



# **AGENDA FOR ORDINARY COUNCIL MEETING**

**Monday, 24<sup>th</sup> June 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 **24<sup>th</sup> June 2024** commencing at **10:30am** to discuss the items listed in the Agenda.

Michael Urquhart  
**GENERAL MANAGER**

Table of Contents	
<b>1. OPENING OF MEETING</b>	<b>3</b>
<b>2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS</b>	<b>3</b>
<b>3. LEAVE OF ABSENCE</b>	<b>3</b>
<b>4. DECLARATION OF INTERESTS</b>	<b>4</b>
<b>5. PUBLIC PRESENTATION</b>	<b>5</b>
<b>6. CONFIRMATION OF MINUTES/MATTERS ARISING</b>	<b>6</b>
6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 6 <sup>th</sup> March 2024	6
<b>7. REPORTS OF COMMITTEES</b>	<b>13</b>
7.1 ARIC MEETING AGENDA – MAY 2024	14
7.2 ARIC MEETING DRAFT MINUTES – MAY 2024	76
7.3 CW REGIONAL WEEDS COMMITTEE MEETING AGENDA	79
7.4 CW REGIONAL WEEDS COMMITTEE MEETING MINUTES	102
7.6 CW REGIONAL WEEDS OPERATIONS GROUP MEETING MINUTES	108
<b>8. CORRESPONDENCE</b>	<b>113</b>
ITEM 8.1 HUDSON PEAR PRESS – JUNE 2024	114
ITEM 8.2 HUDSON PEAR TASKFORCE – MR GEOFF WISE	120
<b>9. REPORT OF THE GENERAL MANAGER</b>	<b>121</b>
ITEM 9.1 RISK REGISTER	121
ITEM 9.2 COUNCIL'S DECISION ACTION REPORT – MAY 2024	125
ITEM 9.3 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT	129
ITEM 9.4 CASH ON HAND AND INVESTMENT REPORT AS AT 30 <sup>th</sup> APRIL & 31 <sup>st</sup> MAY 2024	148
ITEM 9.5 OPERATIONAL PLAN 24/25, STATEMENT OF REVENUE POLICY, LONG TERM FINANCIAL PLAN 24/25 to 33/34, ASSET MANAGEMENT PLAN 24/25 to 33/34 & WORKFORCE PLAN	150
ITEM 9.6 MEMBERS FEES, GOVERNMENT RENUMERATION TRIBUNAL	151
ITEM 9.7 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS	154
<b>10. BIOSECURITY REPORT</b>	<b>157</b>
ITEM 10.1 QUARTERLY BIOSECURITY REPORT	157
<b>11. MOVE INTO CLOSED SESSION</b>	<b>172</b>
<b>12. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING</b>	<b>172</b>
<b>13. RETURN TO OPEN SESSION</b>	<b>173</b>
<b>14. ADOPTION OF CLOSED SESSION REPORTS</b>	<b>173</b>
<b>15. QUESTIONS FOR NEXT MEETING</b>	<b>174</b>
<b>16. CONFIRMATION DATE OF NEXT MEETING</b>	<b>175</b>
<b>17. CLOSE OF MEETING</b>	<b>175</b>

## 1. OPENING OF MEETING

Time: \_\_\_\_\_ am

## 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

## 3. LEAVE OF ABSENCE

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

## 4. DECLARATION OF INTERESTS

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

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

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

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

Councillor	Item No.	Pecuniary/ Non-Pecuniary	Reason



## 5. PUBLIC PRESENTATION

<b>SPEAKER</b>	<b>TOPIC</b>
Todd Pallister – Local Land Services	Update on the Hudson Pear Programme

## 6. CONFIRMATION OF MINUTES/MATTERS ARISING

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

#### Minutes of Ordinary Council Meeting – 29<sup>th</sup> April 2024

**Recommendation:**

That the minutes of the ordinary Council meeting held 29<sup>th</sup> April 2024, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:**

**Seconded:**

**Attachments:**

Meeting Minutes – 29<sup>th</sup> April 2024

**CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL  
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 29<sup>th</sup>  
APRIL 2024 COMMENCING AT 10:40AM**

**PRESENT:** Clr D Batten, Clr B Fisher, Clr P Cullen, Clr I Woodcock, Clr N Kinsey, and Clr G Peart.

**ABSENT:** Clr Z Holcombe, Clr G Whiteley, Clr M Cooke and Clr D Todd

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

**WELCOME:** Meeting was opened at 10:40am and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

**02/24/01 Leave of Absence**

**Resolved:**

That the leave of absence received from Clr Z Holcombe, Clr G Whiteley, Clr M Cooke and Clr D Todd is accepted and a leave of absence granted.

**Moved:** Clr Cullen

**Seconded:** Clr Kinsey

**Carried**

**DECLARATIONS OF INTEREST- Nil**

**02/24/02 Minutes of Ordinary Council Meeting – 6<sup>th</sup> March 2024**

**Resolved:**

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.

**Moved:** Clr Kinsey

**Seconded:** Clr Peart

**Carried**

**02/24/03 Reports of Committees - Minutes of Central West Regional Weeds Committee and Central West Regional Weeds Committee Operational Group Meetings**

**Resolved:**

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:** Clr Woodcock

**Seconded:** Clr Fisher

**Carried**

**02/24/04 Correspondence for March 2024**

**Resolved:**

That the correspondence be received and noted.

**Moved:** Clr Fisher

**Seconded:** Clr Kinsey

**Carried**

**02/24/05 Council's Decision Action Report – April 2024**

**Resolved:**

That

1. the Resolution Register for April 2024 be received and noted.
2. that the Council is still waiting on formal advice of engagement from the DPI following submission of EOI to act as the Local Control Authority for the Western Unincorporated Area of NSW.

**Moved:** Clr Kinsey

**Seconded:** Clr Fisher

**Carried**

**02/24/06 Circulars Received From the NSW Office of Local Government**

**Resolved:**

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:** Clr Peart

**Seconded:** Clr Cullen

**Carried**

**02/24/07 Cash and Investment Report – 28<sup>th</sup> February 2024 and 31<sup>st</sup> March 2024**

**Resolved:**

That the investment report for 28<sup>th</sup> February and 31<sup>st</sup> March 2024 be received and noted.

**Moved:** Clr Fisher

**Seconded:** Clr Kinsey

**Carried**

**02/24/08 Quarterly Budget Review Statement – March 2024**

**Resolved:**

That Council adopts the attached Quarterly Budget Review Statement for 28<sup>th</sup> February 2024 and 31<sup>st</sup> March 2024 as tabled.

**Moved:** Clr Fisher

**Seconded:** Clr Kinsey

**Carried**

**02/24/09 Third Quarter Operational Plan for 2023/2024**

**Resolved:**

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

**Moved:** Clr Peart

**Seconded:** Clr Woodcock

**Carried**

02/24/10 Draft Operational Plan 2023/2024
<p><b>Resolved:</b></p> <p>That;</p> <p>1. 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.</p> <p>2. Council formally adopts scenario 1 as its preferred option for the Long-Term Financial Plan which includes a 4.7% CPI (Rate peg) increase to the financial contributions from constituent councils for 24/25.</p> <p><b>Moved:</b> Clr Kinsey <b>Seconded:</b> Clr Cullen</p> <p style="text-align: right;"><b>Carried</b></p>

11.27am The meeting was adjourned for a brief break in proceedings by Chairman Clr Batten

11:35am The meeting recommenced.

02/24/10 Important Dates For Councillors - Upcoming Meetings & 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 Kinsey <b>Seconded:</b> Clr Cullen</p> <p style="text-align: right;"><b>Carried</b></p>

02/24/11 Quarterly Biosecurity Report
<p><b>Resolved:</b></p> <p>That the report be received and noted.</p> <p><b>Moved:</b> Clr Woodcock <b>Seconded:</b> Clr Peart</p> <p style="text-align: right;"><b>Carried</b></p>

02/24/12 Moved Into Closed Session	
<b>Resolved:</b>	<b>Time:</b> ...12:04pm
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)	
<b>Moved:</b> Clr Fisher <b>Seconded:</b> Clr Kinsey	<b>Carried</b>

02/24/14 Return to Open Session	
<b>Resolved:</b>	<b>Time:</b> ...12:07pm
That Council return to open session.	
<b>Moved:</b> Clr Fisher <b>Seconded:</b> Clr Cullen	<b>Carried</b>

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

02/24/13 General Manager's Performance Review & New Contract	
<b>Resolved:</b>	
1. That Castlereagh Macquarie County Council board note the Chairman's report in regard to the Annual Performance Review.	
2. That the Castlereagh Macquarie County Council board accept the General Manager's request for a contract extension for the period of 17 February 2024 to 16 February 2028.	
3. That the Chair and Deputy Chair be authorised to execute a new contract including an increase in remuneration of \$80,000pa plus superannuation effective from 17 February 2024.	
<b>Moved:</b> Clr Peart <b>Seconded:</b> Clr Kinsey	<b>Carried</b>

<b>02/24/15 Adoption Of Closed Session Reports</b>
<p><b>Resolved:</b></p> <p>That Council adopt the recommendations of the Closed Committee Reports</p> <p><b>Moved:</b> Clr Kinsey <b>Seconded:</b> Clr Cullen</p> <p style="text-align: right;"><b>Carried</b></p>

Date of the next CMCC Council Meeting to be Monday 24<sup>th</sup> June 2024 in Coonamble

**Close of Meeting**

The meeting closed at 12:10pm

\_\_\_\_\_  
Chairman

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



## 7. REPORTS OF COMMITTEES

### Reports of Committees

**Recommendation:**

That the agenda and minutes of the Audit, Risk and Improvement Committee and the Central West Regional Weeds Committee Meetings be received and noted.

**Moved:**

**Seconded:**

7.1 ARIC MEETING AGENDA – MAY 2024



**CASTLEREAGH MACQUARIE COUNTY  
COUNCIL**

**AUDIT, RISK & IMPROVEMENT COMMITTEE  
MEETING**

**AGENDA**

**Thursday 16<sup>th</sup> May 2024**

Michael Urquhart  
GENERAL MANAGER

## Table of Contents

<b>1. WELCOME &amp; OPENING OF MEETING</b> .....	3
<b>2. APOLOGIES</b> .....	3
<b>3. DECLARATION OF INTERESTS</b> .....	3
<b>4. CONFIRMATION OF MINUTES/MATTERS ARISING</b> .....	4
4.1 MINUTES OF CMCC ARIC COMMITTEE HELD 15 <sup>th</sup> FEBRUARY 2024 .....	4
Date of the next CMCC ARIC Meeting to be Monday 16 <sup>th</sup> May 2024 via teams.....	7
Close of Meeting.....	7
<b>5. BUSINESS ARISING</b> .....	7
5.1 BUSINESS ARISING FROM CMCC ARIC COMMITTEE MEETING HELD 15 <sup>th</sup> FEBRUARY 2024 .....	7
<b>6. REPORTS</b> .....	8
ITEM 6.1 ARIC TERMS OF REFERENCE - NIL .....	8
ITEM 6.2 RISK MANAGEMENT POLICY NIL .....	8
ITEM 6.3 RISK REGISTER .....	8
ITEM 6.4 UPDATE ON THE INTERNAL AUDIT PROCEDURES & PLANS (DISCUSSION POINT ONLY) 14	
ITEM 6.5 UPDATE FROM THE GENERAL MANAGER ON RISK MANAGEMENT .....	15
ITEM 6.6 FINANCIAL PERFORMANCE (MOST RECENT QBR PRESENTED TO COUNCIL) – MARCH 2024 QBR TABLED AT 29 <sup>th</sup> APRIL 2024 MEETING .....	16
ITEM 6.7 FINANCIAL PERFORMANCE (OPERATIONAL PLAN 24/25 & LTFP 24/25 to 33/34 PRESENTED TO COUNCIL) –TABLED AT 29 <sup>th</sup> APRIL 2024 MEETING.....	21
<b>7. NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTGATIONS INVOLVING COUNCIL</b> .....	60
ITEM 7.1 INCIDENTS OF FRAUD - NIL .....	60
ITEM 7.2 NSW OMBUDSMAN's REPORT - NIL .....	60
ITEM 7.3 ICAC ENQUIRIES INVOLVING COUNCIL – NIL .....	61
ITEM 7.4 OFFICE OF LOCAL GOVERNMENT - NIL .....	61
<b>8. RISK PROFILING (REPORT ON ANY ACTUAL OR LIKELY EVENTS IMPACTING ON COUNCIL'S RISK PROFILE)</b> .....	62
<b>9. GENERAL BUSINESS</b> .....	62
<b>10. CONFIRM DATE OF NEXT MEETING</b> .....	62
<b>11. CLOSE OF MEETING</b> .....	62

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

## 1. WELCOME & OPENING OF MEETING

Time: \_\_\_\_\_ am

## 2. APOLOGIES

## 3. DECLARATION OF INTERESTS

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

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

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

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

Member Councillor	Item No.	Pecuniary/ Non-Pecuniary	Reason

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

#### 4. CONFIRMATION OF MINUTES/MATTERS ARISING

##### 4.1 MINUTES OF CMCC ARIC COMMITTEE HELD 15<sup>th</sup> FEBRUARY 2024

<b>Minutes of CMCC ARIC Committee Meeting – 15<sup>th</sup> February 2024</b>
<p><b>Recommendation:</b></p> <p>That the minutes of the CMCC ARIC Committee meeting held 15<sup>th</sup> February 2024, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>
<p><b>Attachments:</b></p> <p>Meeting Minutes – 15<sup>th</sup> February 2024.</p>

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

**CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC MINUTES**

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC  
COMMITTEE  
HELD VIA TEAMS ON THURSDAY 15<sup>th</sup> February 2024 COMMENCING AT 4:05PM**

**PRESENT:**

Chair Mr. Ray Smith  
Committee members Mr. Ron Gillard and Ms Liz Jeremy  
CMCC Delegate Clr, Bill Fisher and General Manager Mike Urquhart

**ABSENT:** Nil

**WELCOME:** Meeting was opened at 4.05pm and Chairman Mr. Ray Smith welcomed all Committee members and staff to the meeting.

**Apologies**

NIL

**Declaration of Interest**

NIL

**Minutes of the ARIC Meeting Held**

That the Minutes of the ARIC Meeting held on 16<sup>th</sup> November 2023 having been circulated be confirmed as a true and correct record of that meeting.

Moved: Ron Gillard  
Seconded: Liz Jeremy

**Business Arising**

NIL

**ARIC Terms of Interest**

That the ARIC adopts the draft ARIC 'Terms of Reference'

Moved: Liz Jeremy  
Seconded: Ron Gillard

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

<b>RISK MANAGEMENT POLICY</b>
That the ARIC adopts the draft “Risk Management” policy.  Moved: Ron Gillard Seconded: Liz Jeremy

Committee members discussed the Risk Register its Risks, the Inherent Risk and Residual Risk ratings for each item. The General Manager shall review risk ratings for items 1,2, 4, 6 and report back to the next meeting.

<b>RISK REGISTER</b>
That the ARIC adopts the draft Risk Register.  Moved: Ron Gillard Seconded: Liz Jeremy

<b>UPDATE ON THE INTERNAL AUDIT PROCEDURES &amp; PLANS (DISCUSSION POINT ONLY)</b>
NIL

Committee members asked the General Manager to touch base with external auditor Nexia and establish the time frame for the interim audit for 2024.

<b>EXTERNAL AUDIT FY 2024</b>
NIL

<b>NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTIGATIONS INVOLVING COUNCIL</b>
NIL

<b>NSW OMBUDSMAN's REPORT</b>
NIL

<b>ICAC ENQUIRIES INVOLVING COUNCIL</b>
NIL

<b>OFFICE OF LOCAL GOVERNMENT</b>
NIL

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

<b>RISK PROFILING (REPORT ON ANY ACTUAL OR LIKELY EVENTS IMPACTING ON COUNCILS RISK PROFILE)</b>
<p>The General Manager advised CMCC had submitted an EOI to DPI for a two (2) year term to act as the LCA of the Unincorporated Area of NSW. Council approval sought at 6<sup>th</sup> March Council meeting. DPI waiting on Ministerial approval. CMCC had been approached by Cobar Shire Council to act as the LCA on a contract basis. GM also advised he was in discussion with Bourke Shire Council to act as the LCA on a contract basis.</p>

<b>GENERAL BUSINESS</b>
<p>NIL</p>

Date of the next CMCC ARIC Meeting to be Monday 16<sup>th</sup> May 2024 via teams.

Close of Meeting

The meeting closed at 4.55pm

## 5. BUSINESS ARISING

5.1 BUSINESS ARISING FROM CMCC ARIC COMMITTEE MEETING HELD 15<sup>th</sup> FEBRUARY 2024.



## 6. REPORTS

### ITEM 6.1 ARIC TERMS OF REFERENCE - NIL

### ITEM 6.2 RISK MANAGEMENT POLICY NIL

### ITEM 6.3 RISK REGISTER

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

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**Summary:**

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

**Background:**

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

**Current Position:**

The writer submitted the attached "Draft Risk Register" to the February 24 meeting where ARIC Members formally requested the General Manager to review the Uncontrolled Conditions rating and Residual Risk rating for the identified risks.

Council staff will be meeting in July 2024 to prepare an operations risk register, after having recently workshopped and identified a number of risks CMCC may encounter and what control measures are needed to mitigate these risks. Ongoing risk assessment is important as this will determine the areas of internal audit required for the organisation.

**Relevant Reference Documents/Policies:**

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

**Governance issues:**

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

**Financial Implications:**

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

**Alternative Solutions/Options:**

Not Applicable

**Conclusion:**

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

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

**RISK REGISTER**

**Recommendation:**

That the ARIC adopts the Revised Risk Register of 3<sup>rd</sup> May 2024.

**Moved:**

**Seconded:**

**Attachments:**

Draft Risk Register

Castlereagh Macquarie County Council Agenda –24<sup>th</sup> June 2024 – Ordinary Council Meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL - RISK REGISTER REVISED 3rd May 2024.									
STRATEGIC RISK INFORMATION		UNCONTROLLED CONDITIONS			CONTROLLED CONDITIONS				
Risk	Risk Category	LIKELIHOOD	CONSEQUENCE	INHERENT Level of Risk	Control Measures	CONTROL STATUS	LIKELIHOOD	CONSEQUENCE	RESIDUAL Level of Risk
1. The Council does not implement appropriate financial strategies and controls to ensure that Council will be financially sustainable into the future. This risk also includes not being able to manage the organisations asset infrastructure in accordance with Council's asset management policies and plans.	1. Financial Sustainability	Almost Certain	Extreme	HIGH	Long Term Financial Plan	Y	Unlikely	Major	MEDIUM
					Weed Action Program funding from State Gov't to 2025	Y			
					Quarterly Budget Review Statements to Council	Y			
					Annual reporting to public and constituent Councils	Y			
					Formal Annual reporting in accordance with WAP's and ongoing monthly operational data feed to NSW State Gov't portal in Biz.	Y			
					Annual External Audit	Y			
					Adequate and appropriate Insurance Portfolio	Y			
					Two stage verification of transactions is required through Bank				
					Investments in accordance with the Ministers Order	Y			
2. The Council's organisational Human Capital and WHS System related policies, procedures and practices are not compliant with the relevant legislative requirements and do not provide a safe work place nor a desirable workplace environment.	2. Staff & Workplace Resilience	Almost Certain	Extreme	HIGH	WHS System in place		Possible	Extreme	SERIOUS
					State cover self audit	Y			
					Health monitoring				
					Risk Assessments and pre program briefings, tool box meetings.	Y			
					Contractor WHS compliance requirements	Y			
					Pesticide Notification Plans distributed to the effected public	Y			
					Staff Training	Y			
					Succession plan				
					Flexible working conditions	Y			
					All of staff refresher training	Y			
					Currently stable management and staff within Council	Y			
All staff can contribute to the operational planning decisions and directions of the organisation	Y								
3. The Council's (Members and staff) management and leadership actions (including the risk of a disconnect between management and Council) not being undertaken in a way that reflects positively upon Council's reputation and integrity.	3. Corporate Governance Reputational	Likely	Major	SERIOUS	Code of Conduct and Code of Meeting Practice	Y	Possible	Minor	MEDIUM
					Member Council's Councillors undertake OLG induction Training	Y			
					Council currently supporting stable management environment and high ethical standards	Y			
					Risk Based Compliance and Enforcement System				
					Policy Register that satisfies the Office of Local Government requirements				
					Legal Compliance Register				
					Reporting and information sharing with stakeholders	Y			

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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

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

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

## ITEM 6.5 UPDATE FROM THE GENERAL MANAGER ON RISK MANAGEMENT

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

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**Summary:**

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

**Background:**

CMCC has chosen to utilise its annual insurance rebate to improve risk management in terms of WH&S training, policy review/development, audit of depots and preparation of operational risk register.

**Current Position:**

Council engaged the services of a WH&S Risk Consultant to:

1. Provide general WH&S training update for all staff which was conducted at Coonamble on the 14<sup>th</sup> March 2024.
2. Inspection of Council depots by the General Manager and WH&S consultant to assess general compliance with relevant legislation will be conducted in May and June 2024.
3. Meeting with all staff to commence an "Operations Risk Register" is scheduled for July 2024.
4. The General Manager and WH&S Consultant shall in the coming months review current policies.
5. The General Manager has submitted the annual insurance questionnaire.

The General Manager is also investigating the preparation of a Legislative Compliance Register and Policy for Council adoption at its June 24 Council meeting.

**Relevant Reference Documents/Policies:**

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

**Governance issues:**

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

**Financial Implications:**

There are no financial implications as most of the activities mentioned above are funded by the annual insurance rebate.

**Alternative Solutions/Options:**

Not Applicable

**Conclusion:**

The General Manager shall update the Committee on general risk management activities.

GENERAL RISK MANAGEMENT UPDATE
<p><b>Recommendation:</b> That the ARIC receives and notes the General Managers report on Risk Management Update.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>



Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

ITEM 6.6 FINANCIAL PERFORMANCE (MOST RECENT QBR PRESENTED TO COUNCIL) – MARCH 2024 QBR TABLED AT 29<sup>th</sup> APRIL 2024 MEETING

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

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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
	<b>Net adjustment for quarter</b>	<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.

<b>Quarterly budget review statement – March 2024</b>
<p><b>Recommendation:</b></p> <p>That Council adopt the attached Quarterly Budget Review Statement for 31<sup>st</sup> March 2024 as tabled.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

**Attachments:**  
March 2024. Quarterly Budget Review Statement

CASTLEREAGH MACQUARIE COUNTY COUNCIL								
Quarterly Budget Review as at 31st March 2024.								
	Adopted Budget	Approved Variation	Revised Budget	Requested Variation	Revised Budget	Actual To Date	Balance 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	\$8,808	\$113,358	\$0	\$113,358	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%
Parlisonia Grant Works 23-24	\$0		\$0	\$30,000	\$30,000	\$0	\$30,000	0%
Constituent Council Contris	\$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 Control 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	\$168,002		\$168,002		\$168,002	\$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>\$168,002</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	\$8,000	\$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	46%
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	\$3,151	\$8,849	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 ARIC – Agenda 16<sup>th</sup> May 2024.

	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 Guarantee	\$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	\$9,930	\$6,000	\$9,930		\$9,930	\$7,233	\$2,697	73%
Councillors' Subsistence - CMCC Mtgs	\$2,852		\$2,852		\$2,852	\$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	\$604	\$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%
LGNISW - 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%
<b>Employee Overheads distributed to works</b>	<b>(\$182,562)</b>	<b>(\$9,586)</b>	<b>(\$192,148)</b>	<b>\$0</b>	<b>(\$192,148)</b>	<b>(\$117,808)</b>	<b>(\$74,340)</b>	<b>61%</b>
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>(\$16,879)</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	(\$48,000)	\$159,000	(\$45,000)	\$94,000	\$64,808	\$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%
<b>Employee overheads distributed to works</b>	<b>(\$182,562)</b>	<b>\$9,586)</b>	<b>(\$192,148)</b>		<b>(\$192,148)</b>	<b>\$117,808)</b>	<b>(\$74,340)</b>	<b>61%</b>
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	\$25,598	\$14,402	64%
Weed Control Publicity	\$3,318		\$3,318		\$3,318	\$3,318	\$0	100%
<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%
ILS 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	\$2,408	\$14,182	14%
Coonabraman - 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 ARIC – Agenda 16<sup>th</sup> May 2024.

	Adopted Budget 2023-24	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2023-24	Actual To Date	Balance Remaining For Year	% utilised for year
Other Expenses								
Depot Expenses	\$10,493		\$10,493		\$10,493	\$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>	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

ITEM 6.7 FINANCIAL PERFORMANCE (OPERATIONAL PLAN 24/25 & LTFP 24/25 to 33/34 PRESENTED TO COUNCIL) –TABLED AT 29<sup>th</sup> APRIL 2024 MEETING



**Castlereagh Macquarie  
County Council**

**Operational Plan**

**2023/2024**

1

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

## Contents

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1. Glossary of Terms and Abbreviations .....	3
2. Council Contact Details .....	4
3. What is an Operational Plan? .....	5
4. Vision Statement .....	6
5. Mission Statement .....	6
6. Principal Activities of Council .....	7
7. Other Information Relating To Principal Activities of Council .....	20
8. Woods .....	23
9. Annual Statement of Revenue Policy .....	24

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

## 1. Glossary of Terms and Abbreviations

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>	Coonamble Shire Council, Gulgandra 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>Noxious Plants</b>	Plants which are declared noxious by NSW Department of Primary Industries for the area of operation of the Castlereagh Macquarie County Council.
<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



Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

## **2. Council Contact Details**

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### **Head Office**

77 Fox Street  
WALGETT NSW 2832

All Correspondence to be addressed  
to:

General Manager  
Castlereagh Macquarie County Council  
PO Box 664  
WALGETT NSW 2832

Telephone: 02 6828 6100  
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?**

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:

- 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.
- Includes a method of assessment to determine the effectiveness of each principal activity in achieving the objectives at which the activity is directed.
- 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 2005 (regulation)* requires Council's annual statement of revenue policy to include details of:

- Estimated income and expenditure
- Proposed rates and charges
- Proposed pricing methodology
- 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.

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

#### **4. Vision Statement**

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##### Vision

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

#### **5. Mission Statement**

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##### 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

### 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 7 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).	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

3. Update Council policy				
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 practical.	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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		
Notice of meeting at which audited reports are to be presented.	2.2	GM	By date specified by Division of Local Government.	
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	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

7. Implementation of Council				
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.

8. Continue to ensure the provision of finance to Council from available sources				
Required Activity	BA & SO	Resp	Target	Performance Measure
Liase 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	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	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery				
Required Activity	BA & SO	Resp	Target	Performance Measure
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	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				
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	



Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

12. Promote the Council's interests through participation with relevant organisations				
Required Activity	BA &	Resp	Target	Performance Measure
Participate in Macquarie Valley Woods 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	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

15. Minimise the risks associated with all functions of Council				
Required Activity	BA & SO	Resp	Target	Performance Measure
Identify new risks associated with Council's functions.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Analyse and prioritise all risks identified.	2.3	GM	Within 3 months after identification.	
Minimise 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 Assessment re spraying back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow	

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and				
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	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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 and computerizing.	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.	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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' reporting procedures				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor the introduction of electronic mapping of noxious 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 of noxious 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 1520	
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.	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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.



Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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.	

28. Conduct aerial spraying programmes for noxious weeds				
Required Activity	BA & SO	Res	Target	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	

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council				
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 2023/2024 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 noxious 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 are 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 Weeds staff are to successfully complete the Local Government Industry Training Committee (LGITC) Weed Control Course or its equivalent.

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

**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 noxious weeds. Such legislation includes the Environmental Planning and Assessment Act, Clean Water Act, etc.

## 8. Weeds

<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	W2/GBD
<i>Cortaderia spp</i>	Pampass Grass	W2/GBD
<i>Cuscuta 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 Lettuce	W1/GBD
<i>Prosopius spp</i>	Mesquite	W1/WONS
<i>Rosa rubiginosa</i>	Sweet Erier	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>Scleroiaena 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 Follage Sorghum	W2/GBD
<i>Sorghum x alnum</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

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

## **9. Annual Statement of Revenue Policy**

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For further financial information reference should be made to Council's 2022/23 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.

**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.

**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 actual costs plus 15% administration

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.



**Castlereagh Macquarie County  
Council**

**Long Term Financial Plan**

**2023/24 to 2032/33**

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

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

## CONTENTS

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<b>1. Introduction.....</b>	<b>3</b>
<b>2. Policy Framework.....</b>	<b>4</b>
<b>3. Financial Planning Assumptions, Uncertainties and Risks – Sensitivity Analysis.....</b>	<b>6</b>
<b>4. Planned Operating Income.....</b>	<b>9</b>
<b>5. Planned Operating Expenditure.....</b>	<b>10</b>
<b>6. Financial Forecasts.</b>	
<b>1. Income and Expenditure Statement.....</b>	<b>11</b>
<b>2. Balance Sheet.....</b>	<b>20</b>
<b>3. Cash Flow Statement.....</b>	<b>21</b>
<b>4.Changes in Equity.....</b>	<b>22</b>



Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

## 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 noxious and 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 benchmarks 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

---

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 is to adopt as part of this plan, a minimum unrestricted working funds balance equivalent to 25% of the unrestricted revenues in the same financial year, or a cash expense cover ratio of not less than 3 months of the annual expenses in accordance with the "Cash expense cover ratio".

Over the life of the LTFP Council is proposing to reduce its level of working funds from \$662,028 in 23/24 to \$350,093 in 32/33.

### 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.



Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

**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. The current level of working capital has far exceeded the benchmark and it's planned this balance be reduced over the life of this plan to a more realistic level as detailed in (a) above.

**f) Current Financial Position**

Council's estimated net operating result for 2023/24 is a deficit of \$113,686. Excluding non-cash transactions, reduces the deficit to \$50,686.

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*

2022	2021	2020
5.84	7.07	4.61

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 reduced during the course of the three (3) Delivery Program.

*Cash and investments*

In 2021/22 Council held \$1,132,000 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.

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

### 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 2023/24 to 2031/32 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 2032/33. 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 3% 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.

*Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.*

Internal funding sources from annual charges and user charges are expected to increase as a minimum in line with CPI, assumed at 3% per annum.

Grant funding provided to Council through the NSW Woods Action Programme by the NSW DPI are only applicable for a five year period, finishing in 2020. 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 noxious weed problems evident in those constituent areas to the east of the county area.

*Ten year Long Term Financial Plan – 2023/24 – 2032/33*

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 three (3) years Delivery Program.

The ten year LTFF 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

---

User fees and charges	User fees and charges are detailed in Council's 2023/24 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 3% per annum.
Interest on Investments	An interest rate of 3% per annum is assumed for interest earned on investments. Interest rates can fluctuate quickly, however, a target of 3% 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 2.5% and 3.5% per annum over the period of the plan.
Operating Grants and Contributions	Operational grants are expected to increase at an average of 2.5% per annum. Contributions from constituent Councils have been assumed to increase by rate pegging amounts over the period of the plan. An estimate of 2.5% was applied.

#### 5. Planned Operating Expenditure

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Employee Costs	Employee costs are expected to grow at a net rate of 2.5% 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 2.5% to 3.00% 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 3% per annum.

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

## 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 - "conservative" provides for increases at the 2023/24 rate pegging limitations of 3.7%.

### 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											
Income Statement											
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Income from continuing operations											
User charges and fees	258	185	190	195	201	207	214	220	227	233	240
Interest and investment revenue	17	15	15	16	16	16	17	17	17	18	18
Other revenues	6	6	6	6	6	6	7	7	7	7	7
Grants and Contributions provided for operations	1459	909	932	955	979	1004	1029	1055	1081	1108	1136
Other income											
Net gains from disposal of assets	5	5	5	5	5	5	5	5	5	5	5
<b>Total income from continuing operations</b>	<b>1,745</b>	<b>1,120</b>	<b>1,148</b>	<b>1,177</b>	<b>1,207</b>	<b>1,238</b>	<b>1,272</b>	<b>1,304</b>	<b>1,337</b>	<b>1,371</b>	<b>1,406</b>
Expenses from continuing operations											
Employee benefits and on-costs	654	588	602	617	633	649	665	681	698	716	733
Materials and services	1177	566	540	514	528	543	561	576	591	606	622
Depreciation and amortisation	80	80	80	80	80	80	80	80	80	80	80
Net losses from the disposal of assets											
<b>Total expenses from continuing operations</b>	<b>1,911</b>	<b>1,234</b>	<b>1,222</b>	<b>1,211</b>	<b>1,241</b>	<b>1,272</b>	<b>1,306</b>	<b>1,337</b>	<b>1,369</b>	<b>1,402</b>	<b>1,435</b>
<b>Operating result from continuing operations</b>	<b>-166</b>	<b>-114</b>	<b>-74</b>	<b>-34</b>	<b>-34</b>	<b>-34</b>	<b>-34</b>	<b>-33</b>	<b>-32</b>	<b>-31</b>	<b>-29</b>
<b>NET OPERATING RESULT FOR THE YEAR</b>	<b>-166</b>	<b>-114</b>	<b>-74</b>	<b>-34</b>	<b>-34</b>	<b>-34</b>	<b>-34</b>	<b>-33</b>	<b>-32</b>	<b>-31</b>	<b>-29</b>
Net operating result attributable to Council											
Net operating result for the year before contributions provided for capital purposes	-166	-114	-74	-34	-34	-34	-34	-33	-32	-31	-29

CASTLEREAGH MACQUARIE COUNTY COUNCIL											
Statement of Comprehensive Income											
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Net operating result for the year as per the Income Statement	-166	-114	-74	-34	-34	-34	-34	-33	-32	-31	-29
<b>Total Comprehensive Income for the year</b>	<b>-166</b>	<b>-114</b>	<b>-74</b>	<b>-34</b>	<b>-34</b>	<b>-34</b>	<b>-34</b>	<b>-33</b>	<b>-32</b>	<b>-31</b>	<b>-29</b>

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

CASTLEREAGH MACQUARIE COUNTY COUNCIL											
Long-term Financial Plan											
Statement of Financial Position											
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
<b>ASSETS</b>											
<b>Current Assets</b>											
Cash and cash equivalents	647	771	672	611	531	564	492	416	424	476	392
Investments	121	121	121	121	121	121	121	121	121	121	121
Receivables	20	20	30	31	31	32	33	30	34	31	35
Inventories	20	20	20	20	20	20	20	20	20	20	20
<b>Total Current Assets</b>	<b>1,016</b>	<b>941</b>	<b>843</b>	<b>783</b>	<b>793</b>	<b>737</b>	<b>666</b>	<b>587</b>	<b>599</b>	<b>651</b>	<b>568</b>
<b>Non-current assets</b>											
Infrastructure, property, plant and equipment	300	236	265	236	331	268	310	355	353	291	340
Right of use assets	6	25	21	16	11	5	25	24	19	13	12
<b>Total non-current assets</b>	<b>306</b>	<b>262</b>	<b>286</b>	<b>252</b>	<b>342</b>	<b>273</b>	<b>335</b>	<b>379</b>	<b>372</b>	<b>304</b>	<b>352</b>
<b>Total Assets</b>	<b>1,322</b>	<b>1,203</b>	<b>1,129</b>	<b>1,035</b>	<b>1,135</b>	<b>1,010</b>	<b>1,005</b>	<b>972</b>	<b>971</b>	<b>955</b>	<b>920</b>
Depreciation	80	80	80	80	80	80	80	80	80	80	80
Purchases		16	109	111	115	17	112	126	128	18	137
<b>LIABILITIES</b>											
<b>Current Liabilities</b>											
Payables	41	42	43	44	45	46	48	48	49	49	50
Lease liabilities	6	5	5	5	5	5	5	5	6	6	6
Provisions	155	129	132	136	124	127	130	133	137	125	129
<b>Total Current Liabilities</b>	<b>202</b>	<b>176</b>	<b>180</b>	<b>185</b>	<b>174</b>	<b>178</b>	<b>183</b>	<b>187</b>	<b>191</b>	<b>180</b>	<b>184</b>
<b>Non-current liabilities</b>											
Lease liabilities	0	21	16	11	6	0	24	19	13	7	6
Provisions	14	14	15	15	15	16	16	17	17	17	17
<b>Total non-current liabilities</b>	<b>14</b>	<b>35</b>	<b>31</b>	<b>26</b>	<b>21</b>	<b>16</b>	<b>40</b>	<b>36</b>	<b>30</b>	<b>24</b>	<b>23</b>
<b>Total Liabilities</b>	<b>216</b>	<b>211</b>	<b>211</b>	<b>211</b>	<b>196</b>	<b>194</b>	<b>223</b>	<b>223</b>	<b>221</b>	<b>204</b>	<b>207</b>
<b>NET ASSETS</b>	<b>1,106</b>	<b>992</b>	<b>918</b>	<b>854</b>	<b>939</b>	<b>816</b>	<b>782</b>	<b>749</b>	<b>750</b>	<b>751</b>	<b>713</b>
<b>EQUITY</b>											
Accumulated surplus	522	606	734	700	898	952	996	965	966	967	939
Revaluation Reserve	184	184	184	184	184	184	184	184	184	184	184
Council equity interest	1,506	992	918	854	939	816	782	760	760	761	729
<b>Total equity</b>	<b>1,106</b>	<b>992</b>	<b>918</b>	<b>854</b>	<b>939</b>	<b>816</b>	<b>782</b>	<b>749</b>	<b>750</b>	<b>751</b>	<b>729</b>

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

CASTLEREAGH MACQUARIE COUNTY COUNCIL											
Statement of Changes in Equity											
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Opening balance	1,328	922	808	734	700	665	632	598	566	535	505
Net operating result for the year	-208	-114	-74	-34	-34	-34	-34	-33	-32	-31	-30
Equity - balance at end of the reporting period	922	808	734	700	665	632	598	565	534	507	475

CASTLEREAGH MACQUARIE COUNTY COUNCIL											
Statement of Cash Flows for the years ending											
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
<b>Cash flows from operating activities</b>											
<i>Receipts:</i>											
User charges and fees	258	185	190	185	201	207	214	220	227	233	240
Interest and investment revenue	17	15	15	16	16	16	17	17	17	18	18
Other revenues	0	0	0	0	0	0	7	7	7	7	7
Grants and Contributions provided for operating activities	1459	989	952	955	979	1004	1029	1055	1081	1108	1134
<i>Payments:</i>											
Employee benefits and on-costs	-894	-340	-802	-817	-820	-849	-865	-881	-898	-916	-933
Materials and contracts	-1171	-419	-410	-581	-607	-543	-614	-625	-628	-634	-641
Other expenses	0	0	0	0	0	0	0	0	0	0	0
Net cash provided (or used in) operating activities	-125	-77	-50	-21	-30	32	-26	-27	-29	-27	-27
<b>Cash flows from investing activities</b>											
<i>Receipts:</i>											
Sale of infrastructure, property, plant and equipment	22	12	64	66	69	13	71	73	74	34	79
<i>Payments:</i>											
Purchase of infrastructure, property, plant and equipment	0	-18	-109	-111	-115	-17	-122	-123	-128	-35	-137
Net cash provided (or used in) investing activities	22	-4	-45	-45	-46	-4	-51	-50	-54	-1	-58
<b>Cash flows from financing</b>											
Principal component of lease payments	5	5	5	5	5	5	5	5	5	5	5
Net cash flows from financing activities	5	5	5	5	5	5	5	5	5	5	5
Net increase/(decrease) in cash and cash equivalents	-98	-76	-90	-61	-80	33	-72	-74	-80	-80	-80
Plus: cash and cash equivalents - beginning of year	1,009	908	892	793	732	652	605	613	615	613	625
Cash and cash equivalents - end of year	908	802	793	732	652	685	613	539	545	507	511
plus: investments on hand - end of year	0	0	0	0	0	0	0	0	0	0	0
Total cash, cash equivalents and investments	908	802	793	732	652	685	613	539	545	507	511



Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

CASTLEREAGH MACQUARIE COUNTY COUNCIL											
Reserve Balances	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Buildings	20	20	20	20	20	20	20	20	20	20	20
Plant and Vehicle replacement	28	37	45	55	24	34	43	54	21	37	53
Employees Leave Entitlement	71	46	61	66	56	61	66	71	76	66	71
<b>Total internal Reserves</b>	<b>119</b>	<b>103</b>	<b>126</b>	<b>121</b>	<b>100</b>	<b>115</b>	<b>129</b>	<b>125</b>	<b>117</b>	<b>123</b>	<b>144</b>

CASTLEREAGH MACQUARIE COUNTY COUNCIL											
OPERATING BUDGET FOR 2022/2023 AND TEN YEAR FINANCIAL PLAN - Scenario 1											
Income/Expense	Current estimate 2022/23	Year 1 estimate 2023/24	Year 2 estimate 2024/25	Year 3 estimate 2025/26	Year 4 estimate 2026/27	Year 5 estimate 2027/28	Year 6 estimate 2028/29	Year 7 estimate 2029/30	Year 8 estimate 2030/31	Year 9 estimate 2031/32	Year 10 estimate 2032/33
<b>INCOME</b>											
DR - HW LD WAF Grant	300,000	194,350	107,194	109,242	112,309	115,404	118,281	121,240	114,277	117,384	120,369
DR - CW LD WAF Grant	200,821	236,517	214,119	219,495	224,990	230,505	235,570	242,275	248,709	254,544	260,900
Packroads	50,960										
Hudson-Pear Project LPI	529,940										
Grant/Investment Council Grants	274,640	285,232	410,010	620,084	641,741	657,797	674,232	690,207	706,264	726,014	744,215
Interest on investments	17,860	15,600	15,300	15,696	15,918	16,204	16,561	16,975	17,409	17,815	18,290
Vehicle Insurance Adj	750	767	785	803	821	840	860	881	903	926	949
MVA Insurance Subsidy	6,900	5,115	5,281	5,353	5,476	5,502	5,731	5,874	6,021	6,172	6,316
MV Claim discount	0	0	0	0	0	0	0	0	0	0	0
MV Claim rebate	0	0	0	0	0	0	0	0	0	0	0
<b>Administration - Total</b>	<b>1,485,711</b>	<b>906,171</b>	<b>958,441</b>	<b>977,185</b>	<b>1,003,528</b>	<b>1,028,474</b>	<b>1,052,042</b>	<b>1,078,949</b>	<b>1,105,902</b>	<b>1,132,914</b>	<b>1,161,257</b>
<b>Destruction of Waste</b>											
Can't Irons Constituent Councils	0	0	0	0	0	0	0	0	0	0	0
Messy@r Council - Grant	0	0	0	0	0	0	0	0	0	0	0
Proffersum Weed - Grant	0	0	0	0	0	0	0	0	0	0	0
Parklands - Grant	0	0	0	0	0	0	0	0	0	0	0
<b>Destruction of Waste - Total</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>Private Works</b>											
Private Works Income	91,817	84,675	97,515	103,490	108,453	106,507	108,754	111,046	116,408	119,911	123,539
DR Vehicle Mfr	30,860										
DR BID Control Unit	115,960	30,600	92,250	95,210	97,868	100,904	103,028	106,043	110,151	113,456	116,660
<b>Private Works - Total</b>	<b>248,637</b>	<b>115,275</b>	<b>189,765</b>	<b>198,700</b>	<b>206,321</b>	<b>207,411</b>	<b>211,782</b>	<b>217,089</b>	<b>226,559</b>	<b>233,367</b>	<b>240,199</b>
<b>Other Income</b>											
Plant Income	158,866	143,602	148,263	169,547	172,976	176,405	178,948	183,567	187,784	196,163	194,801
Profit on sale of plant	5,380	5,600	5,000	5,080	5,080	5,100	5,100	5,100	5,100	5,380	5,000
<b>Other Income - Total</b>	<b>164,246</b>	<b>149,202</b>	<b>153,263</b>	<b>174,627</b>	<b>178,056</b>	<b>181,505</b>	<b>184,048</b>	<b>188,667</b>	<b>192,884</b>	<b>201,543</b>	<b>199,801</b>
<b>Revenue Income - Total</b>	<b>1,904,934</b>	<b>1,251,943</b>	<b>1,314,944</b>	<b>1,287,214</b>	<b>1,380,819</b>	<b>1,413,274</b>	<b>1,430,591</b>	<b>1,464,891</b>	<b>1,524,129</b>	<b>1,561,304</b>	<b>1,601,449</b>
<b>EXPENDITURE</b>											
<b>Administration Costs</b>											
General Manager's Salary	54,513	55,959	57,399	58,934	60,305	61,812	63,358	64,941	66,565	68,229	69,915
Contract Administrative Support	51,785	52,890	54,233	55,481	57,073	58,499	59,942	61,461	63,098	64,712	66,317
Travelling	1,960	1,600	1,075	1,152	1,231	1,311	1,394	1,470	1,564	1,615	1,717
Audit Fees	19,811	20,416	21,019	21,619	22,208	22,798	23,447	24,206	24,961	25,447	26,114
Risk & Compliance	0	10,600	10,800	11,000	11,200	11,400	11,591	11,883	12,189	12,464	12,796
Advertising	4,416	1,416	1,817	1,818	1,717	1,811	1,811	1,708	1,814	1,713	1,811
Printing & Stationery	1,812	2,500	1,909	1,812	1,717	1,816	1,677	1,564	1,651	1,718	1,814
Postage & Freight	1,149	1,186	1,195	1,145	1,106	1,148	1,141	1,179	1,167	1,166	1,164
Telephone	9,979	9,897	10,194	10,489	10,704	11,176	11,492	11,748	12,047	12,345	12,602
Bank Charges	710	131	753	776	799	823	848	869	891	913	936
<b>Insurance Costs</b>											
Public Liability & Professional Indemnity	1,298	1,017	1,077	1,140	1,204	1,270	1,338	1,399	1,496	1,518	1,581
Property Insurance	10,050	10,102	10,285	10,398	10,449	10,515	10,552	10,608	10,700	10,770	10,830
Personal Accident	6,298	6,204	6,489	6,745	7,008	7,319	7,604	7,877	8,140	8,393	8,636
Councillors' and Officers' Liability	1,813	1,867	1,923	1,981	2,041	2,102	2,165	2,230	2,294	2,351	2,399
Motor Vehicle Liability	13,299	13,294	14,002	14,422	14,854	15,300	15,759	16,239	16,757	17,301	17,851
<b>Insurance Costs - Total</b>	<b>30,287</b>	<b>29,164</b>	<b>31,456</b>	<b>32,686</b>	<b>34,516</b>	<b>36,086</b>	<b>37,668</b>	<b>39,384</b>	<b>41,127</b>	<b>42,912</b>	<b>44,817</b>
<b>Governance Costs</b>											
Chairperson's Allowance	4,010	4,010	4,302	4,193	4,291	4,392	4,493	4,805	4,720	4,888	4,959
Councillors Meeting Fees	18,619	18,619	19,047	19,485	19,931	20,392	20,861	21,382	21,917	22,464	23,027
Councillors Travelling	2,610	2,900	4,048	4,176	4,291	4,424	4,520	4,629	4,725	4,814	4,905
Councillors' Subsistence - (MCC Mtg)	2,581	2,652	2,725	2,806	2,877	2,950	3,024	3,100	3,177	3,256	3,338
Subscription - LGNSW	5,000	5,186	5,346	5,502	5,657	5,817	6,012	6,262	6,506	6,744	6,936
Delegates Expenses	1,602	1,547	1,591	1,641	1,691	1,741	1,791	1,836	1,879	1,921	1,966
Councillors Superannuation	2,375	2,480	2,642	2,811	2,907	2,974	3,042	3,120	3,196	3,276	3,358
<b>Governance Costs - Total</b>	<b>37,887</b>	<b>38,845</b>	<b>41,656</b>	<b>41,794</b>	<b>42,754</b>	<b>43,742</b>	<b>44,747</b>	<b>45,714</b>	<b>46,747</b>	<b>47,826</b>	<b>48,921</b>

Income/Expense	Current estimate 2022/23	Year 1 estimate 2023/24	Year 2 estimate 2024/25	Year 3 estimate 2025/26	Year 4 estimate 2026/27	Year 5 estimate 2027/28	Year 6 estimate 2028/29	Year 7 estimate 2029/30	Year 8 estimate 2030/31	Year 9 estimate 2031/32	Year 10 estimate 2032/33
<b>Operating Admin Expenses</b>											
Admin Costs	15,350	12,900	12,360	12,751	13,111	13,546	13,971	14,250	14,566	14,981	15,355
<b>Administration Costs - Total</b>	<b>141,694</b>	<b>176,211</b>	<b>178,899</b>	<b>183,681</b>	<b>188,611</b>	<b>193,669</b>	<b>198,841</b>	<b>204,032</b>	<b>209,228</b>	<b>214,515</b>	<b>219,908</b>
<b>Insurance Costs</b>											
Public Liability & Professional Indemnity	1,298	1,017	1,077	1,140	1,204	1,270	1,338	1,399	1,496	1,518	1,581
Property Insurance	10,050	10,102	10,285	10,398	10,449	10,515	10,552	10,608	10,700	10,770	10,830
Personal Accident	6,298	6,204	6,489	6,745	7,008	7,319	7,604	7,877	8,140	8,393	8,636
Councillors' and Officers' Liability	1,813	1,867	1,923	1,981	2,041	2,102	2,165	2,230	2,294	2,351	2,399
Motor Vehicle Liability	13,299	13,294	14,002	14,422	14,854	15,300	15,759	16,239	16,757	17,301	17,851
<b>Insurance Costs - Total</b>	<b>30,287</b>	<b>29,164</b>	<b>31,456</b>	<b>32,686</b>	<b>34,516</b>	<b>36,086</b>	<b>37,668</b>	<b>39,384</b>	<b>41,127</b>	<b>42,912</b>	<b>44,817</b>
<b>Governance Costs</b>											
Chairperson's Allowance	4,010	4,010	4,302	4,193	4,291	4,392	4,493	4,805	4,720	4,888	4,959
Councillors Meeting Fees	18,619	18,619	19,047	19,485	19,931	20,392	20,861	21,382	21,917	22,464	23,027
Councillors Travelling	2,610	2,900	4,048	4,176	4,291	4,424	4,520	4,629	4,725	4,814	4,905
Councillors' Subsistence - (MCC Mtg)	2,581	2,652	2,725	2,806	2,877	2,950	3,024	3,100	3,177	3,256	3,338
Subscription - LGNSW	5,000	5,186	5,346	5,502	5,657	5,817	6,012	6,262	6,506	6,744	6,936
Delegates Expenses	1,602	1,547	1,591	1,641	1,691	1,741	1,791	1,836	1,879	1,921	1,966
Councillors Superannuation	2,375	2,480	2,642	2,811	2,907	2,974	3,042	3,120	3,196	3,276	3,358
<b>Governance Costs - Total</b>	<b>37,887</b>	<b>38,845</b>	<b>41,656</b>	<b>41,794</b>	<b>42,754</b>	<b>43,742</b>	<b>44,747</b>	<b>45,714</b>	<b>46,747</b>	<b>47,826</b>	<b>48,921</b>

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

Income/Expense	Current estimate 2022/23	Year 1 estimate 2023/24	Year 2 estimate 2024/25	Year 3 estimate 2025/26	Year 4 estimate 2026/27	Year 5 estimate 2027/28	Year 6 estimate 2028/29	Year 7 estimate 2029/30	Year 8 estimate 2030/2031	Year 9 estimate 2031/32	Year 10 estimate 2032/33
<b>Employee Overheads</b>											
Ten/Bus Meetings	1,358	1,392	1,427	1,462	1,499	1,536	1,575	1,614	1,655	1,696	1,739
Annual Leave	46,436	45,441	42,477	41,539	44,627	45,743	45,886	44,069	49,250	50,492	51,754
Long Service Leave	14,156	14,512	14,075	13,247	13,026	10,010	10,413	16,525	17,250	17,001	15,123
Sick Leave	23,356	23,592	20,642	27,306	27,390	28,030	29,408	30,145	30,896	31,659	32,400
Compassionate leave	1,044	1,085	1,177	1,770	1,815	1,800	1,907	1,954	2,003	2,053	2,104
Employee Overheads distributed to w	(179,897)	(182,562)	(181,380)	(191,950)	(196,809)	(201,582)	(208,581)	(211,745)	(217,059)	(222,488)	(228,027)
Union Rollo Day	1,376	1,410	1,446	1,483	1,519	1,557	1,596	1,636	1,677	1,718	1,761
Public Holidays NH	15,828	16,224	16,629	17,035	17,475	17,908	18,364	18,815	19,285	19,767	20,261
Superannuation	48,011	49,452	50,956	52,464	54,018	55,580	57,271	58,163	59,248	61,139	62,657
Workers Compensation	10,500	10,500	10,500	10,500	10,500	10,500	10,763	11,032	11,307	11,590	11,880
Protective Clothing	2,355	2,432	2,450	2,499	2,549	2,600	2,655	2,712	2,800	2,870	2,942
Allowance Disability/Climatic	653	669	686	703	721	739	757	776	796	816	836
Staff Training	14,391	15,683	17,389	17,911	18,446	19,002	19,477	19,964	20,463	20,974	21,499
<b>Sub-Total - Employee Overheads</b>	<b>(1,884)</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>257,884</b>	<b>282,265</b>	<b>280,111</b>	<b>298,071</b>	<b>306,253</b>	<b>314,661</b>	<b>323,245</b>	<b>331,816</b>	<b>339,609</b>	<b>348,099</b>	<b>356,801</b>
<b>Decontraction of Weeds:</b>											
WAF 1520 Grant Expenses - Super'n - E	0	0	0	0	0	0	0	0	0	0	0
WAF 1520 Grant Expenses - Property L	178,006	183,071	187,640	192,320	197,140	202,076	207,128	212,306	217,614	223,054	228,631
WAF 1520 Grant Expenses - Other Cos	285,000	285,000	145,000	128,000	131,200	134,400	137,602	141,200	144,800	148,441	152,131
WAF 1520 Grant Expenses - HR - Road	104,807	109,607	134,125	116,900	119,913	122,911	125,394	129,133	132,302	135,071	139,001
WAF 1520 Grant Expenses - HR - TFRS	10,882	8,892	5,304	3,352	3,300	3,804	10,049	16,900	10,208	10,822	11,070
WAF 1520 Grant Expenses - HR - WLS	5,217	5,258	5,452	5,629	5,770	5,914	6,092	6,215	6,369	6,528	6,691
WAF 1520 Grant Expenses - HR - RAL C	4,562	6,882	7,013	7,188	7,368	7,552	7,741	7,944	8,153	8,336	8,545
WAF 1520 Grant Expenses - HR - n,Co	4,274	6,443	6,604	6,770	6,939	7,112	7,290	7,472	7,659	7,851	8,047
WAF 1520 Grant Expenses - H P P/perm	3,551	5,201	5,843	5,089	6,130	6,208	6,500	6,611	6,777	6,946	7,120
Employee Overheads distributed to w	(179,897)	(182,562)	(181,380)	(191,950)	(196,809)	(201,582)	(208,581)	(211,745)	(217,059)	(222,488)	(228,027)
Pakietoski Weed Control	78,422	19,422	35,808	20,405	20,915	21,438	21,971	22,524	23,087	23,664	24,255
Pharmacia & Field Days	13,487	13,824	14,170	14,524	14,887	15,259	15,641	16,032	16,433	16,843	17,265
Computer Bio Security System	13,128	15,089	15,609	16,369	16,778	17,297	17,827	18,368	18,919	19,482	19,957
Regional Meeting Expenses	4,896	7,303	7,280	7,462	7,649	7,840	8,036	8,237	8,443	8,654	8,871
Administration Weed control	82,723	19,000	15,125	13,739	10,133	10,997	10,971	17,895	17,890	18,276	18,733
Weed Control Publicity	3,257	3,315	3,403	3,498	3,573	3,662	3,734	3,808	3,894	4,003	4,144
<b>Decontraction of Weeds - Total</b>	<b>987,787</b>	<b>768,513</b>	<b>794,128</b>	<b>794,171</b>	<b>790,802</b>	<b>779,639</b>	<b>799,138</b>	<b>815,109</b>	<b>839,358</b>	<b>860,576</b>	<b>882,090</b>
<b>Private Works</b>											
Gilgandra Shire - Cost of Private Work	14,967	15,341	15,725	16,118	16,521	16,934	17,357	17,791	18,236	18,692	19,159
CR - Biocontrol Unit	127,000	90,000	92,250	94,556	96,920	99,343	101,827	104,372	106,982	109,656	112,398
CR - Varroa Mite	25,000										
Walgett Shire - Cost of Private Works	16,185	10,599	17,004	17,429	17,865	18,312	18,770	19,239	19,720	20,213	20,730
Coosabarabran - Private Works	20,592	21,107	21,634	22,175	22,730	23,298	23,880	24,477	25,089	25,727	26,380
Crown Land	6,000	6,359	6,304	6,461	6,623	6,788	6,958	7,132	7,310	7,493	7,681
Madison Park Containment Project	500,000										
Madison park - Private works	7,744	3,788	3,857	3,878	3,925	3,971	4,023	4,079	4,137	4,198	4,257
<b>Private Works - Total</b>	<b>791,488</b>	<b>350,975</b>	<b>354,750</b>	<b>358,618</b>	<b>362,184</b>	<b>365,543</b>	<b>370,815</b>	<b>376,085</b>	<b>381,462</b>	<b>387,549</b>	<b>393,547</b>
<b>Other Expenses</b>											
Deposit Expenses	16,187	10,403	10,094	11,186	11,640	11,996	12,353	12,710	13,072	13,439	13,812
Storage Rental	4,413	4,541	4,682	4,832	4,987	5,146	5,309	5,481	5,652	5,832	6,019
Fleet Expenses	76,973	81,341	83,782	86,296	88,885	91,551	94,298	97,125	99,972	102,849	105,757
Depreciation	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
<b>Other Expenses - Total</b>	<b>178,573</b>	<b>176,295</b>	<b>178,258</b>	<b>182,364</b>	<b>185,461</b>	<b>188,563</b>	<b>191,626</b>	<b>194,618</b>	<b>197,641</b>	<b>200,628</b>	<b>203,629</b>
<b>Revenue Expenses - Total</b>	<b>2,116,734</b>	<b>1,995,694</b>	<b>1,968,285</b>	<b>1,981,165</b>	<b>1,915,640</b>	<b>1,949,511</b>	<b>1,965,010</b>	<b>1,920,185</b>	<b>1,976,116</b>	<b>1,993,642</b>	<b>1,996,869</b>
<b>Net Operating surplus/(Deficit) after</b>	<b>(205,700)</b>	<b>(113,604)</b>	<b>(78,671)</b>	<b>(88,931)</b>	<b>(14,111)</b>	<b>(64,217)</b>	<b>(64,428)</b>	<b>(88,298)</b>	<b>(12,010)</b>	<b>(10,198)</b>	<b>(129,439)</b>

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

Income/Expense	Current estimate 2022/23	Year 1 estimate 2023/24	Year 2 estimate 2024/25	Year 3 estimate 2025/26	Year 4 estimate 2026/27	Year 5 estimate 2027/28	Year 6 estimate 2028/29	Year 7 estimate 2029/30	Year 8 estimate 2030/2031	Year 9 estimate 2031/32	Year 10 estimate 2032/33
<b>Capital Income</b>											
Sale/Trade in of Plant/Assets	22,727	0	32,000	34,000	36,000	0	38,000	35,000	40,000	0	44,000
Sale/Trade of Dry Rig		32,000	12,000	11,000	15,000	11,000	25,000	14,000	14,000	34,000	25,000
Transfer from BLT	20,000	30,000			25,000						25,000
Transfer from Plant Reserve	20,000			70,000	20,000			25,000	30,000		
Transfer from Grant / Building Reserve											
<b>Capital Income - Total</b>	<b>62,727</b>	<b>62,000</b>	<b>64,000</b>	<b>81,000</b>	<b>106,000</b>	<b>11,000</b>	<b>73,000</b>	<b>94,000</b>	<b>104,000</b>	<b>29,000</b>	<b>79,000</b>
<b>Capital Expenditure</b>											
Site control work	0	5,000		5,000		5,000		5,000		5,000	
Major Building Improvements	0	5,000	5,125	5,253	5,384	5,519	5,657	5,798	5,943	6,092	6,244
New Vehicles - Start	52,939	0	42,300	46,000	50,000	0	305,000	102,000	110,000	0	118,000
Purchase New spray rig	36,000	36,000	36,000	36,000	37,000	37,000	37,000	38,000	39,000	39,000	40,000
Small Plant, Tools, Scaff	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Transfer to BLT Reserve	5,000	5,000	15,000	1,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Transfer to Plant Reserve	8,405	8,405	8,405	6,051	0,278	0	0,748	16,115	16,315	16,315	16,315
Transfer to Grant / Building Reserve	0	0	0	0	0	0	0	0	0	0	0
<b>Capital Expenditure - Total</b>	<b>68,324</b>	<b>41,405</b>	<b>106,495</b>	<b>137,364</b>	<b>136,602</b>	<b>44,509</b>	<b>144,805</b>	<b>156,613</b>	<b>157,660</b>	<b>52,207</b>	<b>166,384</b>
<b>Net Capital Surplus/(Deficit)</b>	<b>(5,597)</b>	<b>20,595</b>	<b>(42,495)</b>	<b>(56,364)</b>	<b>(30,602)</b>	<b>(33,509)</b>	<b>(71,805)</b>	<b>(62,613)</b>	<b>(53,660)</b>	<b>(23,207)</b>	<b>(87,384)</b>
<b>Revenue</b>											
Total Income	1,967,681	1,324,948	1,376,468	1,431,214	1,484,629	1,424,274	1,521,591	1,584,699	1,628,129	1,593,304	1,680,441
Total Expenditure	2,179,058	1,436,249	1,527,940	1,518,460	1,551,702	1,493,340	1,629,414	1,675,646	1,713,297	1,645,249	1,707,228
<b>Net Total Surplus/(Deficit)</b>	<b>(211,377)</b>	<b>(111,301)</b>	<b>(151,472)</b>	<b>(87,246)</b>	<b>(67,073)</b>	<b>(69,066)</b>	<b>(107,823)</b>	<b>(90,947)</b>	<b>(85,168)</b>	<b>(51,945)</b>	<b>(126,787)</b>
add back depreciation	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
less profit on sale	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
add back reserve movements	(20,200)	(16,200)	25,431	(1,240)	(3,722)	14,310	24,748	(5,403)	(6,000)	0,113	21,113
<b>Net cash result for year Surplus (Def)</b>	<b>(166,977)</b>	<b>(52,501)</b>	<b>(46,040)</b>	<b>(11,246)</b>	<b>(12,595)</b>	<b>(24,248)</b>	<b>(88,075)</b>	<b>(16,750)</b>	<b>(17,168)</b>	<b>27,179</b>	<b>(29,564)</b>
<b>accumulated working capital</b>	<b>442,028</b>	<b>407,342</b>	<b>356,700</b>	<b>346,316</b>	<b>327,820</b>	<b>302,164</b>	<b>284,084</b>	<b>211,094</b>	<b>192,301</b>	<b>159,271</b>	<b>488,607</b>
Plant Reserve	28,405	33,000	48,401	34,902	24,100	11,000	43,418	36,153	30,668	36,784	52,808
BLT Reserve	21,000	46,000	61,000	66,000	66,000	61,000	66,000	71,000	76,000	66,000	71,000
Building Reserve	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
<b>Balance of reserve accounts</b>	<b>119,405</b>	<b>105,000</b>	<b>129,401</b>	<b>120,902</b>	<b>100,100</b>	<b>114,000</b>	<b>129,418</b>	<b>128,153</b>	<b>126,668</b>	<b>122,784</b>	<b>149,808</b>

*Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.*

## **7. NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTGATIONS INVOLVING COUNCIL**

ITEM 7.1 INCIDENTS OF FRAUD - NIL

ITEM 7.2 NSW OMBUDSMAN's REPORT - NIL

*Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.*

ITEM 7.3 ICAC ENQUIRIES INVOLVING COUNCIL – NIL

ITEM 7.4 OFFICE OF LOCAL GOVERNMENT - NIL

Castlereagh Macquarie County Council ARIC – Agenda 16<sup>th</sup> May 2024.

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

Currently waiting on the outcome of Council's 23/24 Weeds Action Plan (WAP) grant application to the Department of Primary Industries (DPI).

Council's proposal for management of the NSW Unincorporated Area as a "Local Control Authority" is waiting on the Minister's approval.

## 9. GENERAL BUSINESS

## 10. CONFIRM DATE OF NEXT MEETING

**Date: 15<sup>th</sup> August 2024**

## 11. CLOSE OF MEETING

**Time: .....**



## 7.2 ARIC MEETING DRAFT MINUTES – MAY 2024

Page 1 of 3

### CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL  
ARIC COMMITTEE  
HELD VIA TEAMS ON THURSDAY 16<sup>th</sup> May 2024 COMMENCING AT 4:04PM**

**PRESENT:**

Chair Mr. Ray Smith  
Committee members Mr. Ron Gillard and Ms Liz Jeremy  
CMCC Delegate Clr, Bill Fisher and General Manager Mike Urquhart

**ABSENT:** Nil

**WELCOME:** Meeting was officially opened at 4.04pm and Chairman Mr. Ray Smith welcomed all Committee members and staff to the meeting.

**Apologies**

NIL

**Declaration of Interest**

NIL

**Minutes of the ARIC Meeting Held**

**That the Minutes of the ARIC Meeting held on 15<sup>th</sup> February 2024 having been circulated be confirmed as a true and correct record of that meeting.**

**Resolved**

**Business Arising**

NIL

16<sup>th</sup> May 2024

CMCC ARIC Meeting

Meeting Minutes

**ARIC Terms of Reference**

Noted that CMCC had adopted the terms of reference at its 6<sup>th</sup> March 2024 Ordinary meeting.

**RISK MANAGEMENT POLICY**

Noted that CMCC had adopted the Risk Management Policy at its 6<sup>th</sup> March 2024 Ordinary meeting.

**RISK REGISTER**

That the ARIC adopts the Revised Risk Register of 3<sup>rd</sup> May 2024.

Resolved

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

The General Manager advised the WH&S Consultant would be conducting an internal audit on the CMCC procedures and inspecting depots for compliance with legislation.

**GENERAL RISK MANAGEMENT UPDATE**

That the ARIC receives and notes the General Managers report on Risk Management update.

Resolved

**EXTERNAL AUDIT FY 2024**

The General Manager advised that Nexia were currently conducting the interim audit for 2023/2024.

**NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTIGATIONS INVOLVING COUNCIL**

NIL

<b>NSW OMBUDSMAN's REPORT</b>
NIL

<b>ICAC ENQUIRIES INVOLVING COUNCIL</b>
NIL

<b>OFFICE OF LOCAL GOVERNMENT</b>
NIL

<b>RISK PROFILING (REPORT ON ANY ACTUAL OR LIKELY EVENTS IMPACTING ON COUNCILS RISK PROFILE)</b>
<p>The General Manager advised that CMCC had been successful with its proposal for the NSW Unincorporated Area.</p> <p>GM also advised he was investigating the possibility of expanding the LCA to include Cobar and Bourke.</p>

<b>GENERAL BUSINESS</b>
NIL

Date of the next CMCC ARIC Meeting to be Monday 15<sup>th</sup> August 2024 via teams.

**Close of Meeting**

The meeting closed at 4.45pm

## 7.3 CW REGIONAL WEEDS COMMITTEE MEETING AGENDA



**Local Land  
Services**

# Agenda

MEETING	Central West Regional Weed Committee		
DATE	4 June 2024	TIME	10.00am
LOCATION	Lachlan Vintage Village Forbes		
INVITEES	Central West Regional Weed Committee		
CHAIR	Damian Wray	NOTE TAKER	Jodie Lawler/Tanya

**Our vision statement:** Ongoing commitment to managing the environmental, social, and economic impact of invasive weed species across the Central West in collaboration with all stakeholders.

Time	No.	Item	Action Required	Paper Y/N	Lead
10.00am	1	<b>WELCOME BLOCK</b>			
	1.1	Welcome / Housekeeping			Chair
	1.2	Acknowledgement of country			Host
	1.3	WHS considerations			Host
	1.4	Attendance and apologies			Chair
	1.5	Potential conflicts of interest registered			Chair
	1.6	Minutes and Actions from previous meeting			Chair
	1.7	Business arising from the minutes			Chair
10.15am	2	<b>STRATEGIC MATTERS</b>			Jodie
	2.1	Welcome from Mayor of Forbes			Phyllis Miller
	2.2	WAP Grant Process			Jodie
	2.3	Review and update on progress of eradication list in RSWMP			LGA's
	2.4	Mandatory Documents – MERI Report, Capacity Building and Engagement Strategy, Program Logic		Y	Jodie
	2.5	Access to TSR stock Movement		Y	Jodie
	2.6	Parthenium Weed funds			All/DPI
10.45am	3	<b>REGIONAL WEED MANAGEMENT REPORT</b>			
	3.1	WAP Council Weeds Reports		Y	Jodie
	3.2	RWC Report <ul style="list-style-type: none"> <li>• African Boxthorn Workshop</li> <li>• Parthenium Weed Education campaign</li> <li>• Parthenium Weed Surveillance at Parkes</li> <li>• Harvest Field Days &amp; Vehicle Hygiene</li> <li>• St John's wort Trails</li> </ul>		Y	Jodie
	3.3	DPI Report		Y	Marita



Local Land Services

# Agenda

Time	No.	Item	Action Required	Paper Y/N	Lead
11.15am	4	<b>KNOWLEDGE / PROFESSIONAL DEVELOPEMNT BLOCK</b>			
		4.1 Guest Speaker – Biocontrol Taskforce			Andrew Mconnachie
		4.2 Joint Project Opportunities			All
		4.3 Stakeholder Presentation			All Stakeholders
11.45am	5	<b>MEETING KEY MESSAGES</b>			
		5.1 Weed for Review – Riverina Pear			Andy Fletcher
		5.2 One delegate (rotating) to present a summary of the meetings key discussion or recommendation points / highlights.			
12.00pm		<b>LUNCH BREAK (12-1pm)</b>			



Local Land Services

# Agenda

MEETING		Central West Operations Group Meeting 1.00pm – 3.00pm			
DATE	4 June 2024	TIME	1.00pm		
LOCATION	Lachlan Vintage Village Forbes				
INVITEES	Damien Wray (Bogan Shire Council), Archie Harding & James Cleasby (Narromine Shire Council), Kellie Frost, Jaime Elms, Corey Clark (Weddin Shire Council), Laurie Thompson (Lachlan Shire Council), Andy Fletcher (CMCC), Des Mackey (Dubbo Regional Council), Shannon Hodge (Forbes Shire Council), Andrew Cosier (Crown Lands), Glenn Sloane and Ron Milne (Parkes Shire Council), Jodie Lawler (LLS)				
CHAIR	Andy Fletcher	NOTE TAKER	Jodie Lawler		
Time	No.	Item	Action Required	Paper Y/N	Lead
		<b>WELCOME BLOCK</b>			
5 min	1	Welcome / any items to table in discussion			Chair
60min	2	<b>TABLED DISCUSSION POINT</b>			
	2.1	WAP Budget			Jodie
	2.2	Campaigns and Training Harvest Field Days Boxthorn Field Days Parthenium Weed Education Campaign Green Cestrum			All
	2.3	United Service Union		Y	Damo
30min	3	<b>TIMED ROUND TABLE</b>			
	3.1	5 minutes max per organisation – key highlight from delegates report			All
20 min	4	<b>DISCUSSION ARISING FROM ROUND TABLE</b>			
	4.1	Continued discussion on any points from the rounds table if need be			All
5 min	5	<b>MEETING CLOSE</b>			
	5.1	Any actions to follow up on			

Local Land Services



## Minutes

### CW Regional Weeds Committee Meeting

#### Details

<b>Location:</b>	Warren Racecourse Warren
<b>Date/time:</b>	5 <sup>th</sup> March 2024 10.00am
<b>Chairperson:</b>	Damian Wray (Bogan Shire Council)
<b>Minutes:</b>	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 Ensbey (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 Ensbey 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% or 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> <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>	Jodie/Board	Ongoing
<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> <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>	Jodie	Ongoing
<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 UGL details to the Committee.	Done
3.	Jodie to circulate final version of Terms of Reference to the Committee.	Done
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/Andy
5.	Dee to provide district office contact email address to Jodie. Jodie to distribute to group.	Jodie/Dee
6.	Jodie, Kristen and Glenn to look at dates for walk-through. Rod to investigate funding available to assist.	Done
7.	Jodie to forward the link for the Boxthorn video to the Committee.	Done

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**Next Meeting:**

4 June 2024 – Forbes



Local Land Services



4 June 2024

## Regional Weeds Coordinator's Quarterly Report

### *Weeds Action Program Update*

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#### Regional Strategic Weed Management Plan 2023-27

- Please see Jodie for hard copies of the plan.
- 

#### Weeds Action Program Reports and 2023-24 WAP funding

- WAP grant process is almost complete with all of Central West Council's applying for funding. The process has been tedious and time consuming and all Councils are to be congratulated on the professionalism throughout the process.
  - Program Logic has been created for the CW WAP.
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#### Weeds Action Plan Operations Group Meeting

The Operations group met on 5 March 2024. The group discussed the following:

- WAP Budget
- Campaigns and training
- CW Communication Plan and MERI Report
- Stakeholder updates

#### *Resources and Regional Projects*

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#### Blue Heliotrope

Second lot of Blue Heliotrope Manual has now been printed, if you would like a copy, please contact Jodie.

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#### African Boxthorn Field Days

On Wednesday 6 March and Thursday 7 March we hosted an African boxthorn control and biocontrol field in Warren and Coonamble. There was an incredible response to both, with 80

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05/03/2024

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participants in Warren and 65 in Coonamble mostly being landholders. It really highlights the problem of boxthorn in our region.

Ben Gooden from CSIRO presented on the rust fungus for Boxthorn and Tristan Cameron presented on Fire Ants Awareness, Danielle Plummer and Benn Bryant presented on toxic weed for livestock – the District Vets and Tristan presentations were very informative and create another point of interest and a lot of questions from landholders.

Ben's presentation on the boxthorn rust was very interesting. People were really interested in seeing how to mix and apply the biocontrol agent, and learning how it works and how it spreads.

We also had a huge number of landholders who signed up to receive the release kit which was great and since the workshops there has been a considerable amount of interest in the biocontrol with many landholders contacting us to find out how they can get the biocontrol.

We will be holding another African Boxthorn Workshop at Lake Cargelligo in October 2024, date to be advised.

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## Mapping Training

Mapping training was held on 19 March 2024 in Dubbo with Ben Watts with positive feedback. Unfortunately, due to a lack of funding the training in Narromine on 15 April was cancelled, however we will look and trying to secure additional funding to hold a workshop later this year. We need 10 participants to make with worthwhile so if you are interested let Jodie know.

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## Parthenium Weed Community Education Awareness Campaign

We have been able to secure funding to roll out this campaign through CWLLS and DPI. The campaign will consist of interpretive signage on the back and side of trucks educating the community on Parthenium weed identification and who to contact if they see the plant. With the risk of Parthenium weed spreading from QLD and then throughout NSW, messaging on the Newell Highway is seen as critical. It will be a great opportunity to do some localised comms around it as well to promote the collaborative campaign.

The campaign would be displayed on numerous semi-trailers traveling up and down the Newell from Brisbane to Melbourne and will run over two years.

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## St John's Wort Demonstration Sites

The Operations Team agreed to a second year of St John's Wort trials so that we can get a better understanding of the seasonal impacts and St John's wort. Forbes Shire Council have agreed to host one demonstration plot, Tim and Jodie will be looking for another two sites this year.

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## Be Road Ready for Harvest Field Days

We are teaming up with Parkes, Forbes and Lachlan Shire Council to deliver a field day on 'Be Road Ready for Harvest' which will talk about everything to do with harvest from chain of responsibility to safety and compliance etc. We specially wanted to be a part of these workshops so we could talk about biosecurity and the importance of wash down of headers/vehicles etc when moving from property to property to stop the spread of Priority Weeds. Biosecurity has never been included in these field days before. These field days are aimed at farmers, contract harvesters, truck drivers, transport companies, pilots and agricultural machinery retailers. DPI are interested in delivering their Machinery hygiene course at these events.

These events will be held in August and now waiting on further details from Melanie Sutor from Parkes, Forbes and Lachlan Shire Council regarding specific dates.

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## Parthenium Weed Surveillance at Parkes

Parkes Gunningbland Parthenium Weed response was held on 2 May in the State Forest. We had over 20 volunteers from LGA's across Central West and Tablelands, DPI and NSW Forestry. There were no plants found, however the detector dogs were deployed at the original Gunningbland site the day before and found three mature plants.

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## Meetings, Workshops, Presentations

- Leadership Ready Workshop Dubbo – 18/19 March
- WAP Grants Process Meeting with Pete Turner and CW LGA's – 27 March
- Invasive Weeds workshop – Logic model and performance measures
- State Parthenium weed taskforce meeting – 2 April, 2024
- Attended Parthenium Weed Surveillance at Croppa Creek 3 April 2021 where 30 plants were found.
- NSW Biological Control Taskforce meeting – Taree – 10 April
- WAP Underspend meeting with DPI and LLS Coordinators – 23 April, 2024
- Meeting with FSC WAP extension – 7 April 2024
- Release of Boxthorn Biocontrol – Nyngan – 13 May 2024
- Macquarie and Lachlan Valley Weeds Committee Meeting – Nyngan 114 May 2024

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## Media

Media releases have been done for the following:

- Boxthorn Workshops at Warren and Coonamble created a lot of media on TV and through social media networks

LLS newsletter articles:

- African Boxthorn Articles
  - Green Cestrum
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## Attachments

- Weeds Operations Group meeting minutes
- Council reports
- MERI Report
- Program Logic

Local Land Services



## Minutes

### CW Regional Weeds Committee Operations Group Meeting

#### Details

<b>Location:</b>	Warren Racecourse Warren
<b>Date/time:</b>	5 <sup>th</sup> March 2024 1:00pm
<b>Chairperson:</b>	Andy Fletcher (Castlereagh Macquarie County Council)
<b>Minutes:</b>	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



Castlereagh Macquarie County Council Agenda –24<sup>th</sup> June 2024 – Ordinary Council Meeting

Central West Weeds Action Plan MERI Report												
Goal	Outcomes	Strategies	Key deliverables (target)	Unit of measure	Target number	Responsibility	Timeframe	2023 Target	2024 Target	2025 Target	2026 Target	
1. Exclude: prevent the establishment of new invasive species	1.1 Improved identification and management of high-risk species and pathways	1.1.1 Develop species and pathway risk assessment framework that are consistent with national approaches where appropriate	Conducted an annual review of the Central West local inspection and high-risk pathway management plans for all high-risk species	Number of Weed Risk Assessment undertaken as identified by CWRWC	10	Central West Local Land Services Local Control Authorities	Per year (Year 1-5)	10				
		1.1.2 Review legislative arrangements for control of high-risk species and pathways	Complete short (2yrs ) and medium term (5yrs)review of high-risk management plans	Number of high-risk management plans reviewed	14	Central West Local Land Services Local Control Authorities	First review 2025, final review in 2027	17				
			Regional stakeholder participation in biosecurity act review (no.)	Number of biosecurity act reviews	10	Key Stakeholders Local Control Authorities	Per year (Year 1-5)	10				
		1.1.3 Implement legislation, education and enforcement programs for effective management of high-risk species and pathways	High-risk sites inspections conducted	Number of inspections	2041	Local Control Authorities	Per year (Year 1-5)	2498				
			High-risk pathway inspections conducted	km of inspections	51637	Local Control Authorities	Per year (Year 1-5)	61,364				
			Education programs delivered for high-risk species	Number of educational programs	2	Local Control Authorities	Per year (Year 1-5)	2				
			Local control authorities to report inspection programs results monthly into BIS	12 monthly reports per Council submitted to DPI	96	Local Control Authorities	Per year (Year 1-5)	96				
	1.2 Improve early detection capabilities	1.2.1 Continually review and improve early detection capabilities	Review High Risk species in the Regional Strategic Weed Management Plan 2023-27	Operations Group to review 2 per meeting		8	Local Control Authorities LLS	Per year (Year 1-5)	8			
		1.2.2 Undertake regular fore-sighting to identify and address emerging trends that could lead to increased biosecurity risks	Implement 'Keep it Clean' campaign for farm gates and harvest hygiene practices at field days	Number of signs distributed	2	Local Control Authorities LLS	per year (Year 1-5)	30				
			Harvest hygiene practices at Council field days	Number of field days attended to promote harvest hygiene practices	3	Local Control Authorities LLS	Per year (Year 1-5)	0				
			Distribute Weeds in Hay Pamphlets	Number of Pamphlets distributed	500	Local Control Authorities LLS	Per year (Year 1-5)	500				

Castlereagh Macquarie County Council Agenda –24<sup>th</sup> June 2024 – Ordinary Council Meeting

			Responsible stakeholders to report quarterly regional weeds committee meetings	Councils and key stakeholders to do quarterly reports	4 <sup>1</sup>	Local Control Authorities Key stakeholders	Per year (Year 1-5)	4					
			Develop annual plan of cross regional collaborative opportunities with other regions	Number of cross regional activities attended LCA and LLS	2	Local Control Authorities LLS	Per year (Year 1-5)	2					
		1.2.3 Improve capacity (people, equipment and processes) to identify and report suspected new invasive species	Implement the actions of the Capacity Building Engagement Plan including actions that improved community capacity to identify and report on suspected new incursions.	Number of Capacity building exercises	3	Local Control Authorities LLS	Per year (Year 1-5)	3					
		1.2.4 Increase public awareness of incursion risk and reporting mechanisms	Public events per LGA to raise public awareness of new incursions and local mechanisms for reporting weeds	Number of weed events organised or attended by LGA's or key stakeholder	2	Local Control Authorities LLS	Per year (Year 1-5)	3					
<b>2. Eradicate or contain: Eliminate or prevent the spread of invasive species</b>	2.1 Improved rapid response capabilities to eradicate or contain new incursions	2.1.1 Develop more structural processes to respond to invasive species reports	Develop one extension product annually detailing the process of identifying and recording new weeds in the region	Review and/or update if needed the CW Rapid Response Plan	1	Local Control Authorities LLS	Per year (Year 1-5)	1					
		2.1.2 Develop incursion response plans for extreme risk species	Undertake a short and mid-term review of incursion and rapid response plan and implement control actions for extreme-risk species (ie extreme risk species are considered as state priority weeds)	Review plans and implement control actions eg Parthenium weed	2	LLS	Short term review in 2025, mid-term in 2027	2					
		2.1.3 Develop rapid response plans and cost-sharing agreements	Develop and endorse on MOU for interagency cost-sharing arrangements and review annually	Develop a MOU	1	Local Control Authorities LLS	Per year (Year 1-5)	1 rapid response plan					
		2.1.5 Maintain a sufficient state-wide network of biosecurity staff to respond to incursions	Support and maintain regional weed officer and agency network across eight local control authorities through attendance at quarterly regional weeds committee meetings and ongoing stakeholder capacity building	Number of RWC and Operation meetings organised	4 each	Local Control Authorities LLS	Per year (Year 1-5)	4 each					
			Maintain annual financial membership for the region to the NSW Biocontrol Taskforce	Retain membership	1	Local Control Authorities LLS	Per year (Year 1-5)	1					
			Participate in the NSW biocontrol Taskforce meetings and activities is undertaken where possible	Attend meetings and promote weed biocontrol's	2	Local Control Authorities LLS	Per year (Year 1-5)	2					

Castlereagh Macquarie County Council Agenda –24<sup>th</sup> June 2024 – Ordinary Council Meeting

3. Effectively manage: reduce the impacts of widespread	3.2 Improved management effectiveness	3.2.1 Mangement is undertaken according to best practice management guidelines and Standard Operating Procedures	Develop and review weed species best management practices and procedure guidelines for Priority weed species.	Develop then review priority weed species best management practices	30	Local Control Authorities LLS	Develop and review by 30 June 2023	30			
4. Capacity building: ensure NSW has the ability and commitment to manage invasive species	4.1 Roles and responsibilities for each stakeholder and clearly defined and understood	4.1.1 Ensure roles and responsibilities for each stakeholder are clearly defined and understood	Review Central West Regional Weed Committee Terms of Reference and provide members with resources on roles and responsibilities in weed management at the first meeting of the year	Review ToR Ensure member issues with ToR on commencement of committee attendance	1	Central West Local Land Services	Per year (Year 1-5)	1			
		4.2.1 Inform Stakeholders of their obligation under the <i>Biosecurity Act 2015</i>	Develop and distribute at least four extension product on identification of high priority species and landholders obligations under the Biosecurity Action 2015 each year.	Distribute The Biosecurity Information for residents pamphlet Ensure stakeholders are trained and have an understanding of the <i>Biosecurity Acti 2015</i>	4	Local Control Authorities LLS	Per year (Year 1-5)	4			
		4.2.2 Identify opportunities for community involvement in biosecurity	Implement priority action defined in the Regional Weeds Engagement Priority Plan	Implement weeds awareness programs in local community.	2	Local Control Authorities LLS	Per year (Year 1-5)	4			
		4.2.3 Maintain and build on existing volunteer networks	Engage with at least four community groups and provide ongoing extension and engagement campaigns	Engage with NSW Farmers, Landcare, Council volunteers, LLS RALF	4	Local Control Authorities LLS	Per year (Year 1-5)	4			
		4.2.4 Provide a range of information, educational and training resources	Inclusion of all NSW approved weed communication and education resources in all extension materials and promotional produces	Promote 'No Space for Weeds Campaign' through use on merchandise	2	Local Control Authorities LLS RWC	Per year (Year 1-5)	2			
			Conduct field day/workshops on weed control options (including biological control)	Number of field days/workshops held	1	Local Control Authorities LLS RWC	Per year (Year 1-5)	4			
			Develop weeds/control education material	Number of educational material developed	2	Local Control Authorities LLS RWC	Per year (Year 1-5)	2			
		4.3.2 Maintain an adequate network of biosecurity professionals across the state that can be rapidly deployed to manage biosecurity emergencies	Maintain an adequate network of biosecurity professionals across the state that can be rapidly deployed to manage biosecurity emergencies	CW LLS regional biosecurity professional networks have professional capacity to manage weed response through attending training events.	3	LLS	Per year (Year 1-5)	3			

Castlereagh Macquarie County Council Agenda –24<sup>th</sup> June 2024 – Ordinary Council Meeting

		Maintain and support a regional weed committee and ensure representation of all stakeholder groups. Weed Biosecurity Officers from each Local control authority are supported to attend the NSW Weeds Conference and the opportunity be extended to weeds officer where possible	Number of training events organised for weeds officers	2	LLS	Per year (Year 1-5)	3				
		Regional Weeds Coordinator employed by CWLLS	Employment of RWC	1	LLS	Per year (Year 1-5)	1				

Castlereagh Macquarie County Council Agenda –24<sup>th</sup> June 2024 – Ordinary Council Meeting

Weeds Action Program - Program Logic				
DRNSW State Program Outcome	Productive & Sustainable Landuse			
Program Long-term outcome(s) (State aim)	Reduce the impact of invasive plant species on natural resources and agriculture			
Medium-term Outcome s (Local service delivery outcomes)	Reduced ecological losses from invasive species Reduced social impact from invasive species			
Program 5-year Outcome	Goal 1: Exclude Prevent the establishment of new invasive species	Goal 2: Eradicate or contain Eliminate, or prevent the spread of new invasive species	Goal 3: Effectively manage Reduce the impacts of widespread	Goal 4: Capacity Building Ensure NSW has the ability and commitment to manage invasive species
Medium-term Outcomes	<ul style="list-style-type: none"> <li>* 5 annual reviews of Central West Local inspection and High-risk pathway management plans for high-risk species.</li> <li>* 258,185 km of high-risk pathways and 10 210 high-risk sites have been inspected</li> <li>* 100% of plans are reviewed to ensure high risk species are current and relevant</li> </ul>	<ul style="list-style-type: none"> <li>* 30 Weed species management plans are developed</li> <li>* 100% of plans are reviewed to ensure high risk species are current and relevant</li> <li>* Capacity for improved responses in improved through the review of 3 plans</li> </ul>	<ul style="list-style-type: none"> <li>* There is a 30% increase in Regional Weeds Committee participation in the program</li> </ul>	<ul style="list-style-type: none"> <li>* 30% of biosecurity professionals engaged in the program have an increased capacity to respond to biosecurity emergencies</li> </ul>
Short-term Outcomes	<ul style="list-style-type: none"> <li>* 20% of people engaged understand emerging invasive threats and pathways to report them</li> <li>* 20% stakeholders are engaged in strategic coordinated control programs</li> <li>* 154,911 km of high-risk pathways and 6,123 high-risk sites have been inspected</li> </ul>	<ul style="list-style-type: none"> <li>* 30 Weed species management plans are developed</li> <li>* Capacity for improved responses is improved through the review of 3 incursion and rapid response plans</li> </ul>	<ul style="list-style-type: none"> <li>* There is a 10% increase in RWC participation</li> </ul>	<ul style="list-style-type: none"> <li>* 30% of landholders have an increased awareness of actions to support biosecurity management</li> </ul>
Project/Program Outputs (KPI)	<ul style="list-style-type: none"> <li>Number of weed risk assessments undertaken as identified by RWC</li> <li>Number of inspections</li> <li>Km of inspections</li> <li>Number of stakeholders engaged</li> </ul>	<ul style="list-style-type: none"> <li>Number of plans reviewed</li> <li>Number of weed species reviews</li> <li>Number of BMP manuals developed</li> </ul>	<ul style="list-style-type: none"> <li>Number of participants at meetings</li> <li>Number of meetings attended</li> </ul>	<ul style="list-style-type: none"> <li>Number of educational programs</li> <li>Number of communications products</li> <li>Number of awareness raising/field day events</li> <li>Number of training events</li> <li>Number of campaigns</li> </ul>
Key Documents, Strategies and Plans	Biosecurity Act 2015 Local Land Services State Strategic Plan 2020-2030 Central West LLS Local Strategic Plan Invasive Species Plan 2023-28 Central West Regional Strategic Weed Management Plan 2023-2027 Weed Action Program Guidelines			

## 7.4 CW REGIONAL WEEDS COMMITTEE MEETING MINUTES

Local Land Services



### Minutes

#### CW Regional Weeds Committee Meeting

##### Details

Location: Lachlan Vintage Village - Forbes

Date/time: 04 June 2024  
10.00am

Chairperson: Damian Wray (Bogan Shire Council)

Minutes: Jodie/Tanya

##### Apologies

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 (Weddin Shire Council) Matthew Croft (Dubbo Regional Council), Robyn Henderson (DPI), Midnight Brydon (CWLLS Board), Brian Bonello (CWLLS), Andrew Cosier (Crown Land) Warwick Knight (NSW Farmers), Andrew Cosier (Crown Lands), Andy Fletcher (CMCC) Kristen Coady (FCNSW), , Philip Price (Water NSW),

**People present:** Jane Crystal (CWLLS), Archie Harding (Narromine Shire Council), Tanya Muccillo and Jodie Lawler (CWLLS), Glenn Sloane and Michael Chambers (Parkes Shire Council), Laurie Thompson (Lachlan Shire Council), Corey Clark, Jamie Elms (Weddin Shire Council), Damian Wray (Bogan Shire Council), Nick Hanlon (National Parks), Tim Bartimote (CWLLS), Tom McAllister (UGL), Peta Bolam (CWLLS), Des Mackey (Dubbo Regional Council), Andrew McConnachie (NSW DPI), Dayna Mellor (GSLLS), Euroka Gilbert (CWLLS), Jane Chrystal (CWLLS), Marita Sydes (NSW DPI), Stephen Johnson (NSW DPI), Lisa Schiff (LLS Board)

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

The meeting convened at 10.00am.

Chair, Damian Wray welcomed all to the meeting.

Phyllis Miller welcomed everyone and acknowledged the Traditional Owners of the Country we were meeting on.

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:

- Truck extension campaign update will be provided later in meeting.

#### 2.0 Strategic Matters

**2.1 Welcome from the Mayor of Forbes – Phyllis Miller**

**2.2 WAP Grant Process**

All participation agreements have been signed and executed. Invoices have all been processed so payment is imminent. Jodie has been assisting other regions to process their contracts. DPI will be seeking feedback on process. Councils are encouraged to seek feedback on their applications. Councils can seek feedback via the WAP enquiries email address to find ways to improve their applications.

Overall the process has been established so moving forward the process will be more efficient with some fine tuning based on feedback from this year's round. Councils have generally found the application process reasonable however the short timeframe made it difficult.

**2.3 Review and update on progress of eradication list in RSWMP**

During the WAP grant process, Damien noticed some differences and with other Region's categorisation and that it's important to consider regions with shared boundaries to make sure we are able to focus some efforts on managing weeds with a higher control category. Ensure consideration of high-risk weeds when reviewing the weed risk assessments and plan in the future.

*Action: Jodie to Investigate option for cross-region RWC meeting in next financial year (South and Western boundaries).*

**2.4 Mandatory Documents**

MERI and Program Logic were mentioned at last meeting and have been distributed with papers. LLS have been developing a MERI and Logic framework but have based some of it on our version. Documents were completed in January and targets will be reported on. Councils are still required to report the inspections data as usual. Quarter 3 reporting was postponed due to the grant applications being due at the same time. Councils will need to report both Quarter 3 and Quarter 4 at the end of June/early July.

**2.5 Access to TSR stock movements**

Correspondence was received from Susan Madden, CWLLS Board Chair, responding to the TSR stock movements enquiry. LCAs to speak with LLS TSR staff to seek information on stock movements. Alternatively, LCAs can approach property owners to inform them. If needing to restrict stock movement, contact Peta Bolam, TSR Team Leader to work out options available. To determine whether there are any abilities to quarantine stock due to weeds, LCAs to review the Act to see whether there are any options available.

*Action: Circulate response from CWLLS Board Chair to RWC.*

**2.6 Parthenium Weed Funds**

NSW DPI were seeking input from RWC on whether there are any projects under the new incursion fund. Councils can apply for funding for inspections, extension programs etc through DPI. It will need to be completed by end of this financial year. Parkes Shire Council will look into it and see whether they are able to deliver something this financial year. Nik is currently acting in Rod's role so contact her if needing more information.

**3.0 Regional Weed Management Report**

**3.1 WAP Council Weeds Reports**

Councils didn't have any items for discussion. Jodie asked that they provide an update in the Operations meeting.

**3.2 RWC Report**

RWC report attached. Boxthorn events were successful and we had some good media coverage. Some good trial sites were also identified. Another workshop will be held in October at Lake Cargelligo. Ben



from CSIRO is happy to send kits to Councils so Councils can do their own releases. Fungus spores are able to be stored for three months in the fridge. Spring is a good time to consider releasing.

Mapping training was held in Dubbo. Will seek funding for the Narromine training.

Parthenium weed truck campaign is underway. Artwork has been completed and is now with the company for production. DPI assisted with funding the program.

Awaiting a date for the harvest ready workshop and trying to coordinate NSW DPI to do some vehicle hygiene training. RWC to look into having internal vehicle hygiene training for Committee next financial year. There is an opportunity to develop a one-hour training based on the CTLLS model.

Parthenium surveillance effort went well with good coverage across the area. Jodie also assisted with the Croppa Creek surveillance.

Weeds Induction Training being held in Dubbo in late July. It's a good opportunity even if people have completed it before.

St John's Wort trials are continuing into next financial year and CWLLS are looking for two more sites. Sites need to be accessible for equipment. Last year we focused on the products available for control. Seeking feedback on what the focus for this year will be whether it is to continue looking at the management options from the previous year or do we look to build on what we have learned. Options could be using different chemicals that weren't able to be applied last year to see if they are effective or investigate the timing of application. Discussion around other options. Important things to consider were slashing and spraying in combination, biological control, helicopter spraying in inaccessible areas- investigate opportunities for integrated control options.

**Action- Councils to get in touch with Jodie if interested in a trial site.**

### 3.3 DPI Report

Marita Sydes has started in the Priority Weed Coordinator role with NSW DPI covering CW and CT regions and prickly bushes (such as mimosa).

Stephen Johnson has provided a NSW New Incursion Plan which will be circulated for feedback. Looking to support Goals 1 and 2 from the RSWMP.

LCAs to keep vigilant on seed pods at wholesale businesses.

Hawkweed responses were completed in Dec and March and have just had a taskforce meeting.

Investigation whether Frogbit should be delisted as a prohibited matter and stakeholder consultation is underway to determine whether it is appropriate to delist. It will still be prohibited for sale in NSW though.

Training available from DPI- looking at revamping the opuntia and water weeds ID courses. There is also a getting to know prohibited matter course which is a shortened version (not accredited) but is a good opportunity to learn about prohibited plants. The Weeds in Fodder book is being revised by DPI.

The NSW DPI Report will be distributed to the RWC.

**Action: Circulate the NSW New Incursion Plan. RWC to provide feedback on the plan to Stephen before the end of June. Circulate an outline of the Getting to know prohibited matter course to RWC.**

## 4.0 Knowledge/Professional Development

### 4.1 Guest Speaker – Biocontrol Taskforce – Andrew McConnachie

Bio control- host -specific natural enemies to bring about the long-term, sustainable and cost-effective control of the target plant. Looking for sustainable and cost-effective management of weed species. Biocontrol pipelines- first phase is looking at pathogens/insects that can be potential enemies and control, then quarantine phase to ensure the import/introduction won't impact the environment or agricultural systems, mass rearing and release phase, then monitoring and evaluation phase.

Biocontrol options/agent numbers have fluctuated due to changes to funding cycles, lack of guaranteed long-term funding and commitment that would support the required timeframes for the effective establishment of the bio control.

The Bio Control Taskforce seeks paid memberships which supports the functions of the task force. Different membership types allow for a broad range of participation options. Members are able to contribute to future research direction.

Research and development programs, collection of agent materials.

Developed many resources such as the biological control of Weeds best practice manual.

Councils are encouraged to join the task force (WAP funding cannot be applied however it might be an option to apply for funds to undertake monitoring of biocontrol). It's a valuable membership in being able to keep abreast of bio control work and have the ability to provide input.

**Action- Jodie to forward the NSW Biocontrol Taskforce prospectus to RWC**

#### 4.2 Joint Project Opportunities-

No reports

#### 4.3 Stakeholder Presentation

Tom McAllister - UGL - Notifications from Councils- Boxthorn control and *Harrisia* so have been working to address them. Also plague locust control. Targeted spraying has wrapped up for financial year. They cover 10 LLS regions and will make an effort to attend wherever possible.

Nick Halon - NPWS- Northern inland and West branches have been working across the Pilliga, Warrumbungle's and smaller reserves Goobang and Weddin Mountains (Report will be distributed).

Peta Bolam - CWLLS- *Harrisia* work has been continuing on TSRs. Euroka Gilbert has started with CWLLS in the Aboriginal Communities Officer role based in Condobolin.

WaterNSW – was an apology for the meeting, however Phil Price supplied the following update - No new weed incursions from Water NSW staff. Notice of green centrum at Warren, this will be treated in the coming weeks. Looking for biocontrol for tiger pear to release at Burrendong Dam.

CMCC- Quanda helicopter surveillance and parkinsonism has completed.

## 5.0 Meeting Key Messages

### 5.1 Weed for Review – Cultural Burns – Euroka Gilbert

Euroka Gilbert spoke to the group about the opportunities in using Cultural burns as a weed management tool as part of an integrated weed management plan.

#### New business

- Looking to collaborate with Mid-Macquarie Landcare on a weed management workshop. Please let Jodie know if there is anything that you think would be useful to mention/cover at the workshop.
- Jodie will be on leave for 3 weeks from next Friday. If anyone needs anything, contact Tanya on 0427977526 or [tanya.muccillo@lls.nsw.gov.au](mailto:tanya.muccillo@lls.nsw.gov.au)

- Andy was unable to do the Riverina Pear for the weed for Review item so this will be carried forward to the next meeting.

### 5.2 Summary

A summary of the meeting was discussed.

Meeting closed at 12:25pm

Next Meeting – 10 September 2024 - Gilgandra

### Previous Meeting

Action	Responsible	Status
<p>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:</p> <ul style="list-style-type: none"> <li>• 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. (i.e., develop an action plan and ensure there is a component of budget allocated to weed management works)</li> <li>• To recommend that the RSWMP is considered and incorporated into the planning and approvals guidelines and processes.</li> <li>• 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.</li> </ul>	Jodie/Board	Ongoing
<p><b>Update 23/11:</b> Referred to the Central West board for action. <b>Update 06/12:</b> The CWLLS Board has referred to the State Board.</p> <p>CWLLS to provide information on <i>Harrisia Cactus</i> location at Nebea Rsv. Andy to contact Lane/Brian at CWLLS Coonamble office for them to show her where they are.</p>		Andy

### This Meeting:

No.	Action	Responsible
1.	Jodie to Investigate option for cross-region RWC meeting in next financial year (South and Western boundaries).	Jodie
2.	Councils to get in touch with Jodie if interested in a St John's trial site.	Jodie/LGA's
3.	Circulate the NSW New Incursion Plan. RWC to provide feedback on the plan to Stephen before the end of June. Circulate an outline of the Getting to know prohibited matter course to RWC.	Jodie

4. Jodie to forward the NSW Biocontrol Taskforce prospectus to RWC

Jodie/Andy to  
action.

## 7.6 CW REGIONAL WEEDS OPERATIONS GROUP MEETING MINUTES

Local Land Services



### Minutes

#### CW Regional Weeds Committee Operations Group Meeting

##### Details

Location: Lachlan Vintage Village Forbes

Date/time: 4 June 2024  
1:00pm

Chairperson: Damian Wray (Bogan Shire Council)

Minutes: Jodie

**People present:** Archie Harding (Narromine Shire Council), Jodie Lawler (CWLLS), Glenn Sloane (Parkes Shire Council), Laurie Thompson (Lachlan Shire Council), Corey Clark and Jamie Elms (Wedding Shire Council), Damian Wray (Bogan Shire Council), Laurie Thompson (Lachlan Shire Council), Paul Adams and Duncan Fox (Forbes Shire Council), Marita Sydes (DPI)

##### Apologies

Des Mackey (Dubbo Regional Council), Michael Chambers (Parkes Shire Council), Andrew Cosier (Crown Lands), Andy Fletcher (CMCC), Shannon Hodge (Forbes Shire Council)

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

The meeting convened at 1:00pm

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.

#### 1. WAP Budget/Changes

Discussion around WAP budgets and timing of announcement of WAP funds. Councils had a debrief on what went well and what didn't go so well during the recent Grants process.

*Action: All Councils are encouraged to ring DPI to receive feedback on their grant application.*

## 2. Campaigns and Training

Harvest Field Days – Waiting to confirm dates with Melanie Sutor Parkes Shire Council- looking at some time in August.

Boxthorn Field days to be organised for Lake Cargelligo or Condobolin sometime between 14-23 October.

*Action: Jodie to contact CSIRO and arrange a date. Laurie to look at possible release sites and venues.*

Green Cestrum- CMCC trying to source funding for a concentrated control campaign. Infestations are difficult to manage, especially with landholder access/WHS issues.

*Action: Jodie to talk to LLS Comms about rehashing the Green Cestrum Social media campaign. Councils to do letterbox drops with the Green Cestrum letterbox flyer. Jodie to send info (ie letterbox flyers) to garden clubs including Blue Heliotrope.*

Training - The Group discussed training they would like to undertake over the next 12 months and will include in their next WAP applications. Many Courses are being postponed due to a lack of participants. Need to lobby and try and get more participants from other regions when organising training such as Regulatory and Compliance etc.

Some thoughts for training:

- Vehicle Hygiene through DPI – all Councils agreed to put in next year's WAP budget.
- Client Interactive Defensive Tactic Training with Paul Fong through ACFC – all Councils agreed to put in next year's WAP budget.
- Community engagement – moving people towards action through Tocal.
- Mapping Training with Ben Watts and Tocal for those who were unable to attend in April – FSC, PSC, BSC, CMCC
- 4WD training
- 1<sup>st</sup> Aid Training

*Action: Jodie to organise Vehicle Hygiene and Client Interactive Defensive Tactic Training for the 2024-25 financial year.*

### United Service Union

Damian is a representative of the United Services Union who are discussing the award for biosecurity officers under the local govt act through the AWU. They are trying to push for better grading of the officers to help with retaining them and for the roles to be paid fairly. AWU wants representation from each region to make sure they capture the issues around the state. If you have anything to contribute please contact Damian.

**Stakeholder Updates**

**Narromine Shire Council**

Controlling African Boxthorn and Tiger Pear. A new weeds officer has started. Enjoyed the Boxthorn Rust information day at Nyngan and the Parthenium weed walkthrough at Parkes.

**Weddin Shire Council**

Controlling African Boxthorn and Bridle Creeper. A Boxthorn rust release day has been organised with NSW Forestry on 17 June. Ben Mott from Hilltops Council will be conducting the release.

**Forbes Shire Council**

Controlling African Boxthorn and Blackberry. On the lookout for Sticky Nightshade and doing some community education around this.

**Parkes Shire Council**

Controlling Mother of Millions at Bogan Gate. Two more Parthenium Weed plants were found at the Guningbland site.

**Lachlan Shire Council**

Controlling Boxthorn and Coolatai Grass. Feathertop Rhodes Grass has been popping up in little patches. Commencing advertising for another weeds officer.

**Bogan Shire Council**

Controlling Mother of millions and Pencil cactus. Did another rust release at Canonbar Nyngan. Successful in getting WAP funds for the Western LLS Region and will now attend the Western Regional Weeds Committee.

*Action: Jodie to forward the biocontrol email address - [weed.biocontrol@dpi.nsw.gov.au](mailto:weed.biocontrol@dpi.nsw.gov.au)*

Meeting closed: 2:30pm



Actions

Action	Responsible
All Councils are encouraged to ring DPI to receive feedback on their grant application.	All Councils
Jodie to contact CSIRO and arrange a date. Laurie to look at possible release sites and venues.	Jodie/Laurie
Jodie to talk to LLS Comms about rehashing the Green Cestrum Social media campaign. Councils to do letterbox drops with the Green Cestrum letterbox flyer. Jodie to send info (ie letterbox flyers) to garden clubs including Blue Heliotrope.	Jodie
Jodie to organised Vehicle Hygiene and Client Interactive Defensive Tactic Training.	Jodie
Jodie to forward the biocontrol email address - <a href="mailto:weed.biocontrol@dpi.nsw.gov.au">weed.biocontrol@dpi.nsw.gov.au</a>	Jodie
Action from Previous meetings	Responsible
Jodie to follow up with Melanie Sutor Parkes Shire Council regarding be ready for harvest field days. <b>Update:</b> On the agenda for the next field days. <b>DONE</b>	Jodie
Follow-up with Monster Signs regarding converting existing roadside signage to flip signs. <b>Update:</b> 21/12 - Jodie has spoken with signs contractor and they will prepare a quote. Group to provide feedback on what species to add to signs. <b>Ongoing</b>	Jodie
Let Jodie know if you have any itinerary suggestions or contacts for the road trip. 26/04 Response- Ongoing action. Jodie needs to organise another meeting with LLS to work through logistics. 18/05 – on hold until next year due to flooding. <b>Update:</b> On hold due to budget restrictions	All
Add to future RWC agenda <ul style="list-style-type: none"> <li>o Predictive modelling</li> <li>o Look at providing assistance for Councils through the RWC for development of a template for Roadside Vegetation Management and Weed Management Plans. <b>Update:</b> Spoke to Meredith from Applied Ecology. Will cost about \$60,000 for Applied Ecology to develop a plan. Would need to have uptake from Council management if we were to go ahead. Parkes, Forbes, Lachlan, Gilgandra, Weddin and Wellington had engaged Applied Ecology to develop their plans. Training is available from Applied Ecology on how to develop your plans.</li> </ul>	All

Local Government NSW have already developed a template for Roadside Vegetation Plan. To find the template on Local Government NSW website:

- [Lgnsw.org.au](https://www.lgnsw.org.au) - Policy – environment – roadside environmental management- strategic documents RBN template
- Training is also available under Council Roadside Reserves Training
- Contacts at LGNSW - are Kirsty McIntyre – 92424055 and Kathy Godfrey – 0436 003 750

26/04 Response- Jodie has followed up on that. Will cost \$60K per LGA plan but would need uptake from council. Applied Ecology can conduct training on how to put the plans together. LG NSW have template on their website so there is an option for Councils to use or would help in reducing consultant fees.

## 8. CORRESPONDENCE

### Correspondence for April 2024

**Recommendation:**

That the correspondence be received and noted.

**Moved:**

**Seconded:**

ITEM 8.1 HUDSON PEAR PRESS – JUNE 2024



## Local Land Services

June 2024 edition

# The Hudson Pear Press



Welcome to the Hudson Pear Press, an e-newsletter from North West Local Land Services providing updates on the control of Hudson Pear in the region.



### In this edition

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[Contractor spraying](#)

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[Targeting tourists to stop the spread](#)

## Contractor spraying

North West Local Land Services and Castlereagh Macquarie County Council are working on deploying contractors on various sites around Lightning Ridge, Cumborah and the Grawin/Glengarry opal fields area to undertake containment spraying of Hudson Pear.

This spraying will focus on spraying known outliers around the edges of the core infestation whilst also target roads and tracks to help stop the spread of Hudson Pear around the area.

[Hudson Pear on the Barwon](#)

[Fire ground monitoring](#)

[Cochineal on the comeback!](#)

[Upcoming events](#)



## Targeting tourists to stop the spread

North West Local Land Services have been organising information stalls to target tourists that are unaware of Hudson Pear and the issues it can cause if care is not taken.



Information stalls are currently being set up in various locations once a week for the tourist season. Our team will be popping up around Glengarry, Grawin Opal Fields and Lightning Ridge.

The first information stalls have been held on 6 and 13 June at the Lightning Ridge Visitors Information Centre and The Sheeppark Inn, and we received lots of questions from visitors about the 'Come Clean, Go Clean' advice.

We will continue to spread awareness of Hudson Pear over the coming busy months to help stop its spread.



## Hudson Pear on the Barwon

A Hudson Pear plant was located on the Dangar Bridge 5km North of Walgett and approximately 40km from the nearest core infestation.

The plant was destroyed and the area was inspected with no other plants located. Ongoing surveillance of the areas will be undertaken.

This is a timely reminder to follow the ‘Come Clean Go Clean’ guidance to reduce the risk of Hudson Pear spreading beyond the core infestations.

Remember you can report Hudson Pear sightings outside of the core infestation to Castlereagh Macquarie County Council ([msavage@cmcc.nsw.gov.au](mailto:msavage@cmcc.nsw.gov.au) or 0427 253 463).

## Fire ground monitoring

Observations of the Hudson Fire area so far show that although some plants appear to have been completely burnt, regrowth is occurring from the less damaged extremities or base of the plant.

Whilst the fire did not totally destroy the majority of Hudson Pear plants, across the fire ground there is an increasing presence of the cochineal biocontrol occurring on the regrowth and partially burnt plants. Cochineal has been observed even on the smaller plants hiding in the grass.



## Cochineal on the comeback!

The cochineal is now back in action after unfavourable wet conditions appeared to dampen the bite of the cochineal bug.



The recently more favourable conditions have provided positive critical mass results and poor plant health at the Cumborah and Grawin biocontrol monitoring sites.

## Upcoming events

Come and chat to our friendly team at our pop-up information stalls:

- 27 June – The Glengarry Hilton
- 4 July – Lightning Ridge Visitors Information Centre
- 11 July – Grawin Club in the Scrub

## Contact Us

**Progressive Containment Spraying:** Rachael Turner, [rachael.turner@lls.nsw.gov.au](mailto:rachael.turner@lls.nsw.gov.au) or 0417 753 170

**Landholder Chemical Program:** Todd Pallister, [todd.pallister@lls.nsw.gov.au](mailto:todd.pallister@lls.nsw.gov.au) or 939 055

**Biological Control:** Mat Savage, Castlereagh Macquarie Country Council, [msavage@cmcc.nsw.gov.au](mailto:msavage@cmcc.nsw.gov.au) or 0427 253 463

Looking for more information? Find out more about the Hudson Pea



## ITEM 8.2 HUDSON PEAR TASKFORCE – MR GEOFF WISE

12 Avalon Place  
DUBBO NSW 2830  
16<sup>th</sup> May 2024

Mike Urquhart  
General Manager  
Castlereagh Macquarie County Council  
PO Box 664  
WALGETT 2832

Dear Mike,

### Re: Participation with Hudson Pear Task Force

Please accept and convey to the CMCC Board of Management and appropriate staff my thanks for the privilege and pleasure of me having been involved during the last decade with your team and a diversity of other people in the complex issues associated with control and eradication of Hudson Pear.

During my period of involvement I consider there have been significant improvements with:

- Engagement and cooperation between the various agency personnel
- Agencies having front line staff working together strongly focused on the Hudson Pear program
- Engagement and understanding with land managers
- Development of a planned strategic approach
- Introduction of a biological control agent
- Establishment of the mass rearing facility.

I acknowledge that there may be no finishing line, but the journey is worth the effort and the momentum must not be lost.

Support and encouragement for the willing and enthusiastic front line staff particularly between North West Local Lands Services and Castlereagh Macquarie Council has in my opinion been a major influence on the current level of success of where the program is at present.

Please convey my congratulations, thanks and encouragement to those involved.

I will look forward to following the ongoing progress with Hudson Pear management.

Yours sincerely



Geoff Wise

## 9. REPORT OF THE GENERAL MANAGER

### ITEM 9.1 RISK REGISTER

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

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#### **Summary:**

This report was presented to the CMCC ARIC at its 16<sup>th</sup> May 2024 meeting and formally adopted. The report is now presented to Council for its adoption.

#### **Background:**

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

#### **Current Position:**

The writer submitted the attached “Draft Risk Register” to the February 24 meeting where ARIC Members formally requested the General Manager to review the Uncontrolled Conditions rating and Residual Risk rating for the identified risks.

Council staff will be meeting in July 2024 to prepare an operations risk register, after having recently workshopped and identified a number of risks CMCC may encounter and what control measures are needed to mitigate these risks. Ongoing risk assessment is important as this will determine the areas of internal audit required for the organisation.

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

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

#### **Governance issues:**

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

#### **Financial Implications:**

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

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

Not Applicable

#### **Conclusion:**

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

**Risk Register**

**Recommendation:**

That Council adopts the Revised Risk Register of 3<sup>rd</sup> May 2024.

**Moved:**

**Seconded:**

**Attachments:**

Draft Risk Register

Castlereagh Macquarie County Council Agenda –24<sup>th</sup> June 2024 – Ordinary Council Meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL - RISK REGISTER REVISED 3rd May 2024.									
STRATEGIC RISK INFORMATION		UNCONTROLLED CONDITIONS			CONTROLLED CONDITIONS				
Risk	Risk Category	LIKELIHOOD	CONSEQUENCE	INHERENT Level of Risk	Control Measures	CONTROL STATUS	LIKELIHOOD	CONSEQUENCE	RESIDUAL Level of Risk
1. The Council does not implement appropriate financial strategies and controls to ensure that Council will be financially sustainable into the future. This risk also includes not being able to manage the organisations asset infrastructure in accordance with Council's asset management policies and plans.	1. Financial Sustainability	Almost Certain	Extreme	HIGH	Long Term Financial Plan	Y	Unlikely	Major	MEDIUM
					Weed Action Program funding from State Gov't to 2025	Y			
					Quarterly Budget Review Statements to Council	Y			
					Annual reporting to public and constituent Councils	Y			
					Formal Annual reporting in accordance with WAP's and ongoing monthly operational data feed to NSW State Gov't portal in Biz.	Y			
					Annual External Audit	Y			
					Adequate and appropriate Insurance Portfolio	Y			
					Two stage verification of transactions is required through Bank				
					Investments in accordance with the Ministers Order	Y			
2. The Council's organisational Human Capital and WHS System related policies, procedures and practices are not compliant with the relevant legislative requirements and do not provide a safe work place nor a desirable workplace environment.	2. Staff & Workplace Resilience	Almost Certain	Extreme	HIGH	WHS System in place		Possible	Extreme	SERIOUS
					State cover self audit	Y			
					Health monitoring				
					Risk Assessments and pre program briefings, tool box meetings.	Y			
					Contractor WHS compliance requirements	Y			
					Pesticide Notification Plans distributed to the effected public	Y			
					Staff Training	Y			
					Succession plan				
					Flexible working conditions	Y			
					All of staff refresher training	Y			
Currently stable management and staff within Council	Y								
All staff can contribute to the operational planning decisions and directions of the organisation	Y								
3. The Council's (Members and staff) management and leadership actions (including the risk of a disconnect between management and Council) not being undertaken in a way that reflects positively upon Council's reputation and integrity.	3. Corporate Governance Reputational	Likely	Major	SERIOUS	Code of Conduct and Code of Meeting Practice	Y	Possible	Minor	MEDIUM
					Member Council's Councillors undertake OLG Induction Training	Y			
					Council currently supporting stable management environment and high ethical standards	Y			
					Risk Based Compliance and Enforcement System				
					Policy Register that satisfies the Office of Local Government requirements				
					Legal Compliance Register				
Reporting and information sharing with stakeholders	Y								

Castlereagh Macquarie County Council Agenda –24<sup>th</sup> June 2024 – Ordinary Council Meeting

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



## ITEM 9.2 COUNCIL'S DECISION ACTION REPORT – MAY 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 – May 2024**

**Recommendation:**

That the Resolution Register May 2024 be received and noted.

**Moved:**

**Seconded:**

**Attachment:**

Action Resolution Register.



**CMCC ACTION RESOLUTION REGISTER**

27.06.2022	06/22-11	<p>1. That the report be received and noted.</p> <p>2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices</p>	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, African Box Thorn Filed Days.</p>	<p>Continuing</p> <p>Continuing</p>
26.06.23		<p>Action Request;</p> <p>Council depots have noxious weeds signs displayed and that the Senior Bio Security office attend all Council depots to provide information on noxious weeds to constituent Council Staff.</p>	SBO	<p>The Senior Bio Security Officer has commenced the roll-out of the training program.</p>	In progress
28.08.23		<p>Action Request;</p> <p>That the General Manager contact Todd (LLS Coordinator) and request that he attend every CMCC Council meeting to provide an update on the Hudson Pear program.</p>	GM	<p>Co-ordinator invited to attend the bi-monthly meetings</p>	In progress
06.03.2024	01/24/08	<p>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.</p>	GM	<p>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.</p>	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> <li>3. The Council Deal be affixed to the engagement control and funding agreement and the General</li> </ol>	GM	<p>DPI have formally advised CMCC has been awarded the contract as LCA for the Unincorporated Area of NSW. Contracted executed and returned to DPI.</p>	Completed

Castlereagh Macquarie County Council Agenda –24<sup>th</sup> June 2024 – Ordinary Council Meeting

		<p>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>			
29.04.2024	02/24/10	<p>That;</p> <p>1. 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 8<sup>th</sup> May 2024 until 4:30pm on 4<sup>th</sup> June 2024, inviting submissions from the public during this time.</p> <p>2. Council formally adopts scenario 1 as its preferred option for the Long-Term Financial Plan which includes a 4.7% CPI (rate peg) increase to the financial contributions from constituent councils for 24/25.</p>	GM	<p>Advertisement placed in newspaper and documents displayed on CMCC website.</p> <p>Letters sent to constituent council's advising of 4.7% CPI increase to the constituent council contributions for 24/25.</p>	Completed
29.04.2024	02/24/13	<p>1. That Castlereagh Macquarie County Council board note the Chairman's report in regard to the Annual Performance Review.</p> <p>2. That the Castlereagh Macquarie County Council board accept the General Manager's request for a contract extension for the period of 17 February 2024 to 16 February 2028.</p> <p>3. That the Chair and Deput Chair be authorised to execute a new contract including an increase in remuneration of \$80,000pa plus superannuation effective from 17 February 2024.</p>	GM		In Progress

## ITEM 9.3 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:

- 24-06 Privacy and the Mandatory Notification of Data Breach Scheme
- 24-09 End of Year Reporting Requirements for 2023-24 and Additional Information for 2024-25
- 24-08 2024/25 Determination of the Local Government Remuneration Tribunal
- 24-09 Amendments to the Local Government Act 1993 removing the options for councils to employ senior council executives under statutory contracts
- 24-10 Resources for candidates standing at the local government elections
- 24-11 ICAC guidance for Councilors on corruption risks associated with overseas travel

### **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 24-06 to 24-11 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Circulars 24-06 – 24 - 11

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

Circular Name	Privacy and the Mandatory Notification of Data Breach Scheme
Circular Details	24-06 / 29 May 2024 / A900321
Previous Circular	N/A
Who should read this	Councillors / General Managers / governance and records staff / all council staff
Contact	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement

### What's new or changing?

- The Mandatory Notification of Data Breach Scheme (MNDB Scheme) commenced on 28 November 2023 following a 12-month transition period.

### What will this mean for council?

- The MNDB Scheme is a mandatory notification requirement under the *Privacy and Personal Information Protection Act 1998* for NSW public sector agencies (including councils) in the event of an 'eligible data breach'.
- Any officer or employee of a public sector agency with reasonable grounds to suspect that an eligible data breach has occurred must immediately report the suspected breach to the head of the agency or their delegate.
- The agency head must then carry out an assessment of whether there are reasonable grounds to believe that the suspected data breach is in fact an eligible data breach. This assessment must be completed within 30 days.
- Under the MNDB Scheme, an agency must notify the affected individuals and the Privacy Commissioner when there has been an eligible data breach.



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Office of Local Government



**Key points**

- Personal information for the purposes of the MNDB Scheme includes 'health information'.
- Notifications to the Privacy Commissioner of a data breach or any updates must be made using the approved form/s.
- General managers should ensure that appropriate delegations are in place so that the right people have the authority to make decisions quickly.
- Information requirements when notifying affected individuals in relation to an eligible data breach are set out in the scheme.
- Under the MNDB Scheme, councils are to satisfy other data management requirements, including maintaining an internal data breach incident register, and having a publicly accessible data breach policy (DBP).
- Councils are required to ensure their DBP is publicly accessible which means Councils should publish their DBP on their website.
- The MNDB Scheme will improve public trust and help mitigate the impact of data breaches when they occur by providing greater transparency, improving agencies' response to data breaches, and empowering affected individuals to take steps of their own to manage risks that might arise from a breach.

**Where to go for further information**

- Further information about the details of the scheme, councils' obligations and resources available to assist are available from the Information and Privacy Commission at its [MNDB Resources page](#).

A handwritten signature in blue ink that reads 'Brett Whitworth'.

Brett Whitworth  
Deputy Secretary, Local Government

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

<b>Circular Name</b>	<b>End of Year Reporting Requirements for 2023-24 and Additional Information for 2024-25</b>
Circular Details	24-07 / 29 May 2024 / A895462
Previous Circular	23-10
Who should read this	General Managers / All council staff / Executive Officers / Councillors
Contact	Performance Team / 02 4428 4142 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Councils & Joint Organisations to Implement / Information

### What's new or changing?

- End of year reporting information for the 2023-24 financial year
- Updated Financial Data Return (FDR) 2023-24
- Updated Annual Report checklist for 2023-24
- Calendar of Compliance for 2024-25
- Local Government Grants Commission annual returns

### What will this mean for council?

- Councils and Joint Organisations (JOs) need to review the attached end of year reporting information.
- Councils and JOs should familiarise themselves with the reporting timeframes when submitting their 2023-24 financial statements, FDR, and Financial Assistance Grant returns.
- Councils can access and download the FDR 2023-24, Financial Assistance Grant returns, the 2023-24 annual report checklist and the 2024-25 Calendar of Compliance from the Office of Local Government (OLG) website.

T 02 4428 4100 TTY 02 4428 4209, E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
Locked Bag 3015 NOWRA NSW 2541  
[www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

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Office of Local Government



- Councils and JOs can use the respective annual report checklists to ensure that the information required under the *Local Government Act 1993* (Act), the *Local Government (General) Regulation 2005* and other relevant legislation and guidelines, is included within their annual report and annual performance statement.
- Councils should use the *Calendar of Compliance and Reporting Requirements 2024-25* to assist in planning strategic and operational tasks throughout the year.

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### Key points

- Annexure 1 provides information to assist councils in submitting their 2023-24 financial statements and FDR.
- Annexure 2 provides information to assist JOs in submitting their 2023-24 financial statements and FDR.
- The FDR is available on the OLG Council Portal [here](#) and this circular [here](#).
- The financial statements and FDR are to be sent electronically to OLG by 31 October 2024.
- Under the Act, councils must prepare an annual report and JOs an annual performance statement within 5 months after the end of the financial year. An annual report checklist is available [here](#).
- Councils and JOs must upload a copy of the annual report to their website and provide a copy to the Minister for Local Government and such other persons and bodies as regulations require. Councils and JOs should notify the Minister by providing a URL link to OLG ([olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)).
- Councils should ensure they report performance against targets, outcomes, efficiency and cost effectiveness over time.
- JOs should ensure they report as to their progress in implementing strategies and plans for delivering strategic regional priorities.
- The Financial Assistance Grants general return is to be submitted by 30 August 2024. The National Local Roads Return is due by 29 November 2024.
- The *Calendar of Compliance and Reporting Requirements 2024-25* includes key statutory and other reporting deadlines for councils.
- Councils' statutory and other reporting deadlines are not limited to those included in the *Calendar of Compliance and Reporting Requirements 2024-25*.
- Councils are required to submit the permissible income working papers following the auditing process (issued 11 April 2024).

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- Instructions on where to email the returns are included on the cover sheet of the respective returns.
- Councils are reminded that they must place their Operational Plan, Revenue Policy and Fees and Charges on council's website within 28 days of adoption, with the Community Strategic Plan, Resourcing Strategy and Delivery Program.

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**Where to go for further information**

- The Local Government Code of Accounting Practice and Financial Reporting (the Code) for 2023-24 is available on OLG's website [here](#).
- The 2023-24 annual report checklist is available [here](#).
- The 2024-25 Calendar of Compliance can be accessed at [here](#).
- The FDR, Financial Assistance Grant returns and Permissible Income Workpapers can be sourced from the Council Portal [here](#)

A handwritten signature in blue ink, appearing to read 'Brett Whitworth'.

Brett Whitworth  
Deputy Secretary, Local Government

Department of Planning, Housing and Infrastructure  
Office of Local Government



## **Annexure 1: Information to assist councils prepare 2023-24 Financial Statements**

### **Submission of Financial Statements**

- The general purpose financial reports, special purpose financial reports, special schedules and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "Council name – Financial Statements – 2023-24".
- All councils, county councils and joint organisations must lodge their financial statements by **31 October 2024**.
- The financial statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered as being submitted late and not in accordance with the *Local Government Act 1993* (the Act).
- Should council require an extension to lodge their financial statements, these should be requested by the general manager prior to 17 October 2024 and are to be forwarded to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

### **The Code – Update 2023-24**

- The Code must be used to prepare the annual financial statements in accordance with the Act and the *Local Government (General) Regulation 2021* (Regulation).
- The Code and supporting materials are available on the OLG website [here](#).

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

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

### **FDR**

- The 2023-24 FDR will be emailed under separate cover.
- This is to be submitted by **31 October 2024** to [fdr@olg.nsw.gov.au](mailto:fdr@olg.nsw.gov.au) in **Excel** format only.
- The FDR should be accurate and align with the audited financial statements. The FDR will be returned to council should there be any errors, discrepancies or worksheets not completed.
- The return can also be accessed via the Council Portal on the OLG website.
- Information/data from the FDR is published in the Time Series Data, Your Council website and for the monitoring of council's performance. Data is also used in the calculation of councils FA grants.

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

- Councils should ensure early commencement and completion of asset revaluations.
- Fair value assessments need to be conducted annually.
- Adequate documentation, including position papers need to be readily available for the auditors, if requested.
- The necessary documentation should be agreed with the auditor prior to year-end.
- Restrictions on asset use, especially for community land and land under roads, should be taken into account when assessing valuation.

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Office of Local Government



- NSW Valuer General's valuations may be used to represent the fair value of community land.
- Councils will then need to separately consider any improvements made to community land in the overall fair value assessment.

**Council Borrowings**

- The Proposed Borrowing Return should be completed and forwarded to OLG ([loans@olg.nsw.gov.au](mailto:loans@olg.nsw.gov.au)) by 5 July 2024 (to be issued shortly).
- The return can be accessed via the Council Portal/Council survey and data returns on the OLG website.
- Councils must advise the Deputy Secretary, Local Government of amounts borrowed within 7 days when loans are drawn in accordance with section 230 of the Regulation.
- Notification can be emailed to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Councils are also reminded of the need to complete the capital expenditure review requirements, as per OLG Circular 10/34, prior to the commencement of projects greater than \$1 million or 10% of council rating revenue. Please contact OLG's Performance Team if you have any questions in relation to this review on (02) 4428 4100.



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## **Annexure 2: Information to assist JOs prepare 2023-24 Financial Statements**

### **Submission of Financial Statements**

- The general purpose financial reports and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "JO name – Financial Statements – 2023-24".
- All JOs must lodge their financial statements by **31 October 2024**.
- The financial statements are to be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered to be submitted late and not in accordance with the Act.
- Should the JO require an extension to lodge their financial statements, these are to be requested by the Chief Executive Officer prior to 17 October and must be forwarded to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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

- The Supplement must be used to prepare the annual financial statements in accordance with the Act and the Regulation.
- The Supplement is available on the OLG's website at [here](#).

### **JO FDR**

- The 2023-24 JO FDR will be emailed under separate cover
- This is to be submitted by **31 October 2024** to [jofdr@olg.nsw.gov.au](mailto:jofdr@olg.nsw.gov.au) in **Excel** format only.
- The JO FDR should be accurate and align with the audited financial statements. The FDR will be returned to the JO should there be any errors, discrepancies or worksheets not completed.
- The return can also be accessed via the Council Portal on the OLG website.



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Office of Local Government



## Circular to Councils

Circular Name	2024/25 Determination of the Local Government Remuneration Tribunal
Circular Details	24-08 / 29 May 2024 / A899914
Previous Circular	23-03 2023/24 Determination of the Local Government Remuneration Tribunal
Who should read this	Councillors / General Managers
Contact	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement

### What's new or changing?

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 3.75% to mayoral and councillor fees for the 2024-25 financial year, with effect from 1 July 2024.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2023 determination and will next review these categories in 2026.
- The Tribunal found that the allocation of most councils into the current categories continued to be appropriate having regard to the 2023 review, the current category model and criteria, and the evidence put forward in the submissions received.
- However, the Tribunal has reclassified both Hilltops Council and Muswellbrook Shire Council as Regional Rural councils based on changes to their combined resident and non-residential working population.

### What will this mean for council?

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2024 based on the Tribunal's determination for the 2024-25 financial year.

T 02 4428 4100 TTY 02 4428 4209, E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
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Office of Local Government



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**Key points**

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

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**Where to go for further information**

- The Tribunal's report and determination is available [here](#).
- For further information please contact the Council Governance Team on
- 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

A handwritten signature in blue ink that reads 'Brett Whitworth'.

Brett Whitworth  
Deputy Secretary, Local Government

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

<b>Subject/title</b>	<b>Amendments to the <i>Local Government Act 1993</i> removing the option for councils to employ senior council executives under statutory contracts.</b>
Circular Details	24-09 / 12-06-2024 / A901423
Previous Circular	22-27 Discussion paper – Senior staff employment
Who should read this	Councillors / General Managers / Senior staff / Council human resources staff
Contact	Council Governance Team / (02) 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement

### What's new or changing?

- The *Local Government Act 1993* (the Act) has been amended by the *Local Government Amendment (Employment Arrangements) Act 2024* (the amending Act). The amending Act received assent on 31 May 2024.
- As a result of the amendments, as of 1 September 2024, councils will no longer have the option to determine positions within their organisation structure as “senior staff positions” and to employ the holders of those positions under the statutory contract approved by the “departmental chief executive” of the Office of Local Government (OLG).
- The amendments mean that the governing bodies of councils and the general manager will have the following responsibilities in determining the organisation structure of a council:
  - the governing body is required to approve the resources to be allocated to the employment of staff after consulting the general manager, and
  - the general manager is in turn responsible for determining the organisation structure of the council after consulting with the governing body.

## Department of Planning, Housing and Infrastructure

### Office of Local Government



- Subject to the transitional arrangements set out below, the amendments will ultimately see the terms and conditions of employment of all council staff other than the general manager, regulated under an award or enterprise agreement approved by the Industrial Relations Commission of New South Wales (IRC).

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#### What will this mean for council?

- As noted above, as of 1 September 2024, councils will no longer have the option to determine “senior staff positions” in their organisation structure.
- From this date, new employees in these former roles will be employed under an award or enterprise agreement approved by the IRC.
- Staff currently employed under the approved senior staff contract will continue to be employed under that contract until it expires. When the contract expires, senior staff’s employment can continue under an award or enterprise agreement, and councils will need a valid and lawful reason not to continue their employment.
- Current senior staff may request to transition to employment under an award or enterprise agreement before the contract expiry date. Councils must not unreasonably refuse such a request. Senior staff may apply to the IRC for a review of a council’s refusal of such a request.
- Where a senior staff member is transitioning off a contract into ongoing employment under an award or enterprise agreement, the usual requirement to advertise the position does not apply.
- Where the employment of senior staff is transitioned to employment under an award or enterprise agreement, their accrued entitlements will be preserved.
- The current provisions of the Act and Local Government (General) Regulation 2021 that apply to senior staff of councils will continue to apply to them while they continue to be employed under the senior staff contract.
- However, to ensure staff currently employed under the senior staff contract are not adversely affected in their employment, they will immediately have access to the jurisdiction of the IRC.
- Senior staff members’ contracts are deemed to be an industrial instrument for the purposes of Part 6 of Chapter 2 of the *Industrial Relations Act 1996*, and it will be open to them or their union to seek orders and directions by the IRC, including in relation to unfair dismissal.

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Office of Local Government



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**Key points**

- When transitioning from employment under a senior staff contract to employment under an award or enterprise agreement, employers and employees must act reasonably. Employees should not suffer a net loss as a result of the transition.
- In the event of a dispute about transitioning employment, assistance may be sought from the IRC, who can determine the outcome by ordering the council to transition the staff member's employment to employment under an award or enterprise agreement on the terms and conditions specified in the order, within the time specified in the order.

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**Where to go for further information**

- For further information, contact the Council Governance Team on 02 4428 4100 or [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).
- For practical guidance on implementation of the amendments, councils that are members of Local Government NSW (LGNSW) should contact LGNSW's Workplace Relations team.
- For support and assistance in transitioning to employment under an award or enterprise agreement, council staff should contact their union.

Brett Whitworth  
Deputy Secretary, Office of Local Government

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

Subject/title	Resources for candidates standing at the local government elections
Circular Details	24-10 / 13-06-2024 / Doc A896197
Previous Circular	24-04 New local government elections webpage launched on the Office of Local Government's website
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement

### What's new or changing?

- The Office of Local Government (OLG) has a new dedicated webpage on its website for candidates at the upcoming local government elections called 'Become a Councillor'.
- The webpage contains a range of resources for potential candidates to assist them to understand what their role and responsibilities will be as a councillor if they are elected.
- The resources include:
  - the "Stand for your Community Candidate Guide"
  - an online learning tool for prospective candidates
  - targeted candidate guides for women, Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with disability, and young people.

### What will this mean for council?

- It is important that prospective candidates at the upcoming local government elections understand what will be expected of them should they be elected, and the legislative boundaries they must work within.

T 02 4428 4100 TTY 02 4428 4209, E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
Locked Bag 3015 NOWRA NSW 2541  
[www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

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- OLG's Councillor Induction and Professional Development Guidelines encourage councils to conduct information campaigns and information sessions for prospective candidates within their areas.
- By conducting information campaigns and sessions for prospective candidates, councils can ensure that candidates who nominate have seriously considered whether they have the personal attributes required to fulfil the responsibilities of civic office and can effectively meet the demands of representing their community on a council.
- OLG's Councillor Induction and Professional Development Guidelines provide detailed guidance to councils on how to conduct candidate information sessions.
- The candidate resources published on OLG's website have been designed to assist councils in conducting candidate information campaigns in their areas and have been made available for use by councils.

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### Key points

- Further information and resources will be uploaded to OLG's 'Become a councillor' webpage over the coming weeks.

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### Where to go for further information

- OLG's Councillor Induction and Professional Development Guidelines are available [here](#).
- For more information, visit the [Become a councillor](#) page on OLG's website.
- 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  
Office of Local Government



Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

<b>Subject</b>	<b>ICAC guidance for Councillors on corruption risks associated with overseas travel</b>
Circular Details	24-11 / 14-06-2024 / A902181
Previous Circular	Not applicable
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Council Governance/ (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement

### What's new or changing?

- The Independent Commission Against Corruption (ICAC) has issued Guidance for councillors on corruption risks associated with overseas travel (ICAC's Guidance). This can be accessed on the Office of Local Government's website [here](#) and on ICAC's website.
- ICAC's Guidance provides information to help councils understand the corruption, integrity and security risks posed by overseas travel by councillors and to mitigate those risks.
- Among other things, ICAC's Guidance provides information on:
  - existing statutory and other requirements relevant to overseas travel by councillors,
  - security risks for councillors when travelling overseas,
  - promoting council projects when overseas,
  - the potential for blackmail, and
  - the potential for corrupt conduct.
- ICAC's Guidance has been adopted by the Office of Local Government as a guideline under section 23A of the *Local Government Act 1993* (the Act).

**Commented [JD1]:** Add link to location of guidance on OLG's website

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Office of Local Government



What will this mean for council?

- Councils are required under section 23A of the Act to consider ICAC's Guidance when exercising their functions.

Key points

- ICAC's Operation Galley demonstrated that overseas travel poses corruption risks for councillors. These risks include:
  - creating perceptions that development proposals have government backing,
  - misrepresenting or misunderstanding a councillor's ability to influence development outcomes,
  - taking advantage of a lack of detailed understanding about NSW planning processes among foreign parties,
  - being placed in situations that are personally compromising or likely to lead to conflicts of interest,
  - being offered gifts, benefits and hospitality, with an expectation of reciprocity,
  - making inappropriate commitments regarding developments or being perceived as having made promises, and
  - harming Australia's reputation as a reliable trading and investment partner.

Where to go for further information

- ICAC's Guidance for councillors on corruption risks associated with overseas travel is available on OLG's website [here](#) and on ICAC's website.
- For further information please contact the Council Governance Team on 02 4482 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).
- For further information on managing corruption risks or to report corrupt conduct, contact ICAC at 02 8281 5999 or toll free on 1800 463 909 (for callers outside Sydney), by email at [advice@icac.nsw.gov.au](mailto:advice@icac.nsw.gov.au) for advice, or via ICAC's [website](#) to report corrupt conduct.

Commented [JD2]: Add link to location of guidance on OLG's website

Brett Whitworth  
Deputy Secretary, Office of Local Government

## ITEM 9.4 CASH ON HAND AND INVESTMENT REPORT AS AT 30<sup>th</sup> APRIL & 31<sup>st</sup> MAY 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> May 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> May 2024 are compliant with the Relevant Reference Documents and Policies listed later in this report.

### Current Position:

Council at 31<sup>st</sup> May 2024 held a total of \$1,175,160.50 in on-call and interest bearing deposits with financial institutions within Australia. All investments are held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

### 30<sup>th</sup> April 2024

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$579,728.50	CBA	3.75%		N/A
TD99504	07.03.2024	\$500,000.00	BankVic	5.070%	182 days	05/09/2024
<b>TOTAL</b>		<b>\$1,079,729.50</b>				

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

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$675,160.51	CBA	3.75%		N/A
TD99504	07.03.2024	\$500,000.00	BankVic	5.070%	182 days	05/09/2024
<b>TOTAL</b>		<b>\$1,175,160.50</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> May 2024, Council's available cash and invested funds totalled \$1,175,160.50

**Cash and Investment Reports – 30<sup>th</sup> April and 31<sup>st</sup> May 2024**

**Recommendation:**

That the investment report for 30<sup>th</sup> April and 31<sup>st</sup> May 2024 be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Nil

## ITEM 9.5 OPERATIONAL PLAN 24/25, STATEMENT OF REVENUE POLICY, LONG TERM FINANCIAL PLAN 24/25 to 33/34, ASSET MANAGEMENT PLAN 24/25 to 33/34 & WORKFORCE PLAN

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

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### Summary

This report recommends the Operational Plan 2024/25, Statement of Revenue Policy, Long-term Financial Plan 24/25 to 33/34, Asset Management Plan 24/25 to 33/34 and Workforce Plan be formally adopted as required under the Local Government Act (1993).

### Background

The abovementioned Plans were placed on exhibition on 8th May 2024, and public comment invited with submissions closing at 4.30pm on the 4<sup>th</sup> June 2024.

### Current Position

There were no submissions received during the exhibition period.

### Relevant Reference Documents/Policies

Local Government Act 1993 and Integrated Planning and Reporting legislation.  
Local Government Act 1993

Local Government General Regulation 2021

### Governance issues

Council must comply with the Local Government Act 1993 and Integrated Planning and Reporting legislation.

### Stakeholders

Castlereagh Macquarie County Council  
Constituent Councils  
Office of Local Government  
Land Managers in the Castlereagh County Council area

### Financial Implications

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

### Conclusion

The Operational Plan 2024/25 (Scenario 1), Asset Management Plan 24/25 to 33/34 have been on display for the statutory 28 days, and it is now recommended they be formally adopted.

### Operational Plan 24/25, Statement of Revenue Policy, Long Term Financial Plan 24/25 to 33/34, Asset Management Plan 24/25 to 33/34 & Workforce Plan

#### Recommendation:

That Council after having considered any submissions received by the 4<sup>th</sup> June 2024, adopts the Draft Operational Plan for 2024/25 (scenario 1), Long Term Financial Plan 24/25 to 33/34, Asset Management Plan 24/25 to 33/34 and Workforce Plan

**Moved:**

**Seconded:**

## ITEM 9.6 MEMBERS FEES, GOVERNMENT RENUMERATION TRIBUNAL

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

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### Summary:

This report sets out the Local Government Remuneration Tribunals range of fees for Councillors/Members and Mayor/Chairperson within each category for 2024/2025. The County Council section includes Castlereagh Macquarie County Council.

### Background:

The Remuneration Tribunal in accordance with section 239 and 241 of the Local Government Act 1993 each year makes its determination for the annual fees payable to Chairperson's and Members of County Council's. Under sections 248 (4) and 249 (4) of the Act a Council that does not fix its fees must pay the appropriate minimum fee determined by the Remuneration Tribunal.

### Current Position:

The tribunal has increased the fees for the forthcoming year by 3.75% in the minimum and maximum fees applicable to each category.

The table below sets out the new fee structure applicable for 2023/2024 and 2024/2025. Council must now formally adopt fees within the range as shown in Table 2.0. The Chairperson fee is paid in addition to the Member fee.

**Table 1.0**

**2023/2024**

<b>Category "County Councils" Fees</b>	<b>Category Minimum</b>	<b>Category Maximum</b>
Chairperson	<b>4,200</b>	<b>11,860</b>
Member	<b>1,960</b>	<b>6,490</b>

**Table 2.0**

**2024/2025**

<b>Category "County Councils" Fees</b>	<b>Category Minimum</b>	<b>Category Maximum</b>
Chairperson	<b>4,360</b>	<b>12,300</b>
Member	<b>2,030</b>	<b>6,730</b>

Castlereagh Macquarie County Council has traditionally set the fees at a minimum for both Chairperson and Member.

Currently the annual fees payable to Members and the Chairperson for the 2023/2024 financial year are the minimum fee fixed at \$1,960 per annum for a Member, and an additional fee of \$4,200 for the Chairperson.

In making its determination, the Remuneration Tribunal reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and had regard to budgetary limitations

imposed by the Independent Pricing and Regulatory Tribunal rate pegging. It determined a 3.75% per cent increase per annum. The 3.75% per cent increase will apply to the minimum and maximum of the ranges for all existing categories.

#### Superannuation contribution payments

An amendment to the *Local Government Act 1993* permits Council to resolve on superannuation contribution payments to Councillors/Members, effective from 1 July 2022. This would be payable at the same frequency as the Councillor/Member fees (monthly) at the current rate of 11.0%, which is equivalent to amount under the Commonwealth superannuation legislation if the Councillor/Member were an employee of the Council. The rate will increase by 0.5% percent each year until 1 July 2025 when it reaches 12%. This payment is in addition to Councillor/Member fees.

In order to make a superannuation contribution payment, Council in June 2023 formally resolved to pay the superannuation contribution to its members, effective the 1<sup>st</sup> July 2022.

A Councillor who does not wish to receive a superannuation contribution payment, may agree in writing to forgo or reduce the payment.

Councillors had to nominate a superannuation account before 30 June 2022. *Superannuation account* means an account for superannuation or retirement benefits from a scheme or fund to which the Commonwealth superannuation legislation applies.

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

Local Government Act 1993

Local Government Tribunal Annual Report and Determination 29<sup>th</sup> April 2024.

#### **Governance issues:**

Council is obliged to adopt a Chairperson and Member fee for the forthcoming financial year in accordance with the provisions as set out in the Local Government Act 1993.

#### **Environmental issues:**

Nil

#### **Stakeholders:**

Castlereagh County Council

Castlereagh County Council Members'

#### **Financial Implications:**

The 2024/2025 Operational Plan has made provision for the Member fees of \$19,271 (\$1,029 adjustment required at September QBR) and a Chairperson fee of \$4,150 pa (Adjustment of \$210 required at September QBR). A superannuation allocation of \$1,024 has been made for 24/25.

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

Council may adopt an alternate fee.

#### **Conclusion:**

The report recommends that Council adopt the minimum fee for Members and Chairperson for 2024/2025.



**Member Fees, Local Government Remuneration Tribunal**

**Recommendation:**

That the Member Fees be set at the minimum level set by the Local Government Remuneration Tribunal for a County Council Category.

- a) The Member fee for 2024/2025 be fixed at \$2,030.00
- b) The Chairperson fee for 2024/2025 be fixed at \$4,360.00
- c) Makes a superannuation contribution payment of 11.50% to its Councillor's/Members in accordance with section 254B of the *Local Government Act 1993*

**Moved:**

**Seconded:**

**Attachments:**

Nil

## ITEM 9.7 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

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

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**Summary:**

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

**Background:**

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

**Current Position:**

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

**Conclusion:**

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

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

**Attachments:**

Calendar of events 2024

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

DATE	MEETING/FUNCTION	LOCATION	NOTES
24 <sup>th</sup> June 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer
24 <sup>th</sup> – 25 <sup>th</sup> July 2024	Lightning Ridge Opal Festival	Lightning Ridge	Walgett Biosecurity Officer
7 <sup>th</sup> August	North West Weedo Meeting	Narrabri	Senior Biosecurity Officer
8 <sup>th</sup> August 2024	North West Regional Meeting	Narrabri	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	Councillors, GM and Senior Biosecurity Officer
4 <sup>th</sup> September 2024	Parthenium Meeting	Teams Meeting	Senior Biosecurity Officer and General Manager
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
12 <sup>th</sup> November 2024	Hudson Pear Taskforce Meeting	Lightning Ridge	Chairman, General Manager and Senior Biosecurity Officer
13 <sup>th</sup> November 2024	NSW BioControl Meeting	Lightning Ridge	Chairman, General Manager and Senior Biosecurity Officer
21 <sup>st</sup> November 2024	ARIC Committee Meeting	Teams Meeting	General Manager & Councillor
27 <sup>th</sup> November 2024	NSW County Councils General Managers Forum	Teams Meeting	Chairman and General Manager

*Castlereagh Macquarie County Council Agenda –24<sup>th</sup> June 2024 – Ordinary Council Meeting*

2 <sup>nd</sup> December 2024	CMCC Council Meeting and Councillors Christmas Luncheon	Coonamble	Councillors and all staff
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></p> <p><b>Seconded:</b></p>

**Attachments:**

Senior Biosecurity Officer Information on control activities.

## **Senior Biosecurity Report June 2024**

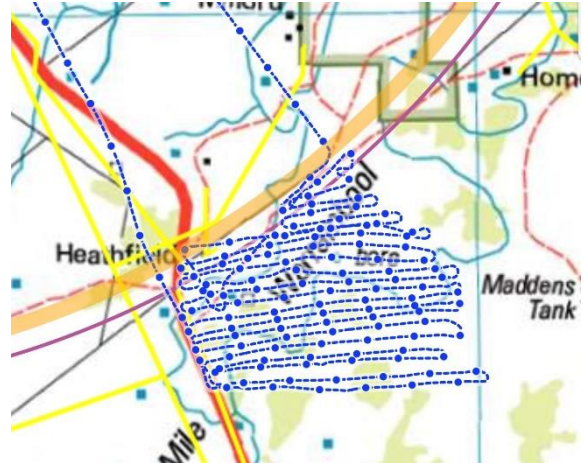
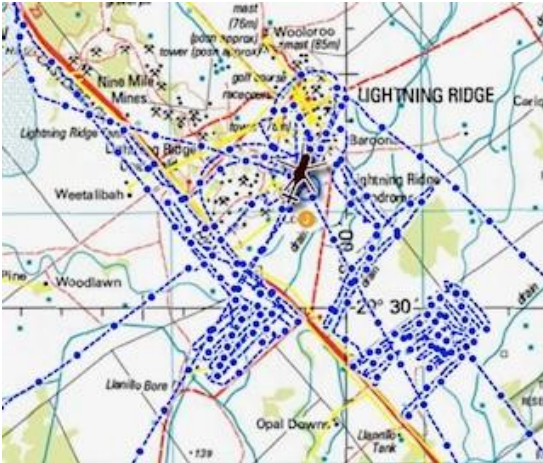
30<sup>th</sup> April to 2<sup>nd</sup> May 2024 Hosted in **Lightning Ridge was the North West Weedo, North West Regional, Harrisia Taskforce and Hudson Pear Taskforce meetings**. A field trip was also organized taking the North West LCA's to Lorne Station and Cumborah to look at the impacts the biological control is having on Hudson Pear.

7<sup>th</sup> & 8<sup>th</sup> May 2025 CMCC will be hosting the North West Weedo and North West Regional meeting back in Lightning Ridge.



**Hudson Pear** - 7<sup>th</sup> & 8<sup>th</sup> May CMCC conducted Hudson Pear aerial surveillance. The Hudson Pear has remained in the containment of the core infestation. It was discovered a property in the Brewarrina Shire had spread from the known location of infestation. All coordinates were captured and due to our limited funding from LLS to engage contractors the LLS Hudson Pear Coordinator and sprayer has been scheduled to go and spray this property under the program.





**Parkinsonia** – 9<sup>th</sup> & 10<sup>th</sup> May CMCC conducted Parkinsonia aerial surveillance on the Narren and Barwon rivers, including Narran Lakes in the Walgett Shire, Barwon in the Moree Plains Shire and Narran in the Brewarrina Shire. Although many plants were found it was discovered the furthest the infestation has moved on the Narran River was approximately 800mts south downstream. A pleasing result after several floodings. Each plant can produce 5000 seeds per year. Plants start production when they are 2 to 3 years old so every juvenile plant, we are finding is making an extraordinary difference in the Walgett Shire.

Narran River Walgett Shire 847 plants found and treated compared to 1409 plants 16/5/2023.

Narran River Brewarrina Shire 311 plants found and treated compared to 107 plants 16/5/2023.

Barwon River Walgett Shire 360 plants found and treated compared to 972 plants 16/5/2023

Barwon River Moree Plains Shire 3 mature plants full seed plus 16 juvenile plants compared to 1 plant 16/5/2023.





**Riverina Pear** – has been uploaded to NSW Weed wise after a 18 month wait. It is estimated Riverina Pear has now infected approximately 30,000 ha in the Walgett Shire over the past 3 years. Prior to be introduced to NSW Weed wise we had no authorization to enforce control. This plant is a very invasive seed and is carried by birds and new plants can emerge from segment. We have discovered the biological control of Tiger Pear is very damaging to Riverina Pear and have started a nursery at Lorne Station.



**Riverina Pear** – has been uploaded to NSW Weed wise after a 18 month wait. It is estimated Riverina Pear has now infected approximately 30,000 ha in the Walgett Shire over the past 3 years. Prior to be introduced to NSW Weed wise we had no authorization to enforce control. This plant is a very invasive seed and is carried by birds and new plants can emerge from segment. We have discovered the biological control of Tiger Pear is very damaging to Riverina Pear and staff have now started a nursery at Lorne Station.

#### **Quanda 5 Ways Coonamble Shire Hudson Pear Aerial Surveillance**

14/6/2024 CMCC staff conducted aerial surveillance over the core infestations and outlying areas including Warrumbungle National Park. No plants were detected in the Warrumbungle National Park, however approximately 100 plants were found on 2 known infestations on private properties. The plants are in dense scrub land and would have remained undetected without aerial surveillance. Coordinates of each plant have been captured and CMCC will coordinate with land owners to treat.

**African Box Thorn Bio Control – Rust Fungus (Puccinia rapipes)**

CMCC has to date released African Box Thorn biocontrol on 6 sites.

22/1/2024 2 Private property sites Warrumbungle Shire

8/11/2022 Crown land managed by private landowner Warrumbungle Shire Council

9/11/2022 Private property Warren Shire

9/11/2022 Private property Coonamble Shire Council

3/11/2022 Private property Gilgandra Shire Council

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

It is estimated over 80 landowners have registered for release kits in the Central West region. The project will enter a hiatus over winter, then will recommence with further releases of rust fungus in August 2024.

If you know of anyone that would like to register to participate in the project , please email details to Caroline Delaisse [boxthornbiocontrol@csiro.au](mailto:boxthornbiocontrol@csiro.au)

There is an wrap article of the Warren and Coonamble field days <https://www.csiro.au/en/news/All/Articles/2024/June/rust-fungus-african-boxthorn-weed>



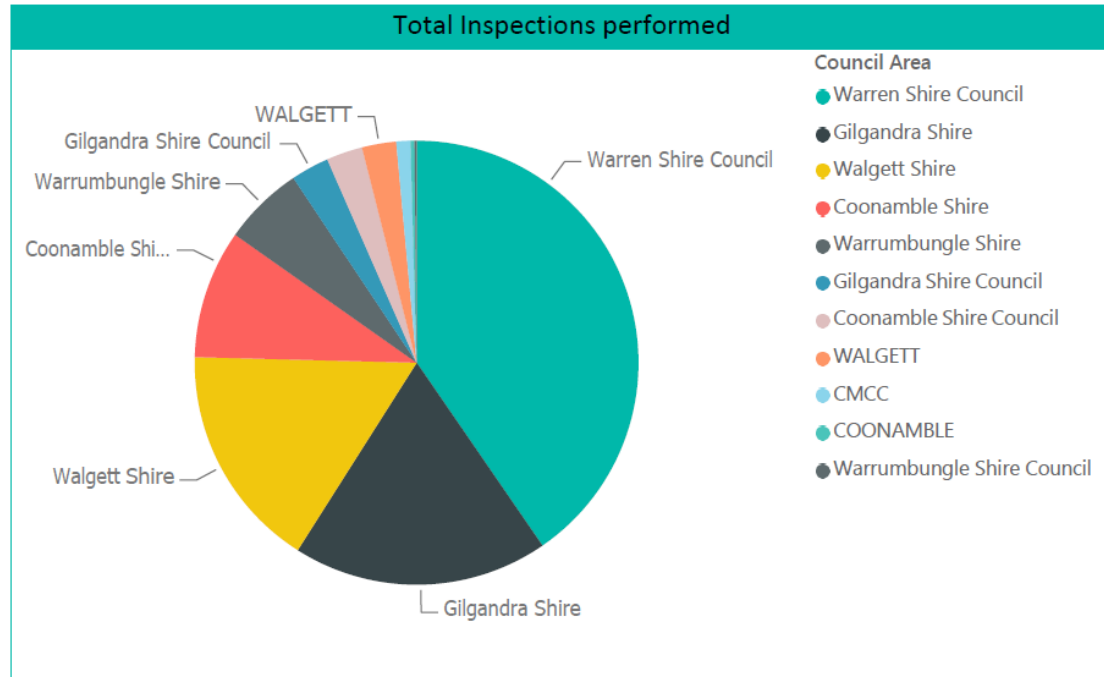
*(above field photo by Andy Fletcher-Dawson leave and fruit impacted by rust fungus)*





## CMCC Report Feb 9 - Jun 14 2023

Total Inspections performed	
Council Area	Total Inspecti
CMCC	
COONAMBLE	
Coonamble Shire	
Coonamble Shire Council	
Gilgandra Shire	
Gilgandra Shire Council	
WALGETT	
Walgett Shire	
<b>Total</b>	



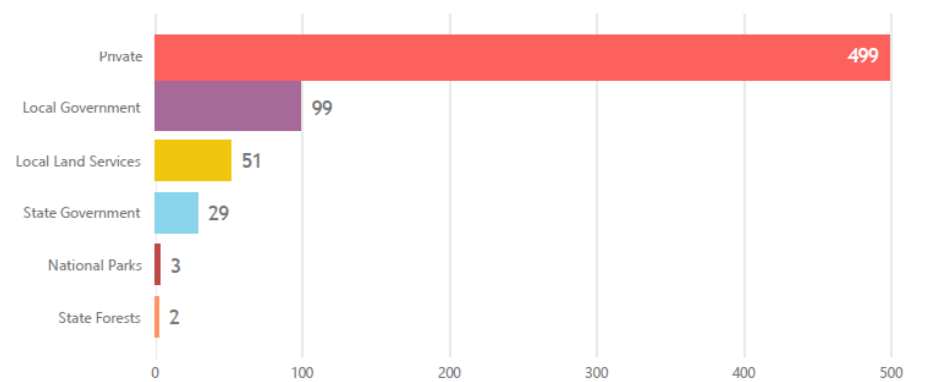


## CMCC Report 9 Feb - 14 June 2024

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspec
CMCC	Local Government	
CMCC	Private	
CMCC	State Government	
COONAMBLE	Local Government	
COONAMBLE	State Government	
Coonamble Shire	Local Government	
Coonamble Shire	Local Land Services	
Coonamble Shire	Private	
Coonamble Shire Council	Local Land Services	
Coonamble Shire Council	Private	
Gilgandra Shire	Local Government	
Gilgandra Shire	Local Land Services	
Gilgandra Shire	Private	
Gilgandra Shire	State Forests	
Gilgandra Shire	State Government	
Gilgandra Shire Council	Local Government	
Gilgandra Shire Council	Private	
WALGETT	Local Government	
WALGETT	Private	
WALGETT	State Government	
Walgett Shire	Local Government	
Walgett Shire	Local Land Services	
Walgett Shire	National Parks	
<b>Total</b>		

Total Inspections per Land Tenure



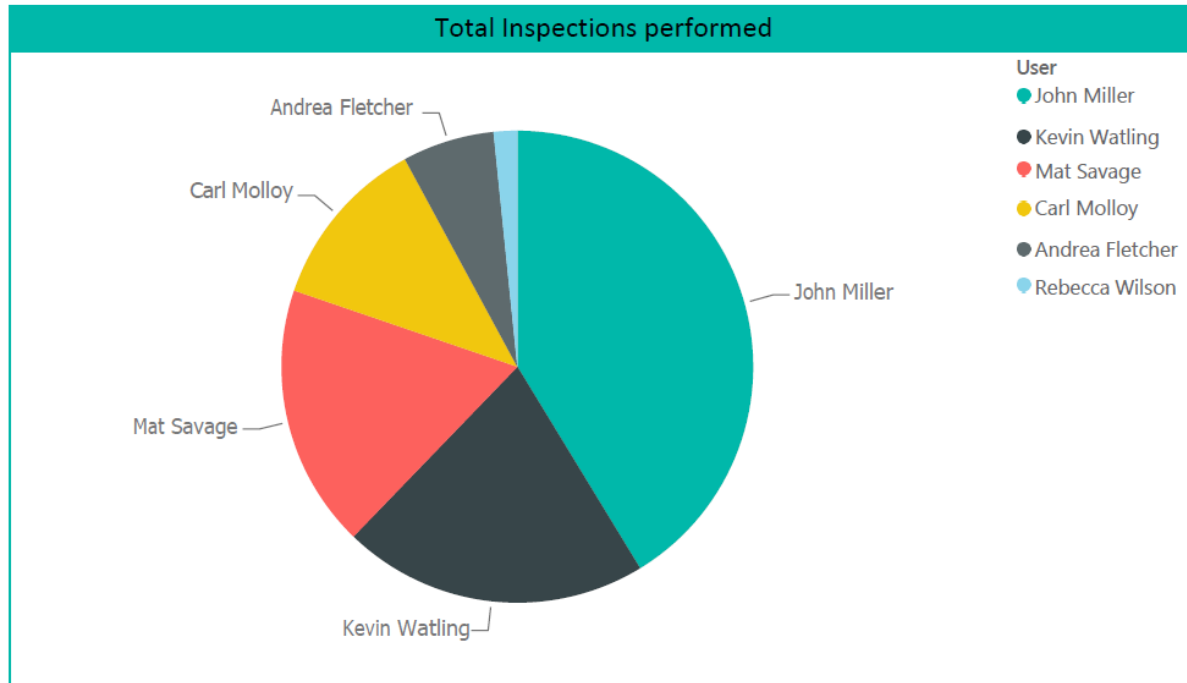
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Local Government	99
Local Land Services	51
National Parks	3
Private	499
State Forests	2
State Government	29
<b>Total</b>	<b>683</b>



## CMCC Report 9 Feb - 14 June 2024

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	43
Carl Molloy	81
John Miller	282
Kevin Watling	143
Mat Savage	123
Rebecca Wilson	11
<b>Total</b>	<b>683</b>





## CMCC Report 9 Feb - 14 June 2024

Andy's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Andrea Fletcher	Inspections of council owned land	Local Government	13	18.40	2.00
Andrea Fletcher	Inspections of council owned land	State Government	1	2.51	
Andrea Fletcher	Inspections of land owned / managed by State bodies	Private	6	325.64	53.20
Andrea Fletcher	Inspections of land owned / managed by State bodies	State Government	2	59.80	50.10
Andrea Fletcher	Inspections of nurseries, pet shops and sale yards	Local Government	2	2.51	
Andrea Fletcher	Inspections of nurseries, pet shops and sale yards	Private	3	4.95	
Andrea Fletcher	Inspections of rail corridors	State Government	2	140.00	
Andrea Fletcher	Nurseries	Local Government	1	0.30	
Andrea Fletcher	Other Council lands	Local Government	1	3.36	
Andrea Fletcher	Private Property Inspections	Private	9	1,608.95	290.01
<b>Total</b>			<b>43</b>	<b>2,223.41</b>	<b>451.31</b>





## CMCC Report 9 Feb - 14 June 2024

Carl's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	Inspections of nurseries, pet shops and sale yards	Local Government	1	7.93	0.10
Carl Molloy	Local Land Services Reserves	Local Land Services	14	1,296.39	1.70
Carl Molloy	Private Property Inspections	Private	56	10,415.27	1.00
Carl Molloy	Re-inspections	Private	9	104.99	9.00
Carl Molloy	Roadside Inspection(s)	Local Government	1		1.00
<b>Total</b>			<b>81</b>	<b>11,824.58</b>	<b>12.80</b>



## CMCC Report 9 Feb - 14 June 2024

John's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
John Miller	High risk TSRs	Local Land Services	1	445.14	40.00
John Miller	High risk water courses	Local Government	1	14.84	10.00
John Miller	High risk water courses	Private	1	80.87	4.00
John Miller	Inspection of TSRs	Local Land Services	32	7,292.95	368.00
John Miller	Inspection of TSRs	Private	1	78.61	5.00
John Miller	Inspections of council owned land	Local Government	7	137.22	40.00
John Miller	Inspections of rail corridors	Private	5	64.50	77.00
John Miller	Private Property Inspections	Local Government	1	4.29	5.00
John Miller	Private Property Inspections	Private	218	69,581.67	400.00
John Miller	Private Property Inspections	State Government	1	778.20	
John Miller	Re-inspections	Private	14	2,594.10	10.00
<b>Total</b>			<b>282</b>	<b>81,072.39</b>	<b>959.00</b>



## CMCC Report 9 Feb - 14 June 2024

Kevin's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Kevin Watling	-----Private Property Sites-----	Private	2	0.77	1.00
Kevin Watling	High Risk Pathways Inspection	Local Government	4	0.88	3.20
Kevin Watling	High Risk Pathways Inspection	State Forests	1	65.57	0.10
Kevin Watling	High Risk Pathways Inspection	State Government	6	0.00	20.40
Kevin Watling	High risk water courses	State Government	1	0.00	2.00
Kevin Watling	Local Land Services Reserves	Local Land Services	1	66.63	2.00
Kevin Watling	Other High Risk Sites	State Government	1	9.68	0.50
Kevin Watling	Private Property High Risk Area	Local Government	1	0.00	2.00
Kevin Watling	Private Property High Risk Area	State Forests	1	65.57	0.10
Kevin Watling	Private Property High Risk Re-Inspections	Local Land Services	1	9.40	0.10
Kevin Watling	Private Property Inspections	Local Government	2	30.44	2.00
Kevin Watling	Private Property Inspections	Local Land Services	1	0.00	0.50
Kevin Watling	Private Property Inspections	Private	70	11,822.01	164.90
Kevin Watling	Private Property Re-Inspections	Private	1	413.47	2.00
Kevin Watling	Recreational Areas	Private	1	24.34	1.00
Kevin Watling	Roadside Inspection(s)	Local Government	5	305.67	8.20
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	43	15.80	65.50
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	1	0.00	2.00
<b>Total</b>			<b>143</b>	<b>12,830.21</b>	<b>277.50</b>



## CMCC Report 9 Feb - 14 June 2024

Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	High Risk Crown Lands	Private	1	982.66	
Mat Savage	High Risk Crown Lands	State Government	6	2,477.17	32.00
Mat Savage	High Risk Pathways Inspection	Local Government	3		
Mat Savage	High Risk Pathways Inspection	State Government	2		600.00
Mat Savage	High risk water courses	Private	5	15,131.60	5.00
Mat Savage	High risk water courses	State Government	1		
Mat Savage	Inspection of TSRs	Local Land Services	1	222.94	20.00
Mat Savage	Inspection of TSRs	Private	1	377.82	377.00
Mat Savage	Inspections of council owned land	Local Government	1	8.91	8.00
Mat Savage	Inspections of land owned / managed by State bodies	State Government	3	1,175.18	20.20
Mat Savage	Other Council lands	Local Government	1	144.66	
Mat Savage	Private Property High Risk Area	Private	66	157,897.65	494.10
Mat Savage	Private Property High Risk Re-Inspections	Private	5	10,198.02	1,088.00
Mat Savage	Private Property Inspections	Private	17	29,194.61	154.62
Mat Savage	Roadside Inspection(s)	Local Government	7	0.00	520.00
Mat Savage	Roadside Inspections High Risk Inspections	Local Government	2	0.00	0.20
Mat Savage	Roadside Inspections High Risk Inspections	State Government	1		0.10
Mat Savage	Waterways High Risk Pathways	State Government	1		1.00
<b>Total</b>			<b>124</b>	<b>217,811.22</b>	<b>3,320.22</b>



# **AGENDA FOR CLOSED COUNCIL MEETING**

**Monday, 24<sup>th</sup> June 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 **24<sup>th</sup> June 2024** to discuss the items listed in the Agenda

Michael Urquhart  
**GENERAL MANAGER**

# **AGENDA**

## 11. MOVE INTO CLOSED SESSION

<b>MOVE INTO CLOSED SESSION</b>
<p><b>Time:</b> .....</p> <p>That the public be excluded from the meeting pursuant to Sections 10A 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-- (i) prejudice the commercial position of the person who supplied it, or</p> <p><b>Moved:</b> <b>Seconded:</b></p>

## 12. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

### **12.1 Report from General Manager**

- 12.1.1 Intellectual Property (IP) Agreement (Compliance System) with Upper Macquarie County Council (UMCC)**

### 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:** 26<sup>th</sup> August 2024, in Coonamble

## 17. CLOSE OF MEETING

**Time:** .....