance and support to councils and users.
- Use of a standard MW21-LG Contract offers the following benefits for councils:
 - it allows for clear and consistent allocation of risks
 - it reduces costs to councils and contractors
 - a standard approach makes it easier for council staff in the delivery of projects
 - it provides a standard form of contract across NSW local and state government sectors
 - it incorporates changes in legislation and is regularly reviewed and updated.

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

- NSW Public Works offers training and support for councils using the MW21-LG Contract - and can provide comprehensive project and contract management services - on a fee for service basis to assist councils deliver larger infrastructure.

Where to go for further information

- The form and supporting documents are available [here](#).
- More information on services offered by NSW Public Works is available [here](#).
- If you have any enquires relating to the MW21-LG Contract, contact David Edwards, Senior Procurement Advisor, NSW Public Works by email david.edwards@pwa.nsw.gov.au



Douglas Walther
A/Deputy Secretary, Office of Local Government

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ITEM 8.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30th NOVEMBER 2023, 31st DECEMBER 2023 & 31st JANUARY 2024

REPORTING SECTION: Executive
AUTHOR: Rebecca Wilson – Administration Officer

Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 30th November 2023, 31st December 2023 and 31st January 2024.

Background:

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

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

All investments at 31st January 2024 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 31st January 2024 held a total of \$1,038,218.10 in on-call and interest bearing deposits with financial institutions within Australia. All investments are held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

30th November 2023

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$206,832.38	CBA	3.75%		N/A
TD396363517	10.05.2023	\$500,000.00	AMP	4.95%	184 days	10/11/2023
TOTAL		\$706,832.38				

31st December 2023

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$408,846.86	CBA	3.75%		N/A
TD ACC No 1711077	14.11.2023	\$500,000.00	My State Bank	5.10%	92 days	14/02/2024
TOTAL		\$908,846.86				

31st January 2024

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$538,218.10	CBA	3.75%		N/A
TD ACC No 1711077	14.11.2023	\$500,000.00	My State Bank	5.10%	92 days	14/02/2024
TOTAL		\$1,038,218.10				

Relevant Reference Documents/Policies:

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

Governance issues:

Nil

Environmental issues:

Nil

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Stakeholders:

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

Certification – Responsible Accounting Officer

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

Michael J Urquhart

General Manager – Responsible Accounting Officer

Conclusion:

As at 31st January 2024 , Council's available cash and invested funds totalled \$1,038,218.10

Cash and Investment Reports
<p>Recommendation:</p> <p>That the investment report for 30th November 2023, 31st December 2023 and 31st January 2024 be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nil

ITEM 8.4 RISK REGISTER

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report is presented to the Castlereagh Macquarie County Council (CMCC) for review and adoption.

Background:

NSW OLG has introduced changes to the Local Government (General) Regulation 2021 that requires all Councils to have a risk management framework and internal audit function and internal "Audit Risk and Improvement Committee. CMCC must comply with these requirements from 1st July 2024.

Current Position:

Council staff have identified a number of risks CMCC may encounter and what control measures are needed to mitigate these risks. Ongoing risk assessment is important as this will determine the areas of internal audit required for the organisation.

Relevant Reference Documents/Policies:

Local Government Act 1993

Local Government (General) Regulation 2021

OLG NSW Guidelines for Risk Management and Internal Audit

Governance issues:

The Risk Register is an integral element of the CMCC internal control framework that identifies a number of risks and the manner in which Council implements controls to reduce its exposure to risk.

Financial Implications:

There are no financial implications. The Draft Risk Register identifies a number of risks to the organisation and control measures necessary to moderate the possible consequences for Council.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The Draft CMCC Risk Register is a dynamic document that will continue to evolve to further identify, present and future risks for CMCC.

RISK REGISTER
<p>Recommendation: That Council adopts the draft Risk Register.</p> <p>Moved: Seconded:</p>

Attachments:

Draft Risk Register

DRAFT - CASTLEREAGH MACQUARIE COUNTY COUNCIL - RISK REGISTER									
STRATEGIC RISK INFORMATION		UNCONTROLLED CONDITIONS			CONTROLLED CONDITIONS				
Risk	Risk Category	LIKELIHOOD	CONSEQUENCE	INHERENT Level of Risk	Control Measures	CONTROL STATUS	LIKELIHOOD	CONSEQUENCE	RESIDUAL Level of Risk
1. The Council does not implement appropriate financial strategies and controls to ensure that Council will be financially sustainable into the future. This risk also includes not being able to manage the organisations asset infrastructure in accordance with Council's asset management policies and plans.	1. Financial Sustainability	Almost Certain	Extreme	VERY HIGH	Long Term Financial Plan	Y	Unlikely	Minor	MEDIUM
					Weed Action Program funding from State Gov't to 2025	Y			
					Quarterly Budget Review Statements to Council	Y			
					Annual reporting to public and constituent Councils	Y			
					Formal Annual reporting in accordance with WAP's and ongoing monthly operational data feed to NSW State Gov't portal in Biz.	Y			
					Annual External Audit	Y			
					Adequate and appropriate Insurance Portfolio	Y			
					Two stage verification of transactions is required through Bank				
2. The Council's organisational Human Capital and WHS System related policies, procedures and practices are not compliant with the relevant legislative requirements and do not provide a safe work place nor a desirable workplace environment.	2. Staff & Workplace Resilience	Almost Certain	Extreme	VERY HIGH	Investments in accordance with the Ministers Order	Y	Possible	Extreme	MEDIUM
					WHS System in place				
					State cover self audit	Y			
					Health monitoring				
					Risk Assessments and pre program briefings, tool box meetings.	Y			
					Contractor WHS compliance requirements	Y			
					Pesticide Notification Plans distributed to the effected public	Y			
					Staff Training	Y			
					Succession plan				
					Flexible working conditions	Y			
					All of staff refresher training	Y			
					Currently stable management and staff within Council	Y			
3. The Council's (Members and staff) management and leadership actions (including the risk of a disconnect between management and Council) not being undertaken in a way that reflects positively upon Council's reputation and integrity.	3. Corporate Governance Reputational	Likely	Major	MEDIUM	All staff can contribute to the operational planning decisions and directions of the organisation	Y	Possible	Minor	LOW
					Code of Conduct and Code of Meeting Practice	Y			
					Member Council's Councillors undertake OLG Induction Training	Y			
					Council currently supporting stable management environment and high ethical standards	Y			
					Risk Based Compliance and Enforcement System				
					Policy Register that satisfies the Office of Local Government requirements				
					Legal Compliance Register				
					Reporting and information sharing with stakeholders	Y			

Castlereagh Macquarie County Council Agenda 6th March 2024 – Ordinary Council Meeting

4. The Council's organisational ICT systems do not provide the appropriate solutions in accordance with Council's staff and stakeholders needs. This includes the organisations general data and information management issues and the ability to provide a secure ICT environment (Cyber security)	4. Information, Communications & Technology	Almost Certain	Major	VERY HIGH	Currently implementing Council's ICT upgrade program with data held by SidecEffekt and this includes Cyber Security programs.		Possible	Moderate	MEDIUM
					Staff Training	Y			
					Support and maintenance contracts with system providers				
					Hardware and software technologies supported by business-class security systems. Weed Biosecurity GIS system "Rapid Map" is being used and data is stored by host SideEffect.	Y			
					Cyber security policy under development. Data sharing agreements with Member councils and data is hosted by SideEffect. Third party provider completes Statewides Insurance audit on behalf of Council.	Y			
5. The Council fails to deliver on the organisation's Business Activity Strategic Plan, Delivery Plan and Operational Plan in an effective, efficient and qualatative manner.	5. Business Activity	Likely	Major	VERY HIGH	Quarterly budget review reporting and six (6) monthly Delivery Program reporting.	Y	Unlikely	Minor	MEDIUM
					Quarterly Operational Plan achievement reporting	Y			
					Business continuity plan				
					Pesticide Use Notification, Purchasing and Procurement Policy.	Y			
6. The Council's ability to protect and maintain the natural and built environment (including healthy living environments and conserving biodiversity) while delivering good weed biosecurity and appropriately managing weed biosecurity risk that exists within the county district, is compromised.	6. Environmental	Almost Certain	Extreme	VERY HIGH	Qualified, trained, accredited and skilled staff and contractors	Y	Possible	Major	MEDIUM
					Roadside Vegetation Mamagement Plan in place				
					Systems and processes in place	Y			
					Applicable risk assessments when required	Y			
					Accessing most up to date member Council's data	Y			
					Using chemicals per their label (APVMA)	Y			
					A chemical handling and storage system, reviewed every two years. SVMS Annually.	Y			
					Have insurance for environmental incidents (spills/ contaminations)	Y			
					Holding excess stock is avoided, annual stocktakes and EPA approved clear outs undertaken. Chemical reconciliation six monthly	Y			

ITEM 8.5 RISK MANAGEMENT POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report is presented to Council for consideration after having been formally endorsed by the CMCC Audit Risk and Improvement Committee at its 15th February 2024 meeting.

Background:

NSW OLG has introduced changes to the Local Government (General) Regulation 2021 that requires all Councils to have a risk management framework and internal audit function and internal “Audit Risk and Improvement Committee”.

Part of the framework is the “Risk Management” policy which establishes a structured approach to managing risk, identifying and preventing potential risks.
CMCC must comply with these requirements from 1st July 2024.

Current Position:

Council has commenced its Risk Management compliance with the development of a “Risk Management” policy that identifies CMCC’s direction in relation to risk management. The OLG “Risk Management” policy template was the basis for the attached policy.

Relevant Reference Documents/Policies:

Local Government Act 1993
Local Government (General) Regulation 2021
OLG NSW Guidelines for Risk Management and Internal Audit

Governance issues:

The Risk Management policy is the cornerstone of risk management for the organisation.

Financial Implications:

No financial implications present.

Alternative Solutions/Options:

Not Applicable, Council compliance with legislation.

Conclusion:

The draft “Risk Management” policy is presented for consideration.

RISK MANAGEMENT POLICY

Recommendation:

That Council formally adopts the draft “Risk Management” policy.

Moved:

Seconded:

Attachments:

Draft Risk Management” policy.



CASTLEREAGH MACQUARIE COUNTY COUNCIL

RISK MANAGEMENT POLICY

Adoption Date: XXXXXXXX

Review Date: XXXXXXXX

Responsible Officer: General Manager

POLICY STATEMENT

The purpose of this policy is to express Castlereagh Macquarie County Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure that consistent, efficient, and effective assessment of risk in all Castlereagh Macquarie County Council's planning, decision-making and operational processes.

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Risk Management Framework

Castlereagh Macquarie County Council provides critical biosecurity services to the residents, ratepayers and visitors to the Castlereagh Macquarie County Council area. Castlereagh Macquarie County Council also has service agreements and contractual obligations with government and non-government agencies and organisations and has its own strategic goals and objectives that it seeks to achieve on behalf of the constituent member Council communities.

It is therefore incumbent on Castlereagh Macquarie County Council to understand the internal and external risks that may impact the delivery of these services, contracts and strategic objectives and have processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Castlereagh Macquarie County Council, staff and the community. It is also our responsibility to ensure the efficient, effective and ethical use of resources and services by ratepayers, residents, staff and visitors.

Castlereagh Macquarie County Council has developed a risk management framework consistent with the Australian Standard AS ISO 31000 2018 to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.

Castlereagh Macquarie County Council is committed to the principles, framework and process of managing risk as outlined in Australian Standard AS ISO 31000 2018 and commits to fully integrating risk management within Castlereagh Macquarie County Council and applying it to all decision-making, functions, services and activities of Castlereagh Macquarie County Council in accordance with our statutory requirements.

Responsibilities

Castlereagh Macquarie County Council aims to create a positive risk management culture where risk management is integrated into all everyday activities and managing risks is an integral part of governance, good management practice and decision-making at Castlereagh Macquarie County Council. It is the responsibility of every staff member and business area to observe and implement this policy and Castlereagh Macquarie County Council's risk management framework.

All staff are responsible for identifying and managing risk within their work areas. Key responsibilities include:

- being familiar with, and understanding, the principles of risk management
- complying with all policies, procedures and practices relating to risk management
- alerting management to risks that exist within their area, and
- performing any risk management activities assigned to them as part of their daily role.

Risk management is a core responsibility for all senior staff/management at Castlereagh Macquarie County Council. In addition to their responsibilities as staff members, senior staff/management are responsible for:

- ensuring all staff manage their risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken
- encouraging openness and honesty in the reporting and escalation of risks
- ensuring all staff have the appropriate capability to perform their risk management roles

- reporting to the General Manager on the status of risks and controls, and
- identifying and communicating improvements in Castlereagh Macquarie County Councils risk management practices to Castlereagh Macquarie County Councils risk management function.

Castlereagh Macquarie County Councils risk management function is available to support staff in undertaking their risk management activities.

To ensure Castlereagh Macquarie County Council is effectively managing its risk and complying with its statutory obligations, Castlereagh Macquarie County Councils audit, risk and improvement committee and internal audit function is responsible for reviewing the Castlereagh Macquarie County Councils:

- risk management processes and procedures
- risk management strategies for major projects or undertakings
- control environment and insurance arrangements
- business continuity planning arrangements, and
- fraud control plan.

Monitoring and Review

Castlereagh Macquarie County Council is committed to continually improving its ability to manage risk. Castlereagh Macquarie County Council will review this policy and its risk management framework at least annually to ensure it continues to meet the requirements of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, and the Castlereagh Macquarie County Council requirements.

Further information

For further information on Castlereagh Macquarie County Council risk management policy, framework and process, contact the General Manager on murquhart@cmcc.nsw.gov.au or by phone 0448 050 563

Michael Urquhart
General Manager
Castlereagh Macquarie County Council

6th March 2024.

ITEM 8.6 ARIC TERMS OF REFERENCE

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report is presented to Council for consideration after being formally endorsed by the CMCC ARIC at its 15th February 2024.

Background:

NSW OLG has introduced changes to the Local Government (General) Regulation 2021 that requires all Councils to have a risk management framework and internal audit function and internal “Audit Risk and Improvement Committee.

The Local Government Act 1993 ('Local Government Act'), the Local Government (General) Regulation 2021 ('Local Government Regulation') and these Guidelines require each council in NSW to have:

- *→ an audit, risk and improvement committee that continuously reviews and provides independent advice to the council on how it is functioning and managing risk*
- *→ a robust risk management framework that accurately identifies and mitigates the risks facing the council and its operations, and*
- *→ an effective internal audit function that provides independent advice as to whether the council is functioning effectively and the council's internal controls to manage risk are working.*
- *These three mandatory governance mechanisms are key to ensuring that councils are doing things the best way they can for their communities and are on track to delivering their community's goals and objectives. Communities themselves will ultimately be the greatest beneficiaries. If implemented effectively, audit, risk and improvement committees, risk management and internal audit will lead to councils:*
 - *→ achieving their strategic objectives in the most efficient, effective and economical manner*
→ having better and more efficient levels of service delivery
 - *→ having increased accountability and transparency*
 - *→ achieving better decision-making and having the confidence to make difficult decisions → having increased financial stability*
 - *→ achieving and maintaining compliance with all laws, regulations, internal policies and procedures, and*
 - *→ better safeguarding their public assets.*

Current Position:

The Local Government Act (section 428A) requires Councils to establish an ARIC.

Council in 2023 along with the FNWJO, Cobar, Walgett and Bourke Councils established a joint Audit Risk and Improvement Committee.

The CMCC ARIC first met on the 16th November 2023 to consider Councils progression to compliance with the legislation and to familiarise itself with CMCC's financial position, recent audit outcomes and its current issues.

Relevant Reference Documents/Policies:

Local Government Act 1993

Local Government (General) Regulation 2021

OLG NSW Guidelines for Risk Management and Internal Audit

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 (Regulation commences 1st July 2024)

Governance issues:

The ARIC “Terms of Reference” set outs the ground rules on how the Committee shall be structured and operate. No issues are evident with compliance of the legislation prior to the 1st July 2024.

Financial Implications:

There are no financial implications.

Alternative Solutions/Options:

Not Applicable, Council must comply with the legislation.

Conclusion:

The Draft CMCC ARIC “Terms of Reference” is presented to Council for review and adoption.

ARIC TERMS OF REFERENCE
<p>Recommendation: That Council formally adopts the draft CMCC ARIC “Terms of Reference”.</p> <p>Moved: Seconded:</p>

Attachments:

Draft ARIC “Terms of Reference”



CASTLEREAGH MACQUARIE COUNTY COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)

TERMS OF REFERENCE

Castlereagh Macquarie County Council (County Council) has established an Audit, Risk and Improvement Committee (ARIC) in compliance with Section 428A of the New South Wales Local Government Act 1993, the Local Government (General) Regulation 2021, and the Office of Local Government's Guidelines for risk management and internal audit for local government in NSW.

These Terms of Reference set out the ARIC's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

The ARIC has been established as a shared arrangement by the Far North West Joint Organisation who will provide limited administrative services to support the ARIC and participating entities in relate matters. Each of the entities will establish, approve and maintain its own Terms of Reference, which must remain materially consistent across the group and compliant with regulations.

1.0 Definitions

- 1.1 "Act" means the Local Government Act 1993
- 1.2 "ARIC" means Audit Risk and Improvement Committee
- 1.3 "County Council" means Castlereagh Macquarie County Council
- 1.4 "Governing Body" means the elected officials of Castlereagh Macquarie County Council
- 1.5 "Guidelines" means the Risk Management and Internal Audit for local councils in NSW Guidelines, as amended
- 1.6 "IP&R" means Integrated Planning and Reporting
- 1.7 "Internal Audit" means the independent, objective approach receive independent assurance that County Council is performing its functions legally, effectively and efficiently and to advise on how it can improve its performance
- 1.8 "Internal Audit Co-ordinator" means the County Council employee internally responsible for the Internal Audit Function of the County Council
- 1.9 "Internal Audit Function" means the function which provides internal audit services to the County Council
- 1.10 "Internal Audit Provider" means the external third-party provider of internal audit services

2.0 Objective

- 2.1 The objective of the ARIC is to provide independent assurance to the County Council by monitoring, reviewing and providing advice about the County Council governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

3.0 Independence

- 3.1 The ARIC is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide the County Council with robust, objective and unbiased advice and assurance.

- 3.2 The ARIC is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the County Council.
- 3.3 The ARIC provides independent advice to the County Council that is informed by the County Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.
- 3.4 The ARIC must always ensure it maintains a direct reporting line to and from the Internal Audit Function and act as a mechanism for internal audit to report to the Governing Body and the General Manager on matters affecting the performance of the Internal Audit Function.

4.0 Authority

- 4.1 The County Council authorises the ARIC, for the purposes of exercising its responsibilities, to:
 - 4.1.1 access any information it needs from the County Council;
 - 4.1.2 use any County Council resources it needs;
 - 4.1.3 have direct and unrestricted access to the General Manager and senior management of the County Council;
 - 4.1.4 seek the General Manager's permission to meet with any other County Council staff member or contractor;
 - 4.1.5 discuss any matters with the external auditor or other external parties;
 - 4.1.6 request the attendance of any employee at committee meetings; and
 - 4.1.7 seek approval from the General Manager to obtain external legal or other professional advice in line with the County Council's procurement policies.
- 4.2 Information and documents pertaining to the ARIC are confidential and are not to be made publicly available. The ARIC may only release County Council information to external parties that are assisting the ARIC to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

5.0 Committee Composition and Tenure

- 5.1 The ARIC consists of an Independent Chair and two Independent Members who have voting rights, with the option of one non-voting County Councillor, as required under the *Local Government (General) Regulation 2021*.

- 5.2 The Governing Body is to appoint the Chair and members of the ARIC. Current ARIC members are:
- | | |
|------------------------|--|
| <i>Ray Smith</i> | <i>Independent chairperson (voting)</i> |
| <i>Liz Jeremy</i> | <i>Independent member (voting)</i> |
| <i>Ron Gillard</i> | <i>Independent member (voting)</i> |
| <i>Clr Bill Fisher</i> | <i>County Councillor member (non-voting)</i> |
- 5.3 All ARIC members must meet the independence and eligibility criteria prescribed under the *Local Government (General) Regulation 2021*.
- 5.4 Members will be appointed for up to a four year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as Chair of the ARIC.
- 5.5 Members who have served an eight-year term (either as a member or as a Chair) must have a two-year break from serving on the ARIC before being appointed again.
- 5.6 To preserve the ARIC's knowledge of the County Council, ideally, no more than one member should retire from the ARIC because of rotation in any one year.
- 5.7 The terms and conditions of each member's appointment to the ARIC are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.
- 5.8 Prior to approving the reappointment or extension of the Chair's or an Independent Member's term, the Governing Body is to undertake an assessment of the Chair's or Independent Members performance. Reappointment of the Chair or an Independent Member is also to be subject to that person still meeting the independence and eligibility requirements prescribed under the *Local Government (General) Regulation 2021*.
- 5.9 Members of the ARIC must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the County Council, the environment in which the County Council operates and the contribution that the ARIC makes to the County Council.
- 5.10 At least one member of the ARIC must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment.
- 5.11 All members should have sufficient understanding of the County Council's financial reporting responsibilities to be able to contribute to the ARIC's consideration of the annual financial statements.

6.0 Role

- 6.1 As required under Section 428A of the Act, the role of the ARIC is to keep under review and provide independent advice to the County Council regarding the following aspects of the County Council operations:
- 6.1.1 compliance;
 - 6.1.2 risk management;
 - 6.1.3 fraud control;
 - 6.1.4 financial management;
 - 6.1.5 governance;
 - 6.1.6 implementation of the strategic plan, delivery program and strategies;
 - 6.1.7 service reviews;
 - 6.1.8 collection of performance measurement data by the County Council;
and
 - 6.1.9 internal audit.
- 6.2 The ARIC must also provide information to the County Council for the purpose of improving the County Council performance of its functions.
- 6.3 The ARIC's specific audit, risk and improvement responsibilities under Section 428A of the Act are outlined in *Schedule 1* to this document.
- 6.4 The ARIC will act as a forum for consideration of the Internal Audit Function and oversee its planning, monitoring and reporting to ensure it operates effectively.
- 6.5 The ARIC has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.
- 6.6 The ARIC is directly responsible and accountable to the Governing Body for the exercise of its responsibilities. In carrying out its responsibilities, the ARIC must at all times recognise that primary responsibility for the management of the County Council rests with the Governing Body and the General Manager.
- 6.7 The responsibilities of the ARIC may be revised or expanded in consultation with, or as requested by, the Governing Body from time to time.

7.0 Independent Member Responsibilities

- 7.1 The Chair and members of the ARIC are expected to understand and observe the requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*.

- 7.2 Members are also expected to:
 - 7.2.1 make themselves available as required to attend and participate in meetings;
 - 7.2.2 contribute the time needed to review and understand information provided to it;
 - 7.2.3 apply good analytical skills, objectivity and judgement;
 - 7.2.4 act in the best interests of the County Council;
 - 7.2.5 have the personal courage to raise and deal with tough issues, express opinions respectfully and frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry; and
 - 7.2.6 maintain effective working relationships with the County Council.
- 7.3 In addition to those expectations listed in 7.2, the Chair is expected to:
 - 7.3.1 have strong leadership qualities;
 - 7.3.2 ability to lead effective ARIC meetings; and
 - 7.3.3 oversee the County Council's Internal Audit Function.

8.0 County Councillor Member Responsibilities

- 8.1 To preserve the independence of the ARIC, the County Councillor Member (where nominated) of the ARIC is a non-voting member. Their role is to:
 - 8.1.1 relay to the ARIC any concerns the Governing Body may have regarding the County Council and issues being considered by the ARIC;
 - 8.1.2 provide insights into local issues and the strategic priorities of the County Council that would add value to the ARIC's consideration of agenda items;
 - 8.1.3 advise the Governing Body (as necessary) of the work of the ARIC and any issues arising from it; and
 - 8.1.4 assist the Governing Body to review the performance of the ARIC.
- 8.2 Issues or information the County Councillor Member raises with or provides to the ARIC must relate to the matters listed in *Schedule 1* and issues being considered by the ARIC.
- 8.3 The County Councillor Member of the ARIC must conduct themselves in a non-partisan and professional manner. The County Councillor Member of the ARIC must not engage in any conduct that seeks to politicise the activities of the ARIC or the Internal Audit Function or that could be seen to do so.
- 8.4 If the County Councillor Member of the ARIC engages in such conduct or in any other conduct that may bring the ARIC and its work into disrepute, the Chair of the ARIC may recommend to the County Council, that the County Councillor Member be removed from membership of the ARIC. Where the County Council does not agree to the ARIC Chair's recommendation, the County Council must give reasons for its decision in writing to the Chair.

9.0 Members Conduct

- 9.1 Independent Members of the ARIC are required to comply with the County Council's Code of Conduct.
- 9.2 Complaints alleging breaches of the County Council's Code of Conduct by an independent ARIC member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local County Councils in NSW*. The General Manager must consult with the Governing Body before taking any disciplinary action against an independent ARIC member in response to a breach of the County Council's Code of Conduct.

10.0 Conflicts of Interest

- 10.1 Once a year, ARIC members must provide written declarations to the County Council stating that they do not have any conflicts of interest that would preclude them from being members of the ARIC.
- 10.2 Independent ARIC members are 'designated persons' for the purposes of the County Council's Code of Conduct and must complete and submit returns of their interests.
- 10.3 ARIC members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest.
- 10.4 Where an ARIC member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from ARIC deliberations on the issue.
- 10.5 Details of conflicts of interest declared at meetings must be appropriately minuted.

11.0 Standards

- 11.1 ARIC members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and International Standard on Risk Management – ISO 31000:2018, where applicable.

12.0 Workplans

- 12.1 The work of the ARIC is to be thoroughly planned and executed.
- 12.2 The ARIC must develop a strategic workplan every four years to ensure that the matters listed in *Schedule 1* are reviewed by the ARIC and considered by the Internal Audit Function when developing their risk-based program of internal

audits. The strategic workplan must be reviewed at least annually to ensure it remains appropriate.

12.3 The ARIC may, in consultation with the Governing Body, vary the strategic workplan at any time to address new or emerging risks. The Governing Body may also, by resolution, request the ARIC to approve a variation to the strategic workplan. Any decision to vary the strategic workplan must be made by the ARIC.

12.4 The ARIC must also develop an annual workplan to guide its work, and the work of the Internal Audit Function, over the forward year.

12.5 The ARIC may, in consultation with the Governing Body, vary the annual workplan to address new or emerging risks. The Governing Body may also, by resolution, request the ARIC to approve a variation to the annual workplan. Any decision to vary the annual workplan must be made by the ARIC.

12.6 When considering whether to vary the strategic or annual workplans, the ARIC must consider the impact of the variation on the Internal Audit Function's existing workload and the completion of pre-existing priorities and activities identified under the workplan.

13.0 Assurance Reporting

13.1 The ARIC must regularly report to the Governing Body to ensure that it is kept informed of matters considered by the ARIC and any emerging issues that may influence the strategic direction of the County Council or the achievement of the County Council's goals and objectives.

13.2 The ARIC will provide an update to the Governing Body and the General Manager of its activities and opinions after every ARIC meeting.

13.3 The ARIC will provide an annual assessment to the Governing Body and the General Manager on the ARIC's work.

13.4 The ARIC will provide a comprehensive assessment every County Council term of the matters listed in *Schedule 1* to the Governing Body and the General Manager.

13.5 The ARIC may at any time report to the Governing Body or the General Manager on any other matter it deems of sufficient importance to warrant their attention.

13.6 The Mayor and the Chair of the ARIC may also meet at any time to discuss issues relating to the work of the ARIC.

13.7 Should the Governing Body require additional information, a request for the information may be made to the Chair of the ARIC by resolution. The Chair is only required to provide the information requested by the Governing Body

where the Chair is satisfied that it is reasonably necessary for the Governing Body to receive the information for the purposes of performing its functions under the Act. Individual County Councillors are not entitled to request or receive information from the ARIC.

14.0 Meetings

- 14.1 The ARIC will meet at least quarterly at a time as agreed by the ARIC. The need for an additional special meeting to review the County Council's annual financial statements will be assessed annually by the Chair.
- 14.2 The ARIC can hold additional meetings when significant unexpected issues arise or if the Chair is asked to hold an additional meeting by an ARIC member, the General Manager or the Governing Body.
- 14.3 ARIC meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if an ARIC member cannot attend.
- 14.4 A quorum will consist of a majority of independent voting members. Where the vote is tied, the Chair has the casting vote.
- 14.5 The Chair of the ARIC will decide the agenda for each ARIC meeting in consultation with the Internal Audit Co-ordinator. Each ARIC meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the ARIC.
- 14.6 The General Manager and the Internal Audit Co-ordinator should attend meetings as non-voting observers. The internal auditor and external auditor (or their representative) is to be invited to each ARIC meeting as an independent observer.
- 14.7 The Chair can request any employee or contractor of the County Council and any subject matter expert to attend ARIC meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested.
- 14.8 Observers have no voting rights and can be excluded from a meeting by the Chair at any time.
- 14.9 The ARIC can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the ARIC present.
- 14.10 The ARIC must meet separately with the Internal Audit Co-ordinator and the County Council's external auditor at least once each year.

15.0 Dispute Resolution

- 15.1 Members of the ARIC and the County Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.
- 15.2 In the event of a disagreement between the ARIC and the General Manager or other senior managers, the dispute is to be resolved by the Governing Body.
- 15.3 Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

16.0 Secretariat

- 16.1 The General Manager will nominate a staff member to provide secretariat support to the ARIC.
- 16.2 The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the Chair at least four (4) full business days before the meeting and ensure that minutes of meetings are prepared and maintained.
- 16.3 Minutes must be approved by the Chair and circulated within two (2) weeks of the meeting to each member.

17.0 Remuneration

- 17.1 Remuneration will be reviewed by the County Council at least once every County Council term and more frequently where required.
- 17.2 The fees paid to independent ARIC members will increase annually by the percentage allocated to County Councillors by the Local Government Remuneration Tribunal determination. This will take effect for each independent ARIC member, including the Chair, on the anniversary date each year commencing at the completion of the first year.
- 17.3 As advised by the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*, County Council will pay the superannuation guarantee liability on independent ARIC members meeting fees directly into the individual member's designated fund under the Superannuation Guarantee (Administration) Act 1992 (Cth).
- 17.4 With prior approval from the General Manager, the County Council will reimburse reasonable travel and accommodation expenses associated with attending ARIC meetings in person. Wherever possible, the County Council will book services directly with providers of its choosing, and members travelling by

car will be reimbursed for their return trip using the current Australian Tax Office cents per kilometre rate.

- 17.5 The County Council encourages independent ARIC members to keep their skills current and supports professional development. The County Council will consider reimbursement of, or pro-rated contribution to, related professional development expenses upon approval by General Manager.

18.0 Public Liability and Professional Indemnity Insurance

- 18.1 The County Council will provide Public Liability and Professional Indemnity Insurance to the Independent Chair and Independent Members under the same arrangements as provided to County Councillors.

- 18.2 This coverage provides indemnification in respect of claims for all loss or damage potentially made against them in their capacity as members of the ARIC.

19.0 Resignation and dismissal of members

- 19.1 Where the Chair or an ARIC member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give three (3) months' notice to the Chair and the Governing Body prior to their resignation to allow the County Council to ensure a smooth transition to a new Chair or ARIC member.

- 19.2 The Governing Body can, by resolution, terminate the engagement of the Chair or an independent ARIC member before the expiry of their term where that person has:

- 19.2.1 breached the County Council's Code of Conduct;
- 19.2.2 performed unsatisfactorily or not to expectations;
- 19.2.3 declared, or is found to be in, a position of a conflict of interest which is unresolvable.
- 19.2.4 been declared bankrupt or found to be insolvent;
- 19.2.5 experienced an adverse change in business status;
- 19.2.6 been charged with a serious criminal offence
- 19.2.7 been proven to be in a serious breach of their obligations under any legislation; or
- 19.2.8 experienced an adverse change in capacity or capability.

- 19.3 The position of a County Councillor member on the ARIC can be terminated at any time by the Governing Body via resolution.

20.0 Review Arrangements

- 20.1 At least once every County Council term the Governing Body must review or arrange for an external review of the effectiveness of the ARIC.
- 20.2 These Terms of Reference must be reviewed annually by the ARIC and once each County Council term by the Governing Body. Any substantive changes are to be approved by the Governing Body.

HISTORY

Terms of Reference drafted by	
Terms of Reference reviewed by [Management Team]	[Date]
Terms of Reference reviewed by General Manager	[Date]
Terms of Reference reviewed by ARIC	[Date]
County Council Resolution Number, if applicable	[Date]
Date of Adoption	[Date]
Review Date	[Date]
This Terms of Reference works in conjunction with these policies	[Policy Name] [Records Manager No]

Schedule 1: Audit, Risk and Improvement Committee Responsibilities

Audit

Internal audit

Principle: The County Council has an effective internal audit function and receives maximum value from its internal audit activities.

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the Governing Body, General Manager, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise the County Council:
 - on whether the County Council is providing the resources necessary to successfully deliver the internal audit function
 - if the County Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
 - if the County Council's Internal Audit Charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the County Council are suitable
 - of the strategic four-year workplan and annual workplan of internal audits to be undertaken by the County Council's Internal Audit Function
 - if the County Council's internal audit activities are effective, including the performance of the Internal Audit Co-ordinator and Internal Audit Function
 - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
 - of the implementation by the County Council of these corrective actions
 - on the appointment of the Internal Audit Co-ordinator and Internal Audit Providers, and
 - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities.

External audit

Principle: The County Council receives maximum value from its external audit activities.

- Act as a forum for communication between the Governing Body, General Manager, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor the County Council's implementation of audit recommendations

- Provide advice to the Governing Body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides

Risk

Risk management

Principle: The County Council has an effective risk management framework and internal controls that successfully identify and manage the risks it faces.

Review and advise the County Council:

- if the County Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the County Council is providing the resources necessary to successfully implement its risk management framework
- whether the County Council's risk management framework is adequate and effective for identifying and managing the risks the County Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the County Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the County Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the County Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the County Council and strong leadership that supports effective risk management of the adequacy of staff training and induction in risk management
- how the County Council's risk management approach impacts on the County Council's insurance arrangements
- of the effectiveness of the County Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Principle: The County Council has an effective risk management framework and internal controls that successfully identify and manage the risks it faces.

Review and advise the County Council:

- whether the County Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the County Council has in place relevant policies and procedures and that these are periodically reviewed and updated

- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the County Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Principle: The County Council has an effective compliance framework that ensures it is complying with its legal obligations and other governance and contractual requirements when undertaking its functions.

Review and advise the County Council of the adequacy and effectiveness of the County Council's compliance framework, including:

- if the County Council has appropriately considered legal and compliance risks as part of the County Council's risk management framework
- how the County Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Principle: The County Council has an effective fraud and corruption control framework in place that minimises the incidence of fraud and corruption.

Review and advise the County Council of the adequacy and effectiveness of the County Council's fraud and corruption prevention framework and activities, including whether the County Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Principle: The County Council has an effective financial management framework, sustainable financial position and positive financial performance.

Review and advise the County Council:

- if the County Council is complying with accounting standards and external accountability requirements
- of the appropriateness of the County Council's accounting policies and disclosures
- of the implications for the County Council of the findings of external audits and performance audits and the County Council's responses and implementation of recommendations
- whether the County Council's financial statement preparation procedures and timelines are sound
- the accuracy of the County Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues

- the methods used by the County Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the County Council's annual report is consistent with signed financial statements
- if the County Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the County Council are adequate, and
- if the County Council's grants and tied funding policies and procedures are sound.

Governance

Principle: The County Council has an effective governance framework to ensure it is appropriately directing and controlling the management of the County Council.

Review and advise the County Council regarding its governance framework, including the County Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

Improvement

Strategic planning

Principle: The County Council has an effective framework that ensures it achieves its strategic plans and objectives under the integrated planning and reporting (IP&R) framework.

Review and advise the County Council:

- of the adequacy and effectiveness of the County Council's IP&R processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the County Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

Principle: The County Council has an effective framework to ensure it is delivering services and conducting its business and functions to an expected standard.

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the County Council:
 - if the County Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
 - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
 - how the County Council can improve its service delivery and the County Council's performance of its business and functions generally.

Performance data and measurement

Principle: The County Council's performance management framework ensures the County Council can measure its performance and if it is achieving its strategic goals.

Review and advise the County Council:

- if the County Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators County Council uses are effective, and
- of the adequacy of performance data collection and reporting.

ITEM 8.7 SECOND QUARTER OPERATIONAL PLAND & HALF YEARLY DELIVERY PROGRAM FOR 2023/2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the second quarter Operational Plan and yearly Delivery Program Targets for 2023/2024.

Background:

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan and Section 404 requires Council to adopt a Delivery Program. This report comments on the status of the Operational Plan and Delivery Program as at 31st December 2023 and the extent to which the performance targets have been achieved.

Current Position:

The second quarter Operational Plan & 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 and reasons for the roll-over projects have been delayed.

Governance issues:

Local Government Act 1993
Local Government regulation (2021)

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils

Financial Implications:

All matters arising from the operational plan are accordingly covered by budget allocations or variation in the Quarterly Budget Reviews.

Alternative Solutions/Options:

NIL

Conclusion:

Council should note the progress made during the second quarter of the Operational Plan 2023/2024 and half yearly Delivery Program.

Second Quarter Operational Plan & Half Yearly Delivery Program 2023/2024
<p>Recommendation:</p> <p>Council accepts the progress made on the 2023/2024 Operational Plan and Delivery Program as at 31st December 2023.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Second Quarter Operational Plan & half yearly Delivery Program for 2023/2024 Status Report



Castlereagh Macquarie County Council

Operational Plan & Delivery Program Status report 2023/2024

As at 31st December 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 31st December 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. During transition of admin support, business paper was less than 7 days.	Compliant
Provide recommendations to Council when possible.	2.3	GM	Include in business paper for Council’s consideration.		Recommendations provided.

2. Respond to Councillor inquiries related to the administration function					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Provide information to Councillors within Council’s policy guidelines	2.3	GM	On day requested where possible, or within 5 working days (unless request requires detailed investigation).	Satisfactory completion of task in accordance with target level.	On-going
Provide written information as requested	2.3	GM	Within 5 working days (unless request requires detailed investigation)		On-going

3. Update Council policy register					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Update new or amended administration policies in Council's policy register.	2.3	GM	Within 14 days of adoption or amendment	Satisfactory completion of task in accordance with target level.	On-going
Review Council administration policies.	2.3	GM	Within 2 months of expiry of policy or every 2 years		Review underway to be tabled 2024.

4. Provide information to public in a timely and effective manner					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Ensure Council business papers are made available in hard copy at Council's office.	2.1	GM	At least 3 working days before the Council meeting.	Satisfactory completion of task in accordance with target level.	Complying
Ensure other public information is made available at Council's office.	2.1	GM	As soon as practicable after it becomes public information.		Complying
Ensure business papers are provided to constituent councils.	2.1	GM	Post to General Managers at the same time as Councillors' business papers.		With disruption of administration to CMCC not complying for August 2023.
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practicable.		Complying

5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Quarterly Budget Review Statements and Delivery Programme Review to Council.	2.2	GM	August, October, February and April Meetings.	Satisfactory completion of task in accordance with target level.	Complying
Audited Financial Statements to Office of Local Government.	2.2	GM	By the end of October.		Submitted to auditor on-time.
Financial Data collection return.	2.2	GM	By date specified by Office of Local Government.		November 2023
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to December meeting.		November 2023
Audited Financial Reports presented to public.	2.2	GM	February meeting.		May 2024
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.		May 2024
Operational Plan and Budget to be adopted	2.2	GM			

6. Ensure all other statutory returns are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	Tabled October 2023.
Council's Annual Report prepared and lodged with Office of Local Government	2.2	GM	30 November annually.		Posted to webpage by 30 th November 23 and tabled to Council in November 23.
Other returns as required by Office of Local Government, Department of Primary Industries, or others	2.2	GM	No later than return date specified		As and when required

7. Implementation of Council decisions					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Implement Council decisions following Council meeting	2.2	GM	Within 10 working days of Council Meeting For prosecutions, within 2 months of Council resolution	Satisfactory completion of task in accordance with target level.	Complying and on time Nil prosecutions

8. Continue to ensure the provision of finance to Council from available sources					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions.	2.4	GM	Continuously.	Satisfactory completion of task in accordance with target level.	To be advised in due course when IPART Rate Peg is announced. Letter to be issued in 2024.
Letter to Constituent Councils concerning Council's proposed Delivery Plan and Budget estimates for the forthcoming financial year, and the contribution sought from constituent councils.	2.4	GM	30 April.		
Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary.	2.4	GM	As required under Weeds Action Programme 1520.		Scheduled 2024
Provide grant returns to Department of Primary Industries.	2.4	GM	As required under Weeds Action		Scheduled 2024
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.	GM	Programme 1520		When available

9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.	Scheduled early 2024
Review Delivery Programme.	2.1 & 2.4	GM	Continuously		Scheduled early 2024
Provide adequate funds for employee leave entitlements.	2.3	GM	Maintain reserve of at least 50% of Long Service Leave liability		As at 30 th June 2023 reserve was 56.8% of liability up from 53.4%

10. Provide financial information and advice to Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 & 3	GM	At Council Meeting following end of quarter		Complying on-going
11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Scheduled 2024
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		Scheduled 2024
Draft Plan to be adopted following consideration of any submissions received.					Scheduled 2024

12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Participate in Macquarie Valley Weeds Advisory Committee activities through attendance at meetings and supply of information as required to assist the lobbying of State and Federal Governments.	1.1	GM	Attend meetings and provide information as requested.	Satisfactory completion of task in accordance with target level.	Staff attend meetings.

13. Provide active support for LGNSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Provide information as requested by LGNSW to assist it to lobby governments.	3.1	GM	Information to be provided by the date requested.	Satisfactory completion of task in accordance with target level.	Complying as and when required
Utilise the services of LGNSW to further Council's interests	3.1	GM	As and when required by Council.		Complying as and when required

14. Actively pursue politicians to further Council's interests					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Invite politicians to attend Council meetings.	3.1	GM	Politicians to be invited to Council meetings as required.	Satisfactory completion of task in accordance with target level.	Local Member was scheduled to attend August meeting, but withdrew.

Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		Invitation to Minister in 2024.
15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Identify new risks associated with Council's functions.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Analyse and prioritise all risks identified.	2.3	GM	Within 3 months after identification.		Training for staff in 2023/24
Minimise exposure through rectification of risks.	2.3	GM	Within budget constraints.		
Update policy on the use of contractors.	2.3	GM	Ongoing.		Under review 2024
Review risk management policy.	2.3	GM	Ongoing.		Under review 2024
Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow.		CMCC has in place a Traffic Guidance System to replace old TCP's.

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide training on EEO to staff.	2.3	GM	Ongoing as required.		No training to date
Provide staff with training on risk management.	2.3	GM	Ongoing as required.		Scheduled for early 2024
Review and update staff training programme.	2.3	GM	Annually.		To be completed

Review EEO Management Plan.	2.3	GM	As required		To be completed 2023
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17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of Council's activities.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.		Complying records are electronic

18. Implement system of information technology capable of providing information that is relevant and timely					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Monitor reporting system ability to provide information requirements.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor technology improvements and assess future requirements.	2.3	GM	Ongoing.		Complying
Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow).	2.3	GM	As required.		Investigating update of MYOB in 2024 Lap tops updated regularly
Review Council's website and implement systems for expanding	2.1 & 3.2	GM	Ongoing.		Reviewed constantly

content and keeping content up to date.					
19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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.		Complying in conjunction with Senior Biosecurity Officer
20. Introduce a system for electronic mapping of invasive weed infestations and the automation of Weeds Officers’ reports					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Monitor the introduction of electronic mapping of invasive weed infestations and the automation of Weeds Officers’ reporting procedures.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 2025.	Satisfactory completion of task in accordance with target level.	Complying mapping on-going
Expand the introduction of electronic mapping of invasive weeds infestation and the automation of Weeds Officers’ Reporting Procedures to the whole of Council’s Area of Operations.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 / 2025.		Continuing
Continue the training of staff in the use of the system in order to ensure it’s most efficient and effective use.	1.3 &2.3	GM SWO	Ongoing.		Complying Training as necessary Use of drones to assist with weed identification complete

21. Compile data on Council's current vehicle and plant fleet – condition and usage					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Analyse Council's current vehicle and plant fleet and its activities and assess future vehicle and plant needs.	2.3	GM	Ongoing	Satisfactory completion of task in accordance with target level.	Complying, new replacement plan adopted 2023.

22. Ensure access to competitively priced chemicals for weeds control programmes					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Ensure access to competitively priced chemicals for weeds control programmes.	1.2	GM	As required	Satisfactory completion of task in accordance with target level.	Complying on-going assessment of prices when purchasing

23. Actively pursue the control of invasive weeds along roadsides in Council's area					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Inspect roadsides prior to control works to ensure that control programmes are efficient and effective.	1.3	SWO	At least one week prior to spraying.	Satisfactory completion of task in accordance with target level.	Complying inspections carried out.
Carryout necessary control works in line with Council's Budget allocations.	1.3	SWO	As seasonal conditions / and available funding permit.		Works continuing With staff and contractors
Respond to reports of invasive weeds on roadsides.	1.3	SWO	Carry out inspection within 7 days of notification.		All reports responded to
Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	As required		Complying

24. Actively pursue the control of invasive weeds on private lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Inspection of private lands to assist landowners to fulfill their legal responsibilities in relation to invasive weeds.	1.2 & 3.2	SWO	At least 250 inspections per quarter.	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide information to landowners on invasive weeds control	1.2 & 3.2	SWO	If not done at time of inspection then within 1 week.		Complying on-going
Respond to invasive weed complaints	1.2 & 3.2	SWO	Initial inspection within 10 working days.		Complying on-going

25. Actively pursue the control of invasive weeds on vacant Crown lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Inspect vacant Crown land parcels to facilitate application to DPI for funds for necessary control works.	1.2	SWO	Prior to submission of application.	Satisfactory completion of task in accordance with target level.	In progress
Inspect vacant Crown lands to ensure obligations for invasive weed control are being met.	1.2	SWO	As required as resources are available.		In progress
Provide information to Department of Lands on invasive weed control requirements	1.2	SWO	Within 10 working days of inspection.		In progress
Respond to complaints for invasive weeds on vacant Crown Land	1.2	SWO	Initial inspection within 10 working days.		In progress

26. Actively pursue the control of invasive weeds on land held by Forests of NSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 31st December 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 31st December 2023
Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SW O	As required.	Satisfactory completion of task in accordance with target level.	As required
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SW O	As required.		As and when required
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes.	1.2	SWO	In accordance with Programmes		No program organised

29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2023
Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control	1.1	GM	Liaise with appropriate members and officers of surrounding councils and other public authorities as required.	Satisfactory completion of task in accordance with target level.	Continuing. General Manager group developing legal action policy and procedure. GM and Chair meeting scheduled for March 24.



Castlereagh Macquarie County Council Delivery Programme

2022/23 – 2024/25

Status as at

31st December 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 31st December 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 31st December 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. CMCC successful in supporting a grant for Hudson Pear containment around Lightning Ridge.

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 31st December 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. Staff are developing a list of problem landowners and managers for follow up in early 2024.

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 31st December 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. Program completed successfully and NWLLS taken over the project for next four (4) years.

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 31st December 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 31st December 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. Council staff are co-ordinating a African Boxthorn field day at Warren in early 2024.

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 31st December 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. Council has in mid 2023 established an administration office in Walgett to house staff and records.

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 31st December 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 31st December 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 educations and advisory role.

Status as at 31st December 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 and provides material for constituent Council newsletters.

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 31st December 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 8.8 QUARTERLY BUDGET REVIEW STATEMENT – DECEMBER 2023

REPORTING SECTION: Executive Services
AUTHOR: Rebecca Wilson – Administration Officer

Summary:

The General Manager reports to Council on the status of the December 2023 Quarterly Budget Review (QBR) Statement. The report outlines the second quarter operations against the adopted 2023/2024 budget estimates, with income and expenditure variations made because of actual differences or known trends.

Background:

The Quarterly Budget Review document is a statutory requirement under the Local Government (General) Regulations 2021, Part 9, Division 3, Section 203 and is an essential aspect of Council's financial management. A budget review is to be prepared and submitted to Council not later than two months after the end of each quarter.

Current Position:

The current position is detailed in the attached Quarter 2 (period ending 31st December 23) Quarterly Budget Review Statement report.

Generally, the majority of income and expenditure estimates for 2023/2024 are on track, however there is a number of variations brought to account in the attached report because of current expenditure trends, rollover projects from 2022/2023 or the availability of known actual figures.

Council's General Fund operations after capital expenditures and transfers to and from reserves has recorded a surplus of \$1,136 for the quarter. The forecast cash result for the year is a deficit of \$115,268.

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

Description	Explanation	Saving	Expense
Council Con't	Original budget had a higher Rate Peg	0	6,757
Interest bank & investment	Increased investment funds & higher interest rates has generated higher than expected interest income	15,000	0
WH&S review	Annual incentive had no offset expenditure in original budget	0	5,000
Office equipment	Additional IT costs associated with transfer of IT function to a third party.	0	8,000
Superannuation	Additional expense with two (2) additional staff members	0	10,000
Shire road control	Reduced roadside control has meant staff have invested time in administrative duties	46,000	25,000
Overheads	Increased employee overheads will be applied and recovered from other cost centres.	9,586	9,586
	Other minor adjustments		5,106
	Totals of adjustments	70,585	69,449
	Net adjustment for quarter	\$1,136	

Relevant Reference Documents/Policies:

Local Government Act 1993

Local Government (General) Regulation 2021

Integrated Planning and Reporting Framework

Governance issues:

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

Financial Implications:

The Quarterly Budget Review details Councils current financial projections for the 2023/2024 fiscal year as at the quarter ending 31st December 2023.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The QBRS as at the 31st December 2023 provides council with information relating to the status of the budget after six (6) months of operation.

Quarterly Budget Review Statement – December 2023

Recommendation:

That Council adopt the attached Quarterly Budget Review Statement for 31st December 2023 as tabled.

Moved:

Seconded:

Attachments:

December 2023. Quarterly Budget Review Statement

Castlereagh Macquarie County Council Agenda 6th March 2024 – Ordinary Council Meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL								
Quarterly Budget Review as at 31st December 2023.								
	Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
	Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
	2023-24			This QTR	2023-24		For Year	for year
INCOME								
Administration								
DPI - NW LLS WAP Grant	\$104,550		\$104,550		\$104,550	\$0	\$104,550	0%
DPI - CW LLS WAP Grant	\$208,917		\$208,917		\$208,917	\$0	\$208,917	0%
LLS Hudson Pear	\$0	\$193,775	\$193,775		\$193,775	\$193,775	\$0	100%
Constituent Council Contribs	\$595,922		\$595,922	(\$6,757)	\$589,165	\$589,165	\$0	100%
Interest on Investments	\$15,000		\$15,000	\$15,000	\$30,000	\$20,099	\$9,901	67%
Motor vehicle insurance adjustment	\$767		\$767		\$767	\$0	\$767	0%
Lease office space	\$0	\$18,400	\$18,400		\$18,400	\$0	\$18,400	0%
WH&S Incentive Rebate - Unspent grants	\$5,115	\$15,000	\$20,115	(\$115)	\$20,000	\$20,000	\$0	100%
Administration - Total	\$930,271	\$227,175	\$1,157,446	\$8,128	\$1,165,574	\$823,039	\$342,535	71%
Private Works								
Private Works Income	\$94,675		\$94,675		\$94,675	\$43,346	\$51,329	46%
DPI Wet Wall Maintenance Unspent grant	\$0	\$43,000	\$43,000		\$43,000	\$43,000	\$0	100%
DPI Bio Contraol Unit	\$90,000	\$21,000	\$111,000		\$111,000	\$111,000	\$0	100%
Private Works - Total	\$184,675	\$64,000	\$248,675	\$0	\$248,675	\$197,346	\$51,329	79%
Other Income								
Plant Income	\$163,002		\$163,002		\$163,002	\$72,151	\$90,851	44%
profit on sale of plant	\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Other Income - Total	\$168,002	\$0	\$168,002	\$0	\$168,002	\$72,151	\$95,851	43%
Revenue Income - Total	\$1,282,948	\$291,175	\$1,574,123	\$8,128	\$1,582,251	\$1,092,536	\$489,715	69%
EXPENDITURE								
Administration Costs								
General Manager's Salary	\$55,999	\$19,000	\$74,999		\$74,999	\$36,615	\$38,384	49%
Contract Administrative Support	\$52,998	(\$45,000)	\$7,998	\$1,702	\$9,700	\$9,700	\$0	100%
Administration Salaries	\$0	\$57,692	\$57,692		\$57,692	\$23,351	\$34,341	40%
WH&S Risk Management	\$0	\$15,000	\$15,000	\$5,000	\$20,000	\$0	\$20,000	0%
Administration travelling and meeting expenses	\$3,000	\$3,000	\$6,000		\$6,000	\$3,542	\$2,458	59%
Audit Fees	\$20,416		\$20,416		\$20,416	\$8,200	\$12,216	40%
Audit Risk Improvement Committee	\$10,000		\$10,000		\$10,000	\$2,658	\$7,342	27%
Advertising	\$3,415		\$3,415	\$2,000	\$5,415	\$4,758	\$657	88%
Printing & Stationary	\$2,999		\$2,999	\$1,500	\$4,499	\$3,707	\$792	82%
Postage & Freight	\$1,286		\$1,286		\$1,286	\$485	\$801	38%
Telephone	\$9,887		\$9,887		\$9,887	\$3,795	\$6,092	38%
Bank Charges	\$731		\$731		\$731	\$346	\$385	47%
sundry admin expenses	\$12,000		\$12,000		\$12,000	\$7,931	\$4,069	66%
lease fee expense Walgett	\$0	\$15,000	\$15,000		\$15,000	\$7,366	\$7,634	49%
Office maintenance and running expense	\$0	\$5,000	\$5,000		\$5,000	\$3,768	\$1,232	75%
Computer & office equipment maintenance	\$0	\$9,000	\$9,000	\$8,000	\$17,000	\$14,258	\$2,742	84%
web site costs	\$1,500		\$1,500		\$1,500	\$504	\$996	34%
Administration Costs - Total	\$174,231	\$78,692	\$252,923	\$18,202	\$271,125	\$130,984	\$140,141	48%

Castlereagh Macquarie County Council Agenda 6th March 2024 – Ordinary Council Meeting

	Adopted Budget 2023-24	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2023-24	Actual To Date	Balance Remaining For Year	% utilised for year
Insurance Costs								
Fidelity Gaurantee	\$2,017	\$159	\$2,176		\$2,176	\$2,176	\$0	100%
Public Liability & Prof Indemnity	\$36,102	\$1,576	\$37,678		\$37,678	\$37,678	\$0	100%
Property Insurance	\$9,204	\$402	\$9,606		\$9,606	\$9,606	\$0	100%
Personal Accident	\$1,867	\$36	\$1,903		\$1,903	\$1,903	\$0	100%
Councillor's and Officers' Liability	\$13,594	\$594	\$14,188		\$14,188	\$14,188	\$0	100%
Motor vehicle liability	\$9,406	\$170	\$9,576		\$9,576	\$9,576	\$0	100%
Insurance Costs - Total	\$72,190	\$2,937	\$75,127	\$0	\$75,127	\$75,127	\$0	100%
Governance Costs								
Chairperson's Allowance	\$4,010		\$4,010		\$4,010	\$2,100	\$1,910	52%
Councillors' Meeting Fees	\$18,619		\$18,619		\$18,619	\$9,799	\$8,820	53%
Councillors' Travelling	\$3,930	\$3,000	\$6,930	\$3,000	\$9,930	\$6,190	\$3,740	62%
Councillors' Subsistence - CMCC Mtgs	\$2,652		\$2,652		\$2,652	\$460	\$2,192	17%
Subscription - Shires Assoc	\$5,186		\$5,186	(\$1,500)	\$3,686	\$2,296	\$1,390	62%
Delegates Expenses	\$1,547		\$1,547		\$1,547	\$0	\$1,547	0%
Councillors Superannuation	\$2,489		\$2,489	(\$1,500)	\$989	\$445	\$544	45%
Governance Costs - Total	\$38,433	\$3,000	\$41,433	\$0	\$41,433	\$21,290	\$20,143	51%
Employee Overheads								
ToolBox Meetings	\$1,392		\$1,392		\$1,392	\$0	\$1,392	0%
Annual Leave	\$41,441		\$41,441		\$41,441	\$7,528	\$33,913	18%
Long Service Leave	\$14,512		\$14,512		\$14,512	\$1,272	\$13,240	9%
Sick Leave	\$25,992		\$25,992		\$25,992	\$9,938	\$16,054	38%
compass/emergency leave	\$1,685		\$1,685		\$1,685	\$332	\$1,353	20%
Employee Overheads distributed to works	(\$182,562)		(\$182,562)	(\$9,586)	(\$192,148)	(\$60,584)	(\$131,564)	32%
Union Picnic Day	\$1,410		\$1,410	(\$414)	\$996	\$996	\$0	100%
Public Holidays NEI	\$16,224		\$16,224		\$16,224	\$2,086	\$14,138	13%
Superannuation	\$49,452		\$49,452	\$10,000	\$59,452	\$30,190	\$29,262	51%
Workers Compensation	\$10,500		\$10,500		\$10,500	\$5,434	\$5,066	52%
Protective Clothing	\$2,402		\$2,402		\$2,402	\$1,398	\$1,004	58%
Allowances Disability/Climatic	\$669		\$669		\$669	\$155	\$514	23%
Staff Training	\$16,883		\$16,883		\$16,883	\$1,255	\$15,628	7%
Sub -Total - Employee Overheads	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Sub Total Administrative Overheads	\$284,854	\$84,629	\$369,483	\$18,202	\$387,685	\$227,401	\$160,284	59%
Employee Overheads - Total								
Destruction of Weeds								
WAP 1520 Grant Expenses -Super'n - Bio Officers	\$0		\$0		\$0	\$0	\$0	#DIV/0!
WAP 1520 Grant Expenses -Property Inspections	\$183,071		\$183,071		\$183,071	\$33,631	\$149,440	18%
WAP 1520 Grant Expenses - Other Costs -Cnl Roads	\$205,000		\$205,000	(\$46,000)	\$159,000	\$53,488	\$105,512	34%
WAP 1520 Grant Expenses - HR- Roads	\$108,807		\$108,807		\$108,807	\$53,875	\$54,932	50%
WAP 1520 Grant Expenses - HR - TSRs	\$8,882		\$8,882		\$8,882	\$4,480	\$4,402	50%
WAP 1520 Grant Expenses - HR - WCs	\$5,358		\$5,358		\$5,358	\$291	\$5,067	5%
WAP 1520 Grant Expenses - HR - Rail Corridors	\$6,842		\$6,842		\$6,842	\$1,263	\$5,579	18%
WAP 1520 Grant Expenses - HR - n,s,o	\$6,443		\$6,443		\$6,443	\$1,813	\$4,630	28%
WAP 1520 Grant Expenses - H P T'force Admin	\$5,701		\$5,701		\$5,701	\$2,497	\$3,204	44%
Employee Overheads distributed to works	\$182,562		\$182,562	\$9,586	\$192,148	\$60,584	\$131,564	32%
Parkinsonia Weed Control	\$19,422		\$19,422		\$19,422	\$0	\$19,422	0%
Promotions & Field Day	\$13,824		\$13,824		\$13,824	\$13,364	\$460	97%
Computer Bio Security System	\$15,580		\$15,580		\$15,580	\$8,100	\$7,480	52%
Conference expenses	\$0	\$8,000	\$8,000	\$204	\$8,204	\$8,204	\$0	100%
Regional Meeting Expenses	\$7,103		\$7,103		\$7,103	\$5,161	\$1,942	73%
Administration Weed Control	\$15,000		\$15,000	\$25,000	\$40,000	\$25,593	\$14,407	64%
Weed Control Publicity	\$3,318		\$3,318		\$3,318		\$3,318	0%
Destruction of Weeds - Total	\$786,913	\$8,000	\$794,913	(\$11,210)	\$783,703	\$272,344	\$511,359	35%
Private Works								
Gilgandra Shire - Cost of Private Works	\$15,341		\$15,341		\$15,341	\$13,506	\$1,835	88%
DPI - Biocontrol and Quanda	\$90,000	\$21,000	\$111,000		\$111,000	\$47,061	\$63,939	42%
DPI - Hudson Pear containment project	\$0	\$193,775	\$193,775		\$193,775	\$193,775	\$0	100%
DPI - Wet Wall Maintenance	\$0	\$43,000	\$43,000		\$43,000	\$0	\$43,000	0%
Crown Land	\$6,150		\$6,150		\$6,150	\$1,398	\$4,752	23%
Walgett Shire - Cost of Private Works	\$16,590		\$16,590		\$16,590	\$2,093	\$14,497	13%
Coonabarabran - Private works	\$21,107		\$21,107		\$21,107	\$1,290	\$19,817	6%
Hudson Pear - Private Works	\$1,788		\$1,788		\$1,788	\$0	\$1,788	0%
Warren - Private works	\$0		\$0		\$0	\$0	\$0	0%
Coonamble - Private works	\$0		\$0		\$0	\$0	\$0	0%
Private Works - Total	\$150,976	\$257,775	\$408,751	\$0	\$408,751	\$259,123	\$149,628	63%

Castlereagh Macquarie County Council Agenda 6th March 2024 – Ordinary Council Meeting

	Adopted Budget 2023-24	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2023-24	Actual To Date	Balance Remaining For Year	% utilised for year
Other Expenses								
Depot Expenses	\$10,493		\$10,493		\$10,493	\$3,608	\$6,885	34%
Storage Rental	\$4,545		\$4,545		\$4,545	\$1,760	\$2,785	39%
Plant Expenses	\$81,342		\$81,342		\$81,342	\$41,504	\$39,838	51%
Depreciation	\$80,000		\$80,000		\$80,000	\$40,000	\$40,000	50%
Other Expenses -Total	\$176,380	\$0	\$176,380	\$0	\$176,380	\$86,872	\$89,508	49%
Revenue Expenses - Total	\$1,399,123	\$350,404	\$1,749,527	\$6,992	\$1,756,519	\$845,740	\$910,779	48%
Net Operating Surplus/(Deficit) after Depreciation	(\$116,175)	(\$59,229)	(\$175,404)	\$1,136	(\$174,268)	\$246,796	(\$421,064)	-142%
Capital Income								
Sale/Trade in of Plant Assets	\$12,000		\$12,000		\$12,000	\$0	\$12,000	0%
Transfer from ELE Reserve	\$30,000		\$30,000		\$30,000	\$30,000	\$0	100%
Transfer from Plant Reserve	\$0		\$0		\$0	\$0	\$0	#DIV/0!
Capital Income - Total	\$42,000	\$0	\$42,000	\$0	\$42,000	\$30,000	\$12,000	71%
Capital Expenditure								
Minor Building Improvements	\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Bio Control unit	\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
New Vehicles - Nett	\$0		\$0		\$0	\$0	\$0	#DIV/0!
New Spray Rigs	\$16,000		\$16,000		\$16,000	\$0	\$16,000	0%
Small Plant, Tools, Radios	\$2,000		\$2,000		\$2,000	\$0	\$2,000	0%
Transfer to ELE Reserve	\$5,000		\$5,000		\$5,000	\$5,000	\$0	100%
Transfer to Plant Reserve	\$8,615		\$8,615		\$8,615	\$8,615	\$0	100%
Capital Expenditure - Total	\$41,615	\$0	\$41,615	\$0	\$41,615	\$13,615	\$28,000	33%
Net Capital Surplus/(Deficit)	\$385	\$0	\$385	\$0	\$385	\$16,385	(\$16,000)	
Summary								
Total Income	\$1,324,948	\$291,175	\$1,616,123	\$8,128	\$1,624,251	\$1,122,536	\$501,715	
Total Expenditure	\$1,440,738	\$350,404	\$1,791,142	\$6,992	\$1,798,134	\$859,355	\$938,779	
Net Total Surplus/(Deficit)	(\$115,790)	(\$59,229)	(\$175,019)	\$1,136	(\$173,883)	\$263,181	(\$437,064)	
Add back depreciation and profit on sale	\$80,000	\$0	\$80,000	\$0	\$80,000	\$40,000	\$40,000	
Less Profit on sale	\$5,000		\$5,000		\$5,000	\$0	\$5,000	
Add back reserve movements	(\$16,385)		(\$16,385)		(\$16,385)	\$13,615	(\$30,000)	
Net cash result for year Surplus (Deficit)	(\$57,175)	(\$59,229)	(\$116,404)	\$1,136	(\$115,268)	\$316,796	(\$432,064)	

ITEM 8.9 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

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

Conclusion:

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

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

Attachments:

Calendar of events 2024

IMPORTANT DATES - Upcoming Meetings and Events – 2024

DATE	MEETING/FUNCTION	LOCATION	NOTES
5 th March 2024	Central West Regional Meeting	Warren	Senior Biosecurity Officer
6 th March 2024	CMCC Council Meeting Warren Field Day	Warren Shire Council Chambers	Councillors, GM & Senior Bio Security Officer
10 th April 2024	NSW Biocontrol Meeting	Taree	Senior Bio Security Officer
22 nd April 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Bio Security Officer
2 nd May 2024	North West Regional Meeting	TBC	
14 th May 2024	Hudson Pear Taskforce Meeting	Lightning Ridge	
24 th June 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Bio Security Officer
26 th August 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Bio Security Officer
28 th October 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Bio Security Officer
2 nd December 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Bio Security Officer

9. BIOSECURITY REPORT

ITEM 9.1 QUARTERLY BIOSECURITY REPORT

REPORTING SECTION: Biosecurity Control Works
AUTHOR: Andrea Fletcher

Summary:

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

Background:

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

Current Position:

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

Governance issues:

Biosecurity Act 2015

Local Government Act 1993

Environmental issues:

Any environmental issues are detailed in the attached update.

Stakeholders:

Castlereagh Macquarie County Council

Constituent Councils

County Council LGA Ratepayers

Financial Implications:

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

Alternative Solutions/Options:

There are no alternate options.

Conclusion:

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

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

Attachments:

Senior Biosecurity Officer Information on control activities.

Senior Biosecurity Report March 2024

African Box Thorn

To date Castlereagh Macquarie County Council has made 6 releases for *Puccinia rapipes*, a biocontrol agent for African Box thorn.

- 22/1/24 Warrumbungle Shire 2 property releases
- 9/11/22 Warren Shire 1 property release
- 9/11/22 Coonamble Shire 1 property release
- 8/11/22 Warrumbungle Shire 1 property release
- 3/11/22 Gilgandra Shire 1 Property release

These sites are monitored. A site monitored in Mendooran 23/1/24 is showing signs of foliage damage.







Guidelines for field releases of the African boxthorn biocontrol agent, the rust fungus *Puccinia rapipes*

Background information on the biocontrol agent

What is boxthorn?

African boxthorn (*Lycium ferocissimum*) is a widespread and significant environmental and agricultural weed in regional Australia. African boxthorn is difficult to control due to its establishment as dense, impenetrable, thorny thickets present across a broad range of landscapes. Current physical and chemical control measures can be prohibitively expensive for land managers and are also destructive, which makes them unsuitable in some culturally valuable and ecologically sensitive areas. Biological control offers a safe, non-destructive, cost effective and sustainable method of weed control that complements other control methods.

What is the biocontrol agent for boxthorn?

The biocontrol agent is a rust fungus, *Puccinia rapipes*, that infects the leaves of African boxthorn. It was originally isolated from diseased boxthorn plants in South Africa. Through extensive host-specificity studies undertaken by the CSIRO, the fungus was shown to be highly specific to African boxthorn and poses no danger to native Australian vegetation. In 2021, the fungus was approved for release into the Australian environment as a biocontrol agent to assist with the control of African boxthorn.

The rust fungus infects young leaves of African boxthorn, causing yellowing of the leaves followed by the development of pustules. The pustules produce spores which are dispersed via wind. The spores land on the leaves of nearby African boxthorn plants and, under humid conditions, the spores will germinate and infect new leaves. Infected leaves will die back over time. This may result in extensive defoliation of an individual plant if the fungus establishes widely and causes severe disease. Infection by the rust fungus can also disrupt the photosynthetic capacity of the plant, reducing overall plant growth and reproductive output.

For more information on African boxthorn or the biocontrol agent, please visit our website:

<https://research.csiro.au/african-boxthorn/>

Please contact CSIRO staff if you wish to register interest in the biocontrol program, or require assistance:

African boxthorn biocontrol team: boxthornbiocontrol@csiro.au

Ben Gooden: Ben.Gooden@csiro.au

CONTACT US

t 1300 363 400
+61 3 9545 2176
e csiroenquiries@csiro.au
w www.csiro.au

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We innovate for tomorrow and help
improve today – for our customers,
all Australians and the world.
We imagine. We collaborate. We innovate.

FOR FURTHER INFORMATION

Health and Biosecurity
Ben Gooden
t +61 02 6218 3896
e boxthornbiocontrol@csiro.au or
Ben.Gooden@csiro.au
w <https://research.csiro.au/weed-biocontrol/>

Acknowledgements

This research on African boxthorn has been part of the projects 'Biocontrol solutions for sustainable management of weed impacts to agricultural profitability' (2016-2020) and 'Underpinning agricultural productivity and biosecurity by weed biological control' (2019-2022), led by AgriFutures Australia (the trading name of the Rural Industries Research and Development Corporation (RIRDC)). These projects have been supported by funding from the Australian Government Department of Agriculture, Water and the Environment as part of its Rural R&D for Profit programme. Biosecurity South Australia (Primary Industries and Regions South Australia), the Shire of Ravensthorpe, Western Australia, and the New South Wales Government through its Environmental Trust are also acknowledged for their financial support. Further acknowledgements can be found at this link: <https://research.csiro.au/african-boxthorn/acknowledgement/>

Release methodology

CSIRO will provide you with a biocontrol agent release kit that contains one or more vials of the rust fungus spores. To apply the fungus to African boxthorn plants, you will need to mix the dried spores with TWEEN 80 and water in the plastic spray bottle provided. This solution of spores and water is then misted onto the leaves of the boxthorn plants in the late afternoon, and the treated stem is covered with a plastic bag overnight. The fungal spores will germinate in this humid microenvironment and infect the leaves of healthy plants. The plastic bag needs to be removed the following morning to prevent the development of elevated temperatures that would kill the fungal spores inside the bag.

Biocontrol agent release kit

In the release kit, CSIRO will provide you with:

- A vial containing dried spores of the rust fungus (**Tube A**).
- A 50 ml plastic screwed-cap tube containing a few droplets of the surfactant TWEEN 80 (**Tube B**). Due to the hydrophobic nature of African boxthorn leaves, the surfactant is necessary to ensure that the fungal spores adhere to the leaves. TWEEN 80 is non-hazardous and safe to use.
- A 250 ml spray bottle and spray nozzle.
- 8 plastic bags

You will need to obtain:

- Approx. 250 ml tap water, if low in chlorine, or bottled water.
- Tags or bright flagging tape to mark the branches that have been treated with the biocontrol agent.
- Gloves to provide protection against the thorns of African boxthorn.
- Extra plastic bags should you chose to treat more than one African boxthorn stem.

Preparing to release the biocontrol agent

- Once you have received the release kit, ensure **Tube A** (containing the spores) is **stored in the freezer** until ready for use.
- Plan to use the biocontrol agent late in the afternoon, preferably close to dusk. Allow at least one hour to complete the release. Making the release in the late afternoon will reduce the time that the agent is exposed to sunlight and increase the humidity at the leaf surface, increasing the likelihood of successful spore germination and infection of the African boxthorn plants.
- The biocontrol agent should be released in areas with the following attributes and conditions:

- **Dense infestations of African boxthorn**, to increase the opportunities for other leaves and plants to become infected by the fungus. One biocontrol kit will be enough to spray up to eight branches of African Boxthorn. If you intend to release the fungus multiple times with multiple kits, ensure that each kit released is separated by at least 200 m to enable broadscale distribution of the fungus.
- **On healthy, juvenile plants or mature plants with fresh growth**. The fungus has a strong preference for new growth over old growth.
- In areas where the African boxthorn population will **not** be managed by the application of chemical herbicides, slashing or other control methods. The fungus can only infect healthy plants that are green and actively growing.
- **It is your responsibility to ensure that you have obtained permission from the relevant landowner/land manager to release the African boxthorn biocontrol agent at the desired location.**

Note: The biocontrol agent is highly specific to African boxthorn and Goji berry (*L. barbarum* and *L. chinense*). There are several other plant species that look similar, such as the closely related native species, *Lycium australe*; however, these native species will not become infected when exposed to the biocontrol agent. Please see **Figure 1**, below, for reference images to identify African Boxthorn. CSIRO staff are also able to assist you with plant identification by sending photographs of the plant body, stems, leaves and flowers or fruit, if present, to boxthornbiocontrol@csiro.au.



Figure 1. African boxthorn can produce flowers that are either white with purple markings (a) or purple (b). Immature fruit are green, yellow, or orange (c) before becoming red once mature and 5-10mm in diameter (d). Adult plants can grow up to around 5m in height, with large woody thorns (e).

Releasing the biocontrol agent:

1. Fill **Tube B** with water up to the 50 ml mark, close with the lid provided, and gently swirl the tube to mix the TWEEN and water. Then, pour **Tube B** into the **spray bottle** and fill up the spray bottle with water to the top mark (250 ml total).
2. Add the spores from **Tube A** into the spray bottle and gently shake or swirl the bottle until the spores are mixed into the TWEEN solution (**Figure 2**). Do not shake the bottle too vigorously as this can cause the TWEEN to bubble, making it harder to mix in the spores. You can swirl the solution if this happens. Please use the spore and Tween/water solution within 2 hours of mixing together.
3. Decide which branches you would like to spray. Remember that actively growing branches with fresh leaves are optimal for infection with the biocontrol agent. Each 250 ml bottle will be enough to spray up to **8 branches** – but if you have excess solution, you can spray additional stems. Aim to spray around 4 stems per boxthorn plant. Tag each stem with flagging tape or any other markers/tags you wish to use. This will aid in identifying the fungus when monitoring for infection success in the future.
4. Spray the tagged African boxthorn branches (**Figure 3a**) with the spore solution until droplets form on the leaves (**Figure 3a inset**). Ensure to spray both the top and underside of leaves and the branch. Ideally, aim to inoculate young stems/leaves as the rust prefers **newer growth** over old growth.
5. Once a branch has been sprayed, cover with a white (preferred) or clear plastic bag, and tie the ends of the bag to hold it fast to the branch (**Figure 3b**). Avoid using black bags for this step as this can cause excess heat to build up within the bag, causing heat stress to the biocontrol agent and the plant itself. Wearing gloves at this step is recommended to avoid injury from the thorns.



Figure 2. Spores mixed into TWEEN/water.



Figure 3. (a) Spray the spore solution onto the African boxthorn branches until droplets form on the leaves (inset upper left), ensuring good coverage of the top and bottom of the leaves. (b) Cover the sprayed branches with a white or clear plastic bag and fasten in place. Return to the site the following morning to remove the plastic bag and take photos of the sprayed stems.

6. Complete the baseline monitoring datasheet (see next section) and send it back to the CSIRO African boxthorn biocontrol team via email at your earliest convenience (boxthornbiocontrol@csiro.au).
7. Leave each treated branch covered overnight (or 24 hrs if it is a cloudy day).
8. Revisit the field site the following morning to remove each bag and to take the following photos in the bright morning light (see **Figure 4**, below, for examples of the different types of photos requested):
 - a. **Each sprayed stem** – a close-up photo of the tagged stems that were infected, as a record of the quality of the leaves prior to applying the biocontrol agent. Please take a photo showing the leaves and flowers and fruiting heads, if present.
 - b. **Individual plant** – a close-up photo of the African boxthorn plant(s) that were infected, as a record of plant health condition.
 - c. **Habitat or landscape** – a general landscape photo depicting the condition of the African boxthorn habitat at the time of releasing the biocontrol agent.

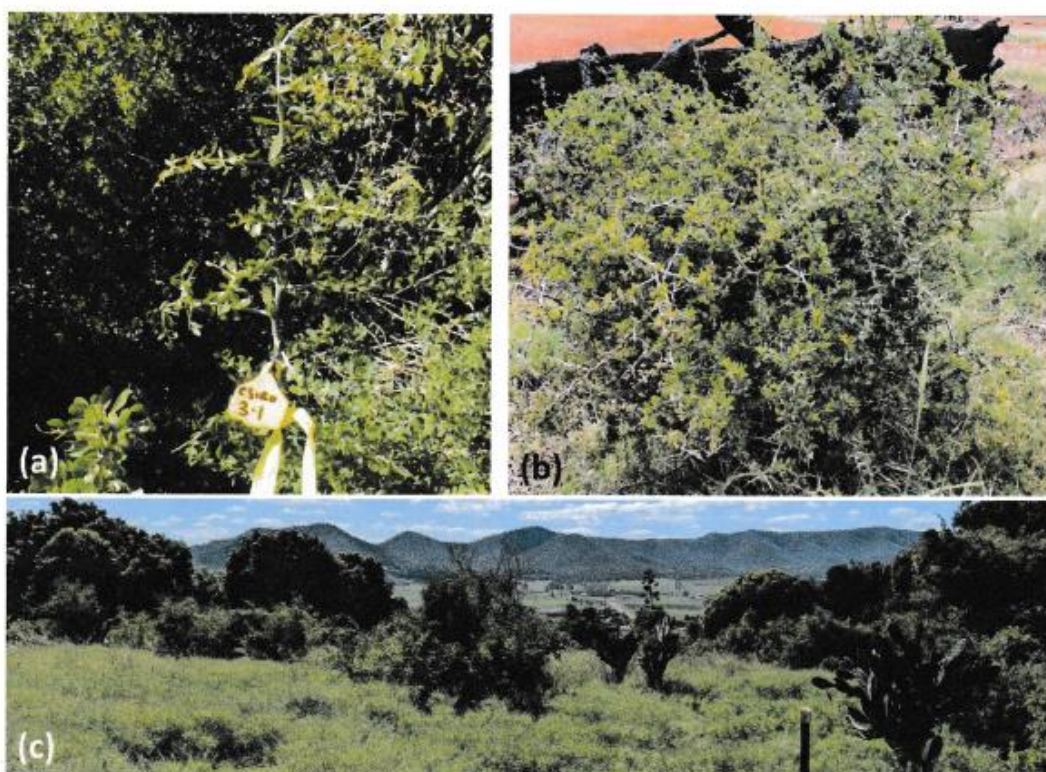


Figure 4. (a) *Each sprayed stem* – a close-up photo of the tagged stems that were infected, as a record of the quality of the leaves prior to applying the biocontrol agent. Please take a photo showing the leaves and flowers and fruiting heads, if present.
 (b) *Individual plant* – a close-up photo of the African boxthorn plant(s) that were infected, as a record of plant health condition.
 (c) *Habitat or landscape* – a general landscape photo depicting the condition of the African boxthorn habitat at the time of releasing the biocontrol agent.

Monitoring and evaluation

1. Baseline monitoring

In return for receiving the African biocontrol agent, we would be grateful if you could complete the baseline monitoring datasheet on pages 9-10. We will use this information for monitoring and evaluation research purposes, and to understand the environmental determinants of establishment and spread of the biocontrol agent. All personal information will be treated confidentially in accordance with CSIRO's Human Ethics protocols (see participant information sheet provided).

Please complete this datasheet and send it back to the CSIRO African Boxthorn biocontrol research team via email (boxthornbiocontrol@csiro.au) at your earliest convenience (no longer than four weeks of release of the biological control agent). The datasheet will record the following information:

- Name of participant.
- Affiliations (i.e., were releases made as a private property owner, as part of a coordinated 'working bee' at a Bushcare or Landcare site, by a council biosecurity officer, etc).
- Release date(s) and time.
- Release location(s) where each biocontrol agent kit was released, preferably as a GPS coordinate
- Number of stems that were tagged and targeted by the biocontrol agent at each site.
- Prevailing weather conditions at time of release (e.g., approximate temperature, sunny, rain, overcast etc.).
- A photo of:
 - a) Photos of each tagged stem which the biocontrol agent was applied to
 - b) The African boxthorn plant(s) that were targeted at each release site
 - c) A photo depicting the general condition of the habitat infested with African boxthorn.

2. Follow-up monitoring

We also request that you return to the release site after approximately 6-8 weeks and take a photo of each stem to which the biocontrol agent was applied. This will help us to identify the presence or absence of the biocontrol agent, which produces characteristic dark brown pustules (**Figure**).



Figure 5. Characteristic disease symptoms caused by the boxthorn biocontrol agent on young (left) and older (right) leaves. Pustules form on both the upper and underside of leaves and can vary from 1-2 pustules to numerous pustules, as seen in the photos.

FAQ

Who is eligible to receive the biocontrol agent?

Participants can include private landholders, members of various government agencies involved with weed management, agronomists, grower groups, etc. Please email CSIRO at boxthornbiocontrol@csiro.au to register your interest to participate in the biocontrol program. The biocontrol agent will be provided to registered participants at regular intervals between September 2022 and March 2023. The specific timing of delivery will be determined by prevailing climate conditions, quantity of available material for release and level of demand from registered participants. The release kit will be sent via post. Participants should release the agent as soon as possible upon receiving their package. However, the spores of the biocontrol agent can be stored in the freezer for one month before preparing the biocontrol agent for release onto African boxthorn plants in the field if conditions at the time of receipt are unsuitable.

Will everyone receive the biocontrol agent for release? What if I miss out?

This project represents a **pilot program** for releasing this safe biocontrol agent into the Australian environment over the next few months. We anticipate very high demand for participation in the program. Whilst we will strive to accommodate at least one release per registered participant, it is likely that we will not be able to accommodate some interested participants in the program. Details of participants who are unable to be provided with the fungus for this first pilot program will be retained and considered for possible future programs in 2023/24 if additional resources become available for continued research.

Is it safe to release the biocontrol agent into the Australian environment?

In 2017, CSIRO began rigorous evaluation of the risks that the fungus *Puccinia rapipes* could pose to non-target plants in Australia. Research focused on species within the family Solanaceae. This extensive host-specificity testing was performed in a quarantine facility and involved exposing African boxthorn and non-target plant species to the fungus under optimal conditions for infection. It was found that the fungus is highly specific to African boxthorn (*Lycium ferocissimum*) and Goji berries (*L. barbarum*, *L. chinense* and *L. ruthenicum*; of which the rust can be easily treated with fungicides already used by goji growers).

Based on these research results and following a comprehensive risk assessment process and public consultation, the Federal Department of Agriculture, Water, and the Environment (DAWE) approved the release of the biocontrol agent into the Australian environment. The information package that supported the application to release the agent in Australia, which includes all results, can be found here:

<https://www.awe.gov.au/biosecurity-trade/policy/risk-analysis/biological-control-agents/risk-analyses/completed-risk-analyses/puccinia-rapipes>

What quantity of the biocontrol agent will I receive for release into the environment?

Each biocontrol agent release kit will contain a vial of dried spores collected from pustules produced by the rust fungus. This vial of spores can be used to make a release at one site. If placed in a dense infestation of African boxthorn, this single vial contains enough spores to infect approximately **eight branches**. As those plants become infected, the fungus develops pustules which produce spores. Those spores will in turn naturally spread to nearby plants via wind or water and continue the spread of the fungus.

CSIRO staff will work with you to determine the total number of release kits provided, depending on your capacity/interest to release the fungus at your nominated location. To increase the chances of successful establishment of the fungus, we encourage participants to release the fungus at two points with two separate vials of spores, each separated by at least 200 m. Participants are welcome to request more release kits if they can identify multiple African boxthorn populations where the fungus could be established.

What effect will the biocontrol agent have on African boxthorn populations?

Provided that the African boxthorn biocontrol agent establishes widely in Australian agricultural and natural environments and causes severe disease symptoms on African boxthorn, it is expected to reduce the reproductive output and vegetation growth of the weed in the long term. This will in turn reduce its invasion potential in various ecosystems.

What happens if I cannot detect the fungus after release? Has it failed?

It is important to note that the fungus will only infect African boxthorn at high severity under optimal conditions for growth and spread – that is, when warm and moist and the host African boxthorn plants are healthy and vigorous at early stages of growth. As such, we expect that the fungus will not establish in all instances. The fungal spores are delicate and require specific microclimate requirements for germination and infection. The fungus will only become widely established in the Australian environment after many years of sustained releases by participants.

How quickly does the fungus kill African boxthorn?

In the Australian environment, the fungus is not expected to kill African boxthorn. Rather, if the fungus does become established at high infection severities, it is expected to reduce the growth of the weed and its overall reproductive output. At best, we predict that infection by the fungus will gradually reduce the vegetative growth of African boxthorn plants and reduce its spread across the landscape but will not eradicate it altogether.

How quickly will the fungus spread?

The rate of spread of the fungus will be ascertained by long term monitoring. It is expected that the fungus will spread from one plant to the next very slowly (Figure 6), but the rate of spread will accelerate once the overall abundance of the fungus builds up in the local African boxthorn population. Based on our knowledge of other successful biocontrol agents that have been released previously in Australia, broadscale spread of the fungus would be expected to take several years and will not occur within the first season of release. As such, 'success' in the short term for this pilot program is to first establish the presence of the fungus in the Australian environment.

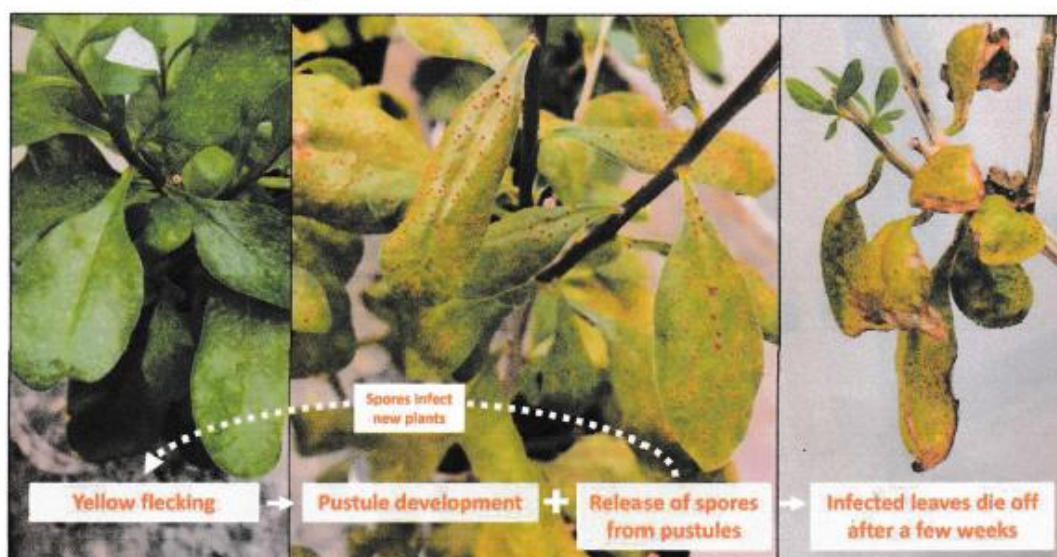


Figure 6. The natural infection process of the biocontrol agent.

Can use of the biocontrol agent replace herbicide application or other control methods?

Biocontrol may provide a sustainable, landscape-scale approach for African boxthorn management with no chance of off-target damage to crops or native vegetation. Given that the fungus will not kill African boxthorn altogether, it will complement but not replace the need for other control methods. However, widespread establishment and spread of the fungus may gradually reduce the quantity of chemical herbicide required to suppress weed populations.

However, it still remains the responsibility of site custodians to meet the terms of any weed control compliance order imposed by the relevant authority in the area selected for a biocontrol release. Release of a biocontrol agent cannot be used as an excuse to not control African boxthorn or other weeds at a site. There is no guarantee that the biocontrol agent will establish and have an impact on African boxthorn at the release site.

www.csiro.au



Baseline monitoring datasheet

for *Puccinia rapipes*, a biocontrol agent for African boxthorn.

Please complete the following datasheet at the same time that you make your releases of the biological control agent. Please scan or take a photo of the completed datasheet and email the datasheet and site photos to the CSIRO boxthorn biocontrol research team boxthornbiocontrol@csiro.au. Thank you for your participation in the release project.

Release site information		
Date:	Name ¹ :	Affiliation (e.g. private landholder, local or state government biosecurity officer etc.):
Site location and address:		State:
Number of releases made (number of stems targeted with the agent):		
Release location GPS coordinates ² :	Release date:	Release time:
Photographs (see Figure 4 for examples)		
(1) Each sprayed stem - close-up photo taken of the stems that were treated with the biocontrol agent solution (Figure 4a) to provide a record of leaf quality. <input type="checkbox"/> Yes <input type="checkbox"/> No		
(2) Individual plant - a close-up photo of the African boxthorn plant(s) that you wish to infect as a record of plant health condition (Figure 4b). <input type="checkbox"/> Yes <input type="checkbox"/> No		
(3) Habitat - a general landscape photo depicting the condition of the African boxthorn habitat at the time of releasing the biocontrol agent (Figure 4c). <input type="checkbox"/> Yes <input type="checkbox"/> No		

Weather and habitat characteristics	
Rainfall	<input type="checkbox"/> No rainfall <input type="checkbox"/> Rained during the day ____mm <input type="checkbox"/> Rain previous evening ____mm <input type="checkbox"/> Rain expected overnight ____mm
Estimated temperature at the time of release	
Weather conditions at the time of release (tick all that apply)	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Calm <input type="checkbox"/> Windy <input type="checkbox"/> Dry <input type="checkbox"/> Overcast <input type="checkbox"/> Breezy Other, please list:
General description of the habitat at the release location	
African boxthorn plant status (tick all that apply)	<input type="checkbox"/> Healthy <input type="checkbox"/> Stressed <input type="checkbox"/> Fresh growth present <input type="checkbox"/> Flowers present <input type="checkbox"/> Fruit present <input type="checkbox"/> Canopy cover over plants
Demographic life stages present (tick all that apply)	<input type="checkbox"/> Seedlings (0-30 cm) <input type="checkbox"/> Juveniles (~30 -50 cm) <input type="checkbox"/> Adults (>50 cm)
Density of African boxthorn infestation	Number of plants in an estimated 20 X 20 m square quadrat: ____plants % boxthorn groundcover in estimated 20 X 20 m quadrat: ____%
Area invaded by African boxthorn (hectares, 100 X 100 m)	
Any other comments, details or feedback.	

¹Personal information will be treated confidentially in accordance with CSIRO's Human Ethics protocols (see participant information sheet provided).

²How to extract GPS coordinates of a location using the Maps app on your smartphone:

Using Google Maps:

- 1) Open the Google Maps app on your smartphone or tablet.
- 2) When the blue circle for your location appears on the map, touch and hold this area of the map (that isn't labelled) to drop a red pin.
- 3) The GPS coordinates will appear in the search box at the top of the screen.

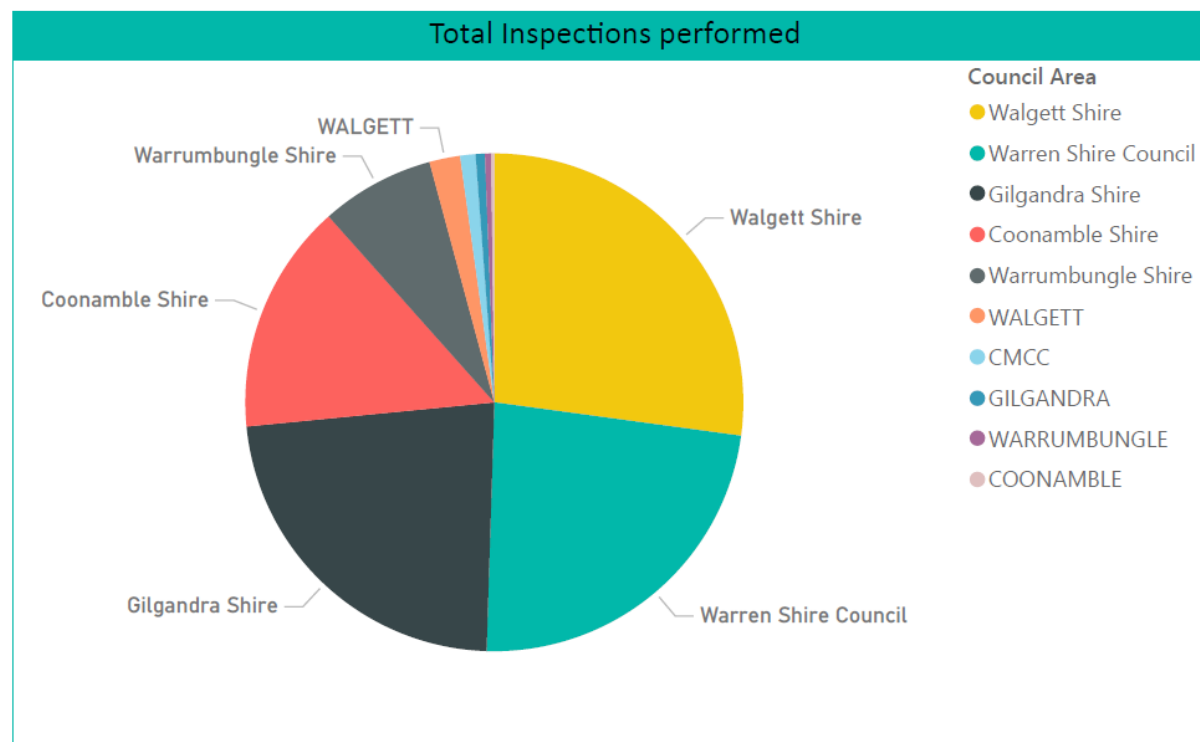
Using Apple Maps:

- 1) Open Apple Maps on you iPhone or tablet.
- 2) Tap the current location button on the top right.
- 3) When the blue circle for your location appears on the map, tap it.
- 4) Swipe up from the bottom to view full details for your location and the GPS coordinates will be listed for your location.



CMCC Report 22 Nov 2023 - 7 Feb 2024

Total Inspections performed	
Council Area	Total Inspections
CMCC	5
COONAMBLE	1
Coonamble Shire	75
GILGANDRA	3
Gilgandra Shire	115
WALGETT	10
Walgett Shire	136
Warren Shire Council	117
WARRUMBUNGLE	2
Total	501



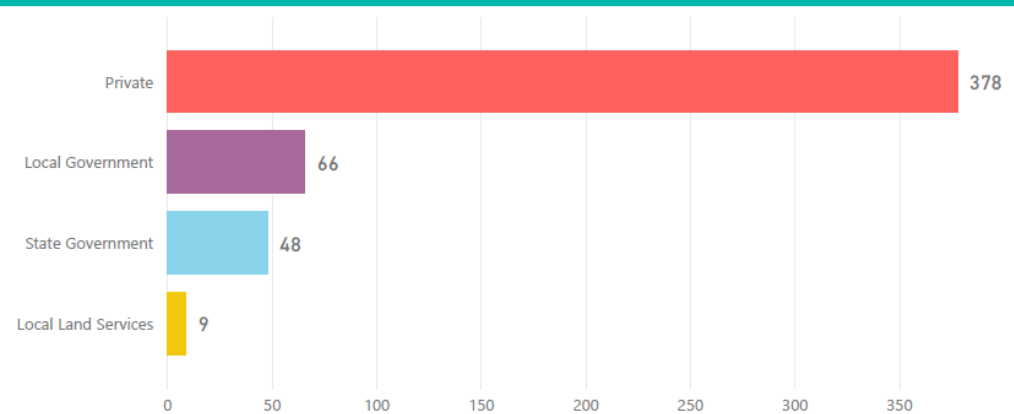


CMCC Report 22 Nov 2023 - 7 Feb 2024

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
CMCC	Local Government	1
CMCC	State Government	4
COONAMBLE	Local Government	1
Coonamble Shire	Local Government	3
Coonamble Shire	Local Land Services	1
Coonamble Shire	Private	71
GILGANDRA	State Government	3
Gilgandra Shire	Local Government	45
Gilgandra Shire	Local Land Services	2
Gilgandra Shire	Private	56
Gilgandra Shire	State Government	12
WALGETT	Local Government	10
Walgett Shire	Local Land Services	1
Walgett Shire	Private	119
Walgett Shire	State Government	16
Warren Shire Council	Local Government	3
Warren Shire Council	Local Land Services	5
Warren Shire Council	Private	109
WARRUMBUNGLE	Private	2
Warrumbungle Shire	Local Government	3
Warrumbungle Shire	Private	21
Warrumbungle Shire	State Government	13
Total		501

Total Inspections per Land Tenure



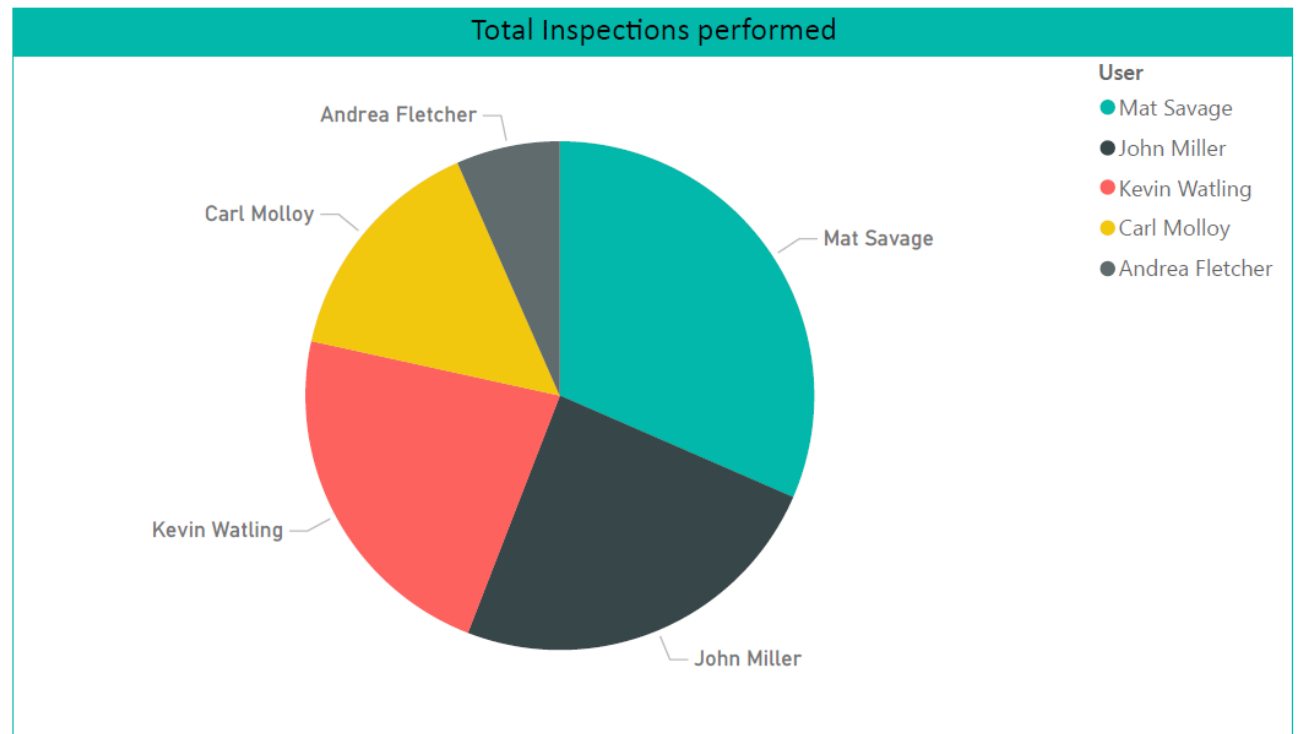
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Local Government	66
Local Land Services	9
Private	378
State Government	48
Total	501



CMCC Report 22 Nov 2023 - 7 Feb 2024

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	33
Carl Molloy	75
John Miller	122
Kevin Watling	113
Mat Savage	158
Total	501





CMCC Report 22 Nov 2023 - 7 Feb 2024

Andy's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Andrea Fletcher	High risk rail corridors	State Government	4	19.55	9.00
Andrea Fletcher	Inspections of land owned / managed by State bodies	Local Government	1	38.00	20.00
Andrea Fletcher	Inspections of land owned / managed by State bodies	Private	6	466.94	220.50
Andrea Fletcher	Inspections of land owned / managed by State bodies	State Government	6	256.63	170.00
Andrea Fletcher	Inspections of rail corridors	State Government	3	80.00	120.00
Andrea Fletcher	Private Property Inspections	Local Government	1	0.10	0.10
Andrea Fletcher	Private Property Inspections	Private	12	1,391.61	225.50
Total			33	2,252.83	765.10



CMCC Report 22 Nov 2023 - 7 Feb 2024

Carl's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	High Risk Council owned land	Local Government	2	7.77	
Carl Molloy	LLS TSR Reserves	Local Land Services	1	63.43	0.10
Carl Molloy	Private Property Inspections	Private	67	8,767.54	0.80
Carl Molloy	Re-inspections	Private	4	107.70	0.40
Carl Molloy	Sale yards	Local Government	1	2.29	
Total			75	8,948.72	1.30



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John's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
John Miller	Inspection of TSRs	Local Land Services	7	1,246.23	104.00
John Miller	Inspections of rail corridors	Private	1	2.00	2.00
John Miller	Other Council lands	Local Government	1	1.71	0.00
John Miller	Private Property Inspections	Local Government	2	10.95	2.00
John Miller	Private Property Inspections	Private	113	23,899.39	
Total			124	25,160.27	108.00



CMCC Report 22 Nov 2023 - 7 Feb 2024

Kevin's Inspection Stats

User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Kevin Watling	-----##-----Private Property Sites-----##-----	Private	1	242.19	1.00
Kevin Watling	High Risk Pathways Inspection	Local Government	1	0.00	1.50
Kevin Watling	High Risk Pathways Inspection	Private	1	7.39	0.10
Kevin Watling	High Risk Pathways Inspection	State Government	6	0.00	15.00
Kevin Watling	High risk water courses	State Government	1	0.00	0.50
Kevin Watling	Inspections of council owned land	Local Government	1	0.00	0.10
Kevin Watling	Local Land Services Reserves	Local Land Services	1	96.62	12.00
Kevin Watling	Other Council lands	Local Government	2	41.52	0.40
Kevin Watling	Private Property Inspections	Local Government	2	0.00	0.50
Kevin Watling	Private Property Inspections	Private	49	3,951.89	60.20
Kevin Watling	Private Property Inspections	State Government	3		10.00
Kevin Watling	Roadside Inspection(s)	Local Government	2	0.00	1.50
Kevin Watling	Roadside Inspection(s)	State Government	2	0.00	0.40
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	37	15.80	80.70
Kevin Watling	Roadside Inspections High Risk Inspections	Private	1	0.41	0.10
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	2	0.00	5.00
Kevin Watling	Waterways High Risk Pathways	State Government	1	0.00	1.00
Total			113	4,355.82	190.00



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Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	High Risk Crown Lands	Private	1	1,298.18	1,298.00
Mat Savage	High Risk Crown Lands	State Government	2	1,177.13	40.00
Mat Savage	High Risk Pathways Inspection	Local Government	9		200.20
Mat Savage	Inspection of TSRs	Local Land Services	1	780.94	0.10
Mat Savage	Inspection of TSRs	Private	2	1,296.09	
Mat Savage	Inspection of TSRs	State Government	13	3,933.23	
Mat Savage	Inspections of council owned land	Local Government	1	3.88	2.00
Mat Savage	Inspections of land owned / managed by State bodies	State Government	1	11.45	1.00
Mat Savage	Inspections of rail corridors	Local Government	1		
Mat Savage	Inspections of rail corridors	Private	1	3.11	3.00
Mat Savage	Inspections of rail corridors	State Government	4	49.70	200.00
Mat Savage	Private Property High Risk Area	Private	3	4,701.43	2,983.00
Mat Savage	Private Property High Risk Re-Inspections	Private	7	11,290.19	
Mat Savage	Private Property Inspections	Private	107	54,098.19	2,302.00
Mat Savage	Private Property Re-Inspections	Private	1	1,025.97	10.00
Mat Savage	Roadside Inspection(s)	Local Government	3		
Mat Savage	Roadside Inspection(s)	Private	2		15.10
Mat Savage	Roadside Inspections High Risk Inspections	Local Government	1		0.10
Total			160	79,669.47	7,054.50



AGENDA FOR CLOSED COUNCIL MEETING

Wednesday, 6th March 2024

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 Warren Shire Council Chambers on **6th March 2024** to discuss the items listed in the Agenda

Michael Urquhart
GENERAL MANAGER

AGENDA

10. MOVE INTO CLOSED SESSION

MOVE INTO CLOSED SESSION
<p>Time:</p> <p>That the public be excluded from the meeting pursuant to Sections 10A of the Local Government Act 1993 on the basis that the items deal with:</p> <p>(2) (d) commercial information of a confidential nature that would, if disclosed, (ii) confer a commercial advantage on a competitor of the council</p> <p>Moved: Seconded:</p>

11. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

11.1 Report from General Manager

- 11.1.1 CMCC Expression of Interest (EOI) to Act as Local Control Authority for the Western Unincorporated Area of NSW.

12. RETURN TO OPEN SESSION

Return to Open Session

Recommendation:

That Council return to open session

Moved:**Seconded:**

13. ADOPTION OF CLOSED SESSION REPORTS

Adoption of Closed Session Reports

Recommendation:

That Council adopt the recommendations of the Close Committee Reports.

Moved:**Seconded:**

14. QUESTIONS FOR NEXT MEETING

15. CONFIRMATION DATE OF NEXT MEETING

Date: 22nd April 2024, in Coonamble

16. CLOSE OF MEETING

Time: