



# **AGENDA FOR ORDINARY COUNCIL MEETING**

**Monday, 29<sup>th</sup> April 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 **Coonamble Shire Council Chambers** on **29<sup>th</sup> April 2024** commencing at **10:00am** 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

**Recommendation:**

That the leave of absence received from \_\_\_\_\_ are accepted and a leave of absence granted.

**Moved:**

**Seconded:**

## 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

<b>SPEAKER</b>	<b>TOPIC</b>

## 6. CONFIRMATION OF MINUTES/MATTERS ARISING

### 6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 6<sup>th</sup> March 2024

<b>Minutes of Ordinary Council Meeting – 6<sup>th</sup> March 2024</b>
<p><b>Recommendation:</b></p> <p>That the minutes of the ordinary Council meeting held 6<sup>th</sup> March 2024, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b> <b>Seconded:</b></p>

**Attachments:**

Meeting Minutes – 6<sup>th</sup> March 2024

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

### MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COMMUNITY MEETING ROOM, WARREN ON WEDNESDAY 6<sup>th</sup> MARCH 2024 COMMENCING AT 11:00AM

**PRESENT:** Clr B Fisher (Deputy Chairman), Clr P Cullen and Clr Z Holcombe, Clr G Whiteley, Clr I Woodcock and Clr D Todd, Clr N Kinsey, Clr M Cooke and Clr G Peart.

**ABSENT:** Clr D Batten

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

**WELCOME:** Meeting was opened at 11:00am and Deputy Chairman Clr B Fisher welcomed all councillors and staff to the meeting.

#### 01/24/01 Leave of Absence

**Resolved:**

That the leave of absence received from Councillor D Batten is accepted and a leave of absence granted.

**Moved:** Clr Kinsey

**Seconded:** Clr Peart

**Carried**

#### DECLARATIONS OF INTEREST- Nil

#### 01/24/02 Minutes of Ordinary Council Meeting – 6<sup>th</sup> December 2023

**Resolved:**

That the minutes of the ordinary Council meeting held 6<sup>th</sup> December 2023, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Todd

**Seconded:** Clr Whiteley

**Carried**

*The General Manager gave an explanation to Council following Clr Kinsey's question at the December 2023 meeting in relation to the superannuation for 2022/2023.*

01/24/03 Report of Committees – Audit, Risk & Improvement Committee
<p><b>Resolved:</b></p> <p>That the agenda of the Audit, Risk &amp; Improvement Committee be received and noted.</p> <p><b>Moved:</b> Clr Whiteley <b>Seconded:</b> Clr Kinsey</p> <p style="text-align: right;"><b>Carried</b></p>

01/24/04 Council's Decision Action Report – March 2024
<p><b>Resolved:</b></p> <p>That the Resolution Register for March 2024 be received and noted</p> <p><b>Moved:</b> Clr Holcombe <b>Seconded:</b> Clr Kinsey</p> <p style="text-align: right;"><b>Carried</b></p>

01/24/05 Circulars Received From the NSW Office of Local Government
<p><b>Resolved:</b></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><b>Moved:</b> Clr Kinsey <b>Seconded:</b> Clr Cullen</p> <p style="text-align: right;"><b>Carried</b></p>

01/24/06 Cash and Investment Report – 30 <sup>th</sup> November 2023, 31 <sup>st</sup> December 2023 & 31 <sup>st</sup> January 2024
<p><b>Resolved:</b></p> <p>That the investment report for 30<sup>th</sup> November 2023, 31<sup>st</sup> December 2023 and 31<sup>st</sup> January 2024 be received and noted.</p> <p><b>Moved:</b> Clr Whiteley <b>Seconded:</b> Clr Holcombe</p> <p style="text-align: right;"><b>Carried</b></p>



01/24/07 Risk Register
<p><b>Resolved:</b></p> <p>That Council adopts the draft Risk Register.</p> <p><b>Moved:</b> Clr Todd <b>Seconded:</b> Clr Cullen</p> <p style="text-align: right;"><b>Carried</b></p>

01/24/08 Risk Register and Future WAP Funding
<p><b>Resolved:</b></p> <p>That Council write a letter of concern to the Minister for Agriculture for the future of WAP funding and future of weed control in CMCC County Council area.</p> <p><b>Moved:</b> Clr Whiteley <b>Seconded:</b> Clr Kinsey</p> <p style="text-align: right;"><b>Carried</b></p>

*Due to the African Boxthorn field day commencing at 12:00pm, the Senior Biosecurity officer presented her report to Council at this juncture.*

01/24/09 Quarterly Biosecurity Report
<p><b>Resolved:</b></p> <p>That the report be received and noted.</p> <p><b>Moved:</b> Clr Cullen <b>Seconded:</b> Clr Kinsey</p> <p style="text-align: right;"><b>Carried</b></p>

*Senior Biosecurity Officer Andrea Fletcher-Dawson left the meeting at 11:45am to prepare for a presentation at the African Boxthorn Field Day in Warren.*

*Clr I Woodcock and Clr M Cooke joined the meeting at 11:45pm.*

**01/24/10 Risk Management Policy**

**Resolved:**

That Council formally adopts the draft "Risk Management" Policy.

**Moved:** Clr Cullen

**Seconded:** Clr Kinsey

**Carried**

**01/24/11 ARIC Terms of Reference**

**Resolved:**

That Council formally adopts the draft "Risk Management" Policy.

**Moved:** Clr Peart

**Seconded:** Clr Holcombe

**Carried**

**01/24/12 Second Quarter Operational Plan & Half Yearly Delivery Program for 2023/2024**

**Resolved:**

That Council accepts the progress made on the 2023/2024 Operational Plan and Delivery Program as at 31<sup>st</sup> December 2023.

**Moved:** Clr Whiteley

**Seconded:** Clr Kinsey

**Carried**

**01/24/13 Quarterly Budget Review Statement – December 2023**

**Resolved:**

That Council adopts the attached Quarterly Budget Review Statement for 31<sup>st</sup> December 2023 as tabled.

**Moved:** Clr Cullen

**Seconded:** Clr Todd

**Carried**

01/24/14 Important Dates for Councillors – Upcoming Meetings and Events
<p><b>Resolved:</b></p> <p>That Council receive and note the list of upcoming meetings and events.</p> <p><b>Moved:</b> Clr Cullen <b>Seconded:</b> Clr Cooke</p> <p style="text-align: right;"><b>Carried</b></p>

01/24/15 Moved Into Closed Session
<p style="text-align: right;"><b>Time:</b> 12:03pm</p> <p><b>Resolved:</b></p> <p>That the public be excluded from the meeting pursuant to Sections 10A (2) (d) (ii) 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><b>Moved:</b> Clr Todd <b>Seconded:</b> Clr Woodcock</p> <p style="text-align: right;"><b>Carried</b></p>

01/24/16 Return to Open Session
<p style="text-align: right;"><b>Time:</b> 12:45pm</p> <p><b>Resolved:</b></p> <p>That Council return to open session.</p> <p><b>Moved:</b> Clr Kinsey <b>Seconded:</b> Clr Cullen</p> <p style="text-align: right;"><b>Carried</b></p>

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

**01/24/17 CMCC Expression of Interest to Act as Local Control Authority for the Unincorporated Area**

**Resolved:**

1. That the General Manager's report be received.
2. That Council endorse the action of the General Manager in submitting CMCC's EOI to act as the Local Control Authority for the Western Unincorporated Area of NSW, for a two (2) year period, commencing April 2024.
3. The Council Seal be affixed to the engagement control and funding agreement and the General Manager be authorised to execute these documents.
4. That provision be made in the engagement contract for both parties to opt out of the contract with a 6 month notice period.

**Moved:** Clr Holcombe

**Seconded:** Clr Kinsey

**Carried**

**01/24/18 Adoption Of Closed Session Reports**

**Resolved:**

That Council adopt the recommendations of the Closed Committee Reports

**Moved:** Clr Kinsey

**Seconded:** Clr Cooke

**Carried**

Date of the next CMCC Council Meeting to be Monday 22<sup>nd</sup> April 2024 in Coonamble

**Close of Meeting**

The meeting closed at 1:03pm

\_\_\_\_\_  
Chairman

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

6<sup>th</sup> March 2024

Ordinary Council Meeting

Meeting Minutes

## 7. REPORTS OF COMMITTEES

### Minutes of Central West Regional Weeds Committee and Central West Regional Weeds Committee Operational Group Meetings

**Recommendation:**

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

**Moved:**

**Seconded:**

## 7.1 CW REGIONAL WEEDS COMMITTEE MEETING

Local Land Services



### Minutes

#### CW Regional Weeds Committee Meeting

##### Details

Location: Warren Racecourse Warren

Date/time: 5<sup>th</sup> March 2024  
10.00am

Chairperson: Damian Wray (Bogan Shire Council)

Minutes: Jodie/Tanya

**People present:** Jane Crystal (CWLLS), Archie Harding (Narromine Shire Council), Tanya Muccillo and Jodie Lawler (CWLLS), Glenn Sloane and Ron Milne (Parkes Shire Council), Andrew Cosier (Crown Lands), Andy Fletcher (CMCC), Laurie Thompson (Lachlan Shire Council), Corey Clark, Jamie Elms and, Damian Wray (Bogan Shire Council), Dalit Hazell (National Parks), Tim Bartimote (CWLLS), Kristen Coady (FCNSW), Midnight Brydon (CWLLS Board), Tom McAllister (UGL), Philip Price (Water NSW), Rod Ensbeay (DPI), Brian Bonello (CWLLS), Kelvin Scott (Dubbo Regional Council), Warwick Knight (NSW Farmers)

##### Apologies

Des Mackey & Matt Croft (Dubbo Regional Council), Michael Chambers (Parkes Shire Council), Rohan Leach (CWLLS), Dave Waters (LLS Board), Rohan Leach (LLS), Paul Adams and Shannon Hodge (Forbes Shire Council), Peta Bolam (CWLLS) Kim Bale (LLS), Kel Frost (Wedding Shire Council) Matthew Croft (Dubbo Regional Council), Robyn Henderson (DPI)

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#### 1.0 Welcome, acknowledgment to country and apologies

The meeting convened at 10.00am.

Chair, Damian Wray welcomed all to the meeting.

The above apologies were noted by the committee.

WHS considerations were addressed.

Conflict of Interest- No conflicts of interest were declared.

##### Review of minutes and actions

The previous meeting's Minutes have been read and approved.

Jodie outlined the actions and progress from the previous minutes as follows:

- Tim's presentation has been circulated
- Rapid Response plan has been included
- Link has been provided with minutes
- No update from CWLLS Board on State Significant projects

## 2.0 Strategic Matters

### 2.1 Change of RWC meeting Agenda

Jodie went through the agenda format to make meeting time more strategic. The Regional Weeds Committee meetings will be held on the same day as the Operations Group meeting to improve efficiency of time and travel. Minutes will be distributed within a week of the meeting. Committee to review and provide feedback in the following week to allow minutes to be finalised and a final version to be circulated.

### 2.2 Mandatory Documents

The mandatory documents have been reviewed. Communications plan, MERI plan and program logic have been completed. Jodie to forward to the Committee. Vision statement will be discussed this afternoon. Rapid Response Plan has been updated. The mandatory document review actions have been completed.

**Action: Jodie to forward the completed Comms and MERI plans and Program Logic to Committee**

### 2.3 WAP Update

To be discussed in DPI Update agenda item.

### 2.4 Terms of Reference Review

Jodie and Tanya discussed the amendments requested by the Board. The Committee accepted the amendments.

**Action: Jodie to circulate final version of Terms of Reference to the Committee.**

## 3.0 Regional Weed Management Report

### 3.1 Change of RWC meeting Agenda

Discussed previously

### 3.2 RWC Report

Jodie discussed the report on progress against WAP targets. Discussion on Council staffing which might affect delivery over the next quarter.

Some Councils are participating in the drone training. Some Councils are doing the Cert III at Dubbo. Truck advertising campaign is on hold at the moment due to the WAP funding. Vehicle hygiene training will be held in Forbes. Investigating whether DPI can do their presentation or something similar will be developed for the event. Once dates have been set, Jodie will let DPI know. St John's Wort trials will continue for the moment. Looking for funding to continue it into next financial year. Potential to expand the scope to look at where the gaps are and increasing the size of the plots to determine effectiveness of the trials.

### 3.3 DPI Report

Apologies for not having DPI in person presence. Jill O'Grady resigned from the position in December. Recruitment is being undertaken to replace Jill. Staffing changes happening with staff moving to other internal roles. Prohibited matter responses are Parthenium meeting postponed due to wet weather until early April. Other responses- Nambucca Heads (70 properties) and found no parthenium weed. South Coast near Kiama being undertaken this week. Hawkweed response near Kosciusko back in late December. Hawkweed taskforce coming up in May. Frogbit is becoming common in some areas such as Sydney and have received permission to review the status. Launching Tropical Soda Apple Best Practice Manual next week. Alligator Weed surveillance happening in Riverina region this week.

Prickle Bush Task Force meeting has been postponed due to lack of staff availability. Looking to have meeting in May/June. Illegal online sales responses have been consistent. Training courses outlines in DPI Report. Prohibited Matter training has been refined to 1-day Course and anyone can attend those (ie agency staff). Biosecurity Commissioner is being onboarded soon. The role will be like an ombudsman and act upon tasks independently. NRC review of weed and pest animal programs across NSW and an audit being undertaken. The results will be available in March/April.

#### **WAP Update**

Announcement on the WAP grants program has been sent to Councils in the Weeds Bulletin. Probity has been enforced so limited ability to provide further information. The NSW Grant guidelines released in 2023 have strengthened grant regulations. Final advice received in late January has concluded that the funding administered by the WAP program is classed as a grant and therefore needs to follow the processes of the NSW Treasury Grants Guidelines. The DPI apologises for the delays that have impacted Councils. DPI and LLS are working to establish the process this year. Each region's budget will be the same as last year. DPI/LLS will provide support through running workshops to guide how to apply, but the applications will need to be developed and submitted by Councils. The application process will be similar to other grant processes. The guide with information on the application process and application template are under development and will hopefully be released by mid-March. An online training session will be held for LCAs to assist LCAs to understand the new process. Once released, Councils will have 3 weeks/1 month to complete application and the DPI/LLS are hoping to have a fast assessment and contract process in place to ensure Councils receive funding as soon as possible. Enquiries can be sent to email address [wapgrantsupport@dpi.nsw.gov.au](mailto:wapgrantsupport@dpi.nsw.gov.au) if anyone has any questions or would like more information.

Warwick Knight question- Weed traceability with stock movement. Board response- We can't provide LCAs with information about stock ownership but would be able to provide information on a case-by-case basis. Letter of response will be provided to Committee from Board.

**Action: Jodie to circulate Board response letter to Committee**

#### **4.0 Knowledge/Professional Development**

**4.1 Guest Speaker – Rod Ensby DPI (covered in item 3)**

**4.2 Joint Project Opportunities- No items to discuss**

#### **4.3 Stakeholder Presentation**

UGL – Tom McAlister- 3 different rail networks across CW region. 1200 km of contract spraying along operational lines. Targeted off track spraying on non-operational lines. Additional works as requested by biosecurity officers across the Central West. Biosecurity Officer access for inspections- Notify Tom with as much lead time as possible (Jodie to circulate contact details to Committee)- ideally 4-6 weeks to allow time to organise internal resources. Complete Waiver form to allow access without having to do induction. This will only allow access for 5 consecutive days within a 12-month period and is only for an individual- not organisation (this means two individuals may access at different 5-day periods in the year). Have conducted spraying operations along non-operational lines within the 2-years they have been responsible. In some areas there potentially hasn't been any spraying happening in some of these areas as years previously. UGL appreciate receiving the notices, so they are able to initiate works. Weed enquiries can be supplied via the customer contact line/email or via Local Weed Authority.



**Action:** - Jodie to circulate Tom's details to the Committee.

Inland Rail discussion- The route has been finalised, but the funding is not sufficient to complete the works at the moment.

#### **Forestry Corp NSW**

Weed spraying program is continuing. There was a large fire in Pilliga at the end of last year so the team are continuing with inspections to check there are no new outbreaks. Some *Harrisia* has been found between Baradine and Coonamble. The team have attended a community info session on it at Baan Baa. Further South they are working to try and get on top of Blue Heliotrope and St Johns Wort. Licensee reports are being reviewed and seeing a lot of Boxthorn around. FCNSW audit 30% of grazing permits per year.

**Action:** CWLLS to provide information on *Harrisia* Cactus location at Nebea Rsv. Andy to contact Lane/Brian at CWLLS Coonamble office for them to show her where they are.

#### **Water NSW- Phil Price**

Phil has started in new role working on planning and is scoping what weeds/pest animals they have so if Councils have any information it would be very useful. Looking to develop plans across each site over the next 2 years and will be contacting LLS, LCAs and other agencies for input. Investigating access to Biz. Lessee agreements have been progressing. Some are choosing not to take on the lease due to the additional responsibilities. With others that have larger issues, they have been assisting with the management. Every new lease will have a property management plan applied to it.

#### **Crown Lands- Andrew Cozier**

CRIF Assessments have almost been completed. Working on weeds across region managing Boxthorn, St John's Wort, Blue Heliotrope and Blackberry. Tenure audit program is undertaken annually to check compliance with weed control.

#### **Dee Hazell- National Parks and Wildlife Service**

NPWS are keen to hear about issues around the parks if anyone sees anything to notify them about it.

**Action:** Dee to provide district office contact email address to Jodie. Jodie to distribute to group.

#### **NSW Farmers- Warwick Knight**

Issues further south with African Lovegrass. Katrina is keen to visit the region and has an interest in weeds.

#### **Castlereagh Macquarie County Council – Andy Fletcher**

Working on Calrose TSR- previous walkthrough had no plants detected. Last one found 3 cactus plants. Wilgadene/Hollywood Rsv has been inspected in January and found 16 plants and 1 tiger pear. Prior inspection has no plants (Oct). Parkinsonia aerial response in April across Walgett and Brewarrina Shires. CMCC doing Hudson Pear aerial surveillance across northern population. Biological control for Mother of Millions has spread quite well across the northern populations. Possibly won't need to mass-rear the biological control after 12 months. *Harrisia* Cactus along transport lines. Potential to spread into Dubbo Council area. CMCC have been doing Crown Lands spray contract work. Mealy bug site for *Harrisia* for larger populations. Riverina Pear cochineal works well on Tiger Pear. CMCC has plenty to share if needed.

#### **Parkes Shire Council- Glenn Sloane**

Parthenium site- last year, not many plants were found. After the rain last month approximately 30 plants have been found. Potentially needs to organise a walk-through in the Forest. DPI can assist with funding if completed before May.

**Action: Jodie, Kristen and Glenn to look at dates for walk-through. Rod to investigate funding available to assist.**

#### 5.0 Meeting Key Messages

##### 5.1 Weed for Review – African Boxthorn – Andy Fletcher

Andy provided information on the African Boxthorn biological control. CMCC have has 6 releases between November 2022 and Jan 2024. Bio control is a rust fungus which inhibits the ability of the plant to photosynthesise and affects the fruit. Bio control is applied through a spray solution. A bag covers the spray area overnight to allow it to set on the plant.

**Action: Jodie to forward the link for the Boxthorn video to the Committee.**

##### 5.2 Summary

A summary of the meeting was discussed.

Meeting closed 12:45pm

Next Meeting – 4 June 2024 - Forbes

Previous Meeting

Action	Responsible	Status
<p><i>Recommendation: The Committee has recognised the risks associated with State Significant Developments and have provided the following recommendations to the CWLLS Board and State Weeds Committee:</i></p> <ul style="list-style-type: none"> <li><i>To pursue an addition to the development application process for State Significant Developments that includes the development of a Weed Management Plan for the sites to be managed under the application. (ie develop an action plan and ensure there is a component of budget allocated to weed management works)</i></li> <li><i>To recommend that the RSWMP is considered and incorporated into the planning and approvals guidelines and processes.</i></li> <li><i>That the appropriate agency that procures management services for used and unused railway corridors and transmission lines be notified of their responsibilities under the Biosecurity Act in managing weeds and the Committee recommends the development of Weed Management Plans by those agencies.</i></li> </ul>	Jodie/Board	Ongoing
<p><i>Update 23/11: Referred to the Central West board for action. Update 06/12: The CWLLS Board has referred to the State Board.</i></p>		
<p><i>Update 05/03/2024: CWLLS Board response to be distributed to the Regional Weeds Committee</i></p>	Jodie	Completed
<p><i>Jodie to investigate truck advertising and see if it is viable.</i></p>	Jodie	Ongoing
<p><i>Update 23/11: Depending on cost and what funds are left as the end 2023 the Group agreed that truck advertising was a great idea and further investigations should be undertaken. It was suggested that targeting local courier such as DXT, Western Parcels Express, Macquarie Valley and Parkes Couriers. Jodie to revisit later in 2023 depending on WAP funds.</i></p>		
<p><i>Update 05/03/2024- This action has been put on hold pending the changes to the WAP program.</i></p>		On Hold
<p>Jodie to forward a copy of Tim’s presentation to the Committee.</p>	Jodie	Completed
<p>Rapid Response Plan to be reviewed at the next meeting.</p>	Jodie	Completed
<p>Jodie to forward Managing biosecurity risk and land use planning guide link on DPI website with Minutes.</p>	Jodie	Completed

This Meeting:

No.	Action	Responsible
1	Jodie to forward the completed Comms and MERI plans and Program Logic to Committee	Jodie
2.	Jodie to circulate Tom’s details to the Committee.	Jodie
3.	Jodie to circulate final version of Terms of Reference to the Committee.	Jodie

4.	CWLLS to provide information on Harrisia Cactus location at Nebea Rsv. Andy to contact Lane/Brian at CWLLS Coonamble office for them to show her where they are.	Jodie
5.	Dee to provide district office contact email address to Jodie. Jodie to distribute to group.	Jodie
6.	Jodie, Kristen and Glenn to look at dates for walk-through. Rod to investigate funding available to assist.	Jodie, Kristen, Glenn and Rod
7.	Jodie to forward the link for the Boxthorn video to the Committee.	Jodie

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Next Meeting:

4 June 2024 – Forbes

## 7.2 CW REGIONAL WEEDS COMMITTEE OPERATIONAL GROUP MEETING

Local Land Services



### Minutes

#### CW Regional Weeds Committee Operations Group Meeting

##### Details

Location: Warren Racecourse Warren

Date/time: 5<sup>th</sup> March 2024  
1:00pm

Chairperson: Andy Fletcher (Castlereagh Macquarie County Council)

Minutes: Jodie/Tanya

**People present:**, Archie Harding (Narromine Shire Council), Tanya Muccillo and Jodie Lawler (CWLLS), Midnight Brydon (LLS Board), Glenn Sloane and Ron Milne (Parkes Shire Council), Andrew Cosier (Crown Lands), Andy Fletcher (CMCC), Laurie Thompson (Lachlan Shire Council), Corey Clark and Jamie Elms (Wedding Shire Council), Damian Wray (Bogan Shire Council), Brian Bonello (CWLLS), Laurie (Lachlan Shire Council), Kel (Dubbo Regional Council)

##### Apologies

Des Mackey (Dubbo Regional Council), Michael Chambers (Parkes Shire Council)

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#### 1.0 Welcome, acknowledgment to country and apologies

The meeting convened at 12:55pm

Chair, Andy Fletcher welcomed all to the meeting.

The above apologies were noted by the committee.

WHS considerations were addressed.

Conflict of Interest- No conflicts of interest were declared.

#### 1. WAP Budget/Changes

Discussion surrounding upcoming release of the WAP grant guidelines. The group will consider the information provided and will reach out if they need any support.

#### 2. Community engagement

Boxthorn Field days have been popular with good numbers registering for the workshops.

Truck signage- investigating quotes for truck sign campaign- LLS to try to secure a budget for the campaign.

Green Cestrum- CMCC trying to source funding for a concentrated control campaign. Infestations are difficult to manage, especially with landholder access/WHS issues. Jodie to send info (ie letterbox flyers) to garden clubs including Blue Heliotrope.

### 3. Vision Statement

The group looked at the vision statement and were happy to adopt it.

### 4. Central West LLS Comms/MERI Plan

Jodie presented the information to the Group. The group said they appreciate the information prepared and were happy with each of the documents.

### 5. Stakeholder Updates

#### Weddin Shire Council

Kel is on leave. Jamie is filling in for Kel whilst she is on leave. Bridal Creeper is becoming a problem. The team are going to start using spray dye soon. Working to manage weeds at Company Dam. Boxthorn is an issue at the moment. Landholder still reporting St John's Wort. Some is still flowering, mainly in the drains. Jodie to send Peta Bolam/Dale Robinson's contact details. Jodie to forward Councils contact list. Grenfell doesn't have an Authorised Officer at the moment, staff are hoping to attend the Canberra training, awaiting the dates for the training. Jodie to find out when the next legal training is.

#### Lachlan Shire Council

Spraying everything at the moment. Spiny Burr Grass is growing rampant this year. Rain has spurred growth of all weeds at the moment which has been challenging. They now have a full staff in the weeds unit.

#### Narromine Shire Council

Needing to do a corridor inspection along way to Dubbo. Found some new bridal creeper near Tomingley racecourse. Applications for position close tomorrow so hoping that can have some help soon. Contractor has been working on the wetland. Tiger Pear enquiries have been coming in so will be doing some work on them over the next month.

#### Parkes Shire Council

New trainee started this week. Finding a lot of sticky leafed nightshade along roadsides. Less Silverleaf Nightshade and St Johns wort than usual. Blue Heliotrope is very abundant. (recommendation 500ml + grazon 500ml uptake). Tiger Pear is becoming prevalent as well.

#### Dubbo Regional Council

Seasons have been difficult going from drought conditions to wet conditions. Coolatai Grass is going to seed as soon as it emerges and becoming a problem along highways. Plenty of Nightshade around. 4 staff doing the drone training.

#### Midnight

Gave an overview of the contract work he has been doing. Blue Heliotrope has been an issue. Green Cestrum is prevalent in backyards at the moment.

#### Crown Lands

If there are projects coming up on Crown Land parcels that people are considering, send through the lot/dp numbers through to Andrew and he can put it forward for consideration when they are working up their budgets. Needs to have the info by May, but earlier would allow for the background checks to be done before it goes for approval. CRIF results should be announced soon.

#### Bogan Shire Council

Spiny Burr Grass has been found at the Southern end of the Shire, relatively small patch and landholder has worked on it. Bathurst and Noogoora burr has been an issue, especially along waterways.

Meeting closed: 2:20pm

## 7.3 NW REGIONAL WEEDS COMMITTEE MEETING

Local Land Services



### Minutes

#### North West Regional Weeds Committee Meeting

##### Details

Location: Club Gunnedah  
Conadilly St  
Gunnedah

Date/time: 29 February 2024  
9.20am

Chairperson: Mal Stein (Tamworth Regional Council)

Minutes: Hugh Leckie (NW LLS)

Joe England (Forest Corporation NSW)  
Lee Amidy (Gunnedah Shire Council)  
Mal Scott (NWLLS)  
Mal Stein, (Tamworth regional Council)  
Matt Savage (CMCC)  
Michael Mulholland (NPWS)  
Mike Whitney (Liverpool Plains Shire Council)  
Nicola Dixon (NSW DPI)  
Pete Dawson (NW LLS)  
Phil Price (Water NSW)  
Rachel Turner (NW LLS)  
Shane Hanwood (Gwydir Shire Council)  
Todd Pallister (NW LLS)

##### People present:

Aaron Cross (Narrabri Shire Council)  
Alan Benson (Water NSW)  
Andrea Fletcher-Dawson (CMCC)  
Andrew White (Whitehaven Coal)  
Deb Bancroft (Northern Slopes Landcare)  
Ben Martin (Whitehaven Coal)  
Bill Davidson (NSW DPI)  
Bonnie Miller (NSW DPI Crown Lands)  
Chris Wicks (Transport for NSW)  
Clare Felton-Taylor (Narrabri Shire Council)  
Hugh Leckie (NW LLS)  
Jason Harrison (NW LLS)

##### Apologies

Anne Michie (Community Member)  
Cr Darrell Tiemans (Narrabri Shire Council)  
Doug Campbell (Upper Hunter Weeds Authority)  
Cr Greg Smith (Moree Plains Shire Council)  
Keith Harris (NW LLS)  
Kristen Coady (Forest Corporation NSW)  
Lachlan Biddle (Moree Plains Shire Council)  
Lester Piggot (Transport for NSW)  
Luke Raveneau (NW LLS)  
Mark Rodda (NSW DPI Crown Lands)  
Phil Spark (Nature Conservation Council)  
Rob Burr (Tamworth Regional Council)

1. **Morning Tea on Arrival**
2. **Welcome and Acknowledgment of Country**
3. **Apologies**

The above apologies were noted by the committee.

4. **Correspondence**  
Incoming
  - Weed Delegate Reports
    - DPI NSW Crown Lands – Mark Rodda
    - Nature Conservation Council – Phil Spark
    - NW LLS – Mal Scott
    - Whitehaven Coal – Ben Martin & Andrew Wright
5. **Previous Minutes**  
Moved Michael Whitney and seconded Scott Revell
6. **Regional Weed Coordinator Report**



- WAP 2022/23 Acquittals completed.
- 3<sup>rd</sup> quarter LCA inspection report completed.
- Hudson Pear & Harrisia Cactus Taskforce meetings attended.
- Baan Baa, Harrisia Cactus inspection with Narrabri Shire Council staff attended.

**7. NSW DPI Biosecurity Update**

Report from Bill Davidson

- Water Hyacinth – Biosecurity Zone
  - Should Moree Plains Shire Council be added.
  - Nic Dixon advised it was not added due to the size of the infestation.
  - Eradication was the priority.
  - Anomaly due to the size of the infestation.
  - Adding would help with the eradication efforts.
  - Strengthens the importance of the weed.
  - Michael Mulholland National Parks and Wildlife are trying to increase the importance of the weed.
  - NPWS getting more involved to eradicate the weed, however it is work in progress.

**Action:** NSW DPI to talk to Lachlan Biddle from Moree Plains Shire Council and NPWS regarding Biosecurity zone for Water Hyacinth.

- Michael Whitney asked about the Biosecurity Act review.
  - Nic Dixon advised January was the deadline.
  - Survey in 2022 added to review.
  - We may see minor amendments in either March-April with bigger amendments later on.
  - Consultation for Schedule 3.
- Michael Whitney asked is there lots of work around the regulations?
  - Nic Dixon advised that the Natural Resource Commission (NRC) had undertaken 40 interviews.
    - The recommendations are normally accepted.
    - A new Bio Commissioner is coming.
- Michael Whitney asked where is the State Weeds Committee.
  - Nic Dixon advised that it is in limbo at the present time.
    - Everyones appointments have expired.
    - New appointments are coming in the next few weeks.
    - Out of session works include
      - Process review of Schedule 3.
      - Fogbit doesn't seem to fit.
- Peter Dawson asked about the Mandatory Documents and if templates will be produced and if a high risk site definition will be provided.

- Nic Dixon advised that the SWAG asked each region to place their documents into Teams for all coordinators to be able to see.
  - Beth Brown from Northern Tablelands has been doing some good work in this area.

**8. New Incursions & Priority Species**

Scott Revell

- Parthenium Weed at Croppa Creek is in abundance.

Ben Wright

- No new weed incursions.
- Refer to report.

Clare Fletcher-Taylor

- **Harrisia Cactus rapid response at Baan Baa**
  - HC was found on 5 new properties.
  - It has jumped the containment line.
  - Held an information night at the Baan Baa Pub.
  - We had a property owner from Boggabilla come and talk about HC on their property.
  - Installed signs at Baan Baa.
  - Future mapping of Baan Baa Hill for HC.
- **Parthenium Weed**
  - Inspections being carried out with no new plants since Nov 23.
- **Frogbit**
  - No more adverts for selling.
- **Alligator Weed**
  - Issues with new motor for boat so inspection didn't go well.
- **General Biosecurity Duty**
  - Cacti are growing well.
  - Need rain for African Boxthorn.
- Attended the Community Pasture Day with George Truman.
- Coming up are the Narrabri Show and June markets.

Jason Harrison

- Report for TSRs from Mal Scott.
- Contractors undertaking spraying.

Joe England

- Contractors working at Baradine spraying Tree Pear and African Boxthorn.
- **Harrisia Cactus reported at Neebia State Forest.**

Deb Bancroft

- CCGC metal signage quoted. Waiting for approval.

- Harrisia and Hudson Stubby Holders are now available, Todd will have Hudson stock.
- More resources are needed for educational purposes, people are still keen on hard copies.
- Yetman, NSW. Attended monitoring and site inspections with Geoff Reilly, Inverell Shire. Holdfast Road monitoring site, mealy present and still active but only in main release area, does not seem to be moving through the outer areas. Feral pig evidence, with plants uprooted and cladodes moved. (Since visit Geoff has reported that he has found Harrisia out of containment line)
- Contract sprayers have sprayed Holdfast Area but miss juvenile plants.
- Continued discussions with Clare Felton-Taylor, Narrabri Shire, how best I can help with the Harrisia with Baan Baa area.
- One day at Baan Baa, NSW. Initial walk and community engagement.
- Attended joint Harrisia Regional Response, with various LGA staff and Hugh Leckie (LLS).
- Joint information night Baan Baa, with Narrabri Shire Biosecurity Officers. Guest speaker R Doyle, Boggabilla NSW. (20 people in attendance)
- Samples sent to herbarium from Baan Baa, concerns that not H. martini, but another form of Harrisia. Sample too small with no vegetive matter so unable to properly identify. The samples have been preserved for future reference.
- New Mealy bug release site at Boggabilla. LLS, TSR area. with L. Biddle, Moree Shire Council and DPI Grafton Staff & S Graham, NWLLS. Area released on is LLS, TSR. This site to be fenced but no recorded monitoring, due to lack of funding.
- Agriculture Shows – attended Inverell show with G Reilly, main concern was Blackberry and St John's Wort. People requested hard copies of resources. Attending Walgett show with Hudson team.
- Summer 2024 Quarterly out now, thank you to everyone who contributed. Currently working on Autumn, sourcing articles for this. Have new QR sign up posters if needed and printable version available.
- Need property visit and monitoring with BCT, DPI and Moree Plains Shire Staff, on heavy infested property at Boggabilla. With a planned release of Mealy Bug during this week. This week will lead on to a community event held within the incursion area.
- Tiger Pear biocontrol nursery, Bingara. Have cochineal available now, Tiger Pear control still slow. Small amount available.
- Article written about Cats Claw for local paper, incursion within the Bingara town limits and on the Gwydir River. Also, large incursion Boggabilla, on same property as Harrisia and was requested by landholder to acquire biocontrol.
- Continued reports of Harrisia, particularly along Gwydir. I have checked all these and have been Tiger Pear. Phone call and emails from B. Klonk, Biosecurity Officer, New England Weeds Authority about Wheel Cactus. He has voiced his concerns about the Gwydir River.
- Current populations of Wheel cactus within the New England Tablelands are limited to the Uralla LGA, the core infestation is the Yarrowyck area and two other small sites. However, this population is in the head of Gwydir catchment area, which then flows into the Murray Darling Basin system.
- Concerns about wrong identification of this cactus, often mistaken for common pear. Have been asked to alert the public of this and intend to write. article for local newspaper. Also mention at future events.

- DPI Orange has started host range testing for the *Harrisia* weevil.
- Successful joint information night held at Baan Baa, planning more.
- I am continuing to work with C Felton – Taylor on the new *Harrisia* outbreaks within the Narrabri Shire, planning more landholder/information stands.
- Metal CCGC signs quoted waiting for approval.
- Summer 2024 Summer Quarterly published, thank you to all who contributed. Autumn 2024 now in production, looking for relevant articles.
- NW Weeds Biocontrol Taskforce is seeking new interested members and can now possibly help with suitable educational projects.
- Daf. QLD Gov still analysing data on study of sheep as a control agent, I have land holders waiting for this
- 
- Attending shows, Inverell.
- Hudson Pear & *Harrisia* Cactus stubbie holders available.
- Hard copies of resources are needed but hard to get. If you have any please send them my way.
- Assisted Clare at Baan Baa searching for *Harrisia* Cactus. Attended the information night.
- New release sites at Boggabilla for *Harrisia* Cactus Mealy bug.
- Cacti Quarterly has been sent out.
- Incursion of Wheel Cactus at Yarrowyck.
  - Farm thought it was just Common Pear and has been here for many years.
  - Nic Dixon stated that the area has been mapped.
  - It is a regional priority weed for eradication.
  - The plants are quite large.
- Weevil testing has been completed for HC.
- Cats Claw Creeper is in Boggabilla and on the Gwydir River. Bingara is full of it in the residential area.
  - Peter Dawson advised that Gwydir and Moree have been treating this weed for many years.

Andrea Fletcher-Dawson

- Hudson Pear Bio Control.
- Aerial inspections for Namoi, Barwon being organised for Parkinsonia.
- Hudson Pear found at Colrose TSR.

Michael Whitney

- Parthenium sites have been inspected with no new plants found.
- St John's Wort didn't grow well with this crazy weather.
- Helicopter used to look at high country.
- Deer are a real problem and are spreading weeds.

- Sticky Nightshade are growing well this season.
  - Lots of calls for isolated plants on roadsides, farms, stock camps and yards
  - Peter Dawson advised everyone to get familiar with this weed. It can be hard to control.
- Gave Clare assistance with the HC inspection at Baan Baa.
- Went to the Pasture Grass Workshop by George Truman. Very interesting course.

Lee Amidy

- Parthenium Weed
  - Inspecting the 3 sites every 2 weeks.
  - Mooki site is the worst.
  - Other sites only finding 1-2 plants.
  - Wildlife Park only 1 plant.
  - Scent dogs will be here 17-18 April.
- St John's Wort was better this year, weather impacted its growth.
- River inspection had bad weather on day and water level was high.
  - Junctions to Carrol Gap inspected with no Alligator weed found.
- Gunnedah Shire Council received \$125K from Office of Environment and Heritage for weed control in Koala reserve.

Michael Mulholland

- Wheel Cactus found at Yarrowitch.
- Hudson Pear at Narran Lake area and Quanda Reserve.
- Water Hyacinth at Gwydir.
- Harrisia Cactus drones
  - Testing drones to identify HC imagery completed and analysis to be undertaken.
- Treating
  - Green Cestrum at Teri Hei Hei and Mt Kaputar.
  - Mother of Millions at Killarney.
  - St John's Wort and Coolatai at Coolah Tops.
- Rescheduled contract works due to fire at Pilliga.
- Drones surveys coming up.
- Trialled a remote-controlled track slasher for mowing steep areas.
- Peter Dawson spoke about the amount of aerial imagery being taken and held by organisations.
  - It would be good to get access to this imagery to see if it can be used to identify weeds.

Bonnie Miller

- Thank you to Clare and Hugh for assisting with the CRIF weed assessments for
  - Boggabilla Common
    - Treatment of Prickly Pear and African Boxthorn

- Pallamallawa Reserve
  - Treatment of African Boxthorn
- Report supplied by Mark Rodda

Alan Benson

- Introduced Phil Price new contact for Water NSW regarding weeds:
  - Phil asked for copies of all inspects of Water NSW land by LCAs for the past 2 years.
  - Legal will be writing into leases the requirement for there GBD.
  - Weed management plans for all properties to be written over the next 2 years.
  - I am the contact for all weeds enquires.

Todd Pallister

- Hudson Pear uptake of chemical program improving.
- Sprayed at Angledool.
- New incursion south of Walgett to be sprayed next week.
- Hudson Fire
  - Grawin area have set up monitoring sites.
    - HP is regrowing from being fire damaged.
    - Bio control can be seen on HP so it is spreading well.

Mal Stein

- St John's Wort season was quick due to hot dry weather.
- Parthenium weed sprayed at AELEC and the scent dogs will be visiting on 17-18 April.
- Alligator Weed inspection of Sandy Creek with NSW DPI.
  - May need to be rescheduled due to the dry weather.

**9. WAP 2020-2025**

All Weeds Officers received an Extranet Bulletin regard WAP for 2023/24.

**10. General Business**

Chris Wicks – Transport for NSW

- Fielding many complaints from residents relating to weeds within the road corridor. We only look after the road out to the guideposts.
- We are currently liaising with the local Weeds Officers as required.
- All state roads are managed under a Road Maintenance Council Contract (RMCC) with each Council having a specific officer for this contract.
  - Councils contracted to undertake inspections and works.
  - This includes mowing and weed control.
- Mal Stein raised the issue of access due to barriers (armco and fencing).
  - Engineers design and discuss access for road maintenance.
- Chris advised that there is a regular list of programmed works.

- It would be good to have the priority weeds mapped along the roads.
- Where weed spraying needs to be undertaken the LCAs can take advantage of programmed road works and use the traffic control to undertake the spraying.
  - Organise with RMCC officer prior to roadworks.
- Clare would like to know what works have been organised for the Kamilaroi Highway.
  - Chris Wicks wasn't sure who the RMCC officer was for Narrabri however, best to speak with them about projects.
  - They can organise an inspection with Transport for NSW Officer so they are aware of the weed sites that could be affected by roadworks.
- Michael Whitney said that the new guard rail makes it hard to access for spraying along the New England Highway
  - Chris Advised that he can send out the monthly email with the list of programmed works.
  - Mal Stein advised that St John's Wort has a short spray period while Blackberry has a longer spray period so programmed works may not work for all weed spraying.
- Peter Dawson asked who looks after Narrabri, Moree and Walgett Shires?

**Action:** Chris Wicks to send regular program emails to Hugh Leckie for distribution to Weeds Officers.

- Matt Savage asked if the Come Clean Go Clean can be added to the projects to reduce weed spread.

Matt Savage

- Talking with Andrew McConnachie (NSW DPI) regarding growing Bio control for Mother of Millions.

Michael Whitney

- Asked where the Dead Cow book was up to?
  - Peter Dawson advised that this was sitting with Beth Brown (NT LLS)

**Action:** Hugh Leckie to talk to Beth Brown about the Dead Cow Book.

- Need to do a stocktake of what resources we have in trailers.
- This will be a challenge due to the major reduction in printing of resources due to them being online.
- The DPI Chemical Book is also a good resource. Is this available?
  - Nic Dixon advised that this book is currently being reviewed before being printed.

**Meeting closed 12:15 pm**

This Meeting:

No.	Action	Responsible
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<b>1</b>	Letter to State Weeds Committee regarding conditional registration for side by sides operating along roads	Mike Whitney
<b>2</b>	NSW DPI to talk to Lachlan Biddle from Moree Plains Shire Council and NPWS regarding Biosecurity zone for Water Hyacinth	Bill Davidson
<b>3</b>	Chris Wicks to send regular program emails to Hugh Leckie for distribution to Weeds Officers.	Hugh Leckie
<b>4</b>	Hugh Leckie to talk to Beth Brown about the Dead Cow Book.	Hugh Leckie

Next Meeting: 2 May 2024

Location: TBC



## 8. CORRESPONDENCE

### Correspondence for March 2024

**Recommendation:**

That the correspondence be received and noted.

**Moved:**

**Seconded:**

## ITEM 8.1 LETTER OF THANKS – CSIRO HEALTH & BIOSECURITY



**Sender:**

Dr Ben Gooden  
Senior Research Scientist  
Team Leader, Temperate Invasive Plants  
CSIRO Health & Biosecurity  
Clunie Ross Street, Canberra, QLD 2601  
<https://research.csiro.au/weed-biocontrol/>  
**E** [Ben.Gooden@csiro.au](mailto:Ben.Gooden@csiro.au)  
**T** +61 2 6218 3896

12<sup>th</sup> March 2024

**Recipients:**

**Jodie Lawler**, Senior Land Services Officer - Regional Weeds Coordinator  
Central West Local Land Services  
209 Cobra Street, PO Box 1048, Dubbo NSW 2830  
M: 0437 842 214, E: [jodie.lawler@lls.nsw.gov.au](mailto:jodie.lawler@lls.nsw.gov.au)

**Andrea Fletcher-Dawson**, Senior Biosecurity Weeds Officer  
Castlereagh Macquarie County Council  
(Warrumbungle, Coonamble, Gilgandra, Warren and Walgett Shires)  
M: 0428 462 060, E: [afletcher@cmcc.nsw.gov.au](mailto:afletcher@cmcc.nsw.gov.au)

**Re: Letter of thanks for inviting the CSIRO's Weed Management Systems Group to participate in the African boxthorn control and biocontrol field days**

Dear Jodie and Andrea,

Please accept this letter of thanks for inviting me to represent the CSIRO at your weed management field days in Warren (6<sup>th</sup> March) and Coonamble (7<sup>th</sup> March), hosted by Central West Local Land Services and Castlereagh Macquarie County Council. I was impressed with the large number of attendees, mainly representing private landholders with interests in weed management and other aspects of biosecurity practice.

It was a highly valuable opportunity for the African boxthorn project specifically, by allowing us to showcase the novel biocontrol agent with stakeholders battling this weed across the Central West NSW region and drum up significant interest in the release program. As a result, we have secured > 50 expressions of interest for participation in the program in a region of NSW under significant pressure from this weed – a fantastic, high-impact outcome.

We also appreciated the opportunity for the CSIRO to share information with landholders about the science of weed biological control in a more general sense. Based on feedback received by event attendees, most landholders have had only very limited previous experience with biocontrol. There is also residual hesitancy amongst some stakeholders to participate in a release program, based on perceptions that biocontrol agents may be unsafe for native and pasture vegetation. I was therefore very pleased with the opportunity to share evidence on the safety of modern biocontrol methods, to reaffirm the notion that biocontrol is a highly effective and very low risk weed management tool.

We look forward to continuing engaging with the Central West region in the rollout of the African boxthorn biocontrol project from spring 2024 through to winter 2026.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Gooden".

Dr Ben Gooden

## ITEM 8.2 MEDIA RELEASE – FRESH FOCUS FOR OUR REGIONS

**Chris Minns**

Premier of New South Wales



**Tara Moriarty**

Minister for Agriculture  
Minister for Regional NSW  
Minister for Western NSW

### Media Release

#### Fresh focus for our regions

**Friday, 19 April 2024**

The NSW Government has today announced changes to the way the Government will serve regional communities, with an enhanced focus on protecting biosecurity, supporting agriculture, fisheries, forestry and mining as well as broader regional development.

From 1 July, 2024, the Department of Regional NSW will be re-named the NSW Department of Primary Industries and Regional Development. This reflects the twin objectives of growing our primary industries through greater focus on extension services, research and development and supporting regional economic development.

As part of the renewed focus there will also be a change in leadership of the new department.

Rebecca Fox will depart the role of Secretary after almost a decade serving the community in various senior roles in NSW Government. This included guiding the Department of Regional NSW through a period of consolidation and increased focus on delivery for regional communities and primary industries.

The incoming Secretary will be current Chief Executive Officer Local Land Services, Steve Orr, who has had a long and accomplished career serving the community in leadership roles in regional coordination and development, primary industries and local government.

These changes will create two new divisions within the Department, each with Deputy Secretaries reporting directly to the Secretary.

Agriculture and Biosecurity will be grouped to support the delivery of the Independent Commissioners for Agriculture and Biosecurity and reflects the interrelationship between the protection and productivity of our primary industries sector and the environment.

Fisheries and Forestry will also be combined to reflect the common natural resource management issues and the need for the long-term sustainable management and productivity of our state's fisheries, marine estate and forests.

Regional economic development focused on regional industries and employment will remain firmly rooted in the new department, with broader Regional Coordination functions returning to the NSW Premier's Department.

OFFICIAL

The return of Regional Coordination to the Premier’s Department emphasises the Premier and the Minister’s commitment to whole-of-government coordination for regional communities.

Regional Coordination teams will remain based in their current six regions ensuring the voices and needs of regional communities are at the centre of both government and the NSW public service.

These teams will continue to work with all government agencies, local councils, community and industry partners to coordinate and drive major projects and to address some of the longer-term, complex issues affecting regional communities.

**Quotes attributable to Premier, Chris Minns:**

“These changes are an important reflection of the NSW Government’s commitment to supporting regional communities thrive, and the addition of regional coordination roles to the Premier’s department will ensure a whole of government approach is taken.

“I know that New South Wales does not thrive if our agricultural industry and regional communities are not thriving. I am committed to continuing to invest in and work with our regions to make sure that happens.”

**Quotes attributable to Minister Moriarty:**

“These changes will set a course for the future, firmly focused on using an evidence-based approach to ensure funding, programmes and economic support goes where it is needed and generates the most benefits.

“Under new leadership, the department will now focus on our key priorities of protecting, supporting, and developing regional NSW. The focus on biosecurity and agriculture will be boosted and the roll out of the new \$350 million Regional Development Trust and the review of the Regional Development Act will be elevated.

“I am looking forward to working alongside Steve Orr in his new role as Secretary.

“Steve is highly respected across rural and regional communities throughout NSW and will bring his considerable experience and knowledge along with a new focus on the pressing needs of the regions.”

**MEDIA:**

Bess Graham | Premier | 0427 779 257

Michael Salmon | Minister Moriarty | 0417 495 018

## 9. REPORT OF THE GENERAL MANAGER

### ITEM 9.1 COUNCIL'S DECISION ACTION REPORT – APRIL 2024

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

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**Summary:**

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

**Background:**

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

**Current Position:**

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

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

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

**Relevant Reference Documents/Policies:**

Resolution Register.

**Governance Issues:**

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

**Environmental Issues:**

Nil.

**Stakeholders:**

CMCC Council

**Alternative Solutions/Options:**

Nil.

**Conclusion:**

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

**Council's Decision Action Report – April 2024**

**Recommendation:**

That the Resolution Register April 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"> <li>1. Council join with the Far North West Joint Organisation and its member Councils in establishing a Shared Audit Risk and Improvement Committee in accordance with Section 428B of the Local Government Act 1993.</li> <li>2. That Council delegate authority to the Far North West Joint Organisation to appoint the chair and two (2) independent members from the Shared Audit Risk and Improvement Committee to serve the Far North West Joint Organisation, all three (3) members Council's and Castlereagh Macquarie County Council.</li> <li>3. That Council appoint Cllr Bill Fisher to serve as the non-voting board members on the ARIC for this Council only.</li> <li>4. That Council adopt the Drafts Terms of Reference developed for the operation of the Audit Risk and Improvement Committee noting the initial term to cater to the shorter period to be served by the current Council and the fact there is no current need for the Chair to be pre-qualified at this stage.</li> </ol>	GM	<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. The General Manager reported Council had approved funding for the engagement of a WH&amp;S specialist to review Council's policy and procedures for high risk activities such as roadside spraying.</p>	Complete
27.06.2022	06/22-11	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices</li> </ol>	GM	<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 –29<sup>th</sup> April 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
28.08.23	06/23/08	That; <ol style="list-style-type: none"> <li>1. The Draft Annual Financial Reports for 2022/2023 be referred to Council's Auditor.</li> <li>2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements.</li> <li>3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.</li> <li>4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented</li> </ol>	GM	Financials referred to auditor. Certificates duly signed by relevant parties.  Waiting of audited financials.  It is planned to submit the 22/23 Financials to the December 23 Ordinary meeting.	Complete Complete  Complete  Complete
06.03.2024	01/24/08	That Council write a letter of concern to the Minister for Agriculture for the future of the WAP funding and future of weed control in the CMCC area.	GM	With more information to hand of the WAP grant process and availability of funds, the General Manager shall now formally write to the Minister seeking a commitment to similar funding levels for future years.	In progress
06.03.2024	01/24/17	<ol style="list-style-type: none"> <li>1. That the General Manager's report be received</li> <li>2. That Council endorse the action of the General Manager in submitting CMCC's EOI to act as the Local Control Authority for the Western Unincorporated Area of NSW, for a two (2) year period, commencing April 2024.</li> </ol>	GM	Waiting on formal advice of engagement from the DPI.	In progress



		<p>3. The Council Deal be affixed to the engagement control and funding agreement and the General Manager be authorised to execute these documents.</p> <p>4. That provision be made in the engagement contract for both parties to opt out of the contract with a 6 month period notice.</p>			
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## ITEM 9.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

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

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### **Summary:**

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

### **Background:**

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

- 24-03 Performance and suspension orders
- 24-04 New local Government elections webpage launched on the Office of Local Government's website
- 24-05 Information about rating 2024-25

### **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**

#### **Recommendation:**

That the information contained in the following Departmental circulars 24-03 to 24-05 from the Local Government Division Department of Premier and Cabinet be received and noted.

#### **Moved:**

#### **Seconded:**

### **Attachments:**

Circulars 24-03 – 24 - 05

<b>Circular Details</b>	24-03 / 27 February 2024 / A889340
<b>Who should read this</b>	Councillors / General Managers
<b>Contact</b>	Investigations Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information

**Subject**

***Performance and suspension orders***

**What's new or changing**

- The Office of Local Government (OLG) has published a revised framework for issuing performance and suspension orders
- The revised framework has been updated so that it is consistent with current statutory requirements

**What this will mean for your council**

- The framework provides information for councils on the process that will be followed when performance improvement orders and/or suspension orders are being considered or issued.
- The information provided includes details in relation to the appointment of temporary advisors, financial controllers and interim administrators.

**Key points**

- The revised framework, and information sheets for councils and members of the public are available on OLG's website [here](#).
- Councils are responsible for their own performance.
- The Minister for Local Government and OLG continues to encourage and support councils to voluntarily take actions to improve.
- Performance improvement, compliance, and suspension orders may be used to ensure councils and individual councillors take the actions required to address the performance issues.
- Decision on what action should be taken will be based on the nature and seriousness of the performance issue and the response of the council.

**Where to go for further information**

- For further information please contact the Investigations Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

**Brett Whitworth**  
Deputy Secretary, Local Government

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Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	24-04 / 18 April 2024 / A885507
<b>Previous Circular</b>	
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Councils to Implement

### New local government elections webpage launched on the Office of Local Government's website

#### What's new or changing

- Local Government elections will be held on **14 September 2024**.
- The Office of Local Government (OLG) has launched a dedicated webpage to provide information and resources for candidates, councils, and councillors in the lead up to the elections and following the elections.
- New information and resources will be progressively published on the website over the coming months.
- As a first step, OLG has published a Pre-Election Guide for councils on the new webpage.
- The Pre-Election Guide has been prepared to inform councils about key tasks that need to be completed prior to the elections and the rules, restrictions and other considerations that apply to the way councils exercise their functions in the lead up to the elections.

#### What this will mean for your council

- The Pre-Election Guide for councils provides guidance on the following:
  - the preparation and confirmation of non-residential rolls
  - information for candidates
  - the use of council resources for election purposes
  - staff political activities in the lead up to the elections
  - council publications during the "regulated period" in the 40 days prior to the election
  - attendance by the mayor and councillors at council and community events prior to the election
  - media comment by the mayor and councillors prior to the election
  - caretaker restrictions in the 4 weeks preceding election day
  - planning for the first council meeting following the election
  - delegations to the general manager during the election period.

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**Where to go for further information**

- The dedicated Local Government elections webpage is available [here](#).
- The Pre-Election Guide for councils is available [here](#).
- For further information, contact the Council Governance Team on 4428 4100 or [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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

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<b>Circular Details</b>	24-05 / 19 April 2024 / A894200
<b>Previous Circular</b>	23/02 – Information about Rating 2024-25
<b>Who should read this</b>	Councillors / General Managers / Council staff
<b>Contact</b>	Performance Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information / Council to Implement

**Subject**

**Information about rating 2024-25**

**What's new or changing**

- Maximum boarding house tariffs for 2024-25 have been determined.
- Maximum interest rate payable on overdue rates and charges for 2024-25 has been determined.
- Section 603 Certificate fee for 2024-25 has been determined.
- Statutory limit on the maximum amount of minimum rates for 2024-25 has been determined

**What this will mean for your council**

Councils should incorporate these determinations into their 2024-25 rating structures, Operational Plan and Revenue Policy.

**Key points**

Boarding House Tariffs

In accordance with section 516 of the *Local Government Act 1993* (the Act), it has been determined that for the purpose of the definition of 'boarding house' and 'lodging house', the maximum tariffs, excluding GST, that a boarding house or lodging house may charge tariff-paying occupants are:

- Where full board and lodging is provided:  
\$453 per week for single accommodation; or  
\$747 per week for a family or shared accommodation
- Where less than full board or lodging is provided:  
\$305 per week for single accommodation; or  
\$502 per week for family or shared accommodation

Notice giving effect to these decisions has been published in the NSW Government Gazette (Government Gazette No 140 – 19 April 2024).

Maximum Interest Rate on Overdue Rates and Charges

In accordance with section 566(3) of the Act, it has been determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2024 to 30 June 2025 will be 10.5% per annum.

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The methodology used to calculate the interest rate applicable for the period 1 June 2024 to 30 June 2025 is the Supreme Court methodology (the Reserve Bank cash rate plus 6%), rounded to the nearest half per cent. The cash rate used for the purposes of the maximum interest rate for local government is based on the cash rate set by the Reserve Bank of Australia on 5 December 2023.

Notice giving effect to these decisions has been published in the NSW Government Gazette (Government Gazette No 140 – 19 April 2024).

#### Section 603 Certificate

Under section 603 of the Act, councils may issue a certificate as to the amount (if any) of rates, charges, etc. due or payable to the council for a parcel of land. Section 603(2) states the application must be accompanied by the approved fee. In accordance with the approved methodology, the approved fee for 2024-25 is determined to be \$100. This is an increase of \$5 from the 2023-24 fee.

This determination applies to the issuing of a certificate for the matters specified in section 603(2) of the Act. Where a council offers to provide other information as an optional service, the council is not prevented from separately determining an approved fee for that additional service. Furthermore, a council is not prevented from determining approved fees for additional services required by an applicant for the expedited processing of a Section 603 Certificate.

#### Statutory limit on the maximum amount of minimum rates

Following a recommendation by Independent Pricing and Regulatory Tribunal (IPART), clause 126 of the Local Government (General) Regulation 2021 will be amended on 1 July 2024 by the Local Government (General) Amendment (Minimum Amounts of Rate) Regulation 2024, so that under section 548(3)(a) of the Act, the maximum amount of the minimum ordinary rate will be \$617 for 2024-25.

The maximum amount of a minimum special rate (not being a water supply special rate or a sewerage special rate) prescribed by section 548(3)(b) of the Act will remain unchanged at \$2.

#### **Where to go for further information**

Office of Local Government has further information available at <https://www.olg.nsw.gov.au/councils/council-finances/rating-and-special-variations/>

**Douglas Walther**  
**Acting Deputy Secretary, Office of Local Government**

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## ITEM 9.3 CASH ON HAND AND INVESTMENT REPORT AS AT 28<sup>th</sup> FEBRUARY & 31<sup>st</sup> MARCH 2024

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

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### Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 31<sup>st</sup> March 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 31<sup>st</sup> March 2024 are compliant with the Relevant Reference Documents and Policies listed later in this report.

### Current Position:

Council at 31<sup>st</sup> March 2024 held a total of \$1,162,487.75 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.

### 28<sup>th</sup> February 2024

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$1,009,623.86	CBA	3.75%		N/A
<b>TOTAL</b>		<b>\$1,009,623.86</b>				

### 31<sup>st</sup> March 2024

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$662,487.75	CBA	3.75%		N/A
TD99504	07.03.2024	\$500,000.00	BankVic	5.070%	182 days	05/09/2024
<b>TOTAL</b>		<b>\$1,162,487.75</b>				



**Relevant Reference Documents/Policies:**

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

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

**Stakeholders:**

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

**Certification – Responsible Accounting Officer**

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

Michael J Urquhart

**General Manager – Responsible Accounting Officer**

**Conclusion:**

As at 31<sup>st</sup> March 2024, Council's available cash and invested funds totalled \$1,162,487.75

**Cash and Investment Reports – 31<sup>st</sup> March 2024**

**Recommendation:**

That the investment report for 31<sup>st</sup> March 2024 be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Nil

## ITEM 9.4 QUARTERLY BUDGET REVIEW STATEMENT – MARCH 2024

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

### Summary:

The General Manager reports to Council on the status of the March 2024 Quarterly Budget Review (QBR) Statement. The report outlines the third 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 (period ending 31<sup>st</sup> March 2024) 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 quarterly surplus of \$108,163. The forecast cash result for the year is a surplus of \$2,895.

The major variations for the March 2024 quarter are listed below.

Description	Explanation	Saving	Expense
WAP Grant -NW	Additional funds requested for 2023/4	8,803	1,408
WAP Grant - CW	Additional funds requested for 2023\4	18,105	0
LLS HP Round 2	LLS have engaged CMCC to co-ordinate a further round of control and containment of Hudson Pear at Lightning Ridge	106,000	106,000
Parkinsonia Grant	CMCC has requested a grant for Parkinsonia control	30,000	10,578
Interest bank & investment	Increased investment funds & higher interest rates generated higher than expected interest income	5,000	0
Plant purchase /plant sales and profit on sales	Purchase of spray rigs have been re-scheduled to 2024/25 due to time constraints and staff availability. Net to plant reserve for next year purchase.	16,000	5,000 12,000 4,000
Admin cont'b to WAP and HP	Bringing to account CMCC admin contribution allowed under grant agreement	30,879	0
WH&S Risk Mgt	Balance of WH&S vote for 23/24 transferred to reserve for expenditure in 2024/25	14,000	14,000
Computer & office equipment mtce	Additional cost associated with third party hosting CMCC IT equipment and property data.	0	8,000

Salary system review LGNSW	LGNSW has been engaged to conduct a review of the CMCC salary system and annual performance review process	0	10,000
Staff training	Only one (1) training day remaining in 23/24 for all staff.	10,000	0
WAP – High risk aerial surveillance	Additional expense item in WAP program for early detection of invasive weeds	0	25,500
Shire road control	The roadside control programs for St Johns Wort, Blue Heliotrope and African Boxthorn was greatly reduced due to improved seasonal conditions.	65,000	0
Private works	Private works expenditures are less than originally anticipated.	10,000	2,000 2,000 1,000
Transfer from ELE Reserve	Payment of leave entitlements is less than originally estimated for 23/24, therefore reserve monies not required.	0	30,000
	Other minor adjustments	25,862	0
	<b>Totals of adjustments</b>	339,649	231,486
	Net adjustment for quarter	<b>\$108163</b>	<b>\$0</b>

**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 31<sup>st</sup> March 2024.

**Alternative Solutions/Options:**

Not Applicable

**Conclusion:**

The QBRS as at the 31<sup>st</sup> March 2024 provides council with information relating to the status of the budget after nine (9) months of operation.

**Quarterly budget review statement – March 2024**

**Recommendation:**

That Council adopt the attached Quarterly Budget Review Statement for 31<sup>st</sup> March 2024 as tabled.

**Moved:**

**Seconded:**

**Attachments:**

March 2024. Quarterly Budget Review Statement

Castlereagh Macquarie County Council Agenda –29<sup>th</sup> April 2024 – Ordinary Council Meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL								
Quarterly Budget Review as at 31st March 2024.								
	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
<b>INCOME</b>								
<b>Administration</b>								
DPI - NW LLS WAP Grant	\$104,550		\$104,550	\$8,803	\$113,353	\$0	\$113,353	0%
DPI - CW LLS WAP Grant	\$208,917		\$208,917	\$18,105	\$227,022	\$0	\$227,022	0%
LLS Hudson Pear	\$0	\$193,775	\$193,775		\$193,775	\$193,775	\$0	100%
LLS Hudson Pear Round 2	\$0		\$0	\$106,000	\$106,000	\$106,000	\$0	100%
Parkinsonia Grant Works 23-24	\$0		\$0	\$30,000	\$30,000	\$0	\$30,000	0%
Constituent Council Contribs	\$595,922	(\$6,757)	\$589,165		\$589,165	\$589,165	\$0	100%
Interest on Investments	\$15,000	\$15,000	\$30,000	\$5,000	\$35,000	\$26,164	\$8,836	75%
Motor vehicle insurance adjustment	\$767		\$767	(\$767)	\$0	\$0	\$0	#DIV/0!
Lease office space	\$0	\$18,400	\$18,400		\$18,400	\$12,200	\$6,200	66%
WH&S Incentive Rebate - Unspent grants	\$5,115	\$14,885	\$20,000		\$20,000	\$20,000	\$0	100%
<b>Administration - Total</b>	<b>\$930,271</b>	<b>\$235,303</b>	<b>\$1,165,574</b>	<b>\$167,141</b>	<b>\$1,332,715</b>	<b>\$947,304</b>	<b>\$385,411</b>	<b>71%</b>
<b>Private Works</b>								
Private Works Income	\$94,675		\$94,675	(\$2,000)	\$92,675	\$57,557	\$35,118	62%
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%
<b>Private Works - Total</b>	<b>\$184,675</b>	<b>\$64,000</b>	<b>\$248,675</b>	<b>(\$2,000)</b>	<b>\$246,675</b>	<b>\$211,557</b>	<b>\$35,118</b>	<b>86%</b>
<b>Other Income</b>								
Plant Income	\$163,002		\$163,002		\$163,002	\$108,620	\$54,382	67%
profit on sale of plant	\$5,000		\$5,000	(\$5,000)	\$0	\$0	\$0	#DIV/0!
<b>Other Income - Total</b>	<b>\$168,002</b>	<b>\$0</b>	<b>\$168,002</b>	<b>(\$5,000)</b>	<b>\$163,002</b>	<b>\$108,620</b>	<b>\$54,382</b>	<b>67%</b>
<b>Revenue Income - Total</b>	<b>\$1,282,948</b>	<b>\$299,303</b>	<b>\$1,582,251</b>	<b>\$160,141</b>	<b>\$1,742,392</b>	<b>\$1,267,481</b>	<b>\$474,911</b>	<b>73%</b>
<b>EXPENDITURE</b>								
<b>Administration Costs</b>								
General Manager's Salary	\$55,999	\$19,000	\$74,999		\$74,999	\$56,807	\$18,192	76%
Contract Administrative Support	\$52,998	(\$43,298)	\$9,700		\$9,700	\$9,700	\$0	100%
Administration Salaries	\$0	\$57,692	\$57,692		\$57,692	\$43,178	\$14,514	75%
Contribution to WAP grants and Hudson Pear	\$0	\$0	\$0	(\$30,879)	(\$30,879)	\$0	(\$30,879)	0%
WH&S Risk Management	\$0	\$20,000	\$20,000	(\$14,000)	\$6,000	\$3,200	\$2,800	53%
Administration travelling and meeting expenses	\$3,000	\$3,000	\$6,000	\$500	\$6,500	\$4,995	\$1,505	77%
Audit Fees	\$20,416		\$20,416		\$20,416	\$8,200	\$12,216	40%
Audit Risk Improvement Committee	\$10,000		\$10,000	(\$1,000)	\$9,000	\$4,308	\$4,692	48%
Advertising	\$3,415	\$2,000	\$5,415	\$500	\$5,915	\$4,758	\$1,157	80%
Printing & Stationary	\$2,999	\$1,500	\$4,499	\$500	\$4,999	\$4,375	\$624	88%
Postage & Freight	\$1,286		\$1,286		\$1,286	\$725	\$561	56%
Telephone	\$9,887		\$9,887	(\$500)	\$9,387	\$5,712	\$3,675	61%
Bank Charges	\$731		\$731		\$731	\$371	\$360	51%
sundry admin expenses	\$12,000		\$12,000		\$12,000	\$5,151	\$6,849	43%
lease fee expense Walgett	\$0	\$15,000	\$15,000		\$15,000	\$11,266	\$3,734	75%
Office maintenance and running expense	\$0	\$5,000	\$5,000		\$5,000	\$3,894	\$1,106	78%
Computer & office equipment maintenance	\$0	\$17,000	\$17,000	\$8,000	\$25,000	\$18,729	\$6,271	75%
web site costs	\$1,500		\$1,500		\$1,500	\$756	\$744	50%
<b>Administration Costs - Total</b>	<b>\$174,231</b>	<b>\$96,894</b>	<b>\$271,125</b>	<b>(\$36,879)</b>	<b>\$234,246</b>	<b>\$186,125</b>	<b>\$48,121</b>	<b>79%</b>

Castlereagh Macquarie County Council Agenda –29<sup>th</sup> April 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
<b>Insurance Costs</b>								
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%
<b>Insurance Costs - Total</b>	<b>\$72,190</b>	<b>\$2,937</b>	<b>\$75,127</b>	<b>\$0</b>	<b>\$75,127</b>	<b>\$75,127</b>	<b>\$0</b>	<b>100%</b>
<b>Governance Costs</b>								
Chairperson's Allowance	\$4,010		\$4,010		\$4,010	\$3,150	\$860	79%
Councillors' Meeting Fees	\$18,619		\$18,619		\$18,619	\$14,699	\$3,920	79%
Councillors' Travelling	\$3,930	\$6,000	\$9,930		\$9,930	\$7,233	\$2,697	73%
Councillors' Subsistence - CMCC Mtgs	\$2,652		\$2,652		\$2,652	\$1,445	\$1,207	54%
Subscription - Shires Assoc	\$5,186	(\$1,500)	\$3,686		\$3,686	\$2,431	\$1,255	66%
Delegates Expenses	\$1,547		\$1,547		\$1,547	\$0	\$1,547	0%
Councillors Superannuation	\$2,489	(\$1,500)	\$989		\$989	\$684	\$305	69%
<b>Governance Costs - Total</b>	<b>\$38,433</b>	<b>\$3,000</b>	<b>\$41,433</b>	<b>\$0</b>	<b>\$41,433</b>	<b>\$29,642</b>	<b>\$11,791</b>	<b>72%</b>
<b>Employee Overheads</b>								
ToolBox Meetings	\$1,392		\$1,392		\$1,392	\$0	\$1,392	0%
LGNSW - Salary System Review	\$0		\$0	\$10,000	\$10,000	\$0	\$10,000	0%
Annual Leave	\$41,441		\$41,441		\$41,441	\$29,569	\$11,872	71%
Long Service Leave	\$14,512		\$14,512		\$14,512	\$2,810	\$11,702	19%
Sick Leave	\$25,992		\$25,992		\$25,992	\$12,965	\$13,027	50%
compass/emergency leave	\$1,685		\$1,685		\$1,685	\$664	\$1,021	39%
Employee Overheads distributed to works	(\$182,562)	(\$9,586)	(\$192,148)	\$0	(\$192,148)	(\$117,808)	(\$74,340)	61%
Union Picnic Day	\$1,410	(\$414)	\$996		\$996	\$996	\$0	100%
Public Holidays NEI	\$16,224		\$16,224		\$16,224	\$8,731	\$7,493	54%
Superannuation	\$49,452	\$10,000	\$59,452		\$59,452	\$47,360	\$12,092	80%
Workers Compensation	\$10,500		\$10,500		\$10,500	\$8,047	\$2,453	77%
Protective Clothing	\$2,402		\$2,402		\$2,402	\$2,031	\$371	85%
Allowances Disability/Climatic	\$669		\$669		\$669	\$155	\$514	23%
Staff Training	\$16,883		\$16,883	(\$10,000)	\$6,883	\$4,480	\$2,403	65%
<b>Sub -Total - Employee Overheads</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
<b>Sub Total Administrative Overheads</b>	<b>\$284,854</b>	<b>\$102,831</b>	<b>\$387,685</b>	<b>(\$36,879)</b>	<b>\$350,806</b>	<b>\$290,894</b>	<b>\$59,912</b>	<b>83%</b>
<b>Employee Overheads - Total</b>								
<b>Destruction of Weeds</b>								
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	\$84,781	\$98,290	46%
Other Costs -Cnl Roads (\$85,000 above normal bgt)	\$205,000	(\$46,000)	\$159,000	(\$65,000)	\$94,000	\$64,806	\$29,194	69%
WAP 1520 Grant Expenses - HR- Roads	\$108,807		\$108,807	\$25,500	\$134,307	\$80,417	\$53,890	60%
WAP 1520 Grant Expenses - HR - TSRs	\$8,882		\$8,882	\$45	\$8,927	\$8,927	\$0	100%
WAP 1520 Grant Expenses - HR - WCs	\$5,358		\$5,358		\$5,358	\$719	\$4,639	13%
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	\$3,669	\$2,774	57%
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	\$9,586	\$192,148		\$192,148	\$117,808	\$74,340	61%
Parkinsonia Weed Control	\$19,422		\$19,422	\$10,578	\$30,000	\$1,767	\$28,233	6%
Promotions & Field Days	\$13,824		\$13,824		\$13,824	\$10,154	\$3,670	73%
Computer Bio Security System	\$15,580		\$15,580		\$15,580	\$12,150	\$3,430	78%
Conference expenses	\$0	\$8,204	\$8,204		\$8,204	\$8,204	\$0	100%
Regional Meeting Expenses	\$7,103		\$7,103		\$7,103	\$6,137	\$966	86%
Administration Weed Control	\$15,000	\$25,000	\$40,000		\$40,000	\$25,593	\$14,407	64%
Weed Control Publicity	\$3,318		\$3,318		\$3,318	\$0	\$3,318	0%
<b>Destruction of Weeds - Total</b>	<b>\$786,913</b>	<b>(\$3,210)</b>	<b>\$783,703</b>	<b>(\$28,877)</b>	<b>\$754,826</b>	<b>\$428,892</b>	<b>\$325,934</b>	<b>57%</b>
<b>Private Works</b>								
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	\$54,816	\$56,184	49%
DPI - Hudson Pear containment project	\$0	\$193,775	\$193,775		\$193,775	\$193,775	\$0	100%
LLS Hudson Pear Round 2	\$0		\$0	\$106,000	\$106,000	\$90	\$105,910	0%
DPI - Wet Wall Maintenance	\$0	\$43,000	\$43,000		\$43,000	\$0	\$43,000	0%
Crown Land	\$6,150		\$6,150	\$1,119	\$7,269	\$7,269	\$0	100%
Walgett Shire - Cost of Private Works	\$16,590		\$16,590		\$16,590	\$2,403	\$14,187	14%
Coonabarabran - Private works	\$21,107		\$21,107	(\$10,000)	\$11,107	\$1,290	\$9,817	12%
Hudson Pear - Private Works	\$1,788		\$1,788	\$2,000	\$3,788	\$1,715	\$2,073	45%
Warren - Private works	\$0		\$0	\$1,000	\$1,000	\$254	\$746	0%
Coonamble - Private works	\$0		\$0		\$0	\$0	\$0	0%
<b>Private Works -Total</b>	<b>\$150,976</b>	<b>\$257,775</b>	<b>\$408,751</b>	<b>\$100,119</b>	<b>\$508,870</b>	<b>\$275,118</b>	<b>\$233,752</b>	<b>54%</b>

Castlereagh Macquarie County Council Agenda –29<sup>th</sup> April 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
<b>Other Expenses</b>								
Depot Expenses	\$10,493		\$10,493		\$10,493	\$4,509	\$5,984	43%
Storage Rental	\$4,545		\$4,545		\$4,545	\$3,120	\$1,425	69%
Plant Expenses	\$81,342		\$81,342		\$81,342	\$56,394	\$24,948	69%
Depreciation	\$80,000		\$80,000		\$80,000	\$60,000	\$20,000	75%
<b>Other Expenses - Total</b>	<b>\$176,380</b>	<b>\$0</b>	<b>\$176,380</b>	<b>\$0</b>	<b>\$176,380</b>	<b>\$124,023</b>	<b>\$52,357</b>	<b>70%</b>
<b>Revenue Expenses - Total</b>	<b>\$1,399,123</b>	<b>\$357,396</b>	<b>\$1,756,519</b>	<b>\$34,363</b>	<b>\$1,790,882</b>	<b>\$1,118,927</b>	<b>\$671,955</b>	<b>62%</b>
<b>Net Operating Surplus/(Deficit) after Depreciation</b>	<b>(\$116,175)</b>	<b>(\$58,093)</b>	<b>(\$174,268)</b>	<b>\$125,778</b>	<b>(\$48,490)</b>	<b>\$148,554</b>	<b>(\$197,044)</b>	<b>-306%</b>
<b>Capital Income</b>								
Sale/Trade in of Plant Assets	\$12,000		\$12,000	(\$12,000)	\$0	\$0	\$0	#DIV/0!
Transfer from ELE Reserve	\$30,000		\$30,000	(\$30,000)	\$0	\$0	\$0	#DIV/0!
Transfer from Plant Reserve	\$0		\$0	\$0	\$0	\$0	\$0	#DIV/0!
<b>Capital Income - Total</b>	<b>\$42,000</b>	<b>\$0</b>	<b>\$42,000</b>	<b>(\$42,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
<b>Capital Expenditure</b>								
Minor Building Improvements	\$5,000		\$5,000	(\$5,000)	\$0	\$0	\$0	0%
Bio Control unit	\$5,000		\$5,000	(\$5,000)	\$0	\$0	\$0	0%
New Vehicles - Nett	\$0		\$0	\$0	\$0	\$0	\$0	#DIV/0!
New Spray Rigs	\$16,000		\$16,000	(\$16,000)	\$0	\$0	\$0	0%
Small Plant, Tools, Radios	\$2,000		\$2,000	\$2,000	\$2,000	\$0	\$2,000	0%
Transfer to ELE Reserve	\$5,000		\$5,000	\$0	\$5,000	\$0	\$5,000	0%
Transfer to WH&S Reserve	\$0		\$0	\$14,000	\$14,000	\$0	\$14,000	0%
Transfer to Plant Reserve	\$8,615		\$8,615	\$4,000	\$12,615	\$0	\$12,615	0%
<b>Capital Expenditure - Total</b>	<b>\$41,615</b>	<b>\$0</b>	<b>\$41,615</b>	<b>(\$8,000)</b>	<b>\$33,615</b>	<b>\$0</b>	<b>\$33,615</b>	<b>0%</b>
<b>Net Capital Surplus/(Deficit)</b>	<b>\$385</b>	<b>\$0</b>	<b>\$385</b>	<b>(\$34,000)</b>	<b>(\$33,615)</b>	<b>\$0</b>	<b>(\$33,615)</b>	
<b>Summary</b>								
Total Income	\$1,324,948	\$299,303	\$1,624,251	\$118,141	\$1,742,392	\$1,267,481	\$474,911	
Total Expenditure	\$1,440,738	\$357,396	\$1,798,134	\$26,363	\$1,824,497	\$1,118,927	\$705,570	
<b>Net Total Surplus/(Deficit)</b>	<b>(\$115,790)</b>	<b>(\$58,093)</b>	<b>(\$173,883)</b>	<b>\$91,778</b>	<b>(\$82,105)</b>	<b>\$148,554</b>	<b>(\$230,659)</b>	
Add back depreciation and profit on sale	\$80,000	\$0	\$80,000	\$5,000	\$85,000	\$60,000	\$25,000	
Less Profit on sale	\$5,000		\$5,000	(\$5,000)	\$0	\$0	\$0	
Add back reserve movements	(\$16,385)		(\$16,385)	\$16,385	\$0	\$0	\$0	
<b>Net cash result for year Surplus (Deficit)</b>	<b>(\$47,175)</b>	<b>(\$58,093)</b>	<b>(\$105,268)</b>	<b>\$108,163</b>	<b>\$2,895</b>	<b>\$208,554</b>	<b>(\$205,659)</b>	

<b>CASTLEREAGH MACQUARIE COUNTY COUNCIL</b>	
March 2024 Quarterly Budget Review	
<b>Income Statement</b>	
	<b>2023/24</b>
<b>Income from continuing operations</b>	
User charges and fees	111
Interest and investment revenue	35
Other revenues	0
Grants and Contributions provided for operating purposes	1433
<b>Other income</b>	
Net gains from disposal of assets	0
<b>Total income from continuing operations</b>	<b>1579</b>
<b>Expenses from continuing operations</b>	
Employee benefits and on-costs	614
Materials and services	929
Depreciation and amortisation	85
Net losses from the disposal of assets	0
<b>Total expenses from continuing operations</b>	<b>1628</b>
<b>Operating result from continuing operations</b>	<b>-49</b>
<b>NET OPERATING RESULT FOR THE YEAR</b>	<b>-49</b>
Net operating result attributable to Council	
Net operating result for the year before contributions provided for capital purposes	-49

<b>CASTLEREAGH MACQUARIE COUNTY COUNCIL</b>	
Statement of Comprehensive Income	
	<b>2023/24</b>
<b>Net operating result for the year as per the Income Statement</b>	<b>-49</b>
<b>Total Comprehensive Income for the year</b>	<b>-49</b>

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

March 2024 Quarterly Budget Review

**Statement of Financial Position**

<b>ASSETS</b>	<b>2023/24</b>
<b>Current Assets</b>	
Cash and cash equivalents	532
Investments	500
receivables	105
Inventories	79
<b>Total Current Assets</b>	<u>1216</u>
<b>Non-current assets</b>	
Infrastructure, property, plant and equipment	576
Right of use assets	10
<b>Total non-current assets</b>	<u>586</u>
<b>Total Assets</b>	<u>1802</u>
	<u>80</u>
<b>LIABILITIES</b>	<u>0</u>
<b>Current Liabilities</b>	
Payables	47
Lease liabilities	5
Provisions	171
<b>Total Current Assets</b>	<u>223</u>
<b>Non-current liabilities</b>	
Lease liabilities	5
Provisions	0
<b>Total non-current liabilities</b>	<u>5</u>
<b>Total Liabilities</b>	<u>228</u>
<b>NET ASSETS</b>	<u>1574</u>
<b>EQUITY</b>	
Accumulated surplus	1137
Revaluation Reserve	437
Council equity interest	1574
<b>Total equity</b>	<u>1574</u>



<b>CASTLEREAGH MACQUARIE COUNTY COUNCIL</b>	
Statement of Changes in Equity	
	<b>2023/24</b>
<b>Opening balance</b>	1623
Net operating result for the year	-49
<b>Equity - balance at end of the reporting period</b>	<b>1574</b>

<b>CASTLEREAGH MACQUARIE COUNTY COUNCIL</b>	
Statement of Cash Flows	
for the years ending	
	<b>2023/24</b>
<b>Cash flows from operating activities</b>	
<i>Receipts:</i>	
User charges and fees	111
Interest and investment revenue	35
Other revenues	0
Grants and Contributions provided for operating purposes	1433
<i>Payments:</i>	
Employee benefits and on-costs	-614
Materials and contracts	-924
Other expenses	-85
<b>Net cash provided (or used in) operating activities</b>	<b>-44</b>
<b>Cash flows from investing activities</b>	
<i>Receipts:</i>	
Sale of infrastructure, property, plant and equipment	0
<i>Payments</i>	
Purchase of infrastructure, property, plant and equipment	0
<b>Net cash provided (or used in) investing activities</b>	<b>0</b>
<b>Cash flows from financing</b>	
Principal component of lease payments	5
<b>Net cash flows from financing activities</b>	<b>5</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>-49</b>
<b>Plus: cash and cash equivalents - beginning of year</b>	<b>1081</b>
<b>Cash and cash equivalents - end of year</b>	<b>1032</b>
plus: investments on hand - end of year	0
<b>Total cash, cash equivalents and investments</b>	<b>1032</b>

## ITEM 9.5 THRID QUARTER OPERATIONAL PLAN FOR 2023/2024

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

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**Summary:**

This report provides Council with the status of the third quarter Operational Plan targets for 2023/2024.

**Background:**

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan. This report comments on the status of the Operational Plan as at 31<sup>st</sup> March 2024 and the extent to which the performance targets have been achieved.

**Current Position:**

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

At this point in time, a vast majority of the performance targets have been met, while a small number of projects are on-going. Status comments explain the current position and reasons why 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 third quarter of the Operational Plan 2023/2024.

Third Quarter Operational Plan for 2023/2024
<p><b>Recommendation:</b></p> <p>Council accepts the progress made on the 2023/2024 Operational Plan as at 31<sup>st</sup> March 2024.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Third Quarter Operational Plan for 2023/2024 Status Report



# **Castlereagh Macquarie County Council**

## **Operational Plan Status report**

**2023/2024**

**As at 31<sup>st</sup> March 2024.**

## 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 March 2024
Ensure Business Paper is ready for distribution.	2.3	GM	At least 7 days, working days prior to the Council Meeting.	Satisfactory completion of task in accordance with target level.	Compliant During transition of admin support, business paper was less than 7 days.
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 March 2024
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

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

<b>4. Provide information to public in a timely and effective manner</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
<b>Ensure Council business papers are made available in hard copy at Council’s office.</b>	<b>2.1</b>	<b>GM</b>	<b>At least 3 working days before the Council meeting.</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>Complying</b>
<b>Ensure other public information is made available at Council’s office.</b>	<b>2.1</b>	<b>GM</b>	<b>As soon as practicable after it becomes public information.</b>		<b>Complying</b>
<b>Ensure business papers are provided to constituent councils.</b>	<b>2.1</b>	<b>GM</b>	<b>Post to General Managers at the same time as Councillors’ business papers.</b>		<b>With disruption of administration to CMCC not complying for August 2023.</b>
<b>Ensure minutes, business papers and other information is posted to Council’s website.</b>	<b>2.1</b>	<b>GM</b>	<b>As soon as practicable.</b>		<b>Complying</b>

<b>5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
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.		To be presented at April 24 meeting.
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.		June 2024 meeting.
Operational Plan and Budget to be adopted	2.2	GM			

<b>6. Ensure all other statutory returns are completed and lodged by the due date</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
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 <sup>th</sup> 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

<b>7. Implementation of Council decisions</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
<b>Implement Council decisions following Council meeting</b>	<b>2.2</b>	<b>GM</b>	<b>Within 10 working days of Council Meeting</b>  <b>For prosecutions, within 2 months of Council resolution</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>Complying and on time. One (1) resolution to date not acted upon. Nil prosecutions</b>

<b>8. Continue to ensure the provision of finance to Council from available sources</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
<b>Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions.</b>	<b>2.4</b>	<b>GM</b>	<b>Continuously.</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>To be advised in due course when IPART Rate Peg is announced. Letter to be issued in April 2024.</b>
<b>Letter to Constituent Councils concerning Council’s proposed Delivery Plan and Budget estimates for the forthcoming financial year, and the contribution sought from constituent councils.</b>	<b>2.4</b>	<b>GM</b>	<b>30 April.</b>		
<b>Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary.</b>	<b>2.4</b>	<b>GM</b>	<b>As required under Weeds Action Programme 1520.</b>		
<b>Provide grant returns to Department of Primary Industries.</b>	<b>2.4</b>	<b>GM</b>	<b>As required under Weeds Action Programme 1520</b>		
<b>Pursue opportunities for securing grant funds from other available sources.</b>	<b>2.4 &amp; 1.</b>	<b>GM</b>			<b>WAP Grant applications lodged on 12<sup>th</sup> April 2024. NW and CW lodged with DPI in August 23. Currently underway.</b>



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

<b>10. Provide financial information and advice to Council</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
<b>Provide financial advice as required.</b>	<b>2.2 &amp; 2.3</b>	<b>GM</b>	<b>At Council meetings</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>Complying on-going</b>
<b>Provide quarterly update on financial trends relating to Council's expenditure.</b>	<b>2.2 &amp; 3</b>	<b>GM</b>	<b>At Council Meeting following end of quarter</b>		<b>Complying on-going</b>

<b>11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
<b>Draft Plan to be presented to Council.</b>	<b>2.2</b>	<b>GM</b>	<b>February Meeting.</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>Scheduled April 24</b>
<b>Draft Plan adopted to allow 28 day public exhibition.</b>	<b>2.2</b>	<b>GM</b>	<b>April Meeting.</b>		<b>Scheduled April 24</b>
<b>Draft Plan to be adopted following consideration of any submissions received.</b>					<b>Scheduled June 24</b>

12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2024
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 March 2024
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 March 2024
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.
	3.1	GM	As required		Invitation to Minister in 2024.

Meet with State and Federal Politicians to promote the interests of Council.					
15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2024
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.		Risk register adopted in March 24.
Minimise exposure through rectification of risks.	2.3	GM	Within budget constraints.		Review April 24.
Update policy on the use of contractors.	2.3	GM	Ongoing.		Under review 2024
Review risk management policy.	2.3	GM	Ongoing.		Adopted March 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 March 2024
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.		Conducted March 24 in Coonamble.
	2.3	GM	Annually.		

Review and update staff training programme.	2.3	GM	As required		To be completed after annual review.
Review EEO Management Plan.					To be completed 2024

17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2024
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 March 2024
Monitor reporting system ability to provide information requirements.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying. Third party monitors property data.
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
		GM	Ongoing.		Reviewed constantly

Review Council’s website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2				
<b>19. Compile accurate data on the condition of current Council assets</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
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
<b>20. Introduce a system for electronic mapping of invasive weed infestations and the automation of Weeds Officers’ reports</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
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 March 2024
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 March 2024
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 March 2024
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.		Unseasonal conditions for 23/24 has seen a reduction in the roadside control program.
Respond to reports of invasive weeds on roadsides. Carry out control works in	1.3	SWO	Carry out inspection within 7 days of notification.		All reports responded to

accordance with Council’s policy and budget allocations.	1.3	SWO	As required		Complying
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24. Actively pursue the control of invasive weeds on private lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2024
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 March 2024
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			In progress

				Initial inspection within 10 working days.		
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 March 2024	
Inspect areas proposed to be clear felled in coming financial year.	1.2	SWO	Within 28 days of receipt of <i>Harvesting Plan of Operations</i> .	Satisfactory completion of task in accordance with target level.	When advised	
Advise Forests NSW of proposed clear fell areas that are potential weeds risks.	1.2	SWO	Within 14 days of inspection.			
Follow up to ensure control work is carried out on potential weeds risks.	1.2	SWO	Prior to Spring each year.			
Inspect areas surrounding standing forests and “land bank” areas.	1.2	SWO	Ongoing as resources permit, or in response to complaints within			
Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2	SWO	10 working 14 days after inspection.			

27. Actively pursue the control of invasive weeds on other public authorities land						
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2024	
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 Warren complaint acted upon.	



<b>28. Conduct aerial spraying programmes for invasive weeds</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
<b>Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.</b>	<b>1.2</b>	<b>GM/SW O</b>	<b>As required.</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>As required</b>
<b>Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.</b>	<b>1.2</b>	<b>GM/SW O</b>	<b>As required.</b>		<b>As required</b>
<b>Organise aerial spraying (involving all weeds officers) throughout Council’s area in accordance with programmes.</b>	<b>1.2</b>	<b>SWO</b>	<b>In accordance with Programmes</b>		<b>No program organised</b>

<b>29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2024</b>
<b>Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control</b>	<b>1.1</b>	<b>GM</b>	<b>Liaise with appropriate members and officers of surrounding councils and other public authorities as required.</b>	<b>Satisfactory completion of task in accordance with target level.</b>	<b>Continuing. General Manager group developing legal action policy and procedure. GM and Chair meeting scheduled for June 24.</b>

## ITEM 9.6 DRAFT OPERATIONAL PLAN 2024/25

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

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### **Summary:**

This attached document 2024/2025 Operational Plan is presented to Council for consideration and then display.

### **Background**

Council in accordance with Section 405 of the Local Government Act 1993 must prepare an Operational Plan and then resolve to place the document on display for a period of 28 days. During the display period, submissions from interested parties/public may be made to Council.

The Council at its June 2024 meeting shall consider any submissions that have been made concerning the draft plan.

### **Current Position**

Over the past month the Draft 24/25 Operational Plan has been prepared. The line item changes from the March 2024 Quarterly Budget Review have now been made, and the revised document is tabled for Council's consideration before public exhibition.

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

Local Government Act 1993

Local Government General Regulation 2021

### **Governance issues**

Council in accordance with Section 405 (2) must prepare an Operational Plan which must include a statement of the Council's revenue Policy. The Operational Plan in accordance with Section 405 (3) must be publicly exhibited for a period of 28 days, calling for submissions from the public.

### **Environmental issues**

There are no identified environmental implications in relation to this matter.

### **Stakeholders**

Castlereagh Macquarie County Council.

Constituent Council's.

Ratepayers in the Castlereagh County Council Area.

### **Financial Implications**

Provision is made in the Draft 2024/2025 Operational Plan and LTFP 24/25 to 33/34 to resource the control of Invasive Weeds in the County area in accordance with the Bio Security Act 2015.

### **Alternative Solutions/Options**

That the budget items, not be adopted or amended as determined.

### **Conclusion**

This report and the Draft Operational Plan 24/25, Long term Financial Plan 24/25 to 33/34, Asset Management Plan 25 to 34, and Workforce Strategy Plan (Resourcing Strategy) are presented to Council for public display in accordance with Section 405 (3) for a period of 28 days, from the 8th May to 4<sup>th</sup> June 2024 and submissions may be made during this time to Council.

**Draft Operational Plan 2023/2024**

**Recommendation:**

That the Draft Operational Plan for 2024/2025, Statement of Revenue Policy, Long Term Financial Plan 24/25 to 33/34, Asset Plan and Workforce Plan be placed on public exhibition for a period of 28 days from the 8th May 2024 until 4:30pm on 4<sup>th</sup> June 2024, inviting submissions from the public during this time.

**Moved:**

**Seconded:**

**Attachments:**

Operational Plan

Long Term Financial Plan

Asset Plan

Workforce Plan



# **Castlereagh Macquarie County Council**

## **Operational Plan 2024/2025**

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## 1. Glossary of Terms and Abbreviations

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The following definitions and abbreviations are used in the Castlereagh Macquarie County Council Delivery Plan:

<b>BASP</b>	Castlereagh Macquarie County Council Business Activity Strategic Plan
<b>Constituent Councils</b>	means Coonamble Shire Council, Gilgandra Shire Council, Walgett Shire Council, Warrumbungle Shire Council, and Warren Shire Councils collectively. These local government areas constitute the area of operation for the Castlereagh Macquarie County Council.
<b>Council</b>	Castlereagh Macquarie County Council
<b>Councillors</b>	Members of the CMCC governing body
<b>County Council</b>	Castlereagh Macquarie County Council
<b>EEO</b>	Equal Employment Opportunity
<b>LGA 1993</b>	NSW Local Government Act 1993
<b>Invasive Weeds</b>	Plants which are declared invasive for the area of operation of the Castlereagh Macquarie County Council, by State and LLS.
<b>NSW DPI</b>	NSW Department of Primary Industries
<b>NSW BA 2015</b>	NSW Biosecurity Act 2015 (Effective 1 <sup>st</sup> July 2017)
<b>CMCC</b>	Castlereagh Macquarie County Council
<b>NWLLS</b>	North West Local Land Service
<b>CWLLS</b>	Central West Local Land Services

## 2. Council Contact Details

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### Head Office

55 Fox Street  
WALGETT NSW 2832

All Correspondence to be addressed to:  
General Manager  
Castlereagh Macquarie County Council  
PO Box 664  
WALGETT NSW 2832

Telephone: 0427 598 577  
Email: [cmcc@cmcc.nsw.gov.au](mailto:cmcc@cmcc.nsw.gov.au)  
Website: <http://www.cmcc.nsw.gov.au>

### 3. What is an Operational Plan?

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Section 1 in the Castlereagh Macquarie County Council's Business Activity Strategic Plan (BASP) explains the background and general structure of the Integrated Planning and Reporting Framework that was introduced for Local Government by the *Local Government Amendment (Planning and Reporting) Act 2009*.

Section 405 of the *Local Government Act 1993* requires that Council must develop an Operational Plan which is adopted before the beginning of each financial year which:

- a) Details the principal activities that Council will undertake to achieve the objectives established in the Business Activity Strategic Plan (BASP), which are within the resources available to Council as outlined in Resourcing Strategy contained in Council's BASP.
- b) Includes a method of assessment to determine the effectiveness of each principal activity in achieving the objectives at which the activity is directed.
- c) Statement of Revenue Policy for the year covered by the Operational Plan.

The Operational Plan is a sub-plan of the Delivery Programme and must be exhibited for at least 28 days during which period public submissions can be made to Council.

Council must accept and consider any submissions made on the draft Operational Plan before adopting the Operational Plan.

Clause 201 of the *Local Government (General) Regulation 2021 (regulation)* requires Council's annual statement of revenue policy to include details of:

- a) Estimated income and expenditure
- b) Proposed rates and charges
- c) Proposed pricing methodology
- d) Proposed borrowings

Clause 203 of the *Regulation* requires that budget review statements and a revision of estimates must be reported to Council within two (2) months after the end of each quarter (except the June quarter).

The Operational Plan must be prepared as a sub-plan of the Delivery Programme and:

Directly address the actions outlined in the Delivery Programme and identify projects, programmes or activities that Council will undertake within the financial year towards addressing these actions.

Allocate responsibilities for each project, programme or activity.

Identify suitable measures to determine the effectiveness of the projects, programmes and activities undertaken.

Include a detailed budget for the activities to be undertaken in that year.



## **4. Vision Statement**

### Vision

To prevent, contain or reduce the invasion of Weeds within the Castlereagh Macquarie County Council area.

## **5. Mission Statement**

### Mission

To provide effective integrated weed management systems utilising the latest technology to all Constituent Councils fairly and equitably in accordance with the NSW Biosecurity Act 2015.

## 6. Principal Activities of Council

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### 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
Ensure Business Paper is ready for distribution.	2.3	GM	At least 5 days, working days prior to the Council Meeting.	Satisfactory completion of task in accordance with target level.
Provide recommendations to Council when possible.	2.3	GM	Include in business paper for Council's consideration.	

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

3. Update Council policy register				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Review Council administration policies.	2.3	GM	Within 2 months of expiry of policy or every 2 years	

4. Provide information to public in a timely and effective manner				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Ensure other public information is made available at Council's office.	2.1	GM	As soon as practicable after it becomes public information.	
Ensure business papers are provided to constituent councils.	2.1	GM	Post to General Managers at the same time as Councillors' business	
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practicable.	

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
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.
Audited Financial Statements to Division of Local Government.	2.2	GM	By the end of November.	
Financial Data collection return.	2.2	GM	By end of November	

Castlereagh Macquarie County Council Agenda –29<sup>th</sup> April 2024 – Ordinary Council Meeting

Notice of meeting at which audited reports are to be presented.	2.2	GM	By date specified by Division of Local Government. Five weeks after 31 <sup>st</sup> October.	
Audited Financial Reports presented to public	2.2	GM	December meeting.	
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.	
Operational Plan and Budget to be adopted	2.2	GM	June meeting	

**6. Ensure all other statutory returns are completed and lodged by the due date**

Required Activity	BA & SO	Resp	Target	Performance Measure
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.
Council's Annual Report prepared and lodged with Division of Local Government	2.2	GM	30 November annually.	
Other returns as required by Division of Local Government, Department of Primary Industries, or others	2.2	GM	No later than return date specified	

**7. Implementation of Council decisions**

Required Activity	BA & SO	Resp	Target	Performance Measure
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.

<b>8. Continue to ensure the provision of finance to Council from available sources</b>				
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>
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.
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.	
Provide grant returns to Department of Primary Industries.	2.4	GM	As required under Weeds Action Programme 1520	
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4	GM	As required	
<b>9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme</b>				
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.
Review Delivery Programme.	2.1 & 2.4	GM	Continuously	
Provide adequate funds for employee leave entitlements.	2.3	GM	Maintain reserve of at least 50% of Long Service Leave liability	

10. Provide financial information and advice to Council				
Required Activity	BA & SO	Resp	Target	Performance Measure
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 & 2.3	GM	At Council Meeting following end of quarter	

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
Draft Plan to be presented to Council.	2.2	GM	April Meeting.	Satisfactory completion of task in accordance with target level.
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.	
Draft Plan to be adopted following consideration of any submissions received.	2.2	GM	June Meeting.	

12. Promote the Council's interests through participation with relevant organisations				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.

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

14. Actively pursue politicians to further Council's interests				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required	

15. Minimise the risks associated with all functions of Council				
Required Activity	BA & SO	Resp	Target	Performance Measure
Internal Audit (Council's Audit Risk and Improvement Committee).	2.3	GM	Ongoing, function of Audit Risk Committee to review organizational risks.	Satisfactory completion of task in accordance with target level.
Identify new risks associated with Council's functions.			Internal audit program to be developed	
Analyse and prioritise all risks identified.	2.3	GM	Within 3 months after identification.	
Minise exposure through rectification of risks.	2.3	GM	Within budget constraints.	
Update policy on the use of contractors.	2.3	GM	Ongoing.	

Review risk management policy.	2.3	GM	Ongoing.	
Update Risk Register	2.3	GM	Staff meet twice a year to review operational risks and update risk register	

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
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.
Provide training on EEO to staff.	2.3	GM	Ongoing as required.	
Provide staff with training on risk management.	2.3	GM	Ongoing as required.	
Review and update staff training programme.	2.3	GM	Annually.	
Review EEO Management Plan.	2.3	GM	As required	

17. Maintain and update Council's records management system				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Review record keeping procedures with a view to updating to State Records system of filing.	2.3	GM	Ongoing.	



18. Implement system of information technology capable of providing information that is relevant and timely				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor reporting system ability to provide information requirements.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Monitor technology improvements and assess future requirements.	2.3	GM	Ongoing.	
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.	
Review Council's website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.	

19. Compile accurate data on the condition of current Council assets				
Required Activity	BA & SO	Resp	Target	Performance Measure
Maintain assets register for all assets over \$5,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Monitor the condition of those assets	2.3	GM	Ongoing.	
Identify maintenance requirements for those assets.	2.3	GM	Ongoing.	
Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.	

20. Introduce a system for electronic mapping of noxious weed infestations and the automation of Weeds Officers' reports				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor the 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 1520.	Satisfactory completion of task in accordance with target level.
Expand the introduction of electronic mapping of invasive weed infestations and the automation of Weeds Officers' Reporting Procedures to the whole of Council's Area of Operations.	1.3 & 2.3	GM SWO	To include weed control activities on roads	
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.	

21. Compile data on Council's current vehicle and plant fleet – condition and usage				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.

22. Ensure access to competitively priced chemicals for weeds control programmes				
Required Activity	BA & SO	Resp	Target	Performance Measure
Ensure access to competitively priced chemicals for weeds control programmes.	1.2	GM	As required	Satisfactory completion of task in accordance with target level.

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

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

25. Actively pursue the control of noxious weeds on vacant Crown lands				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.
Inspect vacant Crown lands to ensure obligations for noxious weed control are being met.	1.2	SWO	As required as resources are available.	
Provide information to Department of Lands on noxious weed control requirements	1.2	SWO	Within 10 working days of inspection.	
Respond to complaints for noxious weeds on vacant Crown Land	1.2	SWO	Initial inspection within 10 working days.	

26. Actively pursue the control of noxious weeds on land held by Forests of NSW				
Required Activity	BA & SO	Resp	Target	Performance Measure
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.

27. Actively pursue the control of noxious weeds on other public authorities land				
Required Activity	BA & SO	Resp	Target	Performance Measure
Inspect lands of public authorities to ensure obligations for noxious weeds control are being met.	1.2 & 1.3	SWO	Ongoing.	Satisfactory completion of task in accordance with target level.
Provide information to public authority on noxious weed control requirements.	1.2 & 1.3	SWO	Within 10 working days of inspection.	

Respond to complaints regarding noxious weeds on lands of public authorities.	1.2 & 1.3	SWO	Initial inspection within 10 working days.	
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28. Conduct aerial spraying programmes for noxious weeds				
Required Activity	BA & SO	Resp	Targ	Performance Measure
Organise programmes for aerial spraying of noxious weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SWO	As required.	Satisfactory completion of task in accordance with target level.

Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SWO	As required.	
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes.	1.2	SWO	In accordance with Programmes	

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
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.

## **7. Other Information Relating To Principal Activities of Council**

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### **1. CAPITAL WORKS PROJECTS TO BE CARRIED OUT**

Council has not planned any Capital Works Programs for 2024/2025 other than plant and equipment replacement.

### **2. SERVICES TO BE PROVIDED**

#### **Private Works**

Private works will be carried out for private individuals or Government Departments on requests on a sundry debtor basis provided the carrying out of such work will not interfere with Council's primary responsibility of invasive weed control in accordance with the NSW Biosecurity Act 2015.

#### **Sale of Herbicides**

Herbicides used for noxious weed control will be made available to the public to purchase at cost plus a 15% administration charge.

#### **Advice**

Fact sheets and brochures on noxious weed identification and control procedures will be forwarded to enquirers on request.

### **3. ASSET REPLACEMENT PROGRAMS TO BE IMPLEMENTED BY COUNCIL**

Council will seek quotations for replacement plant and equipment from suppliers within and outside the County area. Suppliers within the County area will be given preference. Petrol driven motor vehicles will be replaced at 40,000 kilometres or two (2) years, whichever comes first, and diesel vehicles will be replaced at 150,000 kilometres or four (4) years, within Council's budget.

### **4. SALES AND PURCHASES OF ASSETS TO BE CONDUCTED BY COUNCIL**

The General Manager is authorised to sell and purchase items of plant and equipment as detailed in Council's plant replacement program.

### **5. HUMAN RESOURCES ACTIVITIES**

Staff is to have training to meet the minimum requirements of the industry standards in Certificate IV in Conservation Land Management (weeds), use of herbicides, health and safety and understanding integrated management techniques. All Inspection staff are

to successfully complete the Local Government Industry Training Committee (LGITC) Weed Control Course or its equivalent.

**6. EQUAL EMPLOYMENT OPPORTUNITY IMPLEMENTATION MANAGEMENT PLAN**

Council's Equal Employment Opportunity Implementation and Management Plans are separate documents and are available on request.

**7. ENVIRONMENTAL FACTORS**

Council complies with legislative requirements that relate to the environment and the use of herbicides to control invasive weeds. Such legislation includes the Environmental Planning and Assessment Act, Clean Water Act, etc.

## 8. Weeds

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<b>Botanical Name</b>	<b>Common Name</b>	<b>Category</b>
<i>Acacia nilotica</i>	Prickly Pear	W1/Prohibited
<i>Alternanthera pihloxeroides</i>	Alligator Weed	W1/WONS
<i>Cannabis sativa</i>	Indian Hemp	W1/GBD
<i>Carduus nutans</i>	Nodding Thistle	W2/GBD
<i>Cenchrus incertus</i>	Spiny Burrgrass	W3/GBD
<i>Cenchrus longispinus</i>	Spiny Burrgrass	W3/GBD
<i>Cestrum parqui</i>	Green Cestrum	W2GBD
<i>Cortaderia spp</i>	Pampass Grass	W2/GBD
<i>Cusuta spp</i>	Dodder	W2/GBD
<i>Eighorina crassipes</i>	Water Hyacinth	W1/WONS
<i>Equisetum arvense</i>	Horsetail	W1/NEAL
<i>Erythroxylum coca</i>	Coca Leaf	W1/
<i>Gymnocoronis spilanthoides</i>	Senegal Tea Plant	W1/NEAL
<i>Heliotropium amplexicaule</i>	Blue Heliotrope St	W2/GBD
<i>Hypericum perforatum Kochia</i>	John's Wort Kochia	W2/GBD
<i>scoparia Lagarosiphon major</i>	Lagarosiphon	W1/Prohibited/NEAL
<i>Lycium ferocissimum</i>	African Boxthorn	W1/Prohibited/NEAL
<i>Nasella trichotoma</i>	Serrated Tussock	W2/GBD
<i>Papaver somniferum</i>	Opium Poppy	W2/WONS
<i>Parthenium hysterophorus</i>	Parthenium Weed	W1/Prohibited/WONS
<i>Pistia stratiote</i>	Water Lettace	W1/GBD
<i>Prosopius spp</i>	Mesquite	W1/WONS
<i>Rosa rubiginosa</i>	Sweet Briar	W3/GBD
<i>Robus fruticosus (agg) spp</i>	Black Berry	W2/GBD
<i>Salvia reflexa</i>	Mintweed	W3/GBD
<i>Salvinia molesta</i>	Salvinia	W1/WONS
<i>Sclerolaena birchii</i>	Galvanized Burr	W3/Native Plant
<i>Solanum elaeagnifolium</i>	Silverleaf Nightshade	W2/WONS
<i>Sorghum Halepense</i>	Johnson Grass	W2/GBD
<i>Sorghum spp.hybrid</i>	Silk Foliage Sorghum	W2/GBD
<i>Sorghum x alimum</i>	Columbus Grass	W2/GBD
<i>Toxicodendron</i>	Rhus Tree	W2/GBD
<i>succedaneum</i>		W3/GBD
<i>Xanthium spinosum</i>	Bathurst Burr	W3/GBD
<i>Kanthium occidentale</i>	Noogoora Burrs	W3/GBD
<i>Xanthium Orientale</i>	Californian Burr	W3/GBD

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## 9. Annual Statement of Revenue Policy

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For further financial information reference should be made to Council's 2024/2025 Budget and Long Term (Ten year) Financial Plan

### FEES AND CHARGES

#### 1. CONSTITUENT COUNCIL CONTRIBUTIONS

Each Constituent Council will contribute an equal amount annually determined by Council. The contribution will be increased annually by the allowable general rate increase (Rate peg) set by IPART. All five (5) Councils have received approval for an overall rate increase of 4.7% for 24/25.

#### 2. FEES

Council provides professional and specialist information in furnishing applicants with "Biosecurity Certificates" under Section 183 of the NSW Biosecurity Act 2015.

#### 3. CHARGES – SALE OF MERCHANDISE

Items sold to land holders for the destruction or control of weeds on private land are charged on the basis of costs plus 15% administration charge.

#### 4. PRIVATE WORKS

All private work will be charged on the basis of external plant hire plus labour and on costs and a 15% administration charge. Hourly rate for Spray Operator and spray vehicle is \$120/hour plus 10% GST.

#### 5. BORROWINGS

There are no proposed borrowings in accordance with Section 622 of the Local Government Act, 1993.

#### 6. PRIVATE WORKS FOR CONSTITUENT COUNCILS

All private work carried out for Constituent Councils will be charged at \$120/hour plus 10% GST. This includes Spray Operator and spray vehicle.

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# **Castlereagh Macquarie County Council**

## **Long Term Financial Plan**

**2024/25 to 2033/34**

Prepared in accordance with the provisions contained in the Local Government Act  
1993

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## 1. Introduction

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The Integrated Planning and Reporting Legislation requires that an effective Resourcing Strategy be established to underpin the four year Delivery Programme and annual Operational Plan. The Resourcing Strategy consists of a ten year Long Term Financial Plan (LTFP), a ten year Asset Management Plan and a four year Workforce Strategy.

The Long Term Financial Plan is an essential component of Council's strategic planning process. Its purpose is to provide the framework to assist with short, medium and long term financial planning and to ensure that when decisions are made they are based on sound financial government principles and practices. It also helps Councillors and management in their strategic and operational planning processes to ensure financial stability and achieve the most efficient and effective outcomes not only for the Council but also the constituent Councils of Coonamble Shire, Gilgandra Shire, Walgett Shire, Warren Shire and Warrumbungle Shire.

The Long Term Financial Plan is where all the elements of Council, the community and the constituent councils aspirations and plans in relation to management and the control of invasive weeds is tested against the Council's financial capacity to deliver. It also attempts to present both the Council and management with the answers to issues of financial viability and opportunities for income growth.

Our Long Term Financial Plan has a ten year horizon and underpins both the four year Delivery Programme as well as the annual Operational Plan. The first year of the LTFP is effectively the annual budget and will be rolled forward each year and updated with short, medium and longer term variables so as to provide a meaningful view of the Council's financial position in those timeframes.

The LTFP is an essential tool for identifying financial issues and providing a basis for problem solving. As such it is invaluable for addressing whole of life cycle matters.

The LTFP also sets financial targets and bench marks to guide Council's forward decision making. It is based on guidelines and aims to promote consistent financial directions during both the term of Council and the life of the Plan. The financial model predicts the Council's annual funding requirements required to maintain a continuing strong financial position and deliver the outcomes sought by the community and constituent councils.

In setting out to achieve the objectives and principle activities identified in the Business Activity Strategic Plan, the LTFP underpins the financial sustainability of the Council and ensures that there will be sufficient funds available in future years to achieve these objectives in a timely manner. The policy statements detailed in the Plan are given authority by the adoption of the Plan. These Statements provide the framework that guides decision making and the parameters in which management operates.

## 2. Policy Framework

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The basic principle of financial management and budgeting is the process by which scarce resources are allocated to meet competing demands. The policy framework in this Plan is structured to provide a guide for the Council in developing Council's Budget and Long Term Financial Plan, and a format that management needs to work within the annual operating plan.

### a) Unrestricted Working Funds

This is a measure of liquidity or net financial position. As part of Council's financial governance responsibilities, a level needs to be set at which working capital should be maintained.

The unrestricted cash of Council provides an appropriate buffer for unforeseen expenditure as well as the management of daily cash flows. As Council's budget grows, the amount allocated will also need to grow in line so as to keep the unrestricted cash at the designated level.

Council's target in the short to medium term should remain at the current level, in order to provide readily available funds in any one year to combat an unseasonal weed growing period, that necessitates above average control work on road reserves of adjoining properties for asset protection measures.

In the long-term, Council may consider creating a cash backed reserve (from unspent budget allocations) that is specifically allocated for the purpose of funding additional works as necessary, over and above the annual budget allocation for roadside weed control.

### b) Employee Leave Entitlements

Council creates a liability in its balance sheet each year for outstanding annual leave and long service leave. This leave liability needs to be paid at some future point in time. However, Council does not expect to have to pay the liability in full in any given year.

As Council is a going concern, it should maintain a cash reserve equivalent to a reasonable amount that it can be expected to pay. Council's target cash reserve provision is 100%. However, given the current size of the liability and the employee profiles, the potential for large payments on termination, resignation or retirement of employees over the next ten years there is some flexibility to reduce the reserve provision to no less than 50%.

### c) Investment Funds

Council maintains a single investment portfolio across its entire operation.

Of the available funds, Council restricts certain amounts for future works or projects. Funds from the sales of assets, surplus equipment or functions with funded

depreciation from operating income will be directed into an asset management reserve that is to be utilised as part of Council's new Asset Management Strategy.

**d) External Borrowings**

Council does not require external borrowings to carry out its functions and it is expected this policy will be continued for the life of the Plan.

Council funds new or upgraded vehicles, plant and equipment from its current income sources or from reserves set aside specifically for the purpose of plant replacement.

**e) Operating Budget**

In normal years Council's operating budget aims to achieve a balanced budget or slight surplus to maintain an adequate level of working capital and to fund asset replacements or renewals.

**f) Current Financial Position**

The Accumulated Working Capital Account (AWCA) totalled \$834,000 at the 1<sup>st</sup> July 2023 and the forecast result for 23/24 is a deficit of \$3,490, resulting in a revised AWCA balance of \$830,510 as at 30<sup>th</sup> June 2024..

Council's estimated net operating result for 2024/2025 is a deficit of \$69,394. After excluding non-cash transactions, the cash operating result for the year is a small surplus of \$10,606.

Council discloses in the annual financial reports a series of key performance indicators that aim to present a concise picture of the organisation performance and where the financial position is trending over a longer period of time than just the annual result.

*Unrestricted current ratio*

<b>2023</b>	<b>2022</b>	<b>2021</b>
5.78	5.84	7.07

The unrestricted current ratio includes remaining cash relative to all other General Fund functions. A ratio of greater than 1.5 is generally viewed as acceptable.

Council's current ratio will be reduce in the final year of the 22/23 to 24/25 Delivery Program.

*Cash and investments*

In 2022/2023 Council held \$1,081,000 in cash and investments which is made up of cash, cash equivalents and investments. Term deposits will be invested with be invested at the best available rate in accordance with Council's Investment Policy.

*Loans and interest bearing liabilities*

Council has no loans or interest bearing liabilities and does not envisage requiring any external borrowings over the life of the Plan.

### 3. Financial Planning Assumptions, Uncertainties and Risks – Sensitivity Analysis

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The following assumptions, risks and uncertainties have been identified in relation to the Council's ten year Business Activity Strategic Plan. Uncertainty increases as the financial information presented extends each year from the current financial data.

These forecast financial statements must be read with caution utilising the details of financial assumptions contained in this statement. Financial years 2024/2025 to 2033/2034 must be read with the understanding that the forecast is based on professional opinion and estimates, and that in broad terms the business of Council should continue in its current form in line with what has been forecast in the Business Activity Strategic Plan. Uncontrollable external events or change in State or Federal Government policy will significantly affect the forecast.

The most significant risks include unexpected changes to legislation and/or regulations. It has been assumed that the organisational structure of each of the constituent Councils will remain relatively unchanged for core services with reshaping of those organisations to cater for positions associated with their community strategic directions. Council will be impacted by the issues of an ageing workforce and reducing grant funds identified in the Workforce Strategy.

#### *Service Priorities*

It is assumed that the community will continue to endorse and demand the current services that Council provides to the community. The Business Activity Strategic Plan objectives and principle activities are expected to be funded from recurrent and existing funds where service levels are not affected, otherwise new external funding is to be sourced.

#### *Asset Ownership*

There are no major assets sales or changes in management identified in the new Asset Management Plan that will affect the outcome of the financial reports beyond 2033/2034. Council's current Asset Register is expected to remain stable from year to year. Technology and innovation may change future outcomes however significant changes to Council's policies are not anticipated over the life of the Delivery Programme.

#### *Interest Rates*

Council has not allowed for any borrowings over the life of the Plan and will therefore not be subject to new borrowings. Interest on money invested has been estimated at 4% per annum.

#### *Funding sources*

It has been assumed that the level of external funds through the current grant allocations and contributions from constituent Councils will remain consistent over the 10 years and that there is no significant change to government policy to either decrease or increase. Council will continue to actively pursue other grant opportunities but due to their high level of uncertainty these cannot be included in the financial projections.

Internal funding sources from annual charges and user charges are expected to increase as a minimum in line with CPI, assumed at 4.5% per annum.

Grant funding provided to Council through the NSW Weeds Action Programme by the NSW DPI are only applicable for a five year period, finishing in 2025. It is assumed that a further five year funding period will be approved and this is reflected in the ten year financial forecasts of the Plan.

#### *Depreciation and useful lives*

All Council's recognised assets are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential embodied in those assets. The following timeframes are applied throughout the Plan.

-Office Equipment	5 to 10 years
-Office Furniture	10 to 20 years
- Computer Equipment	3 to 5 years
-Vehicles and equipment	5 to 8 years
-Other Plant and Equipment	5 to 15 years

#### *Outsourcing and service delivery*

Where Council outsources physical works and professional services, it is assumed this practice will continue. Council's Resources Strategy has identified that over the next ten years a skills shortage may have an effect on service delivery. In this Plan, it has identified Council may need to use outsourcing options if there are critical skill gaps that cannot be resolved. The financial forecast has assumed that current recruitment patterns will continue and that Council will be able to fill positions.

#### *Asset renewal*

The forecast expenditure for asset renewal is sufficient to maintain the current level of services.

#### *Changes to service levels*

Throughout the course of the Delivery Program 22/23 to 24/25 it is proposed to continue with a higher than normal expenditure on roadside program targeting invasive weed problems evident in those constituent areas to the east of the county area.

#### *Ten year Long Term Financial Plan – 2024/25 – 2033/34*



The planned financial forecast is aimed at delivering the strategic objectives and principle activities set out in Council’s Business Activity Strategic Plan over the next ten years with a focus on the next four (4) years Delivery Program.

The ten year LTFP will be updated annually as part of adopting the annual Operational Plan at which point assumptions and forward estimates will be reviewed and updated as required.

## 4. Planned Operating Income

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User fees and charges	User fees and charges are detailed in Council’s 2024/2025 Fees and Charges Schedule included as part of the annual Operational Plan. Future year’s user fees and charges have been increased by an estimated CPI increase of 4.5% per annum.
Interest on Investments	An interest rate of 4% per annum is assumed for interest earned on investments. Interest rates can fluctuate quickly, however, a target of 4% per annum as an average rate of return on investment over the life of the plan is considered to be reasonable.
Other Revenues	Are expected to increase between 3.0% and 4.5% per annum over the period of the plan.
Operating Grants and Contributions	Operational grants are expected to increase at an average of 3.0% per annum. Contributions from constituent Councils have been assumed to increase by rate pegging amounts over the period of the plan. An estimate of 3.0% was applied.

## 5. Planned Operating Expenditure

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Employee Costs	Employee costs are expected to grow at 3.5% from 1/7/24, 3.0% from 1/7/25 and net rate of 3.0% per annum in accordance with State Award provisions.
Borrowing Costs	Council does not envisage requiring any external borrowings over the life of the Plan.
Materials and Contracts	This has been broadly budgeted at an annual increase of 3.5% per annum as it is anticipated that there will be increases in fuel and chemical costs.

Other Operating Expenses	Other operating expenses have been increased in line with the estimated CPI of 4.5% per annum
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## 6. Financial Forecast

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### 1. Income and Expenditure Statements

The following schedules provide the forward financial projections for Operating Income and Expenditure.

Scenario 1 - "Best Case" provides for increases at the 2024/25 rate pegging limitations of 4.7%.

Scenario 2 – "Worst Case" provides for a zero increase.

### 2. Balance Sheet

The Balance Sheet reflects the estimated results for the next ten years.

### 3. Cash Flow Statements

The Cash Flow Statement reflects the estimated results for the next ten years.

### 4. Changes in Equity

The Changes in Equity Statement reflects the estimated results for the next ten years.

CASTLEREAGH MACQUARIE COUNTY COUNCIL											
Long-term Financial Plan											
Income Statement											
	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
<b>Income from continuing operations</b>											
User charges and fees	111	114	118	121	125	128	131	137	141	138	142
Interest and investment revenue	35	36	36	27	38	39	40	41	42	41	42
Other revenues	0	5	5	5	5	6	6	6	6	6	6
Grants and Contributions provided for operating purposes	1433	1242	1250	1140	1181	1224	1267	1312	1360	1409	1459
<b>Other income</b>											
Net gains from disposal of assets	0	5	6	6	6	7	7	7	8	8	8
<b>Total income from continuing operations</b>	<b>1,579</b>	<b>1,402</b>	<b>1,415</b>	<b>1,299</b>	<b>1,355</b>	<b>1,404</b>	<b>1,451</b>	<b>1,503</b>	<b>1,557</b>	<b>1,602</b>	<b>1,657</b>
<b>Expenses from continuing operations</b>											
Employee benefits and on-costs	614	635	654	674	694	715	736	758	781	804	829
Materials and services	929	711	716	590	603	627	653	679	706	733	761
Depreciation and amortisation	85	85	85	85	85	85	85	85	85	85	85
Net losses from the disposal of assets	0	0	0	0	0	0	0	0	0	0	0
<b>Total expenses from continuing operations</b>	<b>1,628</b>	<b>1,431</b>	<b>1,455</b>	<b>1,349</b>	<b>1,382</b>	<b>1,427</b>	<b>1,474</b>	<b>1,522</b>	<b>1,572</b>	<b>1,622</b>	<b>1,675</b>
<b>Operating result from continuing operations</b>	<b>-49</b>	<b>-29</b>	<b>-40</b>	<b>-50</b>	<b>-27</b>	<b>-23</b>	<b>-23</b>	<b>-19</b>	<b>-15</b>	<b>-20</b>	<b>-18</b>
<b>NET OPERATING RESULT FOR THE YEAR</b>	<b>-49</b>	<b>-29</b>	<b>-40</b>	<b>-50</b>	<b>-27</b>	<b>-23</b>	<b>-23</b>	<b>-19</b>	<b>-15</b>	<b>-20</b>	<b>-18</b>
Net operating result attributable to Council											
Net operating result for the year before contributions provided for capital purposes	-49	-29	-40	-50	-27	-23	-23	-19	-15	-20	-18

CASTLEREAGH MACQUARIE COUNTY COUNCIL											
Statement of Comprehensive Income											
	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Net operating result for the year as per the Income Statement	-49	-29	-40	-50	-27	-23	-23	-19	-15	-20	-18
<b>Total Comprehensive Income for the year</b>	<b>-49</b>	<b>-29</b>	<b>-40</b>	<b>-50</b>	<b>-27</b>	<b>-23</b>	<b>-23</b>	<b>-19</b>	<b>-15</b>	<b>-20</b>	<b>-18</b>

Castlereagh Macquarie County Council Agenda –29<sup>th</sup> April 2024 – Ordinary Council Meeting

<b>CASTLEREAGH MACQUARIE COUNTY COUNCIL</b>											
Long-term Financial Plan											
Statement of Financial Position											
	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
<b>ASSETS</b>											
<b>Current Assets</b>											
Cash and cash equivalents	532	503	463	463	487	439	431	455	484	478	472
Investments	500	500	500	500	500	500	500	500	500	500	500
receivables	105	108	102	105	107	110	113	116	119	122	125
Inventories	79	79	79	79	79	79	79	79	79	79	79
<b>Total Current Assets</b>	<b>1,216</b>	<b>1,190</b>	<b>1,144</b>	<b>1,147</b>	<b>1,174</b>	<b>1,128</b>	<b>1,122</b>	<b>1,150</b>	<b>1,182</b>	<b>1,179</b>	<b>1,176</b>
<b>Non-current assets</b>											
Infrastructure, property, plant and equipment	576	556	537	488	439	428	414	370	327	315	303
Right of use assets	10	65	40	65	35	55	55	75	45	65	35
<b>Total non-current assets</b>	<b>586</b>	<b>621</b>	<b>577</b>	<b>553</b>	<b>474</b>	<b>483</b>	<b>469</b>	<b>445</b>	<b>372</b>	<b>380</b>	<b>338</b>
<b>Total Assets</b>	<b>1,802</b>	<b>1,811</b>	<b>1,721</b>	<b>1,700</b>	<b>1,648</b>	<b>1,611</b>	<b>1,591</b>	<b>1,595</b>	<b>1,554</b>	<b>1,559</b>	<b>1,514</b>
<b>LIABILITIES</b>											
<b>Current Liabilities</b>											
Payables	47	25	26	26	27	28	28	29	30	31	31
Lease liabilities	5	25	25	30	30	30	30	30	30	30	1
Provisions	171	175	150	154	158	122	125	128	131	135	138
<b>Total Current Assets</b>	<b>223</b>	<b>225</b>	<b>201</b>	<b>210</b>	<b>215</b>	<b>180</b>	<b>184</b>	<b>187</b>	<b>191</b>	<b>195</b>	<b>170</b>
<b>Non-current liabilities</b>											
Lease liabilities	5	40	15	35	5	25	25	45	15	35	34
Provisions	0	0	0	0	0	0	0	0	0	0	0
<b>Total non-current liabilities</b>	<b>5</b>	<b>40</b>	<b>15</b>	<b>35</b>	<b>5</b>	<b>25</b>	<b>25</b>	<b>45</b>	<b>15</b>	<b>35</b>	<b>34</b>
<b>Total Liabilities</b>	<b>228</b>	<b>265</b>	<b>216</b>	<b>245</b>	<b>220</b>	<b>205</b>	<b>209</b>	<b>232</b>	<b>206</b>	<b>230</b>	<b>204</b>
<b>NET ASSETS</b>	<b>1,574</b>	<b>1,545</b>	<b>1,505</b>	<b>1,455</b>	<b>1,428</b>	<b>1,406</b>	<b>1,383</b>	<b>1,363</b>	<b>1,348</b>	<b>1,328</b>	<b>1,310</b>
<b>EQUITY</b>											
Accumulated surplus	1,137	1,108	1,068	1,018	991	969	946	926	911	891	873
Revaluation Reserve	437	437	437	437	437	437	437	437	437	437	437
Council equity interest	1,574	1,545	1,505	1,455	1,428	1,406	1,383	1,363	1,348	1,328	1,310
<b>Total equity</b>	<b>1,574</b>	<b>1,545</b>	<b>1,505</b>	<b>1,455</b>	<b>1,428</b>	<b>1,406</b>	<b>1,383</b>	<b>1,363</b>	<b>1,348</b>	<b>1,328</b>	<b>1,310</b>

Castlereagh Macquarie County Council Agenda –29<sup>th</sup> April 2024 – Ordinary Council Meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL											
Statement of Changes in Equity											
	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Opening balance	1,623	1,574	1,545	1,505	1,455	1,428	1,406	1,383	1,363	1,348	1,328
Net operating result for the year	-49	-29	-40	-50	-27	-23	-23	-19	-15	-20	-18
Equity - balance at end of the reporting period	1,574	1,545	1,505	1,455	1,428	1,406	1,383	1,363	1,348	1,328	1,310

CASTLEREAGH MACQUARIE COUNTY COUNCIL											
Statement of Cash Flows for the years ending											
	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
<b>Cash flows from operating activities</b>											
<i>Receipts:</i>											
User charges and fees	111	114	118	121	125	128	131	137	141	138	142
Interest and investment revenue	35	36	36	27	38	39	40	41	42	41	42
Other revenues	0	5	6	6	6	7	7	7	8	8	8
Grants and Contributions provided for operating purposes	1433	1242	1250	1140	1181	1224	1267	1312	1360	1409	1459
<i>Payments:</i>											
Employee benefits and on-costs	-614	-635	-654	-674	-694	-715	-736	-758	-781	-804	-829
Materials and contracts	-934	-648	-671	-525	-542	-602	-590	-623	-647	-674	-704
Other expenses	-85	-88	-90	-90	-90	-92	-92	-92	-94	-94	-94
<b>Net cash provided (or used in) operating activities</b>	-54	26	-5	5	24	-11	27	24	29	24	24
<b>Cash flows from investing activities</b>											
<i>Receipts:</i>											
Sale of infrastructure, property, plant and equipment	0	46	46	23	23	53	48	24	24	50	50
<i>Payments</i>											
Purchase of infrastructure, property, plant and equipment	0	-106	-106	-53	-53	-120	-108	-54	-54	-110	-110
<b>Net cash provided (or used in) investing activities</b>	0	-60	-60	-30	-30	-67	-60	-30	-30	-60	-60
<b>Cash flows from financing</b>											
Principal component of lease payments	-5	-5	-25	-25	-30	-30	-25	-30	-30	-30	-30
<b>Net cash flows from financing activities</b>	-5	-5	-25	-25	-30	-30	-25	-30	-30	-30	-30
<b>Net increase/(decrease) in cash and cash equivalents</b>	-49	-29	-40	0	24	-48	-8	24	29	-6	-6
<b>Plus: cash and cash equivalents - beginning of year</b>	581	532	503	463	463	487	439	431	455	484	478
<b>Cash and cash equivalents - end of year</b>	532	503	463	463	487	439	431	455	484	478	472
plus: investments on hand - end of year	500	500	500	500	500	500	500	500	500	500	500
<b>Total cash, cash equivalents and investments</b>	1,032	1,003	963	963	987	939	931	955	984	978	972

CASTLEREAGH MACQUARIE COUNTY COUNCIL

OPERATING BUDGET FOR 2024-2025 AND TEN YEAR FINANCIAL PLAN - Scenario 1

	Current Year 2023/24	Year 1 estimate 2024/25	Year 2 estimate 2025/2026	Year 3 estimate 2026/2027	Year 4 estimate 2027/2028	Year 5 estimate 2028/2029	Year 6 estimate 2029/2030	Year 7 estimate 2030/2031	Year 8 estimate 2031/2032	Year 9 estimate 2032/33	Year 10 estimate 2033/34
<b>INCOME</b>											
DPI - NW LLS WAP Grant	113,353	116,754	120,256	123,864	127,580	131,407	135,349	139,410	143,592	147,900	152,337
DPI - CW LLS WAP Grant	227,022	233,833	240,848	248,073	255,515	263,181	271,076	279,208	287,585	296,212	305,099
DPI Wet Wall Project	43,000	0	0	0	0	0	0	0	0	0	0
DPI Mgt Bio Control Unit	111,000	90,000	92,700	95,481	98,345	101,296	104,335	107,465	110,689	114,009	117,430
LLS Hudson Pear (projects)	193,775	0	0	0	0	0	0	0	0	0	0
LLS Hudson Pear Round 2	106,000	0	0	0	0	0	0	0	0	0	0
DPI Unincorporated Area	0	150,000	150,000	0	0	0	0	0	0	0	0
Parkinsonia Grant Works 23-24	30,000	30,000	0	0	0	0	0	0	0	0	0
Constituent Council Contribs	589,165	616,856	641,530	667,191	693,879	721,634	750,499	780,519	811,740	844,210	877,978
Interest on Investments	35,000	35,700	36,414	37,142	37,885	38,832	39,803	40,798	41,818	40,798	41,818
Lease Office Space	18,400	18,952	19,521	20,106	20,709	21,331	21,971	22,630	23,309	24,008	24,728
WH&S Incentive Rebate	20,000	5,000	5,115	5,233	5,353	5,487	5,624	5,765	5,909	5,765	5,909
<b>Administration - Total</b>	<b>1,486,715</b>	<b>1,297,094</b>	<b>1,306,383</b>	<b>1,197,090</b>	<b>1,239,267</b>	<b>1,283,167</b>	<b>1,328,657</b>	<b>1,375,795</b>	<b>1,424,641</b>	<b>1,472,902</b>	<b>1,525,298</b>
<b>Private Works</b>											
Private Works Income	92,675	95,455	98,319	101,268	104,307	107,436	110,659	113,979	117,398	113,979	117,398
<b>Private Works - Total</b>	<b>92,675</b>	<b>95,455</b>	<b>98,319</b>	<b>101,268</b>	<b>104,307</b>	<b>107,436</b>	<b>110,659</b>	<b>113,979</b>	<b>117,398</b>	<b>113,979</b>	<b>117,398</b>
<b>Other Income</b>											
Plant Income	163,002	163,782	166,296	168,885	171,551	173,840	176,186	178,591	181,055	178,591	181,056
profit on sale of plant	0	5,000	6,000	6,000	6,000	7,000	7,000	7,000	8,000	8,000	8,000
<b>Other Income - Total</b>	<b>163,002</b>	<b>168,782</b>	<b>172,296</b>	<b>174,885</b>	<b>177,551</b>	<b>180,840</b>	<b>183,186</b>	<b>185,591</b>	<b>189,055</b>	<b>186,591</b>	<b>189,056</b>
<b>Revenue Income - Total</b>	<b>1,742,392</b>	<b>1,561,332</b>	<b>1,576,998</b>	<b>1,473,243</b>	<b>1,521,124</b>	<b>1,571,443</b>	<b>1,622,502</b>	<b>1,675,364</b>	<b>1,731,094</b>	<b>1,773,471</b>	<b>1,831,752</b>
<b>EXPENDITURE</b>											
<b>Administration Costs</b>											
General Manager's Salary	74,999	77,249	79,566	81,953	84,412	86,944	89,553	92,239	95,006	97,857	100,792
Contract Administrative Support EOY	9,700	12,610	12,988	13,378	13,779	14,193	14,618	15,057	15,509	15,974	16,453
Administration Salaries	57,692	62,100	63,963	65,882	67,858	69,894	71,991	74,151	76,375	78,666	81,026
Cont'b to WAP, HP, UA	-30,879	-46,000	-47,380	-48,801	-50,265	-51,522	-52,810	-54,130	-55,484	-54,130	-55,484
WH&S Risk Management	6,000	19,000	5,115	5,233	5,353	5,487	5,624	5,765	5,909	5,765	5,909
Travelling	6,500	2,000	2,000	2,000	2,000	2,050	2,101	2,154	2,208	2,154	2,208
Audit Fees	20,416	21,028	21,659	22,309	22,978	23,553	24,142	24,745	25,364	24,745	25,364
Audit Risk Improvement Cttee	9,000	9,315	9,641	9,978	10,328	10,689	11,063	11,451	11,851	12,266	12,695
Advertising	5,915	4,500	4,658	4,821	4,989	5,164	5,345	5,532	5,725	5,926	6,133
Printing & Stationary	4,999	3,500	3,623	3,749	3,881	4,016	4,157	4,302	4,453	4,609	4,770
Postage & Freight	1,286	1,325	1,371	1,419	1,469	1,521	1,574	1,629	1,686	1,745	1,806
Telephone	9,387	9,669	10,007	10,357	10,720	11,095	11,483	11,885	12,301	12,732	13,177
Bank Charges	731	753	779	807	835	864	894	926	958	991	1,026
Legal Expenses	0	1,000	1,035	1,071	1,109	1,148	1,188	1,229	1,272	1,317	1,363
sundry admin expenses	12,000	12,000	12,420	12,855	13,305	13,770	14,252	14,751	15,267	15,802	16,355
Lease fee expense Walgett	15,000	15,000	15,525	16,068	16,631	17,213	17,815	18,439	19,084	19,752	20,443

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Office Mtce & Running Expense	5,000	5,300	5,486	5,677	5,876	6,082	6,295	6,515	6,743	6,979	7,223
Computer & Office equip Mtce	25,000	26,000	26,910	27,852	28,827	29,836	30,880	31,961	33,079	34,237	35,435
web site costs	1,500	1,500	1,553	1,607	1,663	1,721	1,782	1,844	1,908	1,975	2,044
<b>Administration Costs - Total</b>	<b>234,246</b>	<b>237,849</b>	<b>230,919</b>	<b>238,216</b>	<b>245,747</b>	<b>253,717</b>	<b>261,946</b>	<b>270,443</b>	<b>279,216</b>	<b>289,361</b>	<b>298,741</b>
<b>Insurance Costs</b>											
Fidelity Gaurantee	2,176	2,252	2,331	2,413	2,497	2,584	2,675	2,768	2,865	2,966	3,069
Public Liability & Prof Indemnity	37,678	38,997	40,362	41,774	43,236	44,750	46,316	47,937	49,615	51,351	53,149
Property Insurance	9,606	9,942	10,290	10,650	11,023	11,409	11,808	12,222	12,649	13,092	13,550
Personal Accident	1,903	1,970	2,039	2,110	2,184	2,260	2,339	2,421	2,506	2,594	2,684
Councillor's and Officers' Liability	14,188	14,685	15,199	15,730	16,281	16,851	17,441	18,051	18,683	19,337	20,014
Motor vehicle liability	9,576	9,911	10,258	10,617	10,989	11,373	11,771	12,183	12,610	13,051	13,508
<b>Insurance Costs - Total</b>	<b>75,127</b>	<b>77,756</b>	<b>80,478</b>	<b>83,295</b>	<b>86,210</b>	<b>89,227</b>	<b>92,350</b>	<b>95,583</b>	<b>98,928</b>	<b>102,390</b>	<b>105,974</b>
<b>Governance Costs</b>											
Chairperson's Allowance	4,010	4,150	4,296	4,446	4,602	4,763	4,929	5,102	5,280	5,465	5,657
Councillors' Meeting Fees	18,619	19,271	19,945	20,643	21,366	22,114	22,888	23,689	24,518	25,376	26,264
Councillors' Travelling	9,930	10,278	10,637	11,010	11,395	11,794	12,207	12,634	13,076	13,534	14,007
Councillors' Subsistence - CMCC Mtgs	2,652	2,745	2,841	2,940	3,043	3,150	3,260	3,374	3,492	3,614	3,741
Subscription - LGNSW	3,686	3,815	3,949	4,087	4,230	4,378	4,531	4,690	4,854	5,024	5,199
Delegates Expenses	1,547	1,601	1,657	1,715	1,775	1,837	1,902	1,968	2,037	2,108	2,182
Councillors Superannuation	989	1,024	1,059	1,097	1,135	1,175	1,216	1,258	1,302	1,348	1,395
<b>Governance Costs - Total</b>	<b>41,433</b>	<b>42,883</b>	<b>44,384</b>	<b>45,938</b>	<b>47,545</b>	<b>49,209</b>	<b>50,932</b>	<b>52,714</b>	<b>54,559</b>	<b>56,469</b>	<b>58,445</b>
<b>Employee Overheads</b>											
ToolBox Meetings	1,392	1,441	1,484	1,528	1,574	1,622	1,670	1,720	1,772	1,825	1,880
LGNSW Salary System	10,000	0	0	0	0	0	0	0	0	0	0
Annual Leave	41,441	42,891	44,178	45,504	46,869	48,275	49,723	51,215	52,751	54,334	55,964
Long Service Leave	14,512	15,020	15,470	15,934	16,412	16,905	17,412	17,934	18,472	19,027	19,597
Sick Leave	25,992	26,902	27,709	28,540	29,396	30,278	31,186	32,122	33,086	34,078	35,101
compassionate leave	1,685	1,744	1,797	1,850	1,906	1,963	2,022	2,083	2,145	2,209	2,276
Employee Overheads distributed to works	-192,148	-188,523	-194,179	-200,004	-206,004	-212,184	-218,550	-225,106	-231,860	-238,815	-245,980
Union Picnic Day	996	1,031	1,062	1,094	1,126	1,160	1,195	1,231	1,268	1,306	1,345
Public Holidays NEI	16,224	16,792	17,295	17,814	18,349	18,899	19,466	20,050	20,652	21,271	21,909
Superannuation	59,452	61,533	63,379	65,280	67,239	69,256	71,333	73,473	75,678	77,948	80,286
Workers Compensation	10,500	10,868	11,194	11,529	11,875	12,231	12,598	12,976	13,366	13,767	14,180
Protective Clothing	2,402	2,486	2,561	2,637	2,717	2,798	2,882	2,968	3,058	3,149	3,244
Allowances Disability/Climatic	669	692	713	735	757	779	803	827	852	877	903
Staff Training	6,883	7,124	7,338	7,558	7,784	8,018	8,259	8,506	8,762	9,024	9,295
<b>Sub -Total - Employee Overheads</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>	<b>0</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>	<b>0</b>	<b>-0</b>	<b>-0</b>
<b>Sub Total Administrative Overheads</b>	<b>350,806</b>	<b>358,489</b>	<b>355,781</b>	<b>367,448</b>	<b>379,502</b>	<b>392,154</b>	<b>405,228</b>	<b>418,740</b>	<b>432,703</b>	<b>448,220</b>	<b>463,160</b>
<b>Destruction of Weeds</b>											
WAP CW Grant expenditure + Council Contribution - Admin	0	434,915	448,945	463,396	478,281	493,611	509,402	525,667	542,419	559,674	577,447
WAP NW Grant Expenditure + Council Contribution - Admin	0	214,757	221,762	228,978	236,410	244,064	251,949	260,070	268,434	277,050	285,924
WAP 1520 Grant Expenses - Other Costs -Cnl Roads	94,000	120,000	120,000	100,000	103,500	107,123	110,872	114,752	118,769	122,926	127,228
Administration Weed Control	40,000	0	0	0	0	0	0	0	0	0	0
Unincorporated Area LCA	0	135,000	135,000	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses -Property Inspections	183,071	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses - HR- Roads	134,307	0	0	0	0	0	0	0	0	0	0

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WAP 1520 Grant Expenses - HR - TSRs	8,927	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses - HR - WCs	5,358	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses - HR - Rail Corridors	6,842	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses - HR - n,s,o	6,443	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses - H P T'force Admin	5,701	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant expenses	0	0	0	0	0	0	0	0	0	0	0
Employee Overheads distributed to works	192,148	0	0	0	0	0	0	0	0	0	0
Parkinsonia Weed Control	30,000	0	0	0	0	0	0	0	0	0	0
Promotions & Field Days	13,824	0	0	0	0	0	0	0	0	0	0
Computer Bio Security System	15,580	0	0	0	0	0	0	0	0	0	0
Conferences expenses	8,204	0	0	0	0	0	0	0	0	0	0
Regional Meeting Expenses	7,103	0	0	0	0	0	0	0	0	0	0
Weed Control Publicity	3,318	0	0	0	0	0	0	0	0	0	0
<b>Destruction of Weeds - Total</b>	<b>754,826</b>	<b>904,673</b>	<b>925,708</b>	<b>792,374</b>	<b>818,190</b>	<b>844,798</b>	<b>872,223</b>	<b>900,489</b>	<b>929,622</b>	<b>959,650</b>	<b>990,599</b>
<b>Private Works</b>											
DPI - Biocontrol Unit	111,000	90,000	92,700	95,481	98,345	101,296	104,335	107,465	110,689	114,009	117,430
DPI Hudson Pear Containment	193,775	0	0	0	0	0	0	0	0	0	0
LLS Hudson Pear Round 2	106,000	0	0	0	0	0	0	0	0	0	0
DPI Wet Wall Maintenance	43,000	0	0	0	0	0	0	0	0	0	0
Gilgandra Shire - Cost of Private Works	15,341	15,725	16,118	16,521	16,934	17,357	17,791	18,236	18,692	18,236	18,692
Crown Land	7,269	7,596	7,938	8,295	8,668	9,058	9,466	9,892	10,337	10,802	11,289
Walgett Shire - Cost of Private Works	16,590	17,336	18,116	18,931	19,783	20,674	21,604	22,576	23,592	24,654	25,763
Coonabarabran - Private Works	11,107	11,607	12,129	12,675	13,245	13,841	14,464	15,115	15,795	16,506	17,249
Hudson Pear Private Works	3,788	3,958	4,137	4,323	4,517	4,721	4,933	5,155	5,387	5,629	5,883
Warren Private Works	1,000	1,045	1,092	1,141	1,193	1,246	1,302	1,361	1,422	1,486	1,553
Coonamble - Private Works	0	0	0	0	0	0	0	0	0	0	0
<b>Private Works -Total</b>	<b>508,870</b>	<b>147,267</b>	<b>152,230</b>	<b>157,367</b>	<b>162,686</b>	<b>168,193</b>	<b>173,895</b>	<b>179,800</b>	<b>185,914</b>	<b>191,323</b>	<b>197,857</b>
<b>Other Expenses</b>											
Depot Expenses	10,493	10,834	11,186	11,522	11,867	12,164	12,468	12,780	13,099	12,780	13,099
Storage Rental	4,545	4,681	4,822	4,966	5,115	5,243	5,374	5,509	5,646	5,509	5,646
Plant Expenses	81,342	83,782	86,296	88,885	91,551	93,840	96,186	98,591	101,055	98,591	101,055
Depreciation	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,001
<b>Other Expenses -Total</b>	<b>176,380</b>	<b>179,298</b>	<b>182,304</b>	<b>185,373</b>	<b>188,534</b>	<b>191,247</b>	<b>194,028</b>	<b>196,879</b>	<b>199,801</b>	<b>196,879</b>	<b>199,802</b>
<b>Revenue Expenses - Total</b>	<b>1,790,882</b>	<b>1,589,726</b>	<b>1,616,022</b>	<b>1,502,562</b>	<b>1,548,912</b>	<b>1,596,392</b>	<b>1,645,375</b>	<b>1,695,908</b>	<b>1,748,041</b>	<b>1,796,072</b>	<b>1,851,418</b>
<b>Net Operating Surplus/(Deficit) after Deprecn</b>	<b>-48,490</b>	<b>-28,394</b>	<b>-39,024</b>	<b>-29,318</b>	<b>-27,788</b>	<b>-24,949</b>	<b>-22,873</b>	<b>-20,544</b>	<b>-16,946</b>	<b>-22,601</b>	<b>-19,666</b>
<b>Capital Income</b>											
Sale/Trade in of Plant Assets	0	46,000	46,000	23,000	23,000	53,000	48,000	24,000	24,000	50,000	50,000
Sale/Trade Spray Rigs	0	0	0	0	0	0	14,000	14,000	14,000	15,000	15,000
Transfer from ELE reserve	0	0	30,000	0	0	40,000	0	0	0	0	0
Transfer from Plant Reserve	0	28,000	18,000	0	0	10,000	15,000	10,000	10,000	30,000	20,000
Transfer from WH&S Reserve	0	14,000	0	0	0	0	0	0	0	0	0
Transfer from Grant / Building Reserve	0	0	0	0	0	0	0	0	0	0	0
<b>Capital Income - Total</b>	<b>0</b>	<b>88,000</b>	<b>94,000</b>	<b>23,000</b>	<b>23,000</b>	<b>103,000</b>	<b>77,000</b>	<b>48,000</b>	<b>48,000</b>	<b>95,000</b>	<b>85,000</b>
<b>Capital Expenditure</b>											
Bio control unit	0	5,000	0	5,000	0	5,000	0	5,000	0	5,000	0
Minor Building Improvements	0	2,000	2,050	2,101	2,154	2,208	2,263	2,319	2,377	2,319	2,377



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New Vehicles - Nett	0	106,000	106,000	53,000	53,000	120,000	108,000	54,000	54,000	110,000	110,000
New Spray Rigs	0	0	0	0	0	0	18,000	18,000	18,000	19,000	19,000
Small Plant, Tools, Radios	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Transfer to ELE Reserve	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	10,000	5,000	5,000
Transfer to Plant Reserve	12,615	9,000	9,000	9,000	10,000	15,000	5,000	15,000	15,000	10,000	15,000
TSFR To WH&S Reserve	14,000	0	0	0	0	0	0	0	0	0	0
<b>Capital Expenditure - Total</b>	<b>33,615</b>	<b>129,000</b>	<b>124,050</b>	<b>76,101</b>	<b>72,154</b>	<b>149,208</b>	<b>140,263</b>	<b>101,319</b>	<b>101,377</b>	<b>153,319</b>	<b>153,377</b>
<b>Net Capital Surplus/(Deficit)</b>	<b>-33,615</b>	<b>-41,000</b>	<b>-30,050</b>	<b>-53,101</b>	<b>-49,154</b>	<b>-46,208</b>	<b>-63,263</b>	<b>-53,319</b>	<b>-53,377</b>	<b>-58,319</b>	<b>-68,377</b>
<b>Summary</b>											
Total Income	1,742,392	1,649,332	1,670,998	1,496,243	1,544,124	1,674,443	1,699,502	1,723,364	1,779,094	1,868,471	1,916,752
Total Expenditure	1,824,497	1,718,726	1,740,072	1,578,663	1,621,066	1,745,600	1,785,638	1,797,227	1,849,418	1,949,391	2,004,796
<b>Net Total Surplus/(Deficit)</b>	<b>-82,105</b>	<b>-69,394</b>	<b>-69,074</b>	<b>-82,419</b>	<b>-76,941</b>	<b>-71,157</b>	<b>-86,136</b>	<b>-73,863</b>	<b>-70,324</b>	<b>-80,920</b>	<b>-88,044</b>
Add back depreciation	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
Less profit on sale	0	5,000	6,000	6,000	6,000	7,000	7,000	7,000	8,000	8,000	8,000
<b>Net cash result for year Surplus (Deficit)</b>	<b>2,895</b>	<b>10,606</b>	<b>9,926</b>	<b>-3,419</b>	<b>2,059</b>	<b>6,843</b>	<b>-8,136</b>	<b>4,137</b>	<b>6,676</b>	<b>-3,920</b>	<b>-11,044</b>
Accumulated working capital	836,895	847,500	857,426	854,007	856,066	862,909	854,773	858,910	865,586	861,666	850,622
	4.33	4.13	4.06	3.76	3.75	3.74	3.42	3.42	3.42	3.27	3.20
Plant Reserve	49,615	30,615	21,615	30,615	40,615	45,615	35,615	40,615	45,615	25,615	20,615
ELE Reserve	101,000	106,000	81,000	86,000	91,000	56,000	61,000	66,000	76,000	81,000	86,000
WH&S Reserve	14,000	0	0	0	0	0	0	0	0	0	0
Building Reserve	20,000	20,001	20,002	20,003	20,004	20,005	20,006	20,007	20,008	20,009	20,010
<b>Balance of reserve accounts</b>	<b>184,615</b>	<b>156,616</b>	<b>122,617</b>	<b>136,618</b>	<b>151,619</b>	<b>121,620</b>	<b>116,621</b>	<b>126,622</b>	<b>141,623</b>	<b>126,624</b>	<b>126,625</b>
Overheads	350,806	358,489	355,781	367,448	379,502	392,154	405,228	418,740	432,703	448,220	463,160
Overheads %	19%	21%	20%	23%	23%	22%	23%	23%	23%	23%	23%

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CASTLEREAGH MACQUARIE COUNTY COUNCIL											
OPERATING BUDGET FOR 2024-2025 AND TEN YEAR FINANCIAL PLAN - Scenario (Worst Case)											
	Current	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Year	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate
	2023/24	2024/25	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/33	2033/34
<b>INCOME</b>											
DPI - NW LLS WAP Grant	113,353	116,754	120,256	123,864	127,580	131,407	135,349	139,410	143,592	147,900	152,337
DPI - CW LLS WAP Grant	227,022	233,833	240,848	248,073	255,515	263,181	271,076	279,208	287,585	296,212	305,099
DPI Wet Wall Project	43,000	0	0	0	0	0	0	0	0	0	0
DPI Mgt Bio Control Unit	111,000	90,000	92,700	95,481	98,345	101,296	104,335	107,465	110,689	114,009	117,430
LLS Hudson Pear (projects)	193,775	0	0	0	0	0	0	0	0	0	0
LLS Hudson Pear Round 2	106,000	0	0	0	0	0	0	0	0	0	0
DPI Unincorporated Area	0	150,000	150,000	0	0	0	0	0	0	0	0
Parkinsonia Grant Works 23-24	30,000	30,000	0	0	0	0	0	0	0	0	0
Constituent Council Contribs	589,165	589,165	612,732	637,241	662,730	689,240	716,809	745,482	775,301	806,313	838,566
Interest on Investments	35,000	35,700	36,414	37,142	37,885	38,832	39,803	40,798	41,818	40,798	41,818
Lease Office Space	18,400	18,952	19,521	20,106	20,709	21,331	21,971	22,630	23,309	24,008	24,728
WH&S Incentive Rebate	20,000	5,000	5,115	5,233	5,353	5,487	5,624	5,765	5,909	5,765	5,909
<b>Administration - Total</b>	<b>1,486,715</b>	<b>1,269,403</b>	<b>1,277,585</b>	<b>1,167,140</b>	<b>1,208,118</b>	<b>1,250,773</b>	<b>1,294,967</b>	<b>1,340,757</b>	<b>1,388,202</b>	<b>1,435,005</b>	<b>1,485,885</b>
<b>Private Works</b>											
Private Works Income	92,675	95,455	98,319	101,268	104,307	107,436	110,659	113,979	117,398	113,979	117,398
<b>Private Works - Total</b>	<b>92,675</b>	<b>95,455</b>	<b>98,319</b>	<b>101,268</b>	<b>104,307</b>	<b>107,436</b>	<b>110,659</b>	<b>113,979</b>	<b>117,398</b>	<b>113,979</b>	<b>117,398</b>
<b>Other Income</b>											
Plant Income	163,002	163,782	166,296	168,885	171,551	173,840	176,186	178,591	181,055	178,591	181,056
profit on sale of plant	0	5,000	6,000	6,000	6,000	7,000	7,000	7,000	8,000	8,000	8,000
<b>Other Income - Total</b>	<b>163,002</b>	<b>168,782</b>	<b>172,296</b>	<b>174,885</b>	<b>177,551</b>	<b>180,840</b>	<b>183,186</b>	<b>185,591</b>	<b>189,055</b>	<b>186,591</b>	<b>189,056</b>
<b>Revenue Income - Total</b>	<b>1,742,392</b>	<b>1,533,641</b>	<b>1,548,200</b>	<b>1,443,293</b>	<b>1,489,976</b>	<b>1,539,049</b>	<b>1,588,812</b>	<b>1,640,326</b>	<b>1,694,655</b>	<b>1,735,574</b>	<b>1,792,340</b>
<b>EXPENDITURE</b>											
<b>Administration Costs</b>											
General Manager's Salary	74,999	77,249	79,566	81,953	84,412	86,944	89,553	92,239	95,006	97,857	100,792
Contract Administrative Support EOY	9,700	12,610	12,988	13,378	13,779	14,193	14,618	15,057	15,509	15,974	16,453
Administration Salaries	57,692	62,100	63,963	65,882	67,858	69,894	71,991	74,151	76,375	78,666	81,026
Cont'b to WAP, HP, UA	-30,879	-46,000	-47,380	-48,801	-50,265	-51,522	-52,810	-54,130	-55,484	-54,130	-55,484
WH&S Risk Management	6,000	19,000	5,115	5,233	5,353	5,487	5,624	5,765	5,909	5,765	5,909
Travelling	6,500	2,000	2,000	2,000	2,000	2,050	2,101	2,154	2,208	2,154	2,208
Audit Fees	20,416	21,028	21,659	22,309	22,978	23,553	24,142	24,745	25,364	24,745	25,364
Audit Risk Improvement Cttee	9,000	9,315	9,641	9,978	10,328	10,689	11,063	11,451	11,851	12,266	12,695
Advertising	5,915	4,500	4,658	4,821	4,989	5,164	5,345	5,532	5,725	5,926	6,133
Printing & Stationary	4,999	3,500	3,623	3,749	3,881	4,016	4,157	4,302	4,453	4,609	4,770
Postage & Freight	1,286	1,325	1,371	1,419	1,469	1,521	1,574	1,629	1,686	1,745	1,806
Telephone	9,387	9,669	10,007	10,357	10,720	11,095	11,483	11,885	12,301	12,732	13,177
Bank Charges	731	753	779	807	835	864	894	926	958	991	1,026
Legal Expenses	0	1,000	1,035	1,071	1,109	1,148	1,188	1,229	1,272	1,317	1,363
sundry admin expenses	12,000	12,000	12,420	12,855	13,305	13,770	14,252	14,751	15,267	15,802	16,355
Lease fee expense Walgett	15,000	15,000	15,525	16,068	16,631	17,213	17,815	18,439	19,084	19,752	20,443

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Office Mtce & Running Expense	5,000	5,300	5,486	5,677	5,876	6,082	6,295	6,515	6,743	6,979	7,223
Computer & Office equip Mtce	25,000	26,000	26,910	27,852	28,827	29,836	30,880	31,961	33,079	34,237	35,435
web site costs	1,500	1,500	1,553	1,607	1,663	1,721	1,782	1,844	1,908	1,975	2,044
<b>Administration Costs - Total</b>	<b>234,246</b>	<b>237,849</b>	<b>230,919</b>	<b>238,216</b>	<b>245,747</b>	<b>253,717</b>	<b>261,946</b>	<b>270,443</b>	<b>279,216</b>	<b>289,361</b>	<b>298,741</b>
<b>Insurance Costs</b>											
Fidelity Gaurantee	2,176	2,252	2,331	2,413	2,497	2,584	2,675	2,768	2,865	2,966	3,069
Public Liability & Prof Indemnity	37,678	38,997	40,362	41,774	43,236	44,750	46,316	47,937	49,615	51,351	53,149
Property Insurance	9,606	9,942	10,290	10,650	11,023	11,409	11,808	12,222	12,649	13,092	13,550
Personal Accident	1,903	1,970	2,039	2,110	2,184	2,260	2,339	2,421	2,506	2,594	2,684
Councillor's and Officers' Liability	14,188	14,685	15,199	15,730	16,281	16,851	17,441	18,051	18,683	19,337	20,014
Motor vehicle liability	9,576	9,911	10,258	10,617	10,989	11,373	11,771	12,183	12,610	13,051	13,508
<b>Insurance Costs - Total</b>	<b>75,127</b>	<b>77,756</b>	<b>80,478</b>	<b>83,295</b>	<b>86,210</b>	<b>89,227</b>	<b>92,350</b>	<b>95,583</b>	<b>98,928</b>	<b>102,390</b>	<b>105,974</b>
<b>Governance Costs</b>											
Chairperson's Allowance	4,010	4,150	4,296	4,446	4,602	4,763	4,929	5,102	5,280	5,465	5,657
Councillors' Meeting Fees	18,619	19,271	19,945	20,643	21,366	22,114	22,888	23,689	24,518	25,376	26,264
Councillors' Travelling	9,930	10,278	10,637	11,010	11,395	11,794	12,207	12,634	13,076	13,534	14,007
Councillors' Subsistence - CMCC Mtgs	2,652	2,745	2,841	2,940	3,043	3,150	3,260	3,374	3,492	3,614	3,741
Subscription - LGNSW	3,686	3,815	3,949	4,087	4,230	4,378	4,531	4,690	4,854	5,024	5,199
Delegates Expenses	1,547	1,601	1,657	1,715	1,775	1,837	1,902	1,968	2,037	2,108	2,182
Councillors Superannuation	989	1,024	1,059	1,097	1,135	1,175	1,216	1,258	1,302	1,348	1,395
<b>Governance Costs - Total</b>	<b>41,433</b>	<b>42,883</b>	<b>44,384</b>	<b>45,938</b>	<b>47,545</b>	<b>49,209</b>	<b>50,932</b>	<b>52,714</b>	<b>54,559</b>	<b>56,469</b>	<b>58,445</b>
<b>Employee Overheads</b>											
ToolBox Meetings	1,392	1,441	1,484	1,528	1,574	1,622	1,670	1,720	1,772	1,825	1,880
LGNSW Salary System	10,000	0	0	0	0	0	0	0	0	0	0
Annual Leave	41,441	42,891	44,178	45,504	46,869	48,275	49,723	51,215	52,751	54,334	55,964
Long Service Leave	14,512	15,020	15,470	15,934	16,412	16,905	17,412	17,934	18,472	19,027	19,597
Sick Leave	25,992	26,902	27,709	28,540	29,396	30,278	31,186	32,122	33,086	34,078	35,101
compassionate leave	1,685	1,744	1,797	1,850	1,906	1,963	2,022	2,083	2,145	2,209	2,276
Employee Overheads distributed to works	-192,148	-188,523	-194,179	-200,004	-206,004	-212,184	-218,550	-225,106	-231,860	-238,815	-245,980
Union Picnic Day	996	1,031	1,062	1,094	1,126	1,160	1,195	1,231	1,268	1,306	1,345
Public Holidays NEI	16,224	16,792	17,295	17,814	18,349	18,899	19,466	20,050	20,652	21,271	21,909
Superannuation	59,452	61,533	63,379	65,280	67,239	69,256	71,333	73,473	75,678	77,948	80,286
Workers Compensation	10,500	10,868	11,194	11,529	11,875	12,231	12,598	12,976	13,366	13,767	14,180
Protective Clothing	2,402	2,486	2,561	2,637	2,717	2,798	2,882	2,968	3,058	3,149	3,244
Allowances Disability/Climatic	669	692	713	735	757	779	803	827	852	877	903
Staff Training	6,883	7,124	7,338	7,558	7,784	8,018	8,259	8,506	8,762	9,024	9,295
<b>Sub -Total - Employee Overheads</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>	<b>0</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>	<b>0</b>	<b>-0</b>	<b>-0</b>
<b>Sub Total Administrative Overheads</b>	<b>350,806</b>	<b>358,489</b>	<b>355,781</b>	<b>367,448</b>	<b>379,502</b>	<b>392,154</b>	<b>405,228</b>	<b>418,740</b>	<b>432,703</b>	<b>448,220</b>	<b>463,160</b>
<b>Destruction of Weeds</b>											
WAP CW Grant expenditure + Council Contribution - Admin	0	434,915	448,945	463,396	478,281	493,611	509,402	525,667	542,419	559,674	577,447
WAP NW Grant Expenditure + Council Contribution - Admin	0	214,757	221,762	228,978	236,410	244,064	251,949	260,070	268,434	277,050	285,924
WAP 1520 Grant Expenses - Other Costs -Cnl Roads	94,000	120,000	120,000	100,000	103,500	107,123	110,872	114,752	118,769	122,926	127,228
Administration Weed Control	40,000	0	0	0	0	0	0	0	0	0	0
Unincorporated Area LCA	0	135,000	135,000	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses -Property Inspections	183,071	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses - HR- Roads	134,307	0	0	0	0	0	0	0	0	0	0

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WAP 1520 Grant Expenses - HR - TSRs	8,927	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses - HR - WCs	5,358	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses - HR - Rail Corridors	6,842	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses - HR - n,s,o	6,443	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant Expenses - H P T'force Admin	5,701	0	0	0	0	0	0	0	0	0	0
WAP 1520 Grant expenses	0	0	0	0	0	0	0	0	0	0	0
Employee Overheads distributed to works	192,148	0	0	0	0	0	0	0	0	0	0
Parkinsonia Weed Control	30,000	0	0	0	0	0	0	0	0	0	0
Promotions & Field Days	13,824	0	0	0	0	0	0	0	0	0	0
Computer Bio Security System	15,580	0	0	0	0	0	0	0	0	0	0
Conferences expenses	8,204	0	0	0	0	0	0	0	0	0	0
Regional Meeting Expenses	7,103	0	0	0	0	0	0	0	0	0	0
Weed Control Publicity	3,318	0	0	0	0	0	0	0	0	0	0
<b>Destruction of Weeds - Total</b>	<b>754,826</b>	<b>904,673</b>	<b>925,708</b>	<b>792,374</b>	<b>818,190</b>	<b>844,798</b>	<b>872,223</b>	<b>900,489</b>	<b>929,622</b>	<b>959,650</b>	<b>990,599</b>
<b>Private Works</b>											
DPI - Biocontrol Unit	111,000	90,000	92,700	95,481	98,345	101,296	104,335	107,465	110,689	114,009	117,430
DPI Hudson Pear Containment	193,775	0	0	0	0	0	0	0	0	0	0
LLS Hudson Pear Round 2	106,000	0	0	0	0	0	0	0	0	0	0
DPI Wet Wall Maintenance	43,000	0	0	0	0	0	0	0	0	0	0
Gilgandra Shire - Cost of Private Works	15,341	15,725	16,118	16,521	16,934	17,357	17,791	18,236	18,692	18,236	18,692
Crown Land	7,269	7,596	7,938	8,295	8,668	9,058	9,466	9,892	10,337	10,802	11,289
Walgett Shire - Cost of Private Works	16,590	17,336	18,116	18,931	19,783	20,674	21,604	22,576	23,592	24,654	25,763
Coonabarabran - Private Works	11,107	11,607	12,129	12,675	13,245	13,841	14,464	15,115	15,795	16,506	17,249
Hudson Pear Private Works	3,788	3,958	4,137	4,323	4,517	4,721	4,933	5,155	5,387	5,629	5,883
Warren Private Works	1,000	1,045	1,092	1,141	1,193	1,246	1,302	1,361	1,422	1,486	1,553
Coonamble - Private Works	0	0	0	0	0	0	0	0	0	0	0
<b>Private Works -Total</b>	<b>508,870</b>	<b>147,267</b>	<b>152,230</b>	<b>157,367</b>	<b>162,686</b>	<b>168,193</b>	<b>173,895</b>	<b>179,800</b>	<b>185,914</b>	<b>191,323</b>	<b>197,857</b>
<b>Other Expenses</b>											
Depot Expenses	10,493	10,834	11,186	11,522	11,867	12,164	12,468	12,780	13,099	12,780	13,099
Storage Rental	4,545	4,681	4,822	4,966	5,115	5,243	5,374	5,509	5,646	5,509	5,646
Plant Expenses	81,342	83,782	86,296	88,885	91,551	93,840	96,186	98,591	101,055	98,591	101,055
Depreciation	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,001
<b>Other Expenses -Total</b>	<b>176,380</b>	<b>179,298</b>	<b>182,304</b>	<b>185,373</b>	<b>188,534</b>	<b>191,247</b>	<b>194,028</b>	<b>196,879</b>	<b>199,801</b>	<b>196,879</b>	<b>199,802</b>
<b>Revenue Expenses - Total</b>	<b>1,790,882</b>	<b>1,589,726</b>	<b>1,616,022</b>	<b>1,502,562</b>	<b>1,548,912</b>	<b>1,596,392</b>	<b>1,645,375</b>	<b>1,695,908</b>	<b>1,748,041</b>	<b>1,796,072</b>	<b>1,851,418</b>
<b>Net Operating Surplus/(Deficit) after Deprecn</b>	<b>-48,490</b>	<b>-56,085</b>	<b>-67,822</b>	<b>-59,269</b>	<b>-58,936</b>	<b>-57,344</b>	<b>-56,563</b>	<b>-55,581</b>	<b>-53,386</b>	<b>-60,498</b>	<b>-59,079</b>
<b>Capital Income</b>											
Sale/Trade in of Plant Assets	0	46,000	46,000	23,000	23,000	53,000	48,000	24,000	24,000	50,000	50,000
Sale/Trade Spray Rigs	0	0	0	0	0	0	14,000	14,000	14,000	15,000	15,000
Transfer from ELE reserve	0	0	30,000	0	0	40,000	0	0	0	0	0
Transfer from Plant Reserve	0	28,000	18,000	0	0	10,000	15,000	10,000	10,000	30,000	20,000
Transfer from WH&S Reserve	0	14,000	0	0	0	0	0	0	0	0	0
Transfer from Grant / Building Reserve	0	0	0	0	0	0	0	0	0	0	0
<b>Capital Income - Total</b>	<b>0</b>	<b>88,000</b>	<b>94,000</b>	<b>23,000</b>	<b>23,000</b>	<b>103,000</b>	<b>77,000</b>	<b>48,000</b>	<b>48,000</b>	<b>95,000</b>	<b>85,000</b>
<b>Capital Expenditure</b>											
Bio control unit		5,000		5,000		5,000		5,000		5,000	
Minor Building Improvements	0	2,000	2,050	2,101	2,154	2,208	2,263	2,319	2,377	2,319	2,377

Castlereagh Macquarie County Council Agenda –29<sup>th</sup> April 2024 – Ordinary Council Meeting

New Vehicles - Nett	0	106,000	106,000	53,000	53,000	120,000	108,000	54,000	54,000	110,000	110,000
New Spray Rigs	0	0	0	0	0	0	18,000	18,000	18,000	19,000	19,000
Small Plant, Tools, Radios	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Transfer to ELE Reserve	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	10,000	5,000	5,000
Transfer to Plant Reserve	12,615	9,000	9,000	9,000	10,000	15,000	5,000	15,000	15,000	10,000	15,000
TSFR To WH&S Reserve	14,000	0	0	0	0	0	0	0	0	0	0
<b>Capital Expenditure - Total</b>	<b>33,615</b>	<b>129,000</b>	<b>124,050</b>	<b>76,101</b>	<b>72,154</b>	<b>149,208</b>	<b>140,263</b>	<b>101,319</b>	<b>101,377</b>	<b>153,319</b>	<b>153,377</b>
<b>Net Capital Surplus/(Deficit)</b>	<b>-33,615</b>	<b>-41,000</b>	<b>-30,050</b>	<b>-53,101</b>	<b>-49,154</b>	<b>-46,208</b>	<b>-63,263</b>	<b>-53,319</b>	<b>-53,377</b>	<b>-58,319</b>	<b>-68,377</b>
<b>Summary</b>											
Total Income	1,742,392	1,621,641	1,642,200	1,466,293	1,512,976	1,642,049	1,665,812	1,688,326	1,742,655	1,830,574	1,877,340
Total Expenditure	1,824,497	1,718,726	1,740,072	1,578,663	1,621,066	1,745,600	1,785,638	1,797,227	1,849,418	1,949,391	2,004,796
<b>Net Total Surplus/(Deficit)</b>	<b>-82,105</b>	<b>-97,085</b>	<b>-97,872</b>	<b>-112,370</b>	<b>-108,090</b>	<b>-103,551</b>	<b>-119,826</b>	<b>-108,901</b>	<b>-106,763</b>	<b>-118,817</b>	<b>-127,456</b>
Add back depreciation	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
Less profit on sale	0	5,000	6,000	6,000	6,000	7,000	7,000	7,000	8,000	8,000	8,000
<b>Net cash result for year Surplus (Deficit)</b>	<b>2,895</b>	<b>-17,085</b>	<b>-18,872</b>	<b>-33,370</b>	<b>-29,090</b>	<b>-25,551</b>	<b>-41,826</b>	<b>-30,901</b>	<b>-29,763</b>	<b>-41,817</b>	<b>-50,456</b>
<b>Accumulated working capital</b>	<b>836,895</b>	<b>819,809</b>	<b>800,937</b>	<b>767,567</b>	<b>738,478</b>	<b>712,927</b>	<b>671,101</b>	<b>640,200</b>	<b>610,437</b>	<b>568,620</b>	<b>518,164</b>
	4.33	4.13	4.06	3.76	3.75	3.74	3.42	3.42	3.42	3.27	3.20
Plant Reserve	49,615	30,615	21,615	30,615	40,615	45,615	35,615	40,615	45,615	25,615	20,615
ELE Reserve	101,000	106,000	81,000	86,000	91,000	56,000	61,000	66,000	76,000	81,000	86,000
WH&S Reserve	14,000	0	0	0	0	0	0	0	0	0	0
Building Reserve	20,000	20,001	20,002	20,003	20,004	20,005	20,006	20,007	20,008	20,009	20,010
<b>Balance of reserve accounts</b>	<b>184,615</b>	<b>156,616</b>	<b>122,617</b>	<b>136,618</b>	<b>151,619</b>	<b>121,620</b>	<b>116,621</b>	<b>126,622</b>	<b>141,623</b>	<b>126,624</b>	<b>126,625</b>
Overheads	350,806	358,489	355,781	367,448	379,502	392,154	405,228	418,740	432,703	448,220	463,160
Overheads %	19%	21%	20%	23%	23%	22%	23%	23%	23%	23%	23%



# **Castlereagh Macquarie County Council**

## **Asset Management Plan**

**2024/25 to 2033/34**

Prepared in accordance with the provisions contained in the Local Government Act 1993

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## Overview

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Castlereagh Macquarie County Council assets presently consist of the operational vehicles and plant used by staff on a day to day basis. Apart from owning the freehold of depots at Coonamble and Coonabarabran and depot buildings constructed on reserves/leasehold land at the outlying centres of Warren, Walgett and Gilgandra, Council has no other fixed assets in regards to buildings or other infrastructure.

## Vehicles

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Council currently maintains a fleet of six (6) vehicles. The Council's strategy in the past has been to replace these vehicles regularly in order to minimise maintenance costs and maximise trade in values. This practice was re-introduced from 1 July, 2013. The annual plant replacement program is funded from the operational budget via the changeover cost being in line with annual depreciation value of the vehicles and the Plant Replacement Reserve should fund unexpected changeovers exceeding budget estimates.

## Spray Equipment

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Council has six (6) vehicle mounted Quick Spray units. Council's policy in the past had been to replace these units every five (5) years on a rotational basis which allowed Council to maximise the resale value of these units. Council found that since this replacement program had been in place, that there had been a strong demand for these units.

Council's other major plant assets are one (1) John Deere Gator.

## Depreciation

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Depreciation of Castlereagh Macquarie County Council's plant and equipment is calculated using the straight line method in order to allocate an assets cost (net of residual values) over its estimated useful life

Estimated useful lives for Castlereagh Macquarie County Council plant and equipment include:

-Office Equipment	5 to 10 years
-Office Furniture	10 to 20 years
- Computer Equipment	3 to 5 years
-Vehicles and equipment	5 to 8 years
-Other Plant and Equipment	5 to 15 years

The following table list of assets of Castlereagh Macquarie County Council as of 30 June 2022.



## Current Assets Values as at 30 June 2023

MOTOR VEHICLE ASSETS				
Plant No - 68xxx	Description	At Cost	Dep'n	Bal as at 30-Jun-23
6-8230	Dean Trailer	0.00	0.00	0.00
	Isuxu D-Max 4X4	50,502.35	20,837.41	29,664.94
	Isuxu D-Max 4X5	50,502.35	20,837.41	29,664.94
6-8229	CX Gator - John Deere	20,387.60	8,155.04	12,232.56
6-8230	ISUZU DMAX	52,185.08	10,437.02	41,748.06
6-8231	ISUZU DMAX	52,185.08	10,437.02	41,748.06
6-8232	ISUZU DMAX	52,185.08	10,437.02	41,748.06
	Isuzu Twin Cab	51,919.54	4,409.96	47,509.58
		<b>370,447.44</b>	<b>118,146.68</b>	<b>244,316.21</b>

BUILDING ASSETS				
Life	Description	New Asset Value	New Accum Depn	Balance 30-06-23
	<b>Depots</b>			
40	Gilgandra	124,250.00	33,750.00	90,500.00
40	Walgett	90,000.00	67,500.00	22,500.00
40	Warren	84,000.00	30,125.00	53,875.00
40	Coonabarabran	162,000.00	54,000.00	108,000.00
	<b>Total Buildings</b>	<b>460,250.00</b>	<b>185,375.00</b>	<b>274,875.00</b>

OFFICE EQUIPMENT					
Years	Description	At Cost	Additions	Accum Dep'n	30/06/23
5	Computer Equipment	13,480.00		13,480.00	0.00
5	Computer Software	13,610.00		13,610.00	0.00
2	Mavic 3 Drone		4,544.54	2,650.98	1,893.56
2	5 x Zebra Rugged Tablets 09/06/2020	24,522.54		24,522.54	0.00
		<b>51,612.54</b>	<b>4,544.54</b>	<b>54,263.52</b>	<b>1,893.56</b>

Plant & Tool Assets					
Life				Accum	Balance
Years	Description	Purchase Date	At Cost	Dep'n	30-Jun-23
5	Quik Spray Unit 10 - Walgett - 2018	29/03/2018	12,525.00	12,525.00	0.00
5	Quik Spray Unit 11 - Coona - 201	29/03/2018	12,525.00	12,525.00	0.00
5	Quik Spray Unit 12 - Gilgandra - 2020	9/08/2019	13,180.00	10,269.76	2,910.24
5	Quik Spray Unit 13 - Coonamble- 2020	9/08/2019	13,180.50	10,269.96	2,910.54
5	Quik Spray Unit 14 - Warren - 2020	9/04/2020	12,119.36	7,822.80	4,296.56
5	Quik Spray Unit 15 - Walgett - 2020	9/04/2020	12,119.37	7,822.80	4,296.57
5	Quik Spray Unit 16 New Gator		9,274.49	4,045.20	5,229.29
5	New trailer		4,272.72	1,903.41	4,078.40
5	New Trailer 2022 (Weed Display)	23.02.2022	4,909.09	981.82	3,927.27
5	Vehicle Tracking Systems	31/05/2019	10,430.00	10,430.00	0.00
	<b>Small Tools (all Depots)</b>		<b>104,535.53</b>	<b>78,595.75</b>	<b>27,648.87</b>

## Asset Management Policy

The Castlereagh Macquarie County Council Asset Management Policy is attached as Appendix A.

## Asset Replacement Plan

Projected Asset Replacement Program 2024/25 to 2033/34 (Net Values)

### 1. Purchases

	2024-25	2025-26	2026-27	2027-28	2029-29	2029-30	2030-31	2031-32	2032-33	2033-34
<b>Purchases</b>										
<b>Spay Units</b>	00.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00	5,000.00	5,000.00
<b>Vehicles</b>	60,000.00	60,000.00	30,000.00	30,000.00	67,000.00	60,000.00	30,000.00	30,000.00	60,000.00	60,000.00
<b>Total Purchases (\$'000)</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>67,000.00</b>	<b>64,000.00</b>	<b>34,000.00</b>	<b>34,000.00</b>	<b>65,000.00</b>	<b>65,000</b>

2. Sales

Sales	2024-25	2025-26	2026-27	2027-28	2029-29	2029-30	2030-31	2031-32	2032-33	2033-34
Motor Vehicles	46,000	46,000	23,000	23,000	53,000	48,000	24,000	24,000	50,000	50,000
Spray rigs	0.00	0.00	0.00	0.00	0.00	14,000	14,000	14,000	15,000	15,000
Total Sales	46,000	46,000	23,000	23,000	53,000	62,000	38,000	38,000	65,000	65,000



## **ASSET MANAGEMENT POLICY**

Prepared in accordance with the provisions contained in the Local Government Act 1993

## **Asset Management Policy**

### **OVERVIEW**

The Castlereagh Macquarie County Council's assets presently consist of the operational vehicles and plant used by staff on a day to day basis. Other than buildings at Depots at outlying centres Council has no other fixed assets or other infrastructure.

### **POLICY OBJECTIVES**

This policy provides the overall framework to guide the sustainable management of Council's asset portfolio.

### **POLICY STATEMENT**

To ensure effective asset management, Council will endeavour to:

- Utilise assets to their fullest potential to maximise usage and economic performance.
- Ensure that asset renewal, disposal, upgrade or new asset provision is carried out in accordance with the adopted resourcing strategy that includes demonstrated need, life cycle costing, alternative modes of delivery and sustainability.
- Ensure asset management practices conform to legislative requirements and reflect best practice in the industry.
- Ensure that all asset purchase, maintenance, rehabilitation and replacement shall be guided by Council's Asset Management Plans and annual budgetary process.
- Assets meet specifications and quality standards; and
- Assets meet requirements for public safety, WH&S and maintainability.

### **POLICY REFERENCE (E.G. LEGISLATION, RELATED DOCUMENTS)**

Local Government Act 1993

Local Government (General) Regulation 2021

Local Government Amendment (Planning and Reporting) Act 2009

CMCC Business Activity Strategic Plan 2022/23 to 2031/32

### **Responsible Officer**

General Manager

### **Date**

24<sup>th</sup> April 2023.



**Castlereagh Macquarie County  
Council**

**Workforce Strategy**

**2021/22 – 2024/25**

Prepared in accordance with the provisions contained in the Local Government Act 1993

**Contents**

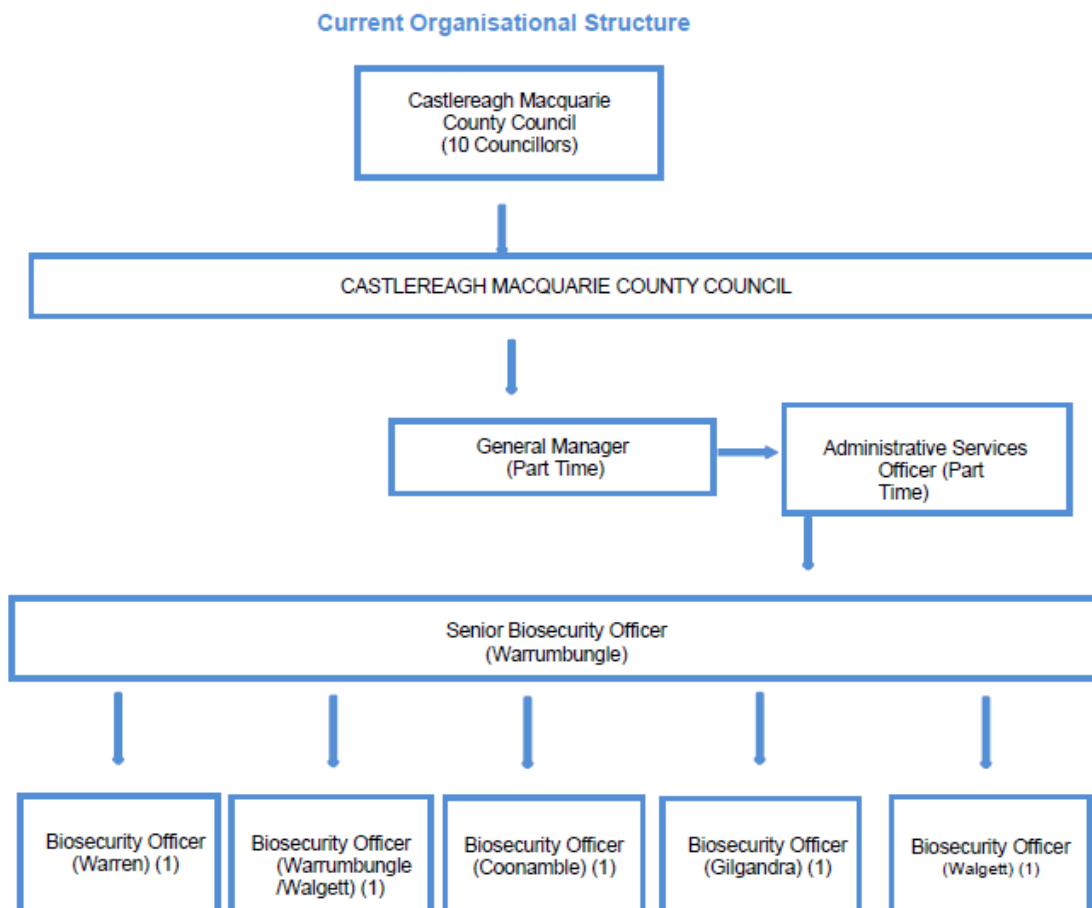
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### 1. Staffing and Organisational Structure

The current staff structure of the Council consists of a part time General Manager and Administrative Services Officer, a full time Senior Biosecurity Officer and four (4) Biosecurity Officers.



## 2. Operational Staff Duties and Responsibilities

### General Manager

This position is part time and is responsible for the management of the Castlereagh Macquarie County Council in accordance with LGA 1993.

### Administrative Services Officer

This is a part time position, and the responsibilities include personal assistant to the Chairman and General Manager, customer services, records management, payroll, creditors, debtors, administration of the property inspection program, general administration and FOI.

### Senior Biosecurity Officer

This position is a full time position with the Chief Weeds Officer responsible for the day to day administration of Castlereagh Macquarie County Council Weeds Action Plans and supervision of the Biosecurity Officers.

### Biosecurity Officers

These positions are full time/casual/contract and whose duties include property inspections for the presence of Noxious Plants on private lands, control of Noxious Plants on council controlled lands and public awareness programs in their designated districts.

## 3. Employee Age and Service Profile

Council's current operational workforce age ranges from 30 to 70 years of age with two (2) employees having twenty (20) years or more in the Local Government invasive weed control. It is expected that the employee age range for the next four (4) years will be in a similar age group range, with any new employees recruited expected to be between 40 to 50 years of age.

The use of retractable spray equipment and other technology has reduced the physical load of operational activities on employees which is a major consideration with the age of the current workforce. The conduct of control activities on Invasive Weeds during the cooler morning hours, during the summer months also reduces heat load and fatigue on employees.

## 4. Training

Staff receive specialist training through the NSW DPI training program for weed officers. Council's training program is formulated by qualifications needed by employees to achieve a Certificate IV in Conservation and Land Management (weeds). This and other training required is in line with the Council's Register of Qualifications, Delegations, Competencies and Training for Council staff involved in noxious plant activities. Staff also participate in Risk Management Training and development of Councils Operational Risk Register.

## 5. Staff Remuneration

Staff are currently remunerated as part of the Council's pay system. This system uses statistical information from NSW Local Government Councils to place employee positions within the system. This pay system has two components with the first of half of the pay level based staff achieving levels of competency for increases in remuneration. Once staff have completed all of their position's competencies, increases in remuneration can be achieved through performance.

## **6. Staff Performance Management**

Performance Management Reviews are conducted annually with the progressive results of these reviews to constitute the Biosecurity Officer's Annual Performance Management Review.

### Aims of Performance Management Review

1. To outline Council's expectations of the scope and conduct of the Biosecurity Officer's and Administrative Services duties.
2. To enable Council to achieve the objectives within its Delivery/Operational Plans.
3. To provide staff with a guide for the planning of activities to achieve their position's key responsibilities and duties.
4. Provide feedback to staff regarding their performance.
5. To provide staff with a fair and equitable Performance Management Review.

### Areas of Performance Management Review

1. Inspection of Private Properties.
2. Control of Noxious Plants on Public Lands Controlled by Constituent Councils.
3. Community Awareness of Noxious Plants.
4. Legislation and Policy and Procedure Compliance.
5. Workplace Health & Safety
6. Work Practices, Professional Development and Communication
7. Records Management, timely processing of payroll, creditor, debtor management,

## **8. Staff Recruitment and Retention Challenges**

The Castlereagh Macquarie County Council's location in the Western NSW has placed, and is expected to do so in the future, pressure on recruitment and retention through competition from the region's major industries including Agriculture and Mining. This competitive employment environment, with the associated high cost and lack of availability of accommodation in most centres in the region, places further pressure on Council's ability to recruit and retain staff.

Historically, Castlereagh Macquarie County Council staff turnover has been low, with only minimal resignations and associated recruitments, in the past 10 years. During the period 2024-2026, Council is expecting the retirement of at least one staff member, whose position, at this point in time, will need to be filled.

The main challenges that Council faces in retaining and recruiting staff is:

- Continual upward pressure on wages to retain existing staff and recruit prospective staff due to the wage structure of the mining and associated industries. With employee costs currently representing approximately half of Council's total operating budget and the annual increase Council's traditional revenue sources being restricted.
- The high cost of accommodation affects Council's ability to recruit staff from outside the region. This is compounded by the Council's logistical need to have staff reside in their principle district of operation. This may restrict the pool of prospective employees to those already residing in the district of operation.
- Due to the specialised qualifications and experience, mainly in regards to the enforcement of the Biosecurity Act 2015, it is unlikely that candidates for positions with the Council will have the full skill set required.
- Limited career advancement unless senior staff vacates their position.

#### 9. Recruitment Strategy

Through the recruitment process, Council will be targeting prospective employees who have a rural or horticultural background who already reside in the prospective district area of operation or have sufficient resources to relocate to the area. One of the attributes of the operational positions with Council is that all of the positions have high degree of self-management with employees responsible for the day to day operations in their designated operational districts. This positional attribute can be used by Council in recruitment process.

Due to the increasing use of technology by Council, prospective employees will need to be familiar with information technology.

## ITEM 9.9 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

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

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**Summary:**

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

**Background:**

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

**Current Position:**

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

**Conclusion:**

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

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

**Attachments:**

Calendar of events 2024

**IMPORTANT DATES - Upcoming Meetings and Events – 2024**

DATE	MEETING/FUNCTION	LOCATION	NOTES
2 <sup>nd</sup> April 2024	Parthenium Task Force Meeting	Moree	Senior Biosecurity Officer
10 <sup>th</sup> April 2024	NSW Bio Control Meeting	Taree	Senior Biosecurity Officer
20 <sup>th</sup> April 2024	Gilgandra Show	Gilgandra	Senior Biosecurity Officer
25 <sup>th</sup> April 2024	ANZAC Day		Public Holiday
29 <sup>th</sup> April 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer
30 <sup>th</sup> April 2024	North West Regional Meeting	Lightning Ridge	Senior Biosecurity Officer
1 <sup>st</sup> May 2024	North West Weedo Meeting	Lightning Ridge	Senior Biosecurity Officer
1 <sup>st</sup> May 2024	Harrisia Taskforce Meeting	Lightning Ridge	Senior Biosecurity Officer
2 <sup>nd</sup> May 2024	Hudson Pear Taskforce Meeting	Lightning Ridge	Senior Biosecurity Officer
14/15 <sup>th</sup> May 2024	Coonamble Show	Coonamble	Senior Biosecurity Officer
16 <sup>th</sup> May 2024	ARIC Committee Meeting	Teams Meeting	General Manager & Deputy Chairman
25 <sup>th</sup> May 2024	Warren Show	Warren	Senior Biosecurity Officer
4 <sup>th</sup> June 2024	Central West Operations Meetings	Forbes	Senior Biosecurity Officer
4 <sup>th</sup> June 2024	Central West Regional Meeting	Forbes	Senior Biosecurity Officer
24 <sup>th</sup> June 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer
24 <sup>th</sup> – 27 <sup>th</sup> July 2024	Lightning Rodge Opal Festival	Lightning Ridge	
7 <sup>th</sup> August	North West Weedo Meeting	TBC	Senior Biosecurity Officer

Castlereagh Macquarie County Council Agenda –29<sup>th</sup> April 2024 – Ordinary Council Meeting

<b>DATE</b>	<b>MEETING/FUNCTION</b>	<b>LOCATION</b>	<b>NOTES</b>
8 <sup>th</sup> August 2024	North West Regional Meeting	TBC	Senior Biosecurity Officer
15 <sup>th</sup> August 2024	ARIC Committee Meeting	Teams Meeting	General Manager & Deputy Chairman
26 <sup>th</sup> August 2024	CMCC Council Meeting	Coonamble	Senior Biosecurity Officer
10 <sup>th</sup> September 2024	Central West Operations Meeting	Gilgandra	Senior Biosecurity Officer
10 <sup>th</sup> September 2024	Central West Regional Meeting	Gilgandra	Senior Biosecurity Officer
28 <sup>th</sup> October 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer
6 <sup>th</sup> November 2024	North West Weedo Meeting	TBC	Senior Biosecurity Officer
7 <sup>th</sup> November 2024	North West Regional Meeting	TBC	Senior Biosecurity Officer
21 <sup>st</sup> November 2024	ARIC Committee Meeting	Teams Meeting	General Manager & Councillor
2 <sup>nd</sup> December 2024	CMCC Council Meeting and Councillors Christmas Luncheon	Coonamble	Councillors, GM & Senior Biosecurity Officer
3 <sup>rd</sup> December 2024	Central West Operations Meeting	Parkes	Senior Biosecurity Officer
3 <sup>rd</sup> December 2024	Central West Regional Meeting	Parkes	Senior Biosecurity Officer

## 10. BIOSECURITY REPORT

### ITEM 10.1 QUARTERLY BIOSECURITY REPORT

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

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**Summary:**

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

**Background:**

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

**Current Position:**

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

**Governance issues:**

Biosecurity Act 2015  
Local Government Act 1993

**Environmental issues:**

Any environmental issues are detailed in the attached update.

**Stakeholders:**

Castlereagh Macquarie County Council  
Constituent Councils  
County Council LGA Ratepayers

**Financial Implications:**

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

**Alternative Solutions/Options:**

There are no alternate options.

**Conclusion:**

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

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

**Attachments:**

Senior Biosecurity Officer Information on control activities.



## **Senior Biosecurity Report April 2024**

The African Box Thorn Field Days held in March was very popular. Warrens Field Day 6<sup>th</sup> March had 80 attendees and Coonamble Field Day 7<sup>th</sup> March had 60 attendees.

The field days also gained a lot of media coverage through Channel 7 news, newspaper and radio.



### **Baradine Show**

Saturday 16<sup>th</sup> March Castlereagh Macquarie County Council Biosecurity Officers attended the Baradine Show with the education and awareness weeds trailer. The day brought much interest from Landowners. We had Hudson Pear on display and a landowner informed staff he had picked pieces of Hudson Pear up near the Kenebri silos. An inspection was carried out and the outcome was Tiger Pear.

### **Parkinsonia**

19<sup>th</sup> March staff carried out Parkinsonia control works on a property approximately 15 kms from the Mungindi boarder. This site is an historic infestation site on a flood plain from the Barwon River. 700 hundred plants were treated on this site in May 2023 and March this year 300 new germination plants were treated.

Starting 8<sup>th</sup> May 2024, staff will be conducting Parkinsonia aerial surveillance over the Barwon, Namoi and Narran Rivers including Brewarrina Shire.

### **Hudson Pear**

Local Land Services have engaged Castlereagh Macquarie County Council to conduct aerial surveillance for Hudson Pear and engage contractors to spray Hudson Pear. The spray work will be follow up work from last year and any new properties identified.

Ariel surveillance will be carried out 7<sup>th</sup> May 2024 and contractors will be engaged 20<sup>th</sup> May 2024.

### **Hudson Pear Fires**

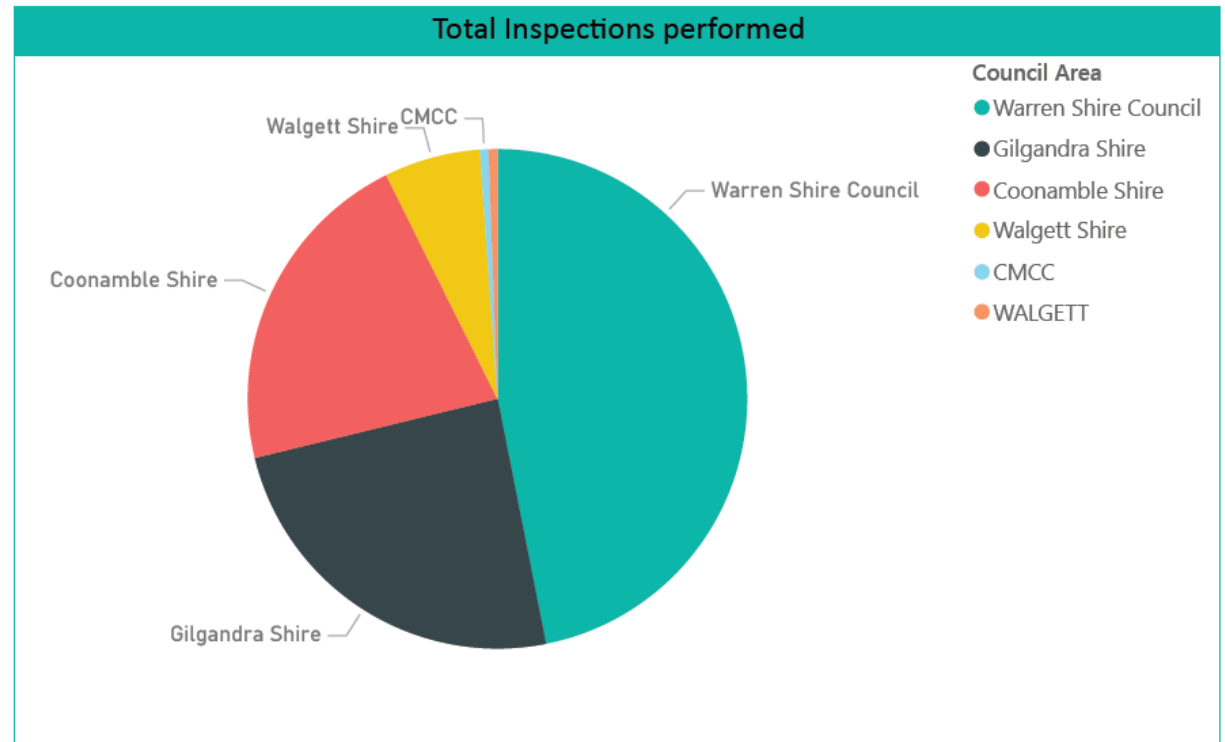
Sunday November 12, 2023, a fire began near the Narran Lake Reserve about 45 Kilometers west Of Grawin. After weeks without rain and dry lightning strikes the fires began to burn closer to the Glengarry, Grawin and Sheeppyard communities which also burnt through Hudson Pear. The fires burnt over 22,000 Ha. Wednesday 20<sup>th</sup> March 2024, I conducted inspections over the fire sites and would like to welcome a power point presentation.

Deepest condolences to the family, friends and crew members of the volunteer firefighter who sadly lost his life fighting the fire. The entrance off Wilby Wilby Rd into Grawin has been named Capt. Leo Fransen Way in honor.



## CMCC Report 8 Feb 2024 - 26 March 2024

Total Inspections performed	
Council Area	Total Inspections
CMCC	1
Coonamble Shire	38
Gilgandra Shire	43
WALGETT	1
Walgett Shire	11
Warren Shire Council	83
<b>Total</b>	<b>177</b>



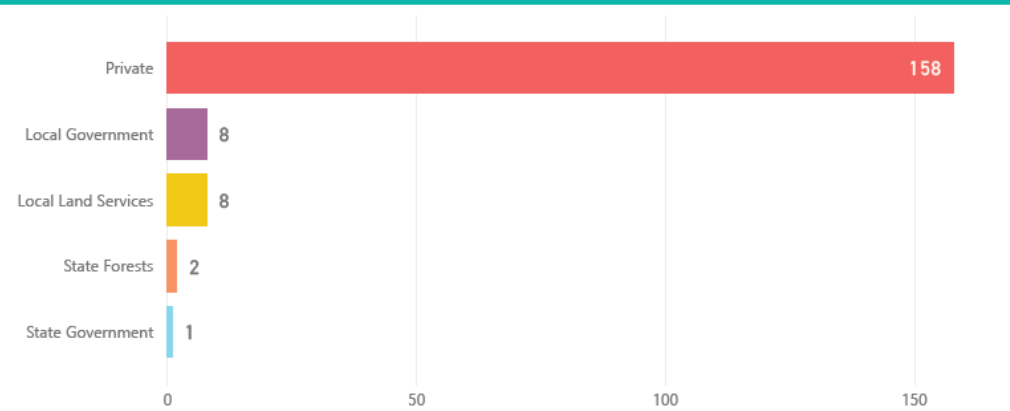


## CMCC Report 6 Feb 2024 - 26 March 2024

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspections
CMCC	Local Government	1
Coonamble Shire	Local Land Services	6
Coonamble Shire	Private	32
Gilgandra Shire	Local Government	6
Gilgandra Shire	Private	34
Gilgandra Shire	State Forests	2
Gilgandra Shire	State Government	1
WALGETT	Local Government	1
Walgett Shire	Private	11
Warren Shire Council	Local Land Services	2
Warren Shire Council	Private	81
<b>Total</b>		<b>177</b>

Total Inspections per Land Tenure



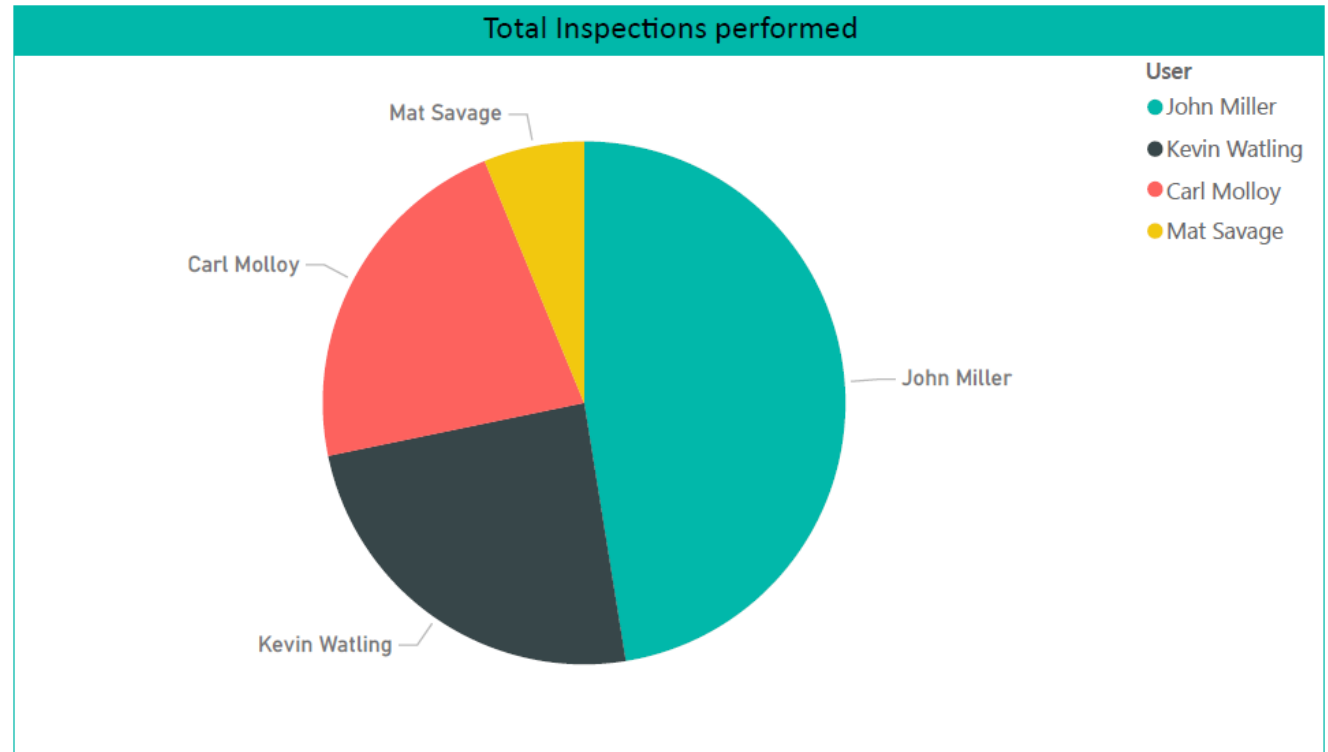
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Local Government	8
Local Land Services	8
Private	158
State Forests	2
State Government	1
<b>Total</b>	<b>177</b>



## CMCC Report 8 Feb 2024 - 26 March 2024

Total Inspections performed	
User	Total Inspections
Carl Molloy	39
John Miller	84
Kevin Watling	43
Mat Savage	11
<b>Total</b>	<b>177</b>





## CMCC Report 8 Feb 2024 - 26 March 2024

Carl's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	Local Land Services Reserves	Local Land Services	6	849.07	
Carl Molloy	Private Property Inspections	Private	32	8,202.73	
Carl Molloy	Roadside Inspection(s)	Local Government	1		1.00
<b>Total</b>			<b>39</b>	<b>9,051.80</b>	<b>1.00</b>



## CMCC Report 8 Feb 2024 - 26 March 2024

John's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
John Miller	High risk water courses	Private	1	80.87	4.00
John Miller	Inspection of TSRs	Local Land Services	2	293.64	22.00
John Miller	Private Property Inspections	Private	81	33,829.83	20.00
<b>Total</b>			<b>84</b>	<b>34,204.34</b>	<b>46.00</b>



## CMCC Report 8 Feb 2024 - 26 March 2024

### Kevin's Inspection Stats

User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Kevin Watling	High Risk Pathways Inspection	State Forests	1	65.57	0.10
Kevin Watling	High Risk Pathways Inspection	State Government	1	0.00	0.40
Kevin Watling	Private Property High Risk Area	State Forests	1	65.57	0.10
Kevin Watling	Private Property Inspections	Private	33	3,261.75	17.60
Kevin Watling	Private Property Re-Inspections	Private	1	413.47	2.00
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	6	0.00	13.50
<b>Total</b>			<b>43</b>	<b>3,806.34</b>	<b>33.70</b>





## CMCC Report 8 Feb 2024 - 26 March 2024

Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	High Risk Pathways Inspection	Local Government	1		
Mat Savage	Private Property High Risk Area	Private	9	22,313.42	20.00
Mat Savage	Private Property Inspections	Private	1	1,025.97	
<b>Total</b>			<b>11</b>	<b>23,339.39</b>	<b>20.00</b>



# **AGENDA FOR CLOSED COUNCIL MEETING**

**Monday, 29<sup>th</sup> April 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 Coonamble Shire Council Chambers on **29<sup>th</sup> April 2024** to discuss the items listed in the Agenda

Michael Urquhart  
**GENERAL MANAGER**

# **AGENDA**

## 11. MOVE INTO CLOSED SESSION

### **MOVE INTO CLOSED SESSION**

**Time:** .....

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:

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

**Moved:**

**Seconded:**

## 12. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

### **12.1 Report from Chairperson**

**12.1.1 General Manager Half Yearly Performance Review**

### 13. RETURN TO OPEN SESSION

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

### 14. ADOPTION OF CLOSED SESSION REPORTS

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

## 15. QUESTIONS FOR NEXT MEETING

## 16. CONFIRMATION DATE OF NEXT MEETING

**Date:** 24<sup>th</sup> June 2024, in Coonamble

## 17. CLOSE OF MEETING

**Time:** .....