



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 26th August 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 **26th August 2024** commencing at **10:30am** to discuss the items listed in the Agenda.

Please Note: The Council Meeting is audio recorded

Michael Urquhart
GENERAL MANAGER

Table of Contents

1. OPENING OF MEETING	3
2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	3
3. LEAVE OF ABSENCE	3
4. DECLARATION OF INTERESTS	4
5. PUBLIC PRESENTATION	5
6. CONFIRMATION OF MINUTES/MATTERS ARISING	6
6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 24 th June 2024	6
7. REPORTS OF COMMITTEES	13
7.1 NORTH WEST REGIONAL COMMITTEE MEETING MINUTES – MAY 2024	14
7.2 CENTRAL WEST REGIONAL COMMITTEE MEETING MINUTES – MAY 2024	21
8. REPORT OF THE GENERAL MANAGER	27
ITEM 8.1 COUNCIL'S DECISION ACTION REPORT – AUGUST 2024	27
ITEM 8.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT	32
ITEM 8.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30 th JUNE 2024	42
ITEM 8.4 FOURTH QUARTER OPERATIONAL PLAN 2023/2024 & ANNUAL DELIVERY PROGRAM STATUS	44
ITEM 8.5 ANNUAL FINANCIAL STATEMENTS 2023/2024	65
ITEM 8.6 PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS POLICY	68
ITEM 8.7 REVISED INVESTMENT POLICY	76
ITEM 8.8 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS	86
9. BIOSECURITY REPORT	89
ITEM 9.1 QUARTERLY BIOSECURITY REPORT	89
10. MOVE INTO CLOSED SESSION	100
11. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING	100
12. RETURN TO OPEN SESSION	101
13. ADOPTION OF CLOSED SESSION REPORTS	101
14. QUESTIONS FOR NEXT MEETING	102
15. CONFIRMATION DATE OF NEXT MEETING	103
16. CLOSE OF MEETING	103

1. OPENING OF MEETING

Time:_____am

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3. LEAVE OF ABSENCE

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

4. DECLARATION OF INTERESTS

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

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

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

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

Councillor	Item No.	Pecuniary/ Non-Pecuniary	Reason

5. PUBLIC PRESENTATION

SPEAKER	TOPIC

6. CONFIRMATION OF MINUTES/MATTERS ARISING

6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 24th June 2024

Minutes of Ordinary Council Meeting – 24 th June 2024
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 24th June 2024, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Meeting Minutes – 24th June 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 24th
JUNE 2024 COMMENCING AT 10:35AM**

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

ABSENT: Clr P Cullen

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

WELCOME: Meeting was opened at 10:35am and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

03/24/01 Leave of Absence

Resolved:

That the leave of absence received from Clr P Cullen is accepted and a leave of absence granted.

Moved: Clr Fisher

Seconded: Clr Kinsey

Carried

DECLARATIONS OF INTEREST- Nil

Presentation.

Mr. Todd Pallister from LLS gave an update on the Hudson Pear Containment program, including landowner/land manager consultation. Mr. Pallister also provided information on containment spraying that has been undertaken by LLS under the programme since January 2024. He also stated that LLS has been attending different tourist hotspot sites, erecting an information stand to raise community and traveller awareness.

03/24/02 Minutes of Ordinary Council Meeting – 29th April 2024

Resolved:

That the minutes of the ordinary Council meeting held 29th April 2024, having been circulated be confirmed as a true and accurate record of that meeting, with an amendment as per Clr Todd's request to change from absent to an apology.

Moved: Clr Peart

Seconded: Clr Cooke

Carried

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

Resolved:

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

Moved: Clr Whiteley

Seconded: Clr Holcombe

Carried

03/24/04 Correspondence for April 2024

Resolved:

That;

1. the correspondence be received and noted
2. the General Manager draft a letter of appreciation to Mr Geoff Wise on behalf of CMCC Chairman.

Moved: Clr Peart

Seconded: Clr Todd

Carried

03/24/05 Risk Register
Resolved: That Council adopts the Revised Risk Register of 3 rd May 2024 Moved: Cllr Fisher Seconded: Cllr Kinsey Carried
03/24/06 Council's Decision Action Report – May 2024
Resolved: That the Resolution Register for May 2024 be received and noted. Moved: Cllr Woodcock Seconded: Cllr Holcombe Carried
03/24/07 Circulars Received From the NSW Office of Local Government
Resolved: 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: Cllr Peart Seconded: Cllr Kinsey Carried
03/24/08 Cash and Investment Report – 30th April 2024 and 31st May 2024
Resolved: That the investment report for 30 th April and 31 st May 2024 be received and noted. Moved: Cllr Woodcock Seconded: Cllr Fisher Carried

03/24/09 Draft Operational Plan 24/25, Statement of Revenue policy, Long Term Financial Plan 24/235 to 33/34, Asset Management Plan 24/25 to 33/34 & Workforce Plan
<p>Resolved:</p> <p>That Council, after having considered any submissions received by the 4th 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.</p> <p>Moved: Clr Kinsey Seconded: Clr Holcombe</p> <p style="text-align: right;">Carried</p>

03/24/10 Member Fees, Local Government Renumeration Tribunal
<p>Resolved:</p> <p>That the Member Fees be set at the minimum level set by the local Government Renumeration Tribunal for a County Council Category.</p> <p>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 <i>Local Government Act 1993</i>.</p> <p>Moved: Clr Todd Seconded: Clr Fisher</p> <p style="text-align: right;">Carried</p>

03/24/11 Important Dates for Councillors – Upcoming Meetings and Events
<p>Resolved:</p> <p>That the report be received and noted.</p> <p>Moved: Clr Woodcock Seconded: Clr Kinsey</p> <p style="text-align: right;">Carried</p>

03/24/12 Quarterly Biosecurity Report	
Resolved: That the report be received and noted. Moved: Clr Todd Seconded: Clr Kinsey	Carried

03/24/13 Moved Into Closed Session	
Resolved: 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) (d) commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it Moved: Clr Whiteley Seconded: Clr Fisher	Time: ...11:50pm Carried

03/24/16 Return to Open Session	
Resolved: That Council return to open session. Moved: Clr Peart Seconded: Clr Kinsey	Time: ...12:21pm Carried

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

03/24/14 Intellectual Property (IP) Agreement (Compliance System) with Upper Macquarie County Council (UMCC)	
<p>Resolved:</p> <p>That;</p> <ol style="list-style-type: none"> 1. Council enter into an Intellectual Property (IP) Agreement with Upper Macquarie County Council for (free of charge) licensing of the Inspection and Compliance System, commencing 1 July 2024. 2. The General Manager be delegated authority to execute the Intellectual Property (IP) Agreement. <p>Moved: Cllr Kinsey Seconded: Cllr Woodcock</p> <p style="text-align: right;">Carried</p>	

03/24/15 General Manager's Contract	
<p>Resolved:</p> <p>That the council seal be affixed to the General Manager's contract.</p> <p>Moved: Cllr Whiteley Seconded: Cllr Kinsey</p> <p style="text-align: right;">Carried</p>	

02/24/17 Adoption Of Closed Session Reports	
<p>Resolved:</p> <p>That Council adopt the recommendations of the Closed Committee Reports</p> <p>Moved: Cllr Todd Seconded: Cllr Fisher</p> <p style="text-align: right;">Carried</p>	

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

Close of Meeting

The meeting closed at 12:25pm

Chairman

General Manager

7. REPORTS OF COMMITTEES

Reports of Committees
<p>Recommendation:</p> <p>That the minutes of the North West Regional Meeting and the Regional Weeds Committee Meetings be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

7.1 NORTH WEST REGIONAL COMMITTEE MEETING MINUTES – MAY 2024

Local Land Services



Minutes

[Click here to enter Title – 2 lines maximum.]

Details

Location: Lightning Ridge Bowling Club
John Murray Room
1 Agate Street, Lightning Ridge

Date/time: 1 May 2024
9.30am

Chairperson: Mal Stein, (Tamworth regional Council)

Minutes: Hugh Leckie

People present:

Andrea Fletcher-Dawson (CMCC)
Matt Savage (CMCC)
Jason Williams (CMCC)
Mike Whitney (Liverpool Plains Shire Council)
Clare Felton-Taylor (Narrabri Shire Council)
Aaron Cross (Narrabri Shire Council)
Lachlan Biddle (More Plains Shire Council)

Deb Bancroft (Northern Slopes Landcare)
Michael Mulholland (NPWS)
Pete Dawson (NWLLS)
Todd Pallister (NWLLS)
Racheal Turner (NWLLS)
Mal Stein, (Tamworth regional Council)
Rob Burr (Tamworth Regional Council)

Apologies

Nicola Dixon (NSW DPI)
Lee Amidy (Gunnedah Shire Council)
Ben Martin
Andrew Wright
Bill Davidson
Kristen Coady
Chris Wicks
Alex Gomez
Lester Piggot
Charles Mifsud
Clr Darrel Tiemens

Local Land Services



No.	Issue
2	Welcome
3	Apologies Lee Amidy
4	Minutes of the last Meeting Amend names for Ben Martin and Andrew Wright.
5	Business Arising Action 1 – Withdrawn Action 2 – WIP Action 3 – Email being forwarded. Missing Narrabri, Moree and Walgett. Hugh to follow up. Action 4 – Dead Cow book being drafted.
6	Regional Weeds Coordinator Report Attended <ul style="list-style-type: none"> • Exotic Plant Pest training • Plant Biosecurity Field Emergency Exercise at Mullaley • Parthenium Weed Taskforce meeting • 1 Day Parthenium Response at Croppa Creek • Biocontrol Taskforce meeting • 1 day Prohibited Matter Training • AELEC Parthenium Weed Inspection with dogs <p>Working with Beth Brown (NTLLS) to get the Dead Cow Book sorted and ready for the graphic designer. Once the first draft is ready there will be a meeting for comments.</p> <p>The Gwydir River Inspection was planned however had to be cancelled due to the WAP Grant workshop and deadline.</p> <p>Natural Resource Commission – Weeds comments for report</p> <p>WAP LCA meeting organised and held to provide guidance in completing an application.</p> <p>The 3rd quarter inspection figures collected and reported within LLS Bert. Thanks to everyone for submitting your figures promptly.</p> <p>Organising regular meetings along with agendas and minutes</p> <p>Working on the review of the ToR for the Hudson Pear Taskforce.</p>

	Completing my AQF4 Chemical Training
7	<p>DPI Update</p> <p>Rod Ensby provided the following update.</p> <p>WAP Grant finalising assessment this week. There has been some follow up work with LCAs to gain some clarification on their applications. Appreciate the time and effort that everyone put in with their applications.</p> <p>Staff movements. Jill O’Grady’s and Michael Mitchell’s positions are in the process of being replaced. Many staff have been working on the Fire Ant issue on the North Coast.</p> <p>Parthenium Weed responses Moree has been undertaken and Parkes is currently being done.</p> <p>Alligator Weed responses Sandy Creek on 7 May with Bill Davidson attending. There will be a bigger response in December for the Sandy Creek area.</p> <p>Tropical Soda Apple Best Practice Manual completed and printed. Copies are available.</p> <p>Weeds in fodder booklet about to be printed. This is an update of the current version.</p> <p>Weed Incursion Funding for state priority weeds. DPI have contacted LCAs for this financial year and next.</p> <p>Weeds Conference will be in Port Macquarie at the Glasshouse from 4-7 August 2025. The website will be up and running soon.</p> <p>Michael Whitney</p> <p>Is the Chemical Handbook going to be updated?</p> <p>Rod: Yes, it is being worked on currently and maybe out by the end of the year.</p> <p>Pete Dawson</p> <p>Is there an update on the Fire Ant incursion to the west of Toowoomba. This is worrying as this is the head of the Murray-Darling River.</p> <p>Rod: This was at Oakey on some Air Force Land and has been treated with monitoring continuing.</p> <p>Will the LCAs be given an update NRC Review?</p> <p>Rod: DPI hasn’t been briefed with the outcomes of the review yet.</p>
8	<p>New Incursion and Priority Species</p> <p>Matt Savage</p> <p>Riverina Pear is increasing in volume around Walgett (Lorne Station particularly). I have two field nurseries breeding the Cochineal. This going to be listed in Weedwise.</p> <p>Hugh: It is on Weedwise however photos are only available online and not on the App.</p> <p>Riverina Pear grows to 3-4m high and 5-6m across. The cladodes are dark shiny green in colour with longer spines than Common Pear.</p> <p>Andy: Can Riverina Pear be added to the Dead Cow Book?</p> <p>Action: Hugh to follow up with Beth Brown about adding Riverina Pear to the Dead Cow book.</p>

	<p>Deb Bancroft</p> <p>Wheel Cactus has been found on a property near Yarrowych in the head of the Gwydir River. It has been there for over 40 years with everyone confusing it as Common Pear. Wheel Cactus has a tinge of blue to the cladodes and the juveniles looking like Common Pear.</p> <p>Pete: This is the head of the Gwydir River. Can we get a report from Beth Brown for the next meeting?</p> <p>Action: Hugh to get a report from Beth Brown re Wheel Cactus before the next meeting.</p> <p>New England Weeds are working on a facts sheet for Wheel Cactus.</p> <p>Pete: Cactus resources are running out. LCAs may be interested in printing their own.</p> <p>Rod: The training team are working on a Cactus id course at the present time.</p>
	<p>Parthenium Weed</p> <p>Mal: AELEC none found.</p> <p>Lee: 20 plants found on the Gunnedah property.</p> <p>Lachlan: reported to Bill Davidson.</p> <p>Matt: Walgett area none found.</p>
	<p>Pete Dawson</p> <p>The RWC can add new species to our management plan after a risk assessment has been completed and approved.</p> <p>Rod: Talk to Brooke regarding the Risk Assessment. Up to the Committee to approve with Bill and Brooke.</p>
9	<p>LCA Reports</p>
	<p>Scott Revell</p> <p>Parthenium is being monitored.</p> <p>Tree Pear and Harrisia is increasing.</p> <p>Green Cestrum and African Boxthorn are growing well with the current conditions.</p> <p>No new weed incursions.</p>
	<p>Andrea Fletcher- Dawson</p> <p>Aerial surveillance organised for Hudson Pear and Parkinsonia.</p>
	<p>Clare Felton-Taylor</p> <p>Parthenium Weed sites checked.</p> <p>Harrisia has spread to two areas. Aerial surveillance completed for Pilliga. Conducted two workshops at Baan Baa.</p>
	<p>Todd Pallister</p> <p>Working with CMCC</p>
	<p>Deb Bancroft</p>

	<p>The Harrisia Cactus is getting worse in the Boggabilla area.</p> <p>Still Chasing resources.</p> <p>Supporting with the Wheel Cactus.</p>
	<p>Lachlan Biddle</p> <p>Inspections of Highways, Parthenium at old sites, Green Cestrum done, African Boxthorn and Harrisia shortly.</p> <p>Filling vacant position.</p> <p>Waiting for Highway drains to dry so inspection can be undertaken.</p> <p>Rod: The Water Hyacinth Bio Control Zone proposed for the state has an anomaly with Moree not being in it due to the current long-standing incursion. Do you want to include Moree in the Bio Control Zone?</p> <p>Lachlan: I don't think so. We haven't spent all our grant funding and NPWS are wanting to take control of the works and we will fund them.</p> <p>Rod: NPWS should fund the works as it is their land.</p> <p>Lachlan: NPWS inspect when they are shooting pigs.</p> <p>The best chemical can't be used due to the proximity of the cotton.</p> <p>NPWS and myself are working out a program to spend the grant funding.</p> <p>Pete: What are the benefits of changing the Bio Control Zone?</p> <p>Rod: Everywhere else is in the zone except Sydney and Moree is GBD. It is a major threat to the MacIntyre River and this would strengthen the control in the future.</p> <p>L: NPWS keen to put program together and we are happy to help fund the works.</p> <p>P: Will you be reviewing the plan in 12 months to see how it is going.</p> <p>R: Changes in the regulations don't occur often so we can take advantage of this review.</p> <p>Recommendation from the RWC. Timeframe will be up to 12 months.</p> <p>Action: Lachlan to speak with Bill Davidson regarding any change to the Bio Control Zone.</p>
	<p>Michael Whitney</p> <p>Inspecting Parthenium sites along with Green Cestrum, African boxthorn and Chilleen Needle grass.</p>
	<p>Mal Stein</p> <p>Alligator Weed inspection of Sandy creek on 7 May. Have located a new plant Peel River and in Sandy Creek. December 2024 is planned for a bigger inspection.</p> <p>AELEC Parthenium Weed inspection nil found.</p>
9	<p>General Business</p>
	<p>Mal Scott</p> <p>Spraying for Hudson Pear, Harrisia Cactus, Mother of Millions, African Boxthorn. Moree for Green Cestrum. Working with Gwydir on Parthenium Weed in Croppa Creek. We are spending approx. \$750K on control of weeds. Controlling Mimosa in TSRs.</p> <p>I also attended the Fire Ant incursion on the North Coast.</p>

<p>Phillip Price</p> <p>Undertaking a tour of NSW Water sites across the state. We are dealing with Sticky Nightshade, Kidney Plantain Weed. Windamere Dam 200Ha Blackberry, 300Ha of Serrated Tussock. Installing aquatic weed signs at all access points over the next year.</p> <p>Going to visit Splitrock Dam in Spring.</p>
<p>Mark Rodda</p> <p>CRIF funding for weeds with 3 applications. Announcement to be made shortly to successful applicants.</p>
<p>Pete Dawson</p> <p>NRC review of Weeds and Pests was undertaken. Small sample with NW being reviewed for Weeds. LLS have received some recommendations.</p> <p>Who is looking after Off Label Permits in DPI? Gwydir have some so may need to update.</p> <p>Rod: Chemicals branch looking after Off Label Permits for DPI.</p>
<p>Deb Bancroft</p> <p>Need to update mapping of Harrisia.</p> <p>North of Gwydir Highway is the core infestation of Harrisia Cactus.</p>
<p>Michael Mullholland</p> <p>Undertaking spraying in Pilliga.</p> <p>Hudson Fire did do some damage to the Hudson Pear with mixed results. The more intense the fire the more damage has occurred.</p> <p>Tiger Pear in Narran being sprayed.</p> <p>Carion Flower is in the Narran but very slow to spread and will become a priority soon.</p>

This Meeting:

No.	Action	Responsible
1	Get regular email from TforNSW for Narrabri, Moree and Walgett areas	Hugh Leckie
2	Hugh to get a report from Beth Brown re Wheel Cactus before the next meeting	Hugh Leckie
3	Hugh to follow up with Beth Brown about adding Riverina Pear to the Dead Cow book.	Hugh Leckie
4	Lachlan to speak with Bill Davidson regarding any change to the Biosecurity Zone.	Lachlan Biddle
5	Dead Cow Book organise meeting with first Draft	Hugh Leckie

Meeting Closed 11.40am

Next Meeting: 7 August 2024

7.2 CENTRAL WEST REGIONAL COMMITTEE MEETIN MINUTES – MAY 2024

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

- 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"> • 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) • To recommend that the RSWMP is considered and incorporated into the planning and approvals guidelines and processes. • 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. 	Jodie/Board	Ongoing
<p>Update 23/11: Referred to the Central West board for action. Update 06/12: The CWLLS Board has referred to the State Board.</p> <p>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.</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.

8. REPORT OF THE GENERAL MANAGER

ITEM 8.1 COUNCIL'S DECISION ACTION REPORT – AUGUST 2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

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

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

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

Relevant Reference Documents/Policies:

Resolution Register.

Governance Issues:

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

Environmental Issues:

Nil.

Stakeholders:

CMCC Council

Alternative Solutions/Options:

Nil.

Conclusion:

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

Council's Decision Action Report – August 2024

Recommendation:

That the Resolution Register August 2024 be received and noted.

Moved:

Seconded:

Attachment:

Action Resolution Register.



CMCC ACTION RESOLUTION REGISTER

27.06.2022	06/22-11	1. That the report be received and noted. 2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices	GM	Flyers to quarterly rate notices. Information to be advertised in constituent Council newsletter Media releases have been issued for Harrisia Cactus, St Johns Wort and Hudson Pear, African Box Thorn Filed Days.	Continuing Continuing
26.06.23		Action Request; Council depots have noxious weeds signs displayed and that the Senior Bio Security office attend all Council depots to provide information on noxious weeds to constituent Council Staff.	SBO	The Senior Bio Security Officer has commenced the roll-out of the training program.	In progress
28.08.23		Action Request; That the General Manager contact Todd (LLS Coordinator) and request that he attend every CMCC Council meeting to provide an update on the Hudson Pear program.	GM	Co-ordinator invited to attend the bi-monthly meetings	In progress
06.03.2024	01/24/08	That Council write a letter of concern to the Minister for Agriculture for the future of the WAP funding and future of weed control in the CMCC area.	GM	General Manager has written to Minister and she has agreed to attend the December 24 meeting on line.	Completed
06.03.2024	01/24/17	1. That the General Manager's report be received 2. That Council endorse the action of the General Manager in submitting CMCC's EOI to act as the Local Control Authority for the Western Unincorporated Area of NSW, for a two (2) year period, commencing April 2024. 3. The Council Deal be affixed to the engagement control and funding agreement and the General	GM	DPI have formally advised CMCC has been awarded the contract as LCA for the Unincorporated Area of NSW. Contracted executed and returned to DPI.	Completed

Castlereagh Macquarie County Council Agenda –26th August 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> <ol style="list-style-type: none"> 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 4th June 2024, inviting submissions from the public during this time. 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. 	GM	<p>Advertisement placed in newspaper and documents displayed on CMCC website. 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	<ol style="list-style-type: none"> That Castlereagh Macquarie County Council board note the Chairman's report in regard to the Annual Performance Review. 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. 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. 	GM		Completed

Castlereagh Macquarie County Council Agenda –26th August 2024 – Ordinary Council Meeting

24.06.2024	03/24/04	That; 1. The correspondence be received and noted 2. The General Manager draft a letter of appreciation to Mr Geoff Wise on behalf of CMCC Chairman	GM	Letter written from the Office of the Chairman and sent via Email.	Completed
24.06.2024	03/24/14	That; 1. Council enter into an Intellectual Property (IP) Agreement with Upper Macquarie County Council for (free of charge) licensing of the Inspection and Compliance System; commencing 1 July 2024. 2. The General Manager be delegated authority to execute the Intellectual Property (IP) Agreement.	GM	The General Manager has executed the agreement with UMCC and the completed document accordingly filed in Councils records system.	Completed

ITEM 8.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

- 24-12 Annual CPI adjustment to companion animal fees for 2024/2025
- 24-13 Annual Report of Labour Statistics
- 24-14 Local Government elections communication toolkit
- 24-15 Post-Election Guide launched on the Office of Local Government's website

Governance Issues:

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

Stakeholders:

Councillors
Castlereagh Macquarie County Council staff

Financial Implications:

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

Conclusion:

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

Circulars Received from the NSW Office of Local Government
<p>Recommendation:</p> <p>That the information contained in the following Departmental circulars 24-12 to 24-15 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p>Moved: Seconded:</p>

Attachments:

Circulars 24-12 – 21-15

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Annual CPI adjustment to companion animal fees for 2024/25
Circular Details	Circular No 24-12 / 25 June 2024 / A898157
Previous Circular	23-06
Who should read this	Councillors / General Managers / Council finance staff / Companion Animal Enforcement and Administration Officers
Contact	Program Delivery Team – (02) 4428 4100 or 1300 134 460 pets@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

Annual CPI Adjustment

- The 2024/25 fees payable for registration and permits for companion animals have been adjusted for inflation under clauses 18 and 27 of the Companion Animals Regulation 2018 (CA Regulation) calculated as prescribed under Schedule 2 of the Regulation using Consumer Price Index (CPI) by the Parliamentary Counsel.
- The new fees are effective from 1 July 2024.

Fee categories

- Category names have been amended to reflect the implementation of current legislation relating to registration that has been enabled by the new functionality of the Companion Animals Register (CAR) and new NSW Pet Registry, which allows for the individual payment of registration fees as prescribed under the CA Regulation, being:
 - Dog – Registration fee (by 12 weeks or when sold if earlier than 12 weeks of age)
 - Registration fee due at 12 weeks of age or when first sold (even if it is less than 12 weeks (clause 14 - CA Regulation)
 - Dog – Additional Fee (dog not desexed by 6 months)
 - Additional fee for a dog that is not desexed and not exempt from desexing by 6 months (clause 18 - CA Regulation) and an annual fee for a permit for a cat not desexed and not exempt from desexing by 4 months (clause 27 - CA Regulation)

Department of Planning, Housing and Infrastructure Office of Local Government



- A Registration late fee will apply to an animal not registered by 12 weeks of age (plus 28 days).

Online and in person payments

- Until the functionality upgrade on the new NSW Pet Registry is complete the following fees must be paid at council:
 - Dog – Additional Fee (dog not desexed by 6 months)
 - Cat (not desexed by four months of age)
 - Dangerous dog permit
 - Restricted dog permit
- The fees above will incur a late fee if not paid after an additional 28 days.

What will this mean for council?

- Council is to apply the adjusted 2024/25 financial year companion animal registration and annual permit fees from 1 July 2024.
- Council staff need to be aware of the new payment categories.
- Councils must continue to register eligible pound/shelter and approved rehoming organisation animals through the CAR. Free registration for these animals does not mean that registration is not required. The established process of 'flagging' an animal as being purchased from an eligible pound/shelter is required to validate a free registration.
- Councils can encourage members of the public to establish a NSW Pet Registry account via Service NSW to pay registration fees and receive push notifications.

Key points

- The NSW Pet Registry will be updated to include the new fees for online registration and permit payments made by pet owners from 1 July 2024.
- Both the old and new fee structures will be maintained on the CAR to allow councils to correct registration details for existing records and catch up on data entry backlogs (i.e. where fees have been receipted before 1 July 2024 but not entered on the Register).

Registration Category	New fee
Dog – Registration fee (by 12 weeks or when sold if earlier than 12 wk)	\$78
Dog – Additional Fee (dog not desexed by 6 months)	\$184
Dog – Registration Combined fees (for not Desexing dog by 6 months)	\$262
Dog – Registration (by eligible pensioner)	\$34
Dog – Desexed (sold/ transferred from pound/shelter or rehoming Organisation)	\$0
Dog – Registrations (not recommended)	\$78
Dog – Registration (not recommended eligible pensioner)	\$34
Dog – Registration (recognised breeder)	\$78

Department of Planning, Housing and Infrastructure
Office of Local Government



Dog – Working	\$0
Dog – Service of the State	\$0
Assistance Animal	\$0
Cat – Registration fee (by 12 weeks or when sold if earlier than 12 wk)	\$68
Cat – Registration (eligible pensioner)	\$34
Cat – Desexed (sold/ transferred from pound/shelter or rehoming Organisation)	\$0
Cat – Registration (not recommended)	\$68
Cat – Registration (not recommended - eligible pensioner)	\$34
Cat – Registration (recognised breeder)	\$68
Registration late fee	\$22
Annual permit category	New fee
Cat (not desexed by four months of age)	\$96
Dangerous dog	\$230
Restricted dog	\$230
Permit late fee	\$22

Where to go for further information

- A list of registration categories, current fees and the new fees for 2024/25 is provided on the Office of Local Government's (OLG) website at www.olg.nsw.gov.au/public/dogs-cats/nsw-pet-registry/microchipping-and-registration.
- Information relating to the processing of registration fees is available in Companion Animals Guideline 1 – Registration Agents, available on OLG's website at www.olg.nsw.gov.au/councils/responsible-pet-ownership/nsw-pet-registry/the-cat-and-dog-register.
- Information on the new functionality and separate payments for registration and the additional fee for non-desexed animals that are not exempt can be found by contacting Pet Helpline 1300 134 460.
- Contact pets@olg.nsw.gov.au for information about the fees.

Brett Whitworth
Deputy Secretary, Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Annual Reporting of Labour Statistics
Circular Details	Circular No 24-13/ 23 July 2024/ A907664
Previous Circular	23-08 Annual Reporting of Labour Statistics
Who should read this	Councillors / General Managers / Human Resources
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- Wednesday, 14 February 2024 has been chosen as the "relevant day" for councils to report on their labour statistics in their annual reports under section 217 of the Local Government (General) Regulation 2021 (the Regulation).

What will this mean for council?

- In their 2023/24 annual reports, councils must publish a statement of the total number of persons who performed paid work for them on **Wednesday, 14 February 2024** including, in separate statements, the total number of the following:
 - the number of persons directly employed by the council:
 - on a permanent full-time basis
 - on a permanent part-time basis
 - on a casual basis
 - under a fixed-term contract
 - the number of persons employed by the council who are "senior staff" for the purposes of the *Local Government Act 1993*
 - the number of persons engaged by the council, under a contract or other arrangement with the person's employer, that is wholly or principally for the labour of the person

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au



- the number of persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee.

Key points

- The “relevant day” for the purpose of reporting labour statistics under section 217 of the Regulation is required to be fixed by the Secretary of the Department of Planning, Housing and Infrastructure after the end of each financial year. This date is to be a different day to the one fixed by the Secretary for the previous year.
- This information assists in the compilation of labour force data across the sector, including understanding the numbers of apprentices and trainees.
- The data will also assist in developing programs to deliver on the Government's election commitment of increasing the numbers of apprentices and trainees.

Where to go for further information

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

Brett Whitworth
Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Local Government elections communication toolkit
Circular Details	Circular No 24-14 / 6 August 2024 / A906377
Previous Circular	24-10 Resources for candidates standing at the local government elections
Who should read this	General Managers / Council governance and communications staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- The Office of Local Government (OLG) has issued a communication toolkit for use by councils ahead of the 2024 local government elections.
- The Toolkit can be found under 'Community Resources' on OLG's [Local Government Elections](#) webpage.

What will this mean for council?

- The Toolkit has been developed to assist councils communicate with their communities about:
 - The importance of diversity in our councils
 - The importance of local government and the roles and responsibilities of a councillor
 - Where to go for more information.
- The Toolkit includes suggested text for newsletter, website and social media content, as well as links to the 'Local Government Elections' webpage, 'Become a councillor' webpage, candidate guides, an online interactive candidate tool, fact sheets (including translations) and animations that can be easily used in information campaigns on council's media channels.

Department of Planning, Housing and Infrastructure
Office of Local Government



Key points

- It is important that prospective candidates at the upcoming local government elections understand what will be expected of them should they be elected.
- OLG's Councillor Induction and Professional Development Guidelines encourage councils to conduct information campaigns for prospective candidates within their areas.
- By conducting information campaigns for prospective candidates, councils can ensure that candidates who nominate have given serious consideration to 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.
- Additionally, increasing awareness and educating a more diverse cohort of potential candidates on the role and responsibilities of a councillor will create more favourable conditions for the election of a more representative group of councillors.
- It is important our councils reflect the communities they represent. With more diversity, the policies, strategies, and decisions of councils will better reflect the views and needs of the communities they represent.

Where to go for further information

- To download a copy of the Toolkit, visit 'Community Resources' on OLG's [Local Government Elections](#) webpage.
- For more information, visit [Councillor Induction and Professional Development Guidelines](#) on OLG's website.
- For further information, contact the Council Governance Team on 4428 4100 or olg@olg.nsw.gov.au.

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

Brett Whitworth
Deputy Secretary, Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Post-Election Guide launched on the Office of Local Government's website
Circular Details	Circular No 24-15/ 15 August 2024 / A902689
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 / council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- There are several key decisions and activities that need to occur at the first meetings of councils, county councils, and Joint Organisations following the upcoming local government elections and in the 12 months that follow.
- The Office of Local Government (OLG) has prepared a post-election guide for councils, county councils, and Joint Organisations (Post-Election Guide) to assist them to comply with these requirements.
- The Post-Election Guide can be found under 'Information for councils' on OLG's [Local Government Elections](#) webpage.

What will this mean for council?

- The Post-Election Guide provides guidance to councils, county councils, and Joint Organisations on key tasks that need to be completed at the first 2 meetings of council and in the first 12 months following the local government elections.
- The Post-Election Guide also contains a checklist of tasks. Some of the tasks covered in the Post-Election Guide include:

Department of Planning, Housing and Infrastructure
Office of Local Government



Key points

- oaths and affirmations of office
 - mayoral and chairperson elections
 - appointment of a councillor member to the audit, risk and improvement committee
 - induction and refresher training for mayors and councillors
 - lodgement of written returns of interests
 - Integrated Planning and Reporting obligations
 - review and adoption of the code of conduct and code of meeting practice.
- OLG has previously published a pre-election guide for councils (Pre-Election Guide) which provides guidance on the rules, restrictions and other considerations that apply to the decisions councils make and the way they exercise their functions in the lead up to the local government elections.

Where to go for further information

- For more information, visit the [Local Government Elections](#) webpage on OLG's website.
- Download the [Post Election Guide](#) on OLG's website.
- Download the [Pre-Election Guide](#) on OLG's website.
- For further information, contact the Council Governance Team on 02 4428 4100 or olg@olg.nsw.gov.au.

Brett Whitworth
Deputy Secretary
Office of Local Government

ITEM 8.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30th JUNE 2024

REPORTING SECTION: Executive
AUTHOR: Rebecca Wilson – Administration Officer

Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 30th June 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 30th June 2024 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 30th June 2024 held a total of \$1,403,335.21 in on-call and interest bearing deposits with financial institutions within Australia. All investments are held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

30th June 2024

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$916399.67	CBA	3.75%		N/A
TD99504	07.03.2024	\$500,000.00	BankVic	5.070%	182 days	05.09.2024
TOTAL		\$1,403,335.21				

Relevant Reference Documents/Policies:

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

Governance issues:

Nil

Environmental issues:

Nil

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Stakeholders:

Castlereagh Macquarie County Council

Constituent Councils

Residents of Constituent Councils

Financial Institutions

Certification – Responsible Accounting Officer

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

Michael J Urquhart

General Manager – Responsible Accounting Officer

Conclusion:

As at 30th June 2024, Council's available cash and invested funds totalled \$1,403,335.21

Cash and Investment Reports – 30th June 2024

Recommendation:

That the investment report for 30th June 2024 be received and noted.

Moved:

Seconded:

Attachments:

Nil

ITEM 8.4 FOURTH QUARTER OPERATIONAL PLAN 2023/2024 & ANNUAL DELIVERY PROGRAM STATUS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary

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

Background:

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan and this report comments on the status of the Operational Plan as at 30th June 2024 and Annual Delivery Program to which the performance targets have been achieved.

Current Position:

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

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

Governance issues:

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

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils

Financial Implications:

Budget allocations have been made in the Operational Plan 2023/2024.

Alternative Solutions/Options:

NIL

Conclusion:

Council should note the progress made during the fourth quarter Operational Plan for 2023/2024 and Annual Delivery Program.

Fourth Quarter Operational Plan 2023/2024 and Annual Delivery Program

Recommendation:

Council accept the progress made on the 2023/2024 Operational Plan as at 30th June 2024 and Annual delivery Program.

Moved:

Seconded:

Attachments:

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



Castlereagh Macquarie County Council

Operational Plan & Delivery Program Status report 2023/2024

As at 30th June 2024.

6. Principal Activities of Council

Statement of Principal Activities to be undertaken to achieve objectives

Note: In the following tables the column headed “BA & SO” provides in order, a reference to the Main Business Activity Priorities number and the Strategic Objective number from the Business Activity Strategic Plan.

1. Provide information to Council to allow decisions at Council Meetings					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Ensure Business Paper is ready for distribution.	2.3	GM	At least 7 days, working days prior to the Council Meeting.	Satisfactory completion of task in accordance with target level.	Compliant
Provide recommendations to Council when possible.	2.3	GM	Include in business paper for Council’s consideration.		Recommendations provided to all reports.

2. Respond to Councillor inquiries related to the administration function					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Provide information to Councillors within Council’s policy guidelines	2.3	GM	On day requested where possible, or within 5 working days (unless request requires detailed investigation).	Satisfactory completion of task in accordance with target level.	Complying
Provide written information as requested	2.3	GM	Within 5 working days (unless request requires detailed investigation)		Complying

3. Update Council policy register					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Update new or amended administration policies in Council's policy register.	2.3	GM	Within 14 days of adoption or amendment	Satisfactory completion of task in accordance with target level.	Complying
Review Council administration policies.	2.3	GM	Within 2 months of expiry of policy or every 2 years		Major review completed prior to December 2022

4. Provide information to public in a timely and effective manner					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Ensure Council business papers are made available in hard copy at Council's office.	2.1	GM	At least 3 working days before the Council meeting.	Satisfactory completion of task in accordance with target level.	Complying
Ensure other public information is made available at Council's office.	2.1	GM	As soon as practicable after it becomes public information.		Complying
Ensure business papers are provided to constituent councils.	2.1	GM	Post to General Managers at the same time as Councillors' business papers.		Complying.
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practicable.		Complying

5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Quarterly Budget Review Statements and Delivery Programme Review to Council.	2.2	GM	August, October, February and April Meetings.	Satisfactory completion of task in accordance with target level.	Complying
Audited Financial Statements to Office of Local Government.	2.2	GM	By the end of October.		Completed on time.
Financial Data collection return.	2.2	GM	By date specified by Office of Local Government.		Completed
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to December meeting.		Presented December 2023
Audited Financial Reports presented to public	2.2	GM	February meeting.		Completed April 23
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.		Put on display in April and adopted after submissions in June 2023.
Operational Plan and Budget to be adopted	2.2	GM			

6. Ensure all other statutory returns are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
		GM	30 September annually.	Satisfactory completion of task in accordance with target level.	Complying
		GM	30 November annually.		Lodged on time
		GM	No later than return date specified		Lodged on time
7. Implementation of Council decisions					

Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Implement Council decisions following Council meeting	2.2	GM	Within 10 working days of Council Meeting For prosecutions, within 2 months of Council resolution	Satisfactory completion of task in accordance with target level.	Complying Nil prosecutions

8. Continue to ensure the provision of finance to Council from available sources					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions.	2.4	GM	Continuously.	Satisfactory completion of task in accordance with target level.	Advised of 4.5% increase and asked for comment.
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.		Letters sent out Completed
Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary.	2.4	GM	As required under Weeds Action Programme 1520.		Completed
Provide grant returns to Department of Primary Industries.	2.4	GM	As required under Weeds Action Programme 1520		Application submitted. DPI approved CMCC to manage the Unincorporated Area of NSW
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4	GM	As required		

9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.	Complete
Review Delivery Programme.	2.1 & 2.4	GM	Continuously		Complete
Provide adequate funds for employee leave entitlements.	2.3	GM	Maintain reserve of at least 50% of Long Service Leave liability		Provision 24-25 budget. As at 30 th June 2024 reserve was 87% of liability

10. Provide financial information and advice to Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.	Complying
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 &.3	GM	At Council Meeting following end of quarter		Complying
11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Complete at April meeting
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		Complete
Draft Plan to be adopted following consideration of any submissions received.					Complete. Adopted at June 24 meeting

12. Promote the Council's interests through participation with relevant organisations

Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Participate in Macquarie Valley Weeds Advisory Committee activities through attendance at meetings and supply of information as required to assist the lobbying of State and Federal Governments.	1.1	GM	Attend meetings and provide information as requested.	Satisfactory completion of task in accordance with target level.	Staff in attendance at meetings

13. Provide active support for LGNSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Provide information as requested by LGNSW to assist it to lobby governments.	3.1	GM	Information to be provided by the date requested.	Satisfactory completion of task in accordance with target level.	Complying
Utilise the services of LGNSW to further Council's interests	3.1	GM	As and when required by Council.		Complying

14. Actively pursue politicians to further Council's interests					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Invite politicians to attend Council meetings.	3.1	GM	Politicians to be invited to Council meetings as required.	Satisfactory completion of task in accordance with target level.	Requested Local Member to attend Council meetings.
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		Declined due to work commitments.
15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024

Identify new risks associated with Council's functions.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Analyse and prioritise all risks identified.	2.3	GM	Within 3 months after identification.		
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 from back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow.		
					Risk register adopted April 24. Operational risk register under development. Risk policy adopted April 24. NO spraying from back of vehicles.

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.	Complying
Provide training on EEO to staff.	2.3	GM	Ongoing as required.		No training to date
Provide staff with training on risk management.	2.3	GM	Ongoing as required.		Conducted March 24.
Review and update staff training programme.	2.3	GM	Annually.		Complete
Review EEO Management Plan.	2.3	GM	As required		To be completed 2022/23

17. Maintain and update Council's records management system

Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of Council's activities.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.		Complying records are electronic

18. Implement system of information technology capable of providing information that is relevant and timely					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Monitor reporting system ability to provide information requirements.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor technology improvements and assess future requirements.	2.3	GM	Ongoing.		Complying Move to Xero on 1 st July 24. Lap tops to be updated in 24/25.
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.		Reviewed constantly Major review 2023

19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Maintain assets register for all assets over \$5,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor the condition of those assets	2.3	GM	Ongoing.		Complying
Identify maintenance requirements for those assets.	2.3	GM	Ongoing.		Complying Maintenance as required
Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.		Complying in conjunction with Senior Biosecurity Officer
20. Introduce a system for electronic mapping of invasive weed infestations and the automation of Weeds Officers' reports					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Monitor the introduction of electronic mapping of invasive weed infestations and the automation of Weeds Officers' reporting procedures.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 2025.	Satisfactory completion of task in accordance with target level.	Complying
Expand the introduction of electronic mapping of invasive weeds infestation and the automation of Weeds Officers' Reporting Procedures to the whole of Council's Area of Operations.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 / 2025.		Continuing
Continue the training of staff in the use of the system in order to ensure it's most efficient and effective use.	1.3 & 2.3	GM SWO	Ongoing.		Complying Training as necessary Use of drones to assist with weed identification complete

21. Compile data on Council's current vehicle and plant fleet – condition and usage					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Analyse Council's current vehicle and plant fleet and its activities and assess future vehicle and plant needs.	2.3	GM	Ongoing	Satisfactory completion of task in accordance with target level.	Complying

22. Ensure access to competitively priced chemicals for weeds control programmes					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Ensure access to competitively priced chemicals for weeds control programmes.	1.2	GM	As required	Satisfactory completion of task in accordance with target level.	Complying

23. Actively pursue the control of invasive weeds along roadsides in Council's area					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Inspect roadsides prior to control works to ensure that control programmes are efficient and effective.	1.3	SWO	At least one week prior to spraying.	Satisfactory completion of task in accordance with target level.	Complying
Carryout necessary control works in line with Council's Budget allocations.	1.3	SWO	As seasonal conditions / and available funding permit.		Works continuing
Respond to reports of invasive weeds on roadsides.	1.3	SWO	Carry out inspection within 7 days of notification.		All reports responded to

Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	As required		Complying
---	-----	-----	-------------	--	-----------

24. Actively pursue the control of invasive weeds on private lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Inspection of private lands to assist landowners to fulfill their legal responsibilities in relation to invasive weeds.	1.2 & 3.2	SWO	At least 250 inspections per quarter.	Satisfactory completion of task in accordance with target level.	Complying
Provide information to landowners on invasive weeds control	1.2 & 3.2	SWO	If not done at time of inspection then within 1 week.		Complying
Respond to invasive weed complaints	1.2 & 3.2	SWO	Initial inspection within 10 working days.		Complying

25. Actively pursue the control of invasive weeds on vacant Crown lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Inspect vacant Crown land parcels to facilitate application to DPI for funds for necessary control works.	1.2	SWO	Prior to submission of application.	Satisfactory completion of task in accordance with target level.	Complying
Inspect vacant Crown lands to ensure obligations for invasive weed control are being met.	1.2	SWO	As required as resources are available.		Continuing
	1.2	SWO			Continuing

Provide information to Department of Lands on invasive weed control requirements Respond to complaints for invasive weeds on vacant Crown Land	1.2	SWO	Within 10 working days of inspection. Initial inspection within 10 working days.		Continuing
26. Actively pursue the control of invasive weeds on land held by Forests of NSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Inspect areas proposed to be clear felled in coming financial year.	1.2	SWO	Within 28 days of receipt of <i>Harvesting Plan of Operations</i> .	Satisfactory completion of task in accordance with target level.	When advised
Advise Forests NSW of proposed clear fell areas that are potential weeds risks.	1.2	SWO	Within 14 days of inspection.		
Follow up to ensure control work is carried out on potential weeds risks.	1.2	SWO	Prior to Spring each year.		
Inspect areas surrounding standing forests and “land bank” areas.	1.2	SWO	Ongoing as resources permit, or in response to complaints within 10 working 14 days after inspection.		
Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2	SWO			
27. Actively pursue the control of invasive weeds on other public authorities land					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Inspect lands of public authorities to ensure obligations for invasive weeds control are being met.	1.2 & 1.3	SWO	Ongoing.	Satisfactory completion of task in accordance with target level.	Continuing
Provide information to public authority on invasive weed control requirements.	1.2 & 1.3	SWO	Within 10 working days of inspection.		Continuing
	1.2 & 1.3	SWO	Initial inspection within 10 working days.		Continuing

Respond to complaints regarding invasive weeds on lands of public authorities.					
--	--	--	--	--	--

28. Conduct aerial spraying programmes for invasive weeds					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SW O	As required.	Satisfactory completion of task in accordance with target level.	As required Hudson Pear and Parkinsonia surveillance project carried out 23/24.
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SW O	As required.		Completed
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes	1.2	SWO	In accordance with Programmes		Completed
29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2024
Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control	1.1	GM	Liaise with appropriate members and officers of surrounding councils and other public authorities as required.	Satisfactory completion of task in accordance with target level.	Continuing. CMCC successful with management of the Unincorporated Area of NSW.



Castlereagh Macquarie County Council

Delivery Programme 2022/23 – 2024/25

30th June 2024

1. Strategic Objective – Building relationships

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

Strategy

Foster a spirit of cooperation with other natural resource managers.

Status as at 30th June 2024.

Continuing.

Council has good relationship with neighbouring Council's, and State and Federal Agencies in particular DPI and LLS. CMCC successful with new projects such as the Unincorporated Area management and the Rubber Vine project.

2. Strategic objective – Noxious Weeds Control

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

Strategy

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

Status as at 30th June 2024.

Continuing.

Property inspections are documented with generally good landowner/occupier control compliance. Noxious weeds infestations are generally reduced across the county area on roadsides and Council controlled lands. Aerial surveillance in the last quarter 23/24 enabled identification and control of invasive weeds of Parkinsonia and Hudson Pear.

3. Strategic objective – Noxious Weeds Controls - Roadsides

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

Strategy

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

Status as at 30th June 2024.

Continuing.

Landowner/occupier control compliance levels are good. Council has in 2023/2024 delivered a new control program in the Walgett Shire for LLS in the containment of Hudson Pear in and around Lightning Ridge using contractors.

4. Strategic objective – Noxious Weeds Controls Funding

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

Strategy

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

Status as at 30th June 2024.

Continuing.

Council has lobbied NSW State Government for additional funding to assist with Hudson Pear control in particular for the Lightning Ridge Area Opal Reserve Trust. NSW State Government made available \$2.5 million for containment of Hudson Pear in the Lightning Ridge area. Council was allocated \$500k to manage the first six (6) months of the containment program. LLS contracted CMCC for a further round of Hudson Pear management in the latter half of 23/24.

5. Strategic objective- Communication Policies

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

Strategy

Improve the Council's profile in the community.

Status as at 30th June 2024.

Continuing.

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

6. Strategic objective – Community Consultation

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

Strategy

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

Status as at 30th June 2024.

Continuing.

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

7. Strategic objective- Administration

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

Strategy

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

Status as at 30th June 2024.

Continuing.

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

8. Strategic objective- Funding Arrangements

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

Strategy

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

Status as at 30th June 2024.

Continuing.

Additional income streams identified with private works for constituent Councils.
Council has a sound financial status with a good reserves position.

9. Strategic objective- Lobbying

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

Strategy

Increase politicians awareness of weeds.

Status as at 30th June 2024.

Continuing.

Council has made the general public and relevant politicians aware of the invasive weeds position in the CMCC LCA area.

10. Strategic objective- Technology

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

Strategy

Ensure that the Council fulfils its educational and advisory role.

Status as at 30th June 2024.

Continuing.

Council undertakes a comprehensive publicity program each year with community programs held at Agquip and local agricultural shows, Lightning Ridge Opal festival. Other information days are held when necessary to highlight new and emerging weeds, new control measures and to enforce landowner compliance with the Biosecurity Act.

11. Strategic objective – Regulatory Powers

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

Strategy

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

Status as at 30th June 2024.

No legal action to date.

Property inspections are documented with generally good landowner/occupier control compliance. Noxious weeds infestations are generally reduced across the county area. Council in June 2024 approved the introduction of a new compliance system that will commence operations in early 2024/25.

ITEM 8.5 ANNUAL FINANCIAL STATEMENTS 2023/2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report recommends that the Draft Annual Financial Statements and Draft Special Purpose Financial Statements for the year ending 30 June 2024 be referred for audit.

Background:

Section 413, 415 and 416 of the Local Government Act 1993 requires the Council's General Purpose and Special Purpose Annual Financial Reports for the year ending 30 June 2024 to be prepared, referred to audit and audited by 31 October 2024.

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

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

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

Current Position:

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

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

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

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

Relevant Reference Documents/Policies:

Local Government Act (1993)

Local Government General Regulation 2021

Governance issues:

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

Environmental issues:

There are no identified environmental issues.

Stakeholders:

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

Financial Implications:

The Financial Reports represent Council's financial position as at 30 June 2024.

Alternative Solutions/Options:

NIL.

Conclusion:

It is now appropriate that action be taken in accordance with the Local Government Act in relation to the 2023/2024 Financial Reports.

Annual Financial Statements 2023/2024
<p>Recommendation:</p> <ol style="list-style-type: none">1. The Draft Annual Financial Reports for 2023/2024 be referred to Council's Auditor.2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements.3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and it's requirements. <p>Moved:</p> <p>Seconded:</p>

Attachments:

Section 413 statements for signature.

Castlereagh Macquarie County Council

General Purpose Financial Statements

for the year ended 30 June 2024

Statement by Councillors and Management

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

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

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

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

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

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

Signed in accordance with a resolution of Council made on 26 August 2024.

Doug Batten
Chairperson
26 August 2024

Bill Fisher
Deputy Chairperson
26 August 2024

Michael Urquhart
General Manager
26 August 2024

Michael Urquhart
Responsible Accounting Officer
26 August 2024

ITEM 8.6 PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The revised policy is presented to Council for consideration.

Background:

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

Current Position:

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

Governance issues:

Local Government Act 1993.

Local Government General Regulation 2021.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council

Castlereagh Macquarie County Councillors

Financial Implications:

NIL. Provision made for expenses in accordance with policy.

Alternative Solutions/Options:

NIL

Conclusion:

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

Payment of Expenses & Provision of Facilities to Councillors Policy
<p>Recommendation:</p> <p>That</p> <ol style="list-style-type: none">1. the General Managers Report be received.2. Council adopt the “Payment of Expenses & Provision of Facilities to Councillors” policy as tabled3. The policy be placed on public exhibition for a period of 28 days and public submissions be invited. <p>Moved:</p> <p>Seconded:</p>

Attachments:

Draft Payment of Expenses & Provision of Facilities to Councillors Policy



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

Adoption Date: 28th August 2022 ~~48 November 2022~~

Review Date: 28th August 2023 ~~48 November 2024~~

Responsible Officer: General Manager

POLICY STATEMENT

The purpose of this policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

OBJECTIVES

- To ensure that the details and range of expenses paid and facilities provided to the Councillors by the Council are clearly and specifically stated, fully appropriate to the importance of office, are consistently applied and transparent, and are acceptable to the community.
- To ensure that the Councillors are reimbursed for expenses reasonably incurred in the performance of their roles as a Councillor.
- To ensure that election to Council is open to all by ensuring that no one would be financially or otherwise disadvantaged in undertaking the civic duties of a Councillor.

Formatted: Highlight

Formatted: Superscript, Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Superscript, Highlight

Formatted: Highlight

Table of Contents	
1. Background.....	3
2. Payment of Expenses.....	3
2.1 General.....	3
2.2 Advance Payment.....	3
2.3 Specific.....	4
2.3.1 Conferences, seminars, training and educational expenses and approval of attendance.....	4
2.3.2 Registration, accommodation and air travel.....	4
2.4 Meals.....	4
2.5 Spouse or partner expenses.....	4
2.6 Travelling expenses.....	4
2.6.1 General.....	4
2.6.2 Travel.....	5
2.6.3 Overseas travel.....	5
2.7 Care and other related expenses.....	5
2.8 Use of Council resources.....	5
2.9 Giving of gifts and benefits.....	6
3. Status of the Policy.....	Error! Bookmark not defined.

1. Background

Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the *Local Government Act 1993* or any other Act. This is required under section 439 of the *Local Government Act 1993* and reinforced in the Code of Conduct made under section 440.

The purpose of this policy is to establish, where practicable, clear limits for all expenses and facilities, including a process for the approval, reconciliation and reimbursement for all such expenses and facilities. Councillors can only receive reimbursement for expenses and the use of facilities clearly identified in this Policy.

This policy does not permit a private benefit (other than a non-incidental private benefit) to be gained from expenses and facilities nor does it permit the payment of a general expense allowance.

Councillor annual fees do not fall within the scope of this policy.

This policy has been prepared in accordance with the requirements of the *Local Government Act 1993* and the 'Guidelines for the payment of expenses and the provision of facilities for mayors and Councillors in NSW' in effect at the time of adoption by Council. This policy only applies in relation to Council business or related social activities/functions. For the purposes of this policy, the Council Christmas celebration or other equivalent function is deemed to be a Council related social function.

2. Payment of Expenses

2.1 General

Reimbursement of costs and expenses will only be made:

1. in accordance with the monetary limits prescribed in this policy, and
2. on lodgment of a completed Claim Form within three months of the cost or expense being incurred, such Claim Form including, unless required otherwise by this policy:
 - an itemised account of the expenditure, and
 - valid GST receipts.

For periods less than a full year, for example, after a local government general election, the reimbursement of costs and expenses will be calculated on a pro rata basis.

Reasonable out of pocket or incidental travel expenses incurred (such as telephone or facsimile calls, refreshments, internet charges, taxi fares, parking fees and tolls) will be reimbursed subject to production of valid GST receipts or a signed statutory declaration itemising the expenses.

2.2 Advance Payment

Advance payment for meals and incidentals by cheque or EFT is available provided a completed Claim Form has been lodged with sufficient notice to allow for preparation of the advance. Payment for meals will not exceed the maximum allowable rates prescribed in the Australian Taxation Office (ATO) 'Reasonable Travel and Meal Allowance Expenses' Determination, as applicable for the date of travel.

A full reconciliation of all expenses incurred (including valid GST receipts) against the amount of the advance must be provided within two weeks of return from the event. All unspent funds must be returned.

2.3 Specific

2.3.1 Conferences, seminars, training and educational expenses and approval of attendance

Attendance at conferences and seminars must be approved by Council in advance of the event. If time does not permit, then the General Manager and Chairperson or Deputy Chairperson (for attendance by the Chairperson) may approve such attendance, taking account of: relevance; benefit to Council; and budget availability.

Where staff does not attend an event, the Councillor on return from the event must provide a written report to Council detailing highlights and in particular, aspects of the event relevant to Council business and/or the local community.

2.3.2 Registration, accommodation and air travel

All bookings are to be arranged through the Administration Officer.

Payment for registration, accommodation and air travel must:

- wherever possible, be paid direct by Council to the provider; and
- not exceed the maximum allowable rates prescribed in the Australian Taxation Office (ATO) 'Reasonable Travel and Meal Allowance Expenses' Determination, as applicable from time to time.

2.4 Meals

The cost of meals not provided as part of the registration fee or accommodation package will be reimbursed in accordance with maximum allowable rates prescribed in the Australian Taxation Office (ATO) 'Reasonable Travel and Meal Allowance Expenses' Determination, as applicable from time to time.

If valid GST receipts are not provided then reimbursement will be at 50% of the ATO 'Reasonable Travel and Meal Allowance Expenses' Determination rate.

2.5 Spouse or partner expenses

Council will meet the reasonable costs of the spouse or partner or an accompanying person of a Councillor for attendance at an official Council function within the local government area that are of a formal or ceremonial nature. Reasonable costs are limited to the ticket, meal and/or direct cost of attending the function. Peripheral expenses incurred by spouses, partners or accompanying persons such as grooming, special clothing and transport are not reimbursable expenses.

2.6 Travelling expenses

2.6.1 General

The driver is personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles.

When travelling by car every attempt must be made to car pool with other Councillors or Council staff.

2.6.2 Travel

All travel relating to Council business must be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

A Councillor that travels using their private car will be reimbursed at the appropriate kilometer rate in accordance with the *Local Government (State) Award 2023-24* or airfare rate, whichever is the lower. Evidence of current vehicle registration and compulsory third party insurance coverage must be provided to the General Manager prior to travel. Alternative methods of transport will be reimbursed following the production of valid GST receipts.

2.6.3 Overseas travel

International travel relating to Council business must be avoided unless it can be demonstrated that direct and tangible benefits can be established for both the Council and local community. The travel must be documented in a Report to Council and considered and approved by a full meeting of the Council prior to the travel being undertaken.

The Report must identify the Councillors nominated to undertake the travel and detail the purpose of the travel and expected benefits derived from the travel. The duration, itinerary and approximate total cost of the visit must also be provided.

2.7 Care and other related expenses

Councillors will be entitled to claim reimbursement for the reasonable cost of care arrangements to allow the performance of normal civic duties and responsibilities while attending:

1. Council meetings;
2. Council Committee meetings;
3. Other essential Council related business (for example, conference, seminars, briefing sessions/workshops called by Council, the Chairperson or the General Manager).

This includes reimbursement for up to one hour before and after an event.

'Care and other related expenses' means childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors. Childcare expenses will only be reimbursed in relation to children of the Councillor that are up to and including the age of 16 years.

The cost of care arrangements will be reimbursed up to \$1,000 per financial year per Councillor, subject to lodgment of a completed Claim Form supported by valid GST receipts and details of the Council related activity that was attended. Expenses are not reimbursable if care is provided by an immediate family member, spouse or partner or someone who ordinarily resides with the Councillor.

Council will make provision for the payment of other related expenses associated with the special requirements of Councillors such as disability and access needs, to allow them to perform their normal civic duties and responsibilities. For any Councillor with a disability, the Council may resolve to provide reasonable additional facilities and expenses which may be necessary for the performance of their duties.

2.8 Use of Council resources

Councillors must not, as a result of Council funded and approved expenditure, obtain more than incidental private benefit from the provision of equipment and facilities. This includes

travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs. It is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental use is not subject to a compensatory payment to Council. Where more substantial private use does occur, reimbursement to Council of the value of that private use is required. The value of 'private use' in this context is the proportional private use/business use percentage.

Any resources provided under this Policy must not be used for personal interests. This includes but is not limited to the following: a Councillors re-election; any political party event or activity.

2.9 Giving of gifts and benefits

Where it is appropriate for a Councillor to give a gift or benefit (for example, on a Council business related trip or when receiving visitors), these gifts and benefits should be of a token value only (refer to Council's Code of Conduct).

Version	Adopted Date	Minute No	Details of Review
1	10 October 2018		Adoption of Revised Policy
2	18 November 2020		Adoption of Revised Policy

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

ITEM 8.7 REVISED INVESTMENT POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

Council must review its Investment Policy each year in accordance with the provisions of its policy.

Background:

Each year Council must review its Investment policy. The writer has examined the policy to ensure it meets current legislation and the Office of Local Government guidelines and now submits a revised policy for Council's consideration.

Current Position:

The revised Investment Policy was last adopted in 2022. The policy makes provision to maximise the rate of return on invested funds in terms of Institutional balances. Only minor changes were made to the investment policy and changes are in red.

Governance issues:

Ministers Order 12th January 2011

Local Government Act 1993

Local Government Act 1193 – Investment Order dated 12th January 2011

Local Government (General) Regulation 2021

Trustee Act 1925 (NSW)

Australian Accounting Standards issued by the Australian Accounting Standards Board

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council

Financial institutions

Constituent Councils

County Council LGA Ratepayers

Financial Implications:

Council investments are made in accordance with the Investment policy.

Alternative Solutions/Options:

N/A

Conclusion:

There General Manager is recommending the revised Investment Policy be adopted.

Revised Investment Policy

Recommendation:

That;

1. the report be received
2. Council adopts the revised Investment Policy as presented.

Moved:

Seconded:

Attachments:

Revised Investment Policy



INVESTMENT POLICY AND PROCEDURES

Adoption Date: 28 June 2022

Review Date: 28 June, 2023

Responsible Officer: General Manager

POLICY STATEMENT

This policy provides the framework in which council funds are to be invested. Council has developed this policy to ensure it or its representatives exercise the care, diligence and skill that a prudent person would exercise in investing council funds.

OBJECTIVES:

- To provide a framework for the investing of surplus Council funds at the most favourable rate of interest available whilst having due regard of risk and security for investments ensuring its liquidity requirements are being met.
- Whilst exercising the power to invest, consideration must be given to the preservation of capital, liquidity and the return on investment.
- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of investments.
- Investments are expected to achieve a market average rate of return in line with Council's risk management guidelines.

Council Policy Reference

Investment Policy and Procedures – June 2022

Related CMCC Policies

Financial Management Policy and Procedures

Purchasing Policy

Fraud Control Policy

Relevant Reference Documents/Policies:

Draft Investment Policy and Procedures – August, 2024

Castlereagh Macquarie County Council – Investment Policy and Procedures – 26th August 2024

Statutory Requirements

Trustee Act 1925 (NSW)

Australian Accounting Standards issued by the Australian Accounting Standards Board

Government References

Local Government Act (1993) – Sections 12, 413 and 625

Local Government Act (1993) – Revised Ministerial Investment Order - 12 January, 2011

Local Government (General) Regulation 2021 – Clause 212

NSW OLG Investment Policy Guidelines – May, 2010

Local Government Code of Accounting Practice and Financial Reporting – Update 27 – 29 March, 2019.

NSW OLG Circulars relating to Investments 06/70, 08/48, 09/20,

Investment Guidelines

1. Authority for Investment

All investments are to be made in accordance with:

- Local Government Act 1993 – Section 625, Section 413 and Section 12
- Local Government Act 1993 – Revised Ministerial Investment Order dated 5th January 2016
- Local Government (General) Regulation 2021 – Clause 212
- Australian Accounting Standards issued by the Australian Accounting Standards Board
- Trustee Act 1925 (NSW) – Section 14

2. Delegation of Authority

The General Manager has the authority to invest surplus funds and may delegate this function to the Administrative Officer. All investments must be signed by two (2) signatories. The following officers have the authority to sign investments:

- General Manager
- Administrative Officer

3. Ministerial Order

The Minister for Local Government issued a revised order pursuant to Section 625 of the Local Government Act 1993 dated 5 January, 2016.

4. Prudent Person Standard

Council investments will be managed with the care, diligence and skill that a prudent person would exercise. As Trustees of public monies, Officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this investment policy and not for speculative purposes.

5. Ethics and Conflicts of Interest

Council Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires Officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

6. Forms of Investment

All forms of investment for the purposes of Section 625 (2) of the local Government Act 1993 are by Order of the Minister notifying forms of investment. A copy of the Investment Order is attached as "Annexure A".

7. Legislative Obligations

All investments are to be made exercising care, diligence and skill that a prudent person of business would exercise in managing the affairs of another person. Investments that are high risk, speculative or hazardous in nature are to be avoided.

8. Legislative Requirements

All investments are to be made in accordance with the provisions of the Local Government Act 1993, with particular regard to the following:

- The purpose of the investment
- The desirability of diversifying council investments
- The nature of and risk associated with council investments
- The desirability of maintaining the real value of the capital and income of the investment
- The risk of capital or income loss or depreciation
- The potential for capital appreciation
- The likely income return and the timing of income return
- The length of the term of the proposed investment
- The Period for which the investment is likely to be required
- The probable duration of the investment
- The liquidity and marketability of a proposed investment during, and on the determination of, the term of the investment
- The aggregate value of the assets of the council
- The effect of the proposed investment in relation to any tax liability
- The likelihood of inflation affecting the value of the proposed investment
- The costs (including commission, fees and charges) of making a proposed investment
- The results of any review of existing council investments
- Such other matters as appropriate

9. Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based investments
- Principal only investments or securities that provide potentially NIL or negative cash flow and
- Stand-alone securities issues that have underlying options, forward contracts and swaps of any kind.

10. Operational Requirements

- The working account balance of Council is to be kept at a level no greater than is required to meet Council's immediate working operational requirements except where the rate of return is comparable to the rate of return of other investments

- The Administration ~~on~~^{ve} Officer will notify the General Manager that excess funds exist in the working account or that an existing investment is due for maturity and funds are not required to meet Council's immediate working operational requirements
- The General Manager will authorise the Administration ~~on~~^{ve} Officer to investigate investment options

11. Quotations

- Three (3) quotations will be obtained from authorised institutions before making an investment
- The Code of Accounting Practice and Financial Reporting requires that Council maintains a separate record of these quotations
- All quotations are to be attached to the investment authorisation to be signed by the authorised signatories and filed in the Financial Investment Voucher Folder

12. Risk Management Guidelines

Investments are to comply with the following criteria:

- Preservation of capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money)
- Institutional Diversification
 - Not less than three (3) quotations shall be obtained from authorised institutions when an investment is made
 - Individual investments shall not exceed \$500,000
 - The maximum amount to be held by any one (1) institution at any one time shall not exceed forty (40%) percent of the total portfolio at the time when the deposit was made
 - All term deposit investments are to be made with authorised deposits taking institutions covered under the Australian Government Guarantee
- Maturity Risk
 - The investment portfolio shall be invested within the following constraints:

OVERALL PORTFOLIO MATURITY		
Portfolio % < 1 Year	Minimum - 40%	Maximum – 100%
Portfolio % > 1 Year, < 3 Years	Minimum – 0%	Maximum – 60%
Portfolio % > 3 Years, < 5 Years	Minimum – 0%	Maximum - \$40%
Portfolio % > 5 Years	Minimum – 0%	Maximum – 10%

13. Market/Credit Risk

Consideration shall be given to the risk that the fair value or the future cash flows of an investment will fluctuate due to changes in market prices, or the risk of failure to repay principal or pay interest of an investment.

14. Liquidity Risk

- Investment maturity shall correspond with cash flow requirements

- Access to a minimum \$100,000 or 5% of the investment portfolio is available within seven (7) days

15. Investment Register

The Code of Accounting Practice requires Council to maintain a separate record of money it has invested under Section 625 (2) of the Local Government Act 1993. The record must specify:

- Date the investment is made
- The amount of money invested
- Particulars of the security or form the money is invested
- Name of the institution
- Due date and term of the investment
- If available, the rate of interest to be paid
- The amount of money that the Council has earned, in respect to the money invested
- The investment number consisting of three digits/financial year (e.g. 123/19)
- When being rolled over, the investment being closed should refer to the new investment number. When the new investment is being made the investment number of the closed investment should be recorded

An Investment Register is held by Council both in hard copy and electronically. The Investment Register held in hard copy contains all information as above and any documentation relating to the investment and is maintained by the Administration Officer. An electronic copy of all investment information is to be filed in Council's records under Financial Management – Investments.

16. Financial Investment Voucher Folder

- The Financial Investments Voucher Folder is maintained and updated by the Administration Officer with all correspondence both inward and outward relating to the investment
- Each Investment will be allocated a section labelled with the investment number
- The section within the folder will contain all correspondence, confirmation of the term deposit/investment, coupon payment advices etc.
- All correspondence must be filed in Council's records under Financial Management – Investments

17. Maturity

Once an investment has matured the following may occur:

- Rollover the investment – if it is determined that the investment will be rolled over (taking into account Part 8 of this procedure), then the investment will be rolled over and issued with a new investment number. The interest paid and the new investment number will be recorded in the investment register under the number of the investment being rolled over. The new investment number will refer to the previous investment number.

- Redeem the investment - Interest paid, principal repaid will be recorded in the investments register.

18. Reports on Council Investments

The Responsible Accounting Officer (RAO) must provide Council with a written report detailing all money that Council has invested. The report must be made up to the last day of the month immediately preceding the meeting. The Information must be presented in accordance with Section 625 (2) of the Local Government Act 1993 and must be presented at each ordinary meeting of Council under the provisions of Clause 212 of the Local Government (General) Regulation 2021~~05~~⁰⁶. This report must include a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and Council's investment policy.

19. Independent Investment Advisors

- Any investment advisor or investment dealer acting on behalf of Council must be licenced with the Australian Securities and Investment Commission
- These third parties are expected to exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of another person
- This procedure is to be presented to all third parties to ensure that they are delivering appropriately and complying with Council's requirements, including the Ministerial Investment Order
- The RAO should obtain written confirmation from independent financial advisors that they do not have any actual or potential conflicts of interest in relation to the investment they are recommending or reviewing including that they are not receiving any commissions or other benefits in relation to the investments they bare recommending or reviewing
- Product manufacturers/distributors should be excluded from being appointed investment advisors to Council.

20. Withdrawal of Investments

- In the event that a credit rating of a security, company or body issuing the security falls below the minimum requirement, as set out in the Minister's Order, Council must make all necessary arrangements to withdraw the deposit as soon as possible
- In the case of existing securities excluded by a recently revised Investment Order, they are to be grandfathered. These investments become ultra vires under the new Investment Order and can continue to be held to maturity, redeemed or sold. Before disposing of these investments Council will seek independent financial advice by an independent investment advisor or dealer licenced by the Australian Securities and Investment Commission ASIC) (www.asic.gov.au).

21. Annual Review

Investment performance will be reviewed monthly and the outcomes will be reported to Council. The investment policy and procedures will be reviewed annually, or immediately following the release of any OLG Guidelines or Circulars aimed at assisting Councils in developing investment policy or procedures.

LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER

(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

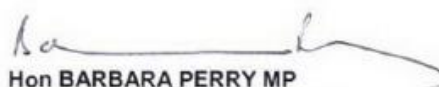
All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government

APPENDIX “B” – INVESTMENTS REGISTER

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

ITEM 8.8 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

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

Conclusion:

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

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

Attachments:

Calendar of events 2024

IMPORTANT DATES - Upcoming Meetings and Events – 2024

DATE	MEETING/FUNCTION	LOCATION	NOTES
4 th September 2024	Parthenium Meeting	Teams Meeting	Senior Biosecurity Officer and General Manager
10 th September 2024	Central West Operations Meeting	Gilgandra	Senior Biosecurity Officer
10 th September 2024	Central West Regional Meeting	Gilgandra	Senior Biosecurity Officer
28 th October 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer
6 th November 2024	North West Weedo Meeting	TBC	Senior Biosecurity Officer
7 th November 2024	North West Regional Meeting	TBC	Senior Biosecurity Officer
12 th November 2024	Hudson Pear Taskforce Meeting	Lightning Ridge	Chairman, General Manager and Senior Biosecurity Officer
12 th November 2024	Harrisia Taskforce meeting	Lightning Ridge	
13 th November 2024	NSW BioControl Meeting	Lightning Ridge	Chairman, General Manager and Senior Biosecurity Officer
21 st November 2024	ARIC Committee Meeting	Teams Meeting	General Manager & Councillor
27 th November 2024	NSW County Councils General Managers Forum	Teams Meeting	Chairman and General Manager

2 nd December 2024	CMCC Council Meeting and Councillors Christmas Luncheon	Coonamble	Councillors and all staff
3 rd December 2024	Central West Operations Meeting	Parkes	Senior Biosecurity Officer
3 rd December 2024	Central West Regional Meeting	Parkes	Senior Biosecurity Officer

9. BIOSECURITY REPORT

ITEM 9.1 QUARTERLY BIOSECURITY REPORT

REPORTING SECTION: Biosecurity Control Works
AUTHOR: Andrea Fletcher

Summary:

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

Background:

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

Current Position:

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

Governance issues:

Biosecurity Act 2015

Local Government Act 1993

Environmental issues:

Any environmental issues are detailed in the attached update.

Stakeholders:

Castlereagh Macquarie County Council

Constituent Councils

County Council LGA Ratepayers

Financial Implications:

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

Alternative Solutions/Options:

There are no alternate options.

Conclusion:

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

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

Attachments:

Senior Biosecurity Officer Information on control activities.

On the 24th & 25th July 2024 Castlereagh Macquarie County Council attended the **Lightning Ridge Opal festival** with the weeds display stand. This event was very successful receiving enquiries not only from the Walgett Shire but also from other shires within the County Council and neighboring councils.

Blackberry (Rubus fruticosus)

Blackberry infestations are in the Warrumbungle and Gilgandra Shires of the County Council. Infestations are in dormancy during winter. Targeted inspections will start in October allowing landholders/managers time to prepare for control. The best time to treat for control of Blackberry is from January through to March, although if conditions allow treatment can be as early as November and December, or as late as April and May.

DPI have been working extensively for the release agent cane-boring sawfly. Updates will be given of release dates.

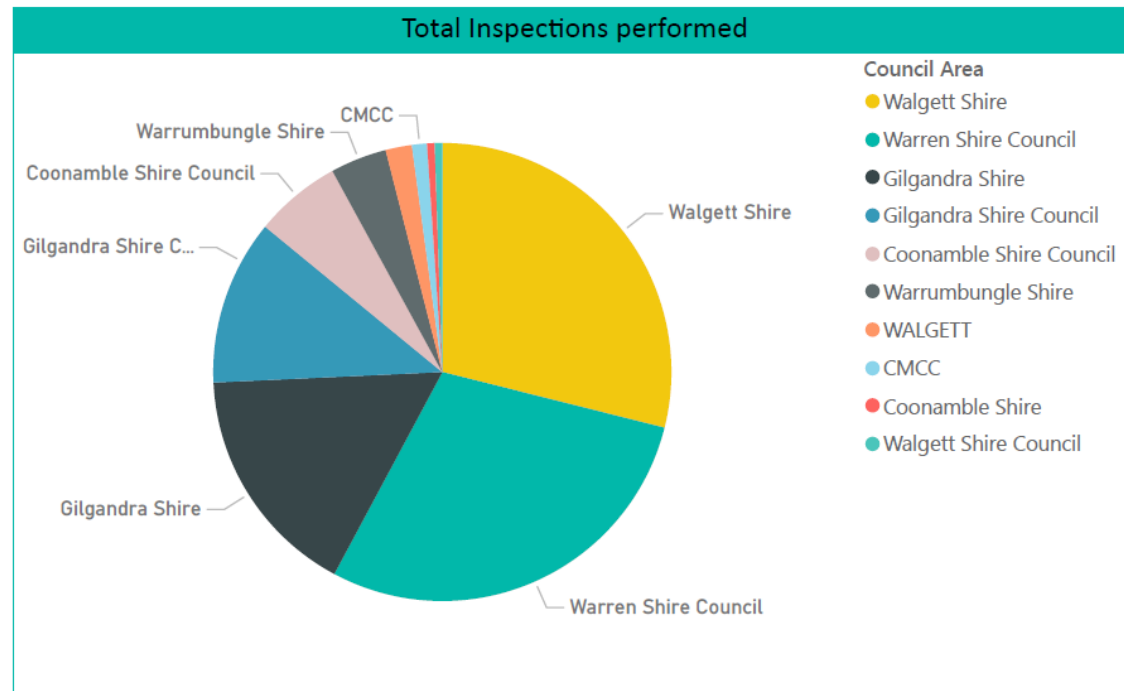


CMCC have been undertaking contract spray works for the County's Shires and bio security officers have been maintaining inspection targets well above satisfactory.



CMCC Report 25 June - 5 August 2024

Total Inspections performed	
Council Area	Total Inspections
CMCC	4
Coonamble Shire	2
Coonamble Shire Council	23
Gilgandra Shire	62
Gilgandra Shire Council	44
WALGETT	7
Walgett Shire	109
Walgett Shire Council	2
Total	377



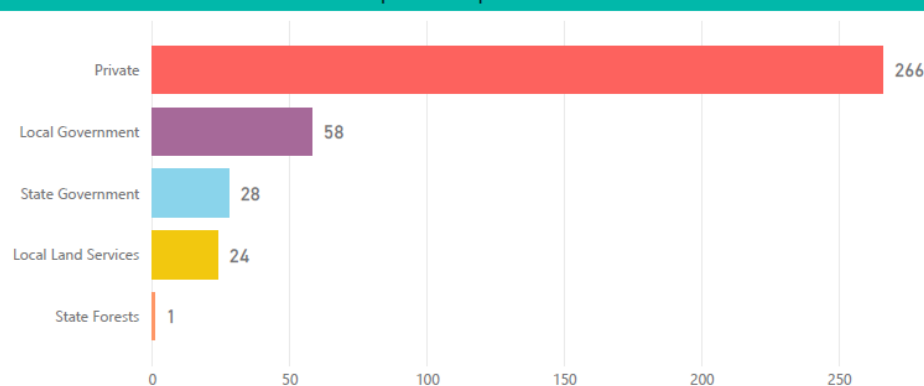


CMCC Report 25 June - 5 August 2024

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Inspection
CMCC	Private	
Coonamble Shire	Local Land Services	
Coonamble Shire	Private	
Coonamble Shire Council	Local Government	
Coonamble Shire Council	Local Land Services	
Coonamble Shire Council	Private	1
Gilgandra Shire	Local Government	3
Gilgandra Shire	Local Land Services	
Gilgandra Shire	Private	1
Gilgandra Shire	State Forests	
Gilgandra Shire	State Government	
Gilgandra Shire Council	Local Government	
Gilgandra Shire Council	Private	3
Gilgandra Shire Council	State Government	1
WALGETT	Local Government	
WALGETT	State Government	
Walgett Shire	Local Government	
Walgett Shire	Local Land Services	
Walgett Shire	Private	9
Walgett Shire	State Government	
Walgett Shire Council	Private	
Warren Shire Council	Local Government	
Warren Shire Council	Local Land Services	
Total		37

Total Inspections per Land Tenure



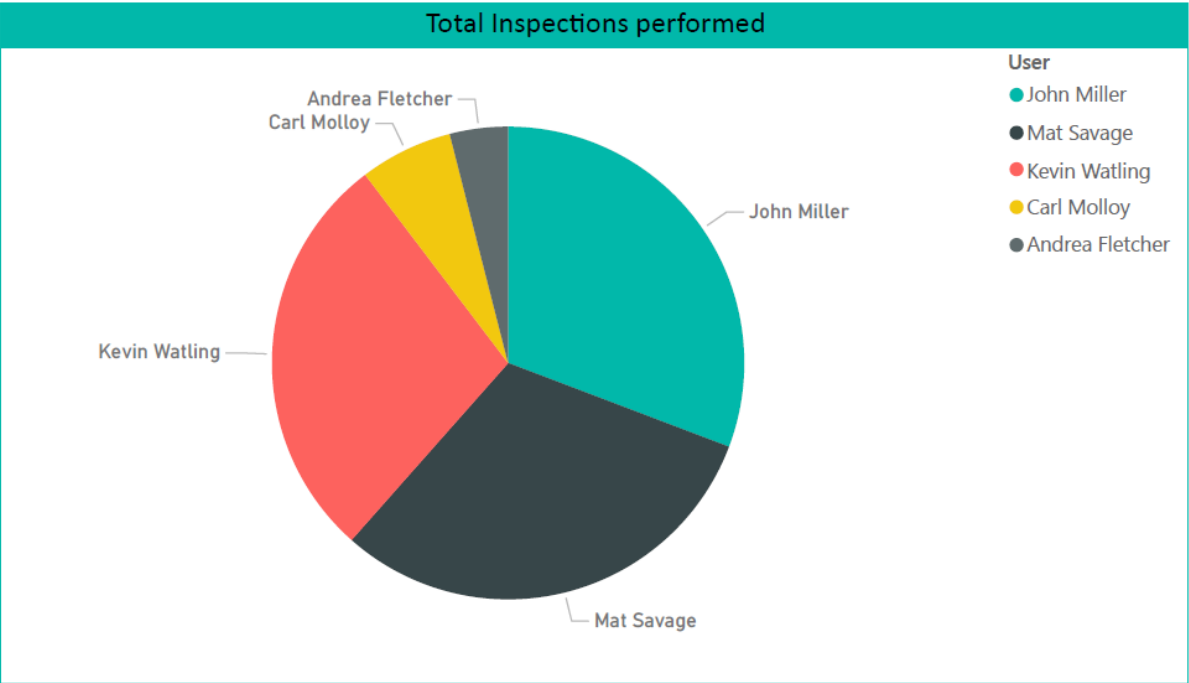
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Local Government	58
Local Land Services	24
Private	266
State Forests	1
State Government	28
Total	377



CMCC Report 25 June - 5 August 2024

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	15
Carl Molloy	24
John Miller	116
Kevin Watling	106
Mat Savage	116
Total	377





CMCC Report 25 June - 5 August 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	4	18.59	
Andrea Fletcher	Private Property Re-Inspections	Local Government	11	3.40	
Total			15	21.98	



CMCC Report 25 June - 5 August 2024

Carl's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	Inspections of council owned land	Local Government	3	121.38	
Carl Molloy	Inspections of council owned land	Private	1	249.14	
Carl Molloy	Local Land Services Reserves	Local Land Services	2	152.93	1.10
Carl Molloy	Private Property Inspections	Private	18	1,410.26	1.10
Total			24	1,933.71	2.20



CMCC Report 25 June - 5 August 2024

John's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
John Miller	Inspection of TSRs	Local Land Services	9	1,434.26	90.00
John Miller	Inspections of council owned land	Local Government	2	79.34	15.00
John Miller	Inspections of rail corridors	Private	4		4.00
John Miller	Private Property Inspections	Local Government	1	3.69	5.00
John Miller	Private Property Inspections	Private	93	27,534.57	65.00
John Miller	Re-inspections	Private	5	1,058.56	22.00
John Miller	Re-inspections	State Government	2	2.29	0.00
Total			116	30,112.70	201.00



CMCC Report 25 June - 5 August 2024

Kevin's Inspection Stats

User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (he
Kevin Watling	High Risk Council owned land	Private	1	41.56	
Kevin Watling	High Risk Pathways Inspection	Local Government	2	0.00	
Kevin Watling	High Risk Pathways Inspection	State Forests	1	77.19	
Kevin Watling	High Risk Pathways Inspection	State Government	2	0.00	
Kevin Watling	High risk water courses	Private	1	135.13	
Kevin Watling	High risk water courses	State Government	12	0.00	
Kevin Watling	Inspections of land owned / managed by State bodies	State Government	1		
Kevin Watling	Local Land Services Reserves	Local Land Services	4	98.17	
Kevin Watling	Other Council lands	Local Government	1	161.65	
Kevin Watling	Other High Risk Sites	State Government	1	9.68	
Kevin Watling	Private Property High Risk Area	Local Government	1	0.00	
Kevin Watling	Private Property Inspections	Private	46	4,532.07	
Kevin Watling	Roadside Inspection(s)	Local Government	3	0.00	
Kevin Watling	Roadside Inspections High Risk Inspections	Local Government	26	1.00	
Kevin Watling	Roadside Inspections High Risk Inspections	State Government	3	0.00	
Kevin Watling	Waterways High Risk Pathways	State Government	1	19.21	
Total			106	5,075.66	1!



CMCC Report 25 June - 5 August 2024

Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	High Risk Crown Lands	State Government	2	2,280.84	
Mat Savage	High Risk Pathways Inspection	Local Government	1		
Mat Savage	High Risk Pathways Inspection	State Government	3		
Mat Savage	Inspection of TSRs	Local Land Services	9	1,369.43	1.00
Mat Savage	Private Property High Risk Area	Private	2	1,727.81	200.00
Mat Savage	Private Property Inspections	Private	95	83,065.82	
Mat Savage	Roadside Inspection(s)	Local Government	4	455.01	
Mat Savage	Roadside Inspection(s)	State Government	1		
Total			117	88,898.90	201.00



AGENDA FOR CLOSED COUNCIL MEETING

Monday, 26th August 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 **26th August 2024** to discuss the items listed in the Agenda

Michael Urquhart
GENERAL MANAGER

AGENDA

10. MOVE INTO CLOSED SESSION

MOVE INTO CLOSED SESSION
<p>Time:</p> <p>That the public be excluded from the meeting pursuant to Sections 10A of the Local Government Act 1993 on the basis that the items deal with:</p> <p>(2) (a) personnel matters concerning particular individuals (other than councillors)</p> <p>Moved: Seconded:</p>

11. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

11.1 Chairperson

11.1.1 General Manager Half Yearly Performance Review

12. RETURN TO OPEN SESSION

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

13. ADOPTION OF CLOSED SESSION REPORTS

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

14. QUESTIONS FOR NEXT MEETING

15. CONFIRMATION DATE OF NEXT MEETING

Date: 28th October 2024, in Coonamble

16. CLOSE OF MEETING

Time: