



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 25th November 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 **25th November 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 28 th OCTOBER 2024	6
7. REPORT OF THE GENERAL MANAGER	15
ITEM 7.1 COUNCIL'S DECISION ACTION REPORT – NOVEMBER 2024	15
ITEM 7.2 CASH ON HAND AND INVESTMENT REPORT AS AT 31 st OCTOBER 2024	18
ITEM 7.3 POLICIES	20
ITEM 7.4 GOVERNMENT INFORMATION PUBLIC ACCESS ACT (GIPA) ANNUAL REPORT 2023/2024	88
ITEM 7.5 PUBLIC INTEREST DISCLOSURE – ANNUAL REPORT	96
ITEM 7.6 2023/2024 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT	98
ITEM 7.7 ANNUAL REPORT 2023/2024	101
ITEM 7.8 CMCC CHRISTMAS CLOSURE PERIOD 2024/2025	102
ITEM 7.9 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS	103
8. BIOSECURITY REPORT	106
ITEM 8.1 QUARTERLY BIOSECURITY REPORT	106
9. QUESTIONS FOR NEXT MEETING	109
10. CONFIRMATION DATE OF NEXT MEETING	109
11. CLOSE OF MEETING	109

1. OPENING OF MEETING

Time: _____am

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3. LEAVE OF ABSENCE

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

4. DECLARATION OF INTERESTS

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

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

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

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

Councillor	Item No.	Pecuniary/ Non-Pecuniary	Reason

5. PUBLIC PRESENTATION

SPEAKER	TOPIC

6. CONFIRMATION OF MINUTES/MATTERS ARISING

6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 28th OCTOBER 2024

Minutes of Ordinary Council Meeting – 28 th October 2024
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 28th October 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 – 28th October 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 28th
OCTOBER 2024 COMMENCING AT 10:35AM**

PRESENT: Cllr D Batten, Cllr N Kinsey, Cllr G Peart, Cllr Z Holcombe, Cllr M Cooke, Cllr P Fisher, Cllr D Bell, Cllr M Garnsey, and Cllr G Rummery.

ABSENT: Cllr G Whiteley

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

WELCOME: Meeting was opened at 10:35am and General Manager Michael Urquhart welcomed all councillors and staff to the meeting.

Each Councillors read the Oath or Affirmation as per Section 233A of the Local Government Act 1993.

05/24/01 Apologies and Leave of Absence

Resolved:

That the leave of absence received from Cllr G Whiteley is accepted and a leave of absence granted.

Moved: Cllr Kinsey
Seconded: Cllr Cooke

Carried

05/24/02 Election of Chairperson and Deputy Chairperson

Resolved:

That Council adopt the ordinary ballot method for the election of the Chairperson and Deputy Chairperson.

Moved: Cllr Batten
Seconded: Cllr Kinsey

Carried

05/24/03 Destruction of Election Ballot Papers

Resolved:

That any ballot papers used, now be destroyed.

Moved: Clr Batten

Seconded: Clr Holcombe

Carried

05/24/04 Election of Chairperson for Period Ending – September 2026

Resolved:

That the report be received and noted and the election for the position of Chairperson be held now.

Moved: Clr Kinsey

Seconded: Clr Garnsey

Carried

General Manager, Michael Urquhart invited nominations for Chairperson.

One nomination was received, that being Clr Doug Batten.

General Manager, Michael Urquhart duly declared Clr Doug Batten as Chairperson for the ensuing two (2) years ending September 2026.

05/24/05 Election of Deputy Chairperson for Period Ending – September 2026

Resolved:

That the report be received and noted and the election for the position of Deputy Chairperson be held now.

Moved: Clr Fisher

Seconded: Clr Bell

Carried

General Manager, Michael Urquhart invited nominations for Deputy Chairperson.

One nomination was received, that being Clr Noel Kinsey.

General Manager, Michael Urquhart duly declared Clr Noel Kinsey as Deputy Chairperson for the ensuing two (2) years ending September 2026.

At this time, Clr Doug Batten took the Chair.

DECLARATIONS OF INTEREST- Nil

Mr Todd Pallister, Local Land Services was listed on the agenda to address council in relation to the Hudson Pear Programme. Following circulation of the agenda, Mr Pallister contacted CMCC to advise, he was unable to attend the meeting.

05/24/06 Minutes of Ordinary Council Meeting – 26th August 2024

Resolved:

That the minutes of the ordinary Council meeting held 26th August 2024, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Cllr Holcombe

Seconded: Cllr Kinsey

Carried

05/24/07 Correspondence for September 2024

Resolved:

That the correspondence be received and noted

Moved: Cllr Bell

Seconded: Cllr Gamsey

Carried

05/24/08 Reports of Committees

Resolved:

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

Moved: Cllr Bell

Seconded: Cllr Cooke

Carried

05/24/09 Council's Decision Action Report – October 2024

Resolved:

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

Moved: Cllr Kinsey

Seconded: Cllr Garnsey

Carried

05/24/10 Circulars Received From the NSW Office of Local Government

Resolved:

That the information contained in the following Departmental circulars 24-16 to 24-19 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Cllr Kinsey

Seconded: Cllr Rummery

Carried

05/24/11 Cash and Investment Report – 30th September 2024

Resolved:

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

Moved: Cllr Peart

Seconded: Cllr Kinsey

Carried

05/24/12 Quarterly Budget Review Statement – September 2024

Resolved:

That Council adopt the attached Quarterly Budget Review Statement for 30th September 2024 as tabled.

Moved: Cllr Garnsey

Seconded: Cllr Holcombe

Carried

05/24/13 First Quarter Operational Plan 24/25

Resolved:

That Council accept the progress made on the 2024/2025 Operational Plan as at 30th September 2024.

Moved: Clr Fisher

Seconded: Clr Bell

Carried

05/24/14 Pecuniary Interest Returns 2023/2024

Resolved:

That the General Managers report be received and noted.

Moved: Clr Kinsey

Seconded: Clr Peart

Carried

05/24/15 Payment of Expenses & Provision of Facilities to Councillors Policy

Resolved:

That;

1. The General Manager report be received

2. Council having not received any submissions during the public exhibition period, now formally adopts the "Payment of Expenses & Provision of Facilities to Councillors' Policy as tabled.

Moved: Clr Cooke

Seconded: Clr Rummary

Carried

05/24/16 Public Interest Disclosure (PID) Policy

Resolved:

That;

1. The General Manager report be received
2. Council adopts the Public Interest Disclosure policy as presented.

Moved: Cllr Bell

Seconded: Cllr Gamsey

Carried

05/24/17 Advertising Policy

Resolved:

That;

1. The General Manager report be received
2. Council adopts the Advertising Policy as presented.

Moved: Cllr Bell

Seconded: Cllr Gamsey

Carried

05/24/18 Delegates, Representatives and/or members of Committees, Reference Group and External Bodies – Terminating September 2025

Resolved:

That members, representatives and delegates be appointed to the committees, reference groups and external organisations as outlined in the scheduled for the period terminating September 2025.

Councillor Representatives are as follows; North West Weeds Committee Cllr Greg Rummery.
Central West Weeds Committee Cllr Noel Kinsey.

Moved: Cllr Kinsey

Seconded: Cllr Cooke

Carried

05/24/19 Ordinary Council Meetings – Time, Dates and Venue for 24-25

Resolved:

That;

1. Council endorse the below dates for the 2024-2025 Ordinary Council Meetings to be held at the Coonamble Council Chambers, commencing at 10.30am

25 November 2024

24 February 2025

28 April 2025

23 June 2025

25 August 2025

27 October 2025

2. That Council advertise on Council's website, the meeting schedule for 2024-2025 meetings including time, date and place as stated above.

Moved: Clr Garnsey

Seconded: Clr Fisher

Carried

05/24/20 Important Dates for Councillors – Upcoming Meetings and Events

Resolved:

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

Moved: Clr Peart

Seconded: Clr Rummary

Carried

05/24/21 Quarterly Biosecurity Report

Resolved:

That the report be received and noted.

Moved: Clr Holcombe

Seconded: Clr Garnsey

Carried

Date of the next CMCC Council Meeting to be Monday 25th November 2024 in Coonamble

Close of Meeting

The meeting closed at 12:07pm

Chairman

General Manager

DRAFT

7. REPORT OF THE GENERAL MANAGER

ITEM 7.1 COUNCIL'S DECISION ACTION REPORT – NOVEMBER 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 – November 2024
<p>Recommendation:</p> <p>That the Resolution Register November 2024 be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

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	Continuing
26.08.24	04/24/10	Action Request; That a media policy be presented to Council, to include provisions for wider coverage of CMCC public events, news stories and public exhibition documents through on-line advertising platforms.	GM	Policy tabled at the October 2024 Council meeting for Council adoption.	Completed
26.08.24	04/24/09	Action Request The General Managers Report be Received Council adopt the "Payment of Expenses & Provision of Facilities to Councillors" policy as tabled. The policy be placed on public exhibition for a period of 28 days and public submissions be invited.	GM	Policy advertised for 28 days. Council has not received any submissions. Policy for formal adoption at the October 24 Ordinary Meeting of Council.	Completed

ITEM 7.2 CASH ON HAND AND INVESTMENT REPORT AS AT 31st OCTOBER 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 31st October 2024.

Background:

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

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

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

Current Position:

Council at 31st October 2024 held a total of \$959,670.08 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.

31st October 2024

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$459,670.08	CBA	3.75%		N/A
1711077	05.09.2024	\$500,000.00	BankVic	5.00%	181days	05.03.2025
TOTAL		\$959,670.08				

Relevant Reference Documents/Policies:

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

Governance issues:

Nil

Environmental issues:

Nil

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Stakeholders:

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

Certification – Responsible Accounting Officer

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

Michael J Urquhart

General Manager – Responsible Accounting Officer

Conclusion:

As at 31st October 2024, Council's available cash and invested funds totalled \$959,670.08

Cash and Investment Reports – 31 st October 2024
<p>Recommendation:</p> <p>That the investment report for 31st October 2024 be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nil

ITEM 7.3 POLICIES

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

Council from time to time must introduce new policies for compliance with relevant legislation, WH&S obligations, Risk Management and implementation of new procedures or processes.

The attached policies are new and are tabled for Council consideration.

Background:

The writer has in recent months in accordance with requirements of the WH&S and EOFY audit reports organised and prepared the following policies for presentation to Council.

Current Position:

The following policies are presented as a requirement for compliance with legislation, risk management and auditing requirements.

1. Procurement
2. Contractor Management
3. Sun safe
4. Records Management
5. Legislative Compliance Register

Governance issues:

Local Government Act 1993

Local Government (General) Regulation 2021

WH&S Act and Regulation 2011

Statecover Audit report

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council

Constituent Councils

County Council LGA Ratepayers

Council staff

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

The General Manager is recommending to Council for adoption of the abovementioned policies.

New and Revised Policies
<p>Recommendation:</p> <ol style="list-style-type: none">1. That the report be received2. Council adopts the Procurement, Contractor Management, Records Management and Sun safe policies3. Council adopts its legislative compliance register as of October 2024. <p>Moved: Seconded:</p>

Attachments:

Procurement Policy
Contractor Management Policy
Sun safe Policy
Records Management Policy
Legislative Compliance Register

PROCUREMENT POLICY



CASTLEREAGH MACQUARIE COUNTY COUNCIL PROCUREMENT POLICY

BACKGROUND

Castlereagh Macquarie Shire Council (Council) is committed to procurement practices that achieve the best possible value for money, and employ highly transparent, accountable and ethically sound processes. This is achieved by conducting thorough evaluations of the whole-of-life cost of purchases, ensuring that best practice procurement processes are communicated, understood and adhered to by all parties.

This Policy applies to Council's procurement functions including purchasing, tendering, contract management and payments as they relate to the acquisition and use of goods and services. Through observing this Policy, Council will procure goods and services in a financially, environmentally and socially sustainable and acceptable manner.

OBJECTIVE

The objectives of the Procurement Policy are to:

- Ensure the procurement process is open, fair, transparent, consistent and in accordance with Council's Code of Conduct and all other policies and procedures as appropriate;
- Comply with the requirements of the Local Government Act (NSW) 1993 and associated Regulations;
- Encourage competitive procurement of goods, works and services to maximise community benefit;
- Ensure that funds are spent effectively and economically by taking into account price and non-price factors (such as after sales service, warranty, safety, environmental, repair costs, spare parts, etc.) i.e. Value for Money;
- Ensure segregation of duties in the requisitioning, approval and payment functions.

SCOPE

This Policy applies to all members of Council staff, including Councillors and all consultants, contractors, or temporary or casual employees of Council, who are involved in any Council procurement process, not only those staff members with financial delegation limits.

This Policy applies to all procurement and contracting activities undertaken by Council, including, but not limited to, the following methods:

PROCUREMENT POLICY

- a) Petty cash;
- b) Charging purchases to an account council has with a supplier;
- c) Fuel cards;
- d) Council credit cards;
- e) Expressions of Interest;
- f) Tendering;
- g) Goods or services procured by third parties, such as contractors, acting as representatives of Council.

DEFINITION

Contract:	The written agreement between the Council (as the purchaser) and the Service / Goods Provider.
Procurement:	The acquisition of works, goods and services. Includes the evaluation of suppliers, preparation of purchase orders, receipt of goods / services and approval of payment.
Purchase Order:	The authority to the supplier to supply and invoice items at the prices agreed via the quoting process. The purchase order is a legal and binding contractual agreement on all parties.
Quotation:	Any verbal or written offer for procurement under \$250,000.
Tender:	Written submissions for procurement valued at \$250,000 and over invited and administered in accordance with the Local Government Act and associated Regulations.
Tender Panel:	A panel comprising the Project Manager and a minimum of two (2) other appropriate persons for the purpose of assessing and recommending tenders valued at \$250,000 and over.

POLICY

Delegation of Authority

The Council delegates the General Manager the authority to incur financial expenditure on behalf of Council under the following provisions;

- Where expenditure has been provided for in Council's Budget; or
- Genuine emergency or hardship

The General Manager is authorised to enter into contracts on behalf of Council within the delegation authorised.

Other employees may only incur expenditure on behalf of Council if;

- The employee has been granted a financial delegation by the General Manager AND
 - The delegation is recorded in the Register of Delegation of Authority AND
 - The Expenditure is provided for in Councils budget
- OR
- In the case of genuine emergency or hardship where the power to incur expenditure in these circumstances has also been delegated to any particular employee or employees.

PROCUREMENT POLICY

Responsible financial management

The principle of responsible financial management is to be applied to all procurement activities. Council funds are to be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the cost of the procurement process without compromising any of the procurement principles set out in this policy.

Value for money

Procurement activities are to be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the good or service consistent with acceptable quality, reliability, safety and delivery considerations.

Contracts will be sized and packaged with a view to maximising the economies available through the quotation/tender process and ensuring that the process provides real competition.

Council is committed to ensuring funds are spent effectively and economically by taking into account price and non-price factors.

Non-price factors may include:

- Quality;
- Reliability and reputation of supplier;
- Availability and delivery time;
- After sales service;
- Warranty;
- Safety;
- Trading terms and discounts;
- Whole of life cost of the goods and services; and
- Sustainability principles.

Sustainability

Where appropriate procurement decisions should incorporate principles of environmental sustainability, such as:

- Eliminate inefficiency and unnecessary expenditure;
- Minimise waste;
- Save water and energy;
- Further stimulate the demand for sustainable products; and
- Play a leadership role in advancing long-term social and environmental sustainability.

PROCUREMENT POLICY

KEY RESPONSIBILITIES

All council Staff

- To ensure any procurement activities for which the staff member is responsible for are undertaken in accordance with this policy and within legislative requirements;
- Only participate in the tendering process if you have delegated authority to do so;
- Must not spend funds from another officer's budget without their authority;
- Must not purchase goods or services that exceed your delegated authority;
- Must not expend funds in excess of your total budget.

Executive

- To set an example for staff by complying with this policy in relation to all procurement activities; and
- To communicate and enforce the principles of the policy to staff.

General Manager

- To lead staff in their understanding of and compliance with this policy; and
- To set an example for staff by complying with this policy in relation to all procurement activities.
- To accept reports of any suspected breach of this policy by staff or councillors.

Chairman

- To lead Councillors in their understanding of and compliance with this policy.
- To accept reports of any suspected breach of this policy by the General Manager or councillors.

All council staff and councillors have a duty to report any suspected breaches of the policy to the Disclosures Coordinator, Disclosures Officer or the General Manager.

- Disclosures Coordinator: Administration Officer
- Disclosures Officer: Senior Biosecurity Officer

Suppliers

- Conduct business with Council in an ethical manner;
- Comply with all work health and safety requirements; and
- Must not lobby Councillors or staff or seek favour or advantage during procurement activities
- Meet all requirements of the Statement of Business Ethics Policy.

PROCUREMENT REQUIREMENTS

Where the total cost of a contract conducted over more than two financial years is likely to exceed \$250,000 inclusive of GST a tender is required.

In emergent situations, the General Manager has discretion to vary the process in writing as required (up to \$250,000).

PROCUREMENT POLICY

Table 1- Procurement Requirements – All amounts are inclusive of GST

Invoice or order splitting to avoid quoting or tendering requirements is not permitted under legislation.

Purchase value	Process	Quotation type
\$0 - \$499	Staff member's full name to be provided to supplier and quoted on invoice. Purchase orders are encouraged	Not needed
\$500 - \$4,999	Purchase Order	One (1) written or verbal quote. Verbal quote requires a legible diary entry
\$5,000 - \$49,999	Purchase Order	Invite two (2) written quotations
\$50,000 - \$249,999	Purchase Order	Invite three (3) written quotes
\$250,000 and above	Purchase Order	Formal tender process as per Local Government legislation.

Quotations

Quotes are not required if you engage one of the suppliers who are on the Local Government Procurement (LGP) contract panel BUT you must:

- Issue a correctly authorised Purchase Order
- quote the LGP contract number on the Purchase Order

Quotes are not required when there is genuinely one supplier but you must

- Issue a correctly authorised Purchase Order
- quote the "sole supplier" on the Purchase Order

The assessment of quotations will be objective, consistent, documented and transparent.

Council will only accept one quotation from each supplier; suppliers will not be given an opportunity to re-quote for the supply of goods and services unless the scope of work changes.

Council will discontinue all dealings with suppliers it reasonably suspects of having engaged in unethical conduct.

Quotes are required to ensure the correct amount is shown on the Purchase Order.

PROCUREMENT POLICY

Where appropriate Council will also take further action against these suppliers, including legal action and reporting suspected fraud or corruption to the Police and the Independent Commission against Corruption.

Purchase Orders

All purchases over \$499 will require a purchase order to be generated and correctly authorised utilising Council's purchase order system. This will allow Council to adequately reconcile goods ordered with goods received; monitor ordering approvals as well as monitoring Council cash flow and budgets.

Whilst all goods and services should ideally have a Council purchase order issued before an invoice is received there will be times when Council receives invoices for goods and services for which no order has been issued.

On these occasions a copy of the invoice shall be forwarded to the relevant officer for payment authorisation up to the officer's delegated authority. **This should be the exception, not a regular occurrence for purchases over \$499.**

Purchase Orders are not to be raised after the invoice has been received.

Exceptions may include:

- Ongoing invoices for contracted periods e.g. electricity & telephone accounts and insurance premiums, monthly rentals;
- Subscriptions & memberships – although review of the necessity of these items should occur prior to renewal;
- Solicitors;
- Reimbursements.

Tendering

Council will not enter into any contract for the supply of goods or services or for a term panel for more than 2 years, without going to tender, if the total value of contract is expected to exceed \$250k. All procurement in excess of \$250,000 must be managed via a tender process unless:

- exempt under the Act or
- you engage one of the suppliers who are on the Local Government Procurement (LGP) contractor panel.

If you engage a LGP supplier you must:

- issue a correctly authorised Purchase Order; and
- quote the LGP contract number on the Purchase Order

All Tenders will be conducted in accordance with Section 55 of the Local Government Act (NSW) 1993 and the Tendering Guidelines for NSW Local Government – October 2009

Invoice or order splitting to avoid tendering requirements is not permitted under legislation.

PROCUREMENT POLICY

Where the total cost of a contract conducted over more than one financial year is likely to exceed \$250,000, a tender is required.

Whilst a formal tendering process is not required for purchases under \$250,000, a formal tendering process can be utilised for any purchase under the threshold. This is advisable in the following situations:

- The purchasing amount is close to \$250,000;
- The goods or services are of significant public interest;
- The purchase may be considered to be controversial or contentious;
- The procurement process is complex; or
- The expected price of procurement is unknown.

Council's tendering process does not permit applicants to canvass, lobby or contact Council officials other than the advertised contact person. Applicants will be disqualified from tendering if they do anything that may be considered as an attempt to influence Council's decision.

Purchase of media / advertising

The purchase of paid media / advertising will be undertaken in accordance with this policy.

Local Government Procurement Contracts

Local Government Procurement undertakes group tenders on behalf of NSW Councils to obtain competitive contracts. Castlereagh Macquarie Shire Council may utilise these supply arrangements to procure goods and services. These arrangements are compliant with the Act and Regulations.

If using one of the suppliers who have a LGP contract, you must quote the LGP tender number on the Purchase order BUT

- You do not need to obtain quotes AND
- You do not need to go to tender for purchasing over \$250,000

PURCHASING METHODS

Petty Cash

Petty cash may be used to meet the need for the procurement of small incidental goods in urgent situations and is limited to \$100 per transaction.

Credit Cards

The use of corporate credit cards must be in compliance with Council's Credit Card Policy.

Fuel Cards

The use of Council fuel cards will only be used for the purchase of fuel for Council vehicles.

PROCUREMENT POLICY

Supplier account

May only be used for the purchase of items for council business. You may not purchase above your delegated authority. If you do not have delegated authority, you must not spend on a supplier account.

RIGHT TO VARY

Council retains the right to vary or terminate this policy at any time.

RELATED DOCUMENTS

Local Government Act 1993

Local Government (General) Regulations 2021

Tendering Guidelines for NSW Local Government – October 2009

WHS Act 2011

Credit Card Policy

Code of Conduct

Government Information (Public Access) Act 2009 (GIPA Act)

Michael Urquhart

GENERAL MANAGER

Version	Adopted Date	Minute No.	Details of Review
1	25 th November 2024		



CONTRACTOR WHS MANAGEMENT POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

Contents

1.	Purpose	4
2.	Scope	4
3.	Contract Management Process	5
3.1.	Overview of the Contractor Management Process	5
3.2.	Contractor's WHS Requirements	6
3.3.	Classification of Contract	6
3.3.1.	Category 1 – Construction Projects / Principal Contractors	6
3.3.2.	Category 2 – Major Contracts	6
3.3.3.	Category 3 – Minor Contracts	6
3.3.4.	WHS Requirements for Contract Classifications	7
3.3.5.	Chain of Responsibility Requirements	9
3.3.6.	Emergency Works	9
3.3.7.	Summary of Contractor WHS Requirements	9
3.4.	Contractor Selection and Contract Development	10
3.4.1.	Issuing Invitations to Tender and Requests for Service/ Requests for Pricing	10
3.4.2.	Contractor Selection	11
3.4.3.	Approved Contractors Register	11
3.4.4.	Contract Development	11
3.4.5.	Suspension of Approved Contractors	12
3.5.	Managing Contractor Work	12
3.5.1.	Pre-Start Meeting	12
3.5.2.	Contractor Induction and Induction Records	12
3.5.3.	Consultation and Communication with Contractors	12
3.5.4.	Contractor Incident Management	13
3.5.5.	Sub-Contractors	13
4.	Monitoring and Reviewing Contractor WHS Performance	13
4.1.	WHS Inspections	13
4.2.	Contractor Non-Conformance	14
4.3.	Monitoring WHS performance	14
4.4.	Contract Finalisation	14
5.	Training and Implementation	14
6.	Record Keeping	15
7.	References	15
7.1.	Appendices	15
7.2.	Internal references	16
7.3.	External References	16
8.	Definitions	16
9.	Responsibilities	17
10.	Document Control and Review	19

Appendices

Appendix 1 Self-Assessment Checklist – Contractor WHS Management

Appendix 2 Contractor Prequalification Letter

Appendix 3 Contractor Prequalification Questionnaire – Short version

Appendix 4 Contractor Prequalification Questionnaire – Full Version

Appendix 5 Contractor Prequalification Questionnaire - Heavy Vehicle / Chain of Responsibility

Appendix 6 Approved Contractor Register Template

Appendix 7 Contractor Pre-Start Checklist

Appendix 8 Contractor Site Inspection Checklist

Appendix 9 Contractor Non-Conformance Report

Appendix 10 Contractor Review Report

1. Purpose

The purpose of this procedure is to ensure a systematic approach for engaging and managing contractors to *Castlereagh Macquarie County Council* sites so that all activities undertaken by contractors are done so in a safe manner and without causing risk to themselves or others.

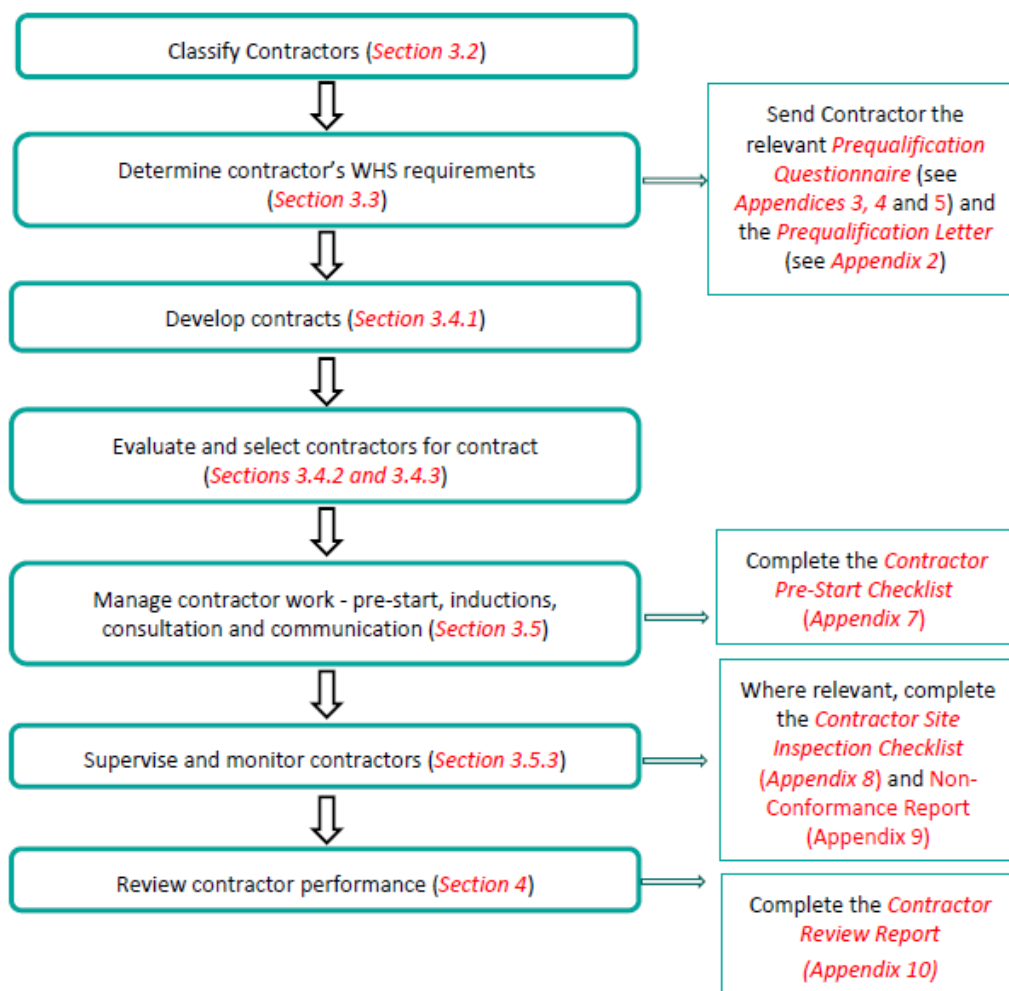
2. Scope

All Council managers and workers must comply with this procedure. The procedure applies to any work done by employees of another company or entity carried out at workplaces and public areas under Council's control or management and or as part of Councils business or undertakings. It does not apply to the purchasing and supply of goods by or to Council, which is covered in the *WHS Purchasing Procedure*.

3. Contract Management Process

A flowchart providing an overview of the process is provided in Section 3.1 below:

3.1. Overview of the Contractor Management Process



3.2. Contractor's WHS Requirements

Prior to the selection and engagement of contractors, a pre-approval process will be initiated. This is to ensure the level of risk created by contractors' tasks/activities is identified and managed as per council's procedures and WHS legislative requirements.

In general, all contractors are required to:

- Have suitable experience and be fully competent to perform the planned tasks,
- Possess all the necessary licenses, permits, registrations and insurances required to perform the work safely and in compliance with appropriate regulations, and
- Understand the health and safety requirements and manage any risks arising from their own work.

In addition, all new contractors must satisfy the specific WHS requirements relevant to the contract classification.

3.3. Classification of Contract

Council will classify contracts (and likely contracts) to assist in determining the appropriate arrangements for managing each contractor, including the requirements for WHS documentation, supervision, and monitoring. Contracts will be classified as Construction Projects (Principal Contractors), Major Contracts or Minor Contracts as described below.

3.3.1. Category 1 – Construction Projects / Principal Contractors

Construction work over the value of \$250,000 (excluding GST), is considered a Construction Project that requires a Principal Contractor to manage the project.

3.3.2. Category 2 – Major Contracts

Construction, trades, and maintenance Contracts

Contracts for construction works will be classified as major contracts when the value of the work is less than \$250,000 (excluding GST).

Contract works involving one or more high-risk construction activities as defined by the *WHS Regulation 2017* will also be classified as major contracts.

Non-Construction Contracts

Other contracts will also be classified as major based on an assessment of the following:

- Value of the contract – e.g. a value of *\$50,000 and above* may be considered as a guide for Major Contracts,
- The level of complexity and nature of the work – e.g. contracts involving multiple work activities performed by the contractor, co-ordination across multiple sites, the use of subcontractors, and the use of hazardous chemicals, e.g. cleaning contractors or pest control contractors
- Duration of the project – e.g. contracts that extend beyond *six (6) months*

3.3.3. Category 3 – Minor Contracts

Other service providers (including consultants and suppliers) who provide an ongoing or one-off low risk service will generally be classified as minor contracts due to the low-risk nature of their work. Delivery contractors will be classified as minor contractors provided that their work does not involve high-risk tasks (such as unloading a truck with a large crane).

These contractor categories are summarised below:

Category 1 - Construction Projects / Principal Contractors:	Projects/contracts where the cost of works is equal to or more than \$250,000 (excluding GST) and an external organisation is appointed as the Principal Contractor (<i>WHS Regulation 2017, s.293</i>)	
Category 2 - Major Contracts:	Construction works and high-risk construction activities	All construction works under \$250,000 (excluding GST) including high-risk construction activities as defined by the <i>WHS Regulation 2017</i> .
	Non-Construction	Assessed based on: <ul style="list-style-type: none"> • Cost (e.g. <i>over \$50k</i>) • Level of complexity & nature of work (e.g. use of subcontractors or likely use of subcontractors) • Duration (e.g. contract extends greater than <i>6 months</i>) Examples are cleaners, pest control, passenger transport, event management, waste management, facility management.
Category 3 - Minor Contracts:	Other Service Providers	Consultants or suppliers who provide an on-going or one-off low-risk service, e.g. professional consultants, providers of temporary workers and labour hire.

3.3.4. WHS Requirements for Contract Classifications

As described in *Sections 3.3 to 3.3.3*, contracts are classified depending on their value, complexity and level of risk. There are differing WHS requirements for different categories of contractors. These are summarised below:

Requirements for Category 1 Contracts (Construction Projects / Principal Contractors)

The engagement of Principal Contractors for Construction Projects will be undertaken using a tender process.

As a minimum, all Construction Projects must satisfy the requirements for Major Contracts, including the completion of the *Prequalification Questionnaire – Full Version*. In their tender, Principal Contractors must demonstrate how they will meet the specific legislative requirements for the management of construction projects including:

- Producing a written *WHS Management Plan* prior to the commencement of work,
- Posting clearly visible signage identifying the Principal Contractor's name, contact details and the location of the site office (if present),
- Providing Safe Work Method Statements (SWMS) for any high-risk construction works undertaken as part of the project prior to the commencement of work,
- Complying with general duties prescribed in Chapters 3 and 4 of the *WHS Regulation 2017*, and
- Audit and inspection records to demonstrate compliance with WHS Legislation, Codes of Practice and relevant Australian/New Zealand Standards.

Where practicable in the tender process, *Castlereagh Macquarie County Council* will provide the Principal Contractor with any information relating to known hazards and risks at, or near the workplace where the construction works are to be carried out e.g. known or suspected asbestos-containing materials (ACM).

Requirements for Category 2 Contracts (Major Contracts)

The following requirements must be met for Major Contracts:

- *Completion of the Prequalification Questionnaire – Full Version*
Note that the names and details of any subcontractors must also be provided to council and Prequalification Questionnaire(s) completed for all subcontractors prior to the subcontractor acceptance (See *Appendices 2 and 4*)
- *Project Risk Assessment*
Contractors engaged to undertake works classified as Major Contracts will be required to complete a Project Risk Assessment prior to commencing any works. Contractors are required to identify the specific WHS hazards associated with the works they will undertake and the methods they will adopt to adequately control any WHS risks

Major Contractors may be required to provide other evidence of documentation, including:

- Plant / equipment risk assessments and maintenance records,
- Other site assessments (e.g. Dial Before You Dig plans, geotechnical reports),
- Traffic management and worker on foot plans,
- SWMS for high-risk construction works,
- Work permits,
- Evidence of their worker's licences and verification of competency,
- Consultation records with workers and *Castlereagh Macquarie County Council* on relevant WHS matters, and
- Audit and inspection records to demonstrate compliance with WHS Legislation, Codes of Practice, and relevant Australian/New Zealand Standards.

Requirements for Category 3 Contracts (Minor Contracts)

Construction contractors undertaking works classified as a Minor Contract are required to complete the *Prequalification Questionnaire – Short Version* (See *Appendices 2 and 3*) and may be asked to provide evidence of the following, at any time:

- SWMS / work procedures for the tasks / activities to be undertaken,
- Any licences and/or qualifications required to perform the work activities and provide evidence if requested,
- Consultation records with workers and *Castlereagh Macquarie County Council* on relevant WHS matters,
- Maintenance records for plant and equipment to an appropriate standard, and
- Audit and inspection records to demonstrate compliance with the NSW WHS Legislation, Codes of Practice, and relevant Australian/New Zealand Standards.

Council recognises that in some cases, Major and Minor Contractors may not have adequate / documented safety management systems in place. Where this is the case, council may assist the contractor to develop their own systems by providing the contractor with blank templates and advice on where to access the relevant WHS laws, Codes of Practice, and Australian/New Zealand Standards to use when developing their own systems. *Castlereagh Macquarie County Council* is not obliged to do this and would only do this where resourcing permits and where this will benefit Council's management of WHS risks. Council would refuse the contract until the Contractor has their safety management systems in place.

Minor Contracts with Other Service Providers

Due to the low risk associated with Minor Contracts provided by other service providers (e.g. consultants and delivery personnel) these service providers are not required to complete the Prequalification Questionnaire. All service providers will be made aware of, and must comply with, any council safety procedures that are relevant to the service being provided.

3.3.5. Chain of Responsibility Requirements

When engaging a contractor who is a transport provider or will be operating heavy vehicles on behalf of council (e.g. waste removal contractor), *Castlereagh Macquarie County Council* must ensure they are aware of their chain of responsibility (COR) safety obligations under the National Heavy Vehicle Law and have systems in place to manage the relevant risks. Contractors of this nature are required to fulfil additional assurances for council by completing the *Contractor Prequalification Questionnaire - Heavy Vehicle / COR* in *Appendix 5*. The *Contractor Prequalification Letter* in *Appendix 2* must also be sent with the Questionnaire.

3.3.6. Emergency Works

Emergency works are works to be undertaken due to an urgent situation such as an unplanned disruption to utilities where immediate repair works are necessary or where there is an immediate risk to the health and safety of workers.

Emergency works are to be undertaken by prequalified contractors where practicable. Non-prequalified contractors can only be engaged if prequalified contractors are unavailable or do not have the expertise to carry out the work at the time.

Contractors engaged to undertake emergency works that have not been previously approved are required to:

- Produce any current licences and/or qualifications required,
- Provide relevant insurance documents including public liability and workers compensation,
- Complete a site-specific risk assessment for the work to be undertaken prior to commencement of work, and
- Provide SWMS for the tasks/activities to be undertaken.

3.3.7. Summary of Contractor WHS Requirements

The minimum WHS requirements for contractors are summarised below:

Minimum Requirements	Category 1 Construction Projects / Principal Contractor	Category 2 Major Contract	Category 3 Minor Contract
Scope of Works	Required	Required	Required
Evidence of a WHSMS	Required	As Required	Not Required
Project/Site Specific WHS Plan	Required	As Required	Not Required
Site specific risk assessments	Required	Required	As Required
Safe Work Method Statements	Required	As Required	N/A

Minimum Requirements	Category 1 Construction Projects / Principal Contractor	Category 2 Major Contract	Category 3 Minor Contract
Insurances <ul style="list-style-type: none"> Workers compensation Public liability (\$20 Million) Others as defined 	Required	Required	Required ** Labour Hire covered through provider
<ul style="list-style-type: none"> Professional Indemnity 	As Required	As Required	As Required
Specific Risk Control Plans <ul style="list-style-type: none"> Asbestos, Demolition, Traffic, Control, Other 	As Required	As Required	N/A
Licences, permits, certificates of competency, authorities	Required	Required	Required
Council Induction	As Required (e.g. construction project adjoining council building)	Required	Required
Contractor supplied Induction	Required	Not Required	Not Required
*As Required means that the WHS requirements listed may or may not be required dependant on the type of work, location etc.			
Arrangements for the following are to be agreed to between council and the contractor, based on the nature of the work, how much control council has over the contractor's work, the level of competency council has in relation to the contractors work, the type of contractor and duration of the work:			
<ul style="list-style-type: none"> Consultation Incident Reporting Monitoring and Supervision: <ul style="list-style-type: none"> Council Audits and Inspections Contractor-supplied Audits and Inspections Contract Performance Reports 			

3.4. Contractor Selection and Contract Development

3.4.1. Issuing Invitations to Tender and Requests for Service/ Requests for Pricing

When issuing invitations for tenders, pricing or services to potential suppliers, the **General Manager** must ensure that the WHS requirements included in the request are in line with the minimum requirements described for different categories of contractors in **Section 3.3**. Additional or specialised WHS requirements may be specified for some projects if required.

The **Administration Officer** will assist the **General Manager** to evaluate WHS aspects of the tender process as required.

Note: For additional information about tender evaluation and contract management related to procurement, refer to NSW Local Government tendering guidelines indicated under References.

3.4.2. Contractor Selection

When selecting contractors, the submitted WHS documentation will be reviewed against the contractor requirements outlined in [Section 3.3.3](#). Factors to be considered include:

- The responses provided in the Prequalification Questionnaire,
- Hazards and control measures identified in tender or contract documentation,
- Submitted Project Risk Assessment, and
- Contractor WHS documentation.

Contractors will be notified of any deficiencies identified through the evaluation process and provided with a reasonable timeframe to rectify them. Where these deficiencies cannot be rectified at the first request, the nominated [Castlereagh Macquarie County Council](#) representative will discuss the required information / evidence with the contractor and provide a final opportunity to supply evidence that they satisfy the requirements.

Where a contractor cannot provide adequate information, they will not be approved and are not permitted to carry out work for [Castlereagh Macquarie County Council](#).

Where a contractor has met the requirements for a Major Contract, they will also be approved for Minor Contracts of a similar nature. Approval for Minor Contracts does not automatically provide approval for Major Contracts.

3.4.3. Approved Contractors Register

Council's [General Manager](#) will develop and maintain an [Approved Contractor Register](#) that lists the details of contractors that have satisfied council's pre-approval process outlined in [Section 3.3](#). This includes:

- Specifying up-to-date details of the contractor name, type of service, type of contract (major or minor), induction date, expiry of pre-qualification and details of any non-conformance,
- Registering new contractors that have successfully completed the evaluation process, and
- Suspending previously approved contractors that no longer meet requirements.

All [managers](#) and [supervisors](#) will ensure that only approved contractors are utilised.

Contractor's pre-qualification status on the [Approved Contractor Register](#) will be valid for [twelve \(12\) months](#), or the duration of the contract, whichever is greater. This is conditional on the contractor sustaining a satisfactory level of WHS performance during the prescribed timeframe.

Approved contractors may still be required to provide current insurances, project/site risk assessments, SWMS, permits to work and / or other records council deems necessary to ensure safe management of the contracted works. This documentation must be produced upon reasonable request by council at any time during the contract.

3.4.4. Contract Development

All contractor agreements will clearly define the WHS responsibilities for all parties involved to ensure clarity of responsibilities for the scope of works performed. This includes requirements for compliance with all relevant sections of the WHS legislation, the [Heavy Vehicle National Law](#), relevant Codes of Practice and Australian/New Zealand Standards and [Castlereagh Macquarie County Council](#) WHS Policies and Procedures. It will also identify specific responsibilities for supervision, monitoring and corrective actions for each party.

Please refer to Council's [Procurement Procedure](#) for further information on legal requirements in contract development.

3.4.5. Suspension of Approved Contractors

An approved contractor may be suspended, and be considered for removal from the *Approved Contractor Register* for the following reasons:

- Breaches of *Castlereagh Macquarie County Council* WHS requirements or site rules,
- Breaches of WHS and environmental legislative requirements,
- Breaches of their own WHS procedures and rules,
- Failure to provide updated documentation upon reasonable request,
- Major non-conformances, and
- Other performance reasons.

Contractors will be prevented from tendering or undertaking any future work until evidence can be provided which shows that the breach or other specified performance issue has been rectified.

3.5. Managing Contractor Work

If a contract has been granted and approved, the following actions will be implemented to ensure adequate communication, consultation, and monitoring for contracted work.

3.5.1. Pre-Start Meeting

A pre-start meeting will be arranged between the *Contract Manager* and the Contractor Representative prior to any contractor commencing work. The objective of the meeting is to review the requirements outlined in the *Contractor Pre-Start Checklist* (see *Appendix 7*) and to make any final arrangements regarding the implementation of WHS Management Plans, SWMS and other requirements.

3.5.2. Contractor Induction and Induction Records

All contractors (including subcontractors) engaged by *Castlereagh Macquarie County Council* must complete council's Contractor Induction by reading Council's *Contractor Induction Manual* and completing the relevant documentation (*Castlereagh Macquarie County Council's specific contractor induction documentation reference*). The Contractor Induction is valid for a period of *twelve (12) months* following which a contractor must be re-inducted.

Castlereagh Macquarie County Council's induction will inform the contractor of the risks posed to contractors by Council's operations (such as particular hazards and risks arising from council works or work environments, specific safety instructions to respond to those risks, and site-specific emergency arrangements).

3.5.3. Consultation and Communication with Contractors

The *Contract Manager* will arrange for consultation, and the communication of relevant WHS information with contractors through appropriate means such as:

- WHS training and induction processes,
- WHS noticeboards which provide WHS information including meeting minutes, emergency procedures, WHS contacts, WHS alerts and other relevant information,
- Council's website,
- Emails, and
- Start-up meetings or other arranged site meetings, toolbox talks or review meetings.

The *Contract Manager* is responsible for determining the specific consultation arrangements for the contract and for keeping any records of consultation.

3.5.4. Contractor Incident Management

All incidents (including near misses) and hazards are to be reported to the relevant *Site Supervisor* using the *Incident Report Form*.

Contractors must understand that notifiable incidents shall be reported to the *Contract Manager* immediately (or as soon as possible after the incident) due to the serious nature of these incidents and the reporting requirements to SafeWork NSW.

Incidents are to be documented, reviewed, and investigated in line with council's *Incident Reporting and Investigation Procedure*.

3.5.5. Sub-Contractors

Contractors who intend to use sub-contractors must notify *Castlereagh Macquarie County Council* and ensure that those sub-contractors have, and follow, safe systems of work equivalent to those required by *Castlereagh Macquarie County Council*.

The *Contract Manager* will confirm that the contractor has adequate processes in place to select, induct and supervise their sub-contractors. This is particularly important where the contractor has been appointed by *Castlereagh Macquarie County Council* as a Principal Contractor.

4. Monitoring and Reviewing Contractor WHS Performance

The *Contract Manager* will supervise and monitor contractors (including subcontractors where appropriate) to ensure:

- Compliance with *Castlereagh Macquarie County Council's* site safety rules and other requirements outlined in Councils WHS induction,
- Conformance with the SWMS, risk assessments and permits to work (if applicable),
- Compliance with the *WHS Act and Regulation 2017*, relevant Codes of Practice and Australian/New Zealand Standards.

The extent of supervision and monitoring, including the type (e.g. formal meeting, site inspections, etc.) and frequency will depend on factors associated with the works including:

- Nature of hazards/risks,
- Whether council has the competence internally to monitor the specific risk controls,
- Level of interaction with other parties, and
- Type and duration of the contract.

Council's *Contract Manager* will determine the supervision requirements for each contract and ensure there is appropriate monitoring of contractors' WHS performance by:

- Undertaking regular and documented inspections of contractor work tasks/activities (where competent to do so),
- Reviewing WHS documentation (including inspection and incident reports),
- Reviewing WHS performance at any contract review meetings, and
- Maintaining records on supervisory visits and discussions with the contractor.

4.1. WHS Inspections

Using the *Contractor Site Inspection Checklist* (see *Appendix 8*), monitoring of contractors will be conducted at least:

- *Weekly/fortnightly* at construction sites,
- *Monthly* at council owned and crownland managed premises, and private properties

- *Quarterly/Biannually* at other premises (e.g. council assets managed by contractors such as sporting grounds and swimming pools).

Other inspection checklists may be used if relevant/appropriate and should be conducted at intervals commensurate with the risk and/or based on the contractual arrangements in place.

Contractors may be given notice of inspections, or inspections may occur at random times. Contractors may also be requested to provide evidence of their own monitoring of tasks/activities for their workers and subcontractors.

4.2. Contractor Non-Conformance

If a breach of WHS is identified through a Contractor Site Inspection or any other general observation, the *Contract Manager* will notify the contractor. If there is a serious breach; such as a significant injury, damage, or loss, and the issue is not rectified immediately, the *Contract Manager* may suspend the work until the issue is adequately resolved, or consider termination of the contract.

Non-conformances will be recorded on the *Contractor Non-Conformance Report* and a copy provided to the Contractor (see *Appendix 9*). A copy of any *Contractor Non-Conformance Report* will also be sent to the *Administration Officer*. The contractor will be required to determine the corrective actions they will use to address the non-conformance issue. These corrective actions must be in line with the hierarchy of controls, WHS regulation and best practice. When the contractor rectifies the issue, the *Contract Manager* will verify that it has been satisfactorily resolved, and close-out the issue.

Contractor Non-Conformance Reports must be added to the contractor's file.

4.3. Monitoring WHS performance

For long duration contracts, and wherever else it may be applicable, contractors are required to complete and submit *monthly* reports using the *Contractor Review Report* (see *Appendix 10*). These reports will be used to document WHS key performance indicators as well as non-conformance and corrective action status. They can also be used to record any incidents including injuries, damage to property or environment and near misses.

4.4. Contract Finalisation

Within (2) weeks of the completion of work, the contractor will complete a final *Contractor Review Report* and submit it to the *Contract Manager*. The *Contract Manager* will then conduct a close out meeting with the contractor to discuss WHS performance and provide an opportunity to exchange feedback. The *Contractor Review Report* will be used to inform future engagement of the contractor.

5. Training and Implementation

All *managers/supervisors* who have any involvement in engaging, assessing, and monitoring contractors must have the skills and knowledge to understand the risk relationship. The *Administration Officer* will arrange training in this procedure and its associated forms and processes for the relevant *managers/supervisors*.

All training requirements and records must be documented as per the *WHS Training and Competency Procedure*, using the *WHS Training Matrix*.

Implementation of this procedure can be monitored using the *Self-Assessment- Contractor WHS Management* provided in *Appendix 1*.

6. Record Keeping

Castlereagh Macquarie County Council will maintain the following records relating to Contractor WHS Management in accordance with Council's *Record Keeping Procedure (number)* and the *WHS Records Matrix*:

(OR)

Castlereagh Macquarie County Council will maintain the following records relating to Contractor Management in accordance with Council's *Record Keeping Procedure (number)*:

Record Name	Storage Location	Who has responsibility for Storage
<i>Contractor Prequalification Questionnaire (Full Version)</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Prequalification Questionnaire (Short Version)</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Prequalification Questionnaire (Heavy Vehicle / COR)</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Prequalification Letter</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Pre-Start Checklist</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Review Report</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Non-Conformance Report</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Site Inspection Checklist</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>WHS Management Plans</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Risk Assessments and SWMS</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contract Documents</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Induction Records</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Prequalification Record</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Project Risk Assessment</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Final Contract Review Checklist</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>

The privacy and confidentiality of all parties must be considered and respected at all times, especially regarding the availability of records and the inclusion of personal details.

7. References

7.1. Appendices

- Self-Assessment Checklist – Contractor WHS Management (CL023)*
- Contractor Prequalification Letter (FM048)*
- Contractor Prequalification Questionnaire - Short Version (FM049)*
- Contractor Prequalification Questionnaire - Full Version (FM050)*
- Contractor Prequalification Questionnaire - Heavy Vehicle / COR (FM051)*

6. *Approved Contractor Register Template (RG022)*
7. *Contractor Pre-Start Checklist (CL079)*
8. *Contractor Site Inspection Checklist (CL080)*
9. *Contractor Non-Conformance Report (FM052)*
10. *Contractor Review Report (FM053)*

7.2. Internal references

- *WHS Policy (number)*
- *Record Management Procedure (number)*
- *Procurement Procedure (number)*
- *Incident Reporting and Investigation Procedure (PR002)*
- *Incident Report Form (FM005)*
- *Contractor Induction Manual (number)*
- *WHS Training and Competency Procedure (PR007)*
- *WHS Training Matrix (RG010)*
- *WHS Purchasing Procedure (PR011)*
- *Council Record Keeping Procedure*

7.3. External References

- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulation 2017 (NSW)*
- AS/NZS ISO 45001:2018, Occupational health and safety management systems
- Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination 2019 (SafeWork NSW)
- Code of Practice: How to Manage Work Health and Safety Risks 2019 (SafeWork NSW)
- Code of Practice: Construction Work 2019 (SafeWork NSW)
- Tendering Guidelines for NSW Local Government 2009 (NSW Department of Premier and Cabinet Division of Local Government)
- *Heavy Vehicle National Law 2018 (NSW)*

8. Definitions

Term	Definition
Construction Project	A project that involves construction work where the cost of the construction work is \$250,000 or more.
Construction Work	Any work carried out in connection to the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.
High Risk Construction Work	High risk construction work includes specific types of construction work as defined in Regulation 291 of the WHS Regulation 2017 (NSW) e.g. <ul style="list-style-type: none"> • Work that involves a risk of a person falling more than 2 metres • Work that involves the risk of disturbing asbestos • Work that involves work near powered mobile plant

Term	Definition
Major Contract	A contract that involves a cost <i>in excess of \$50,000</i> , or is of high risk or is of a complex nature, or exceeds two weeks duration, i.e. <ul style="list-style-type: none"> • Project value of more than \$50,000 but less than \$250,000, or • Project value is less than \$50,000, but is more than two weeks in duration, and / or includes more than (one/two) tasks classified as high-risk construction work.
Minor Contract	A contract for: <ul style="list-style-type: none"> • Minor construction contracts involve works <i>less than \$50K</i> that does not involve hazardous or high-risk work • Other service providers (non-construction), including Consultants and Suppliers who provide an ongoing or one-off low risk service • Delivery of goods or materials, provided that the work does not involve high risk tasks (such as unloading a truck with a large crane)
PCBU	A Person Conducting a Business or Undertaking, where a person may be an organisation or individual. Council is a PCBU. Other organisations or individuals may hold shared responsibilities as a PCBU depending on the arrangement with Council.
Principal Contractor	The PCBU that commissions a construction project is the principal contractor, unless the person appoints another person conducting a business or undertaking to be the principal contractor and authorises such person to have management or control of the workplace and discharges the duties of the principal contractor.
Subcontractor	A PCBU that enters into a contract with a builder or principal contractor to undertake specified construction work. They are also 'workers'.
WHS Management Plan	A written plan that sets out the arrangements to manage work health and safety on a construction project, and to ensure the required processes are in place to manage the risks associated with the project.
Worker	A person who carries out work in any capacity for Council. This includes an employee, contractor, subcontractor or volunteer.

9. Responsibilities

Responsibilities for managing health and safety risks and applicable to this procedure are summarised below:

Role	Responsibilities
General Manager and Supervisors	<ul style="list-style-type: none"> • Ensure processes and procedures are in place to enable compliance with contractor management requirements within NSW WHS legislation, Codes of Practice and Australian/New Zealand Standards • Ensure adequate resources are provided to enable the effective management of contractors providing services to the Council

Role	Responsibilities
	<ul style="list-style-type: none"> • Ensure that persons reviewing and authorising tenders, contracts and other contractor pre-qualification WHS information have the necessary experience, skills and expertise to properly evaluate WHS documents and capabilities • Ensure the provision of adequate training for Council's Managers and other relevant stakeholders involved in contractor management • Ensure that processes are in place for the review of this procedure and the processes for contractor management <i>every two years</i>.
Supervisors	<ul style="list-style-type: none"> • Define the scope of works to be conducted by the contractor, including any specific WHS requirements • Ensure that WHS criteria are identified and included in tender specification documents, contracts and other contractor pre-qualification documentation including requirements for compliance with the NSW WHS Legislation • Ensure contractors are correctly classified • Ensure that only approved contractors are utilised • Ensure a <i>WHS Management Plan</i> is prepared and implemented by Principal Contractors for construction projects, where required • Ensure compliance with the requirements of the <i>Contractor WHS Management Procedure</i> • Ensure records are maintained for each contractor to demonstrate compliance with this procedure.
General Manager	<ul style="list-style-type: none"> • Ensure Council's <i>Approved Contractor Register</i> is prepared and maintained • Ensure that WHS requirements are included in invitations for tenders, pricing or services • Ensure compliance with the contractor selection process in the <i>Contractor WHS Management Procedure</i>.
Supervisors	<ul style="list-style-type: none"> • Assist in defining the scope of works to be conducted by the contractor, including any specific WHS requirements • Assist in identifying WHS criteria to be included in tender specification documents, contracts and other contractor pre-qualification documentation including requirements for compliance with WHS legislation • Assist in the review of the contractors' WHS management systems, procedures and capabilities against WHS specifications (where competent to do so) • Ensure that only approved contractors are utilised • Ensure contractors prepare, maintain and implement Safe Work Method Statements (SWMS) specific to the works undertaken • Ensure adequate information is provided to contractors on any known health and safety risks relevant to the work being undertaken

Role	Responsibilities
	<ul style="list-style-type: none"> • Ensure the Council WHS induction is completed for all contractors • Consult and monitor contractor activities to ensure compliance with Council's and the contractor's own WHS procedures by conducting WHS inspections (where competent to do so) • Maintain records for each contractor order to demonstrate compliance with this procedure.
<i>Administration Officer</i>	<ul style="list-style-type: none"> • Support the WHS management system and processes for the identification, assessment, control and monitoring of contractors • Provide assistance to contract managers to evaluate WHS aspects of the tender process • Provide assistance and feedback to Supervisors and Managers regarding the monitoring and review of contractors WHS performance by assisting with WHS inspections, where required • Coordinate appropriate training in accordance with section 5 of this Procedure.

10. Document Control and Review

Owner	<i>General Manager</i>
Approval	<i>General Manager</i>
Approval date	<i>Xx/xx/2020</i>

Council will review this procedure when there are legislative changes, a change in workplace arrangements or at least every *2 years* to ensure it continues to be effective and relevant. Review and revision must be done in consultation with relevant workers.

Revision No.	Prepared/Revised by and Date	Amended Section(s)	Action/Amendment Description	Approved by and Date
1	StateCover 2017	New Document	NA	
2	StateCover April 2020	All	<ul style="list-style-type: none"> • Updated: format • Updated: Contractor pre-qualification questionnaire – full version • Updated: Contractor site inspection to include excavation and electrical • New: Section on sub-contractors • New: Section on contract development • New: Chain of responsibility requirements and 	

Revision No.	Prepared/Revised by and Date	Amended Section(s)	Action/Amendment Description	Approved by and Date
			prequalification questionnaire <ul style="list-style-type: none"> Relocated and updated: Monitoring and review of contractors WHS performance to section 4 	

Appendix 1

Self-Assessment Checklist – Contractor WHS Management

Implementation of this procedure can be monitored by checking the following:

Self-Assessment	Yes	No
1. Minimum WHS requirements are set for each contract classification		
2. Contractors WHS performance history and WHS systems are considered as part of the tender and selection process		
3. All contractors complete a <i>Contractor Pre-Qualification Questionnaire</i> before being accepted as an approved contractor		
4. Council has and maintains an <i>Approved Contractors Register</i>		
5. Council has a process in place to manage contractors' inductions and communication and consultation with contractors		
6. A <i>Contractor Pre-start Checklist</i> is completed by Council at a pre-start meeting with each contractor, prior to them commencing work.		
7. Contractor WHS incidents are notified to Council and where required, Council investigates the incident using the <i>Incident Reporting and Investigation Process</i>		
8. Monitoring and reviewing Contractor WHS Performance is conducted through regular and documented WHS inspections		
9. Non-conformances are documented and the contractor notified immediately and supplied with the <i>Contractor Non-Conformance Report</i> to implement corrective actions		
10. The <i>Contractor Review Report</i> is completed for all long duration contracts on the finalisation of the contract works		
11. Council's <i>managers/supervisors</i> receive training in relation to this procedure and their obligations		
12. Council keeps and maintains records of contractor WHS management		

Appendix 2

Contractor Prequalification Letter

Sample Letter to Contractors

<Insert Date>

< Insert Contractor Name>

< Insert Contractor Address>

Dear <Insert Name>,

Re: Contractor Work Health & Safety (WHS) Requirements

It is a requirement of *Castlereagh Macquarie County Council* WHS Management System to ensure all services supplied to our organisation by contractors and suppliers meet both internal and external requirements regarding WHS and environmental legislations and standards. To assist us with placing you on our *Contractor Register*, please complete the attached questionnaire and forward copies of the following documentation:

1. Certificate of Business Registration,
2. Current Public Liability Insurance,
3. Current Professional Indemnity Insurance (if applicable),
4. Current Workers Compensation Insurance / Personal Injury Insurance (if self-employed with no additional employees),
5. Government Licence or Permit where required (e.g. electrical work, plumbing work, etc.),
6. WHS Management Plan (or an outline of safe work practices and WHS Policies and Procedures relevant to the work to be performed), and
7. Any other documents requested in the questionnaire.

If you intend to subcontract all or any part of the works to a third party, it is your responsibility to notify *Castlereagh Macquarie County Council* of this intention and ensure that the subcontractor has been evaluated as conforming to stated requirements.

Please contact the undersigned if you have any queries regarding any of the above requirements. Thank you for your assistance and cooperation.

Yours faithfully,

(Council contact)

Appendix 3

Contractor Prequalification Questionnaire – Short Version

Contractor Prequalification Questionnaire			
This questionnaire forms part of the mandatory evaluation process for Contractors. Contractors may be required to verify their responses noted in their questionnaire by providing additional evidence upon request by Council.			
Contact Details			
Contractor Business Name:			
Address:			
Phone:		Fax:	
		Mobile:	
Please provide details of the nominated person within your company who can be contacted regarding WHS issues		Name:	
		Phone:	
		Mobile:	
Insurance Certificates – Please attach a copy of each Policy / Certificate of Currency			
Type	Expiry Date	Insurer	Amount
Workers Compensation			
Public Liability			
Professional Indemnity Insurance			
Other:			
Licence / permit details – please attach copies of relevant licences / permits			
Name	Type	Expiry Date	Issued by
	(e.g. builder /plumber licence)		
No.	Item		
1.1	Please provide copies of the SWMS/job safety procedures for the work to be performed		
1.2	(List other information to be supplied here)		
Contractor Sign-off			
<p><i>Name of Contractor</i> confirms we have systems in place to manage WHS risks in accordance with the hierarchy of controls, WHS legislation, Australian Standards, and Codes of Practice. All work will be performed in accordance with <i>Name of Contractor</i> SWMS or procedures, and any necessary additional controls identified during the work will be implemented. All workers performing the work will be trained, competent and licenced</p>			

Contractor Sign-off			
(if required) to do the work. All sub-contractors engaged by the company will be held to these same standards.			
Name of authorised Contractor Representative:		Position:	
Signature:		Date Submitted:	

The section below to be completed by **(Castlereagh Macquarie County Council)**:

Outstanding / Additional Documentation Required:			
Council's Reviewer of Contractor Prequalification Questionnaire			
Comments:			
Manager Name:		Position:	
Signature:		Date:	
WHS Reviewer Name:		Position:	
Signature:		Date:	

Appendix 4

Contractor Prequalification Questionnaire – Full Version

Contractor Prequalification Questionnaire			
This questionnaire forms part of the mandatory evaluation process and the objective of the questionnaire is to provide an overview of the status of the contractors' WHS Management System. Contractors will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.			
Contact Details			
Contractor Business Name:			
Address:			
Phone:		Fax:	
		Mobile:	
Please provide details of the nominated person within your company who can be contacted regarding WHS issues		Name:	
		Phone:	
		Mobile:	
Insurance Certificates – Please attach a copy of each Policy / Certificate of Currency			
Type	Expiry Date	Insurer	Amount
Workers Compensation			
Public Liability			
Professional Indemnity Insurance			
Other:			

No.	Item
1	WHS Policy and Management
1.1	Does your company have a written company WHS Policy? If yes, please provide a copy of the Policy
1.2	Does your company have a WHS Management System? If yes, please provide relevant details or attach the relevant documentation
1.3	Has your company's WHS Management System been certified by a recognised independent authority (e.g. AS4801 or ISO45001)? If yes, please provide a copy of certification or accreditation
1.4	Are WHS responsibilities clearly identified for all levels of management and staff? If yes, please provide details or attach the relevant documentation
2	Safe Work Practices and Procedures
2.1	Does your company have a documented risk management process to identify WHS and manage hazards for activities within your operations? If yes, please provide details or attach the relevant documentation

No.	Item
2.2	Does your company have a process to ensure the hierarchy of controls is followed, and that the highest level of controls is used where practicable? If yes, please provide details or attach the relevant documentation
2.3	Has your company prepared Safe Work Method Statements (SWMS) or specific WHS instructions relevant to its operations? If yes, please provide a summary list of SWMS or instructions Note: SWMS for the work your company will be doing for Council must be provided for review.
2.4	Does your company complete incident reports and investigations for WHS incidents? If yes, please provide a copy of this and of a standard incident report and investigation form
2.5	Does your company have specific procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company? If yes, please provide details or attach the relevant documentation
2.6	Does your company have specific procedures for storing and handling hazardous chemicals/materials? If yes, please provide details or attach the relevant documentation
2.7	Does your company have specific procedures for identifying, assessing and controlling risks associated with hazardous manual tasks? If yes, please provide details or attach the relevant documentation
2.8	Does your company have permit to work systems? If yes, please provide a summary list of permits and examples of permits.
3	WHS Training
3.1	Does your company have a process to train workers and verify competency in WHS procedures, SWMS and plant operation for the services to be provided? If yes, please describe how WHS training and competency verification is conducted in your company or provide relevant documentation.
3.2	Are records maintained of all training, competency verification and induction programs undertaken for workers? If yes, please provide a training register/evidence of training for the services to be provided
4	WHS Inspections
4.1	Does your company have a process to ensure workplaces/worksites are regularly inspected for WHS hazards and issues? If yes, please provide details or attach the relevant documentation
4.2	Does your company have a procedure by which workers can report hazards within workplaces or at worksites? If yes, please provide details or attach the relevant documentation

No.	Item
5	WHS Consultation
5.1	<p>Does your company have formal, documented consultation arrangements in place, such as any of the following?</p> <ul style="list-style-type: none"> • A health and safety committee, • Worker-elected Health and Safety Representatives, • Other agreed arrangements (including regular meetings with workers to communicate and consult on WHS matters)? <p>Please provide details of the arrangements in place or attach the relevant documentation</p>
5.2	<p>Does your company have a process for escalating and resolving WHS issues?</p> <p>If yes, provide details or attach the relevant documentation</p>
5.3	<p>Has your company identified how they plan to consult and communicate information with other duty-holders and their workers – e.g. with Council and other contractors?</p> <p>If yes, provide details of planned arrangements</p>
6	WHS Performance
6.1	<p>Does your Company's senior management regularly review WHS performance?</p> <p>If yes, provide details of how this occurs.</p>
6.2	<p>Does your company have a formal process for setting WHS key performance indicators and measuring performance against these - including number and type of injuries and incidents?</p> <p>If yes, provide a summary of WHS performance indicators for the last 6 months</p>
6.3	<p>Does your company have an assurance process to ensure WHS risks are identified and effectively managed (e.g. internal audits, review of control measures)?</p> <p>If yes, provide details or attach the relevant documentation</p>
6.4	<p>Has your company had any notifiable incidents in the past 5 years?</p> <p>If yes, provide details, including outcomes such as notices from the Regulator.</p>
6.5	<p>Has your company been issued any improvement, prohibition or penalty notices by a safety regulator, been convicted of a WHS offence or been the subject of other enforcement action in the last 5 years?</p> <p>If yes, provide details, including the outcome of notices or enforcement actions.</p>

7	References		
	<p>Provide contact details of referees for three (3) recent contracts completed by your company.</p> <p>Contract 1: Referee name: Ph: Email:</p> <p>Contract 2: Referee name: Ph: Email:</p> <p>Contract 3: Name: Ph: Email:</p>		
Contractor Sign-off			
<p><i>Name of Contractor</i> confirms we have systems in place to manage WHS risks in accordance with the hierarchy of controls, WHS legislation, Australian Standards, and Codes of Practice. All work will be performed in accordance with <i>Name of Contractor</i> SWMS or procedures, and any necessary additional controls identified during the work will be implemented. All workers performing the work will be trained, competent and licenced (if required) to do the work. All sub-contractors engaged by the company will be held to these same standards.</p>			
Name of authorised Contractor Representative:		Position:	
Signature:		Date Submitted:	

The section below to be completed by **Castlereagh Macquarie County Council**:

Outstanding / Additional Documentation Required:			
Council's Reviewer of Contractor Prequalification Questionnaire			
Comments:			
Manager Name:		Position:	
Signature:		Date:	
WHS Reviewer Name:		Position:	
Signature:		Date:	

Appendix 5

Contractor Prequalification Questionnaire - Heavy Vehicle / Chain of Responsibility

Contractor Prequalification Questionnaire			
This questionnaire forms part of the mandatory evaluation process and the objective of the questionnaire is to provide an overview of the status of the contractors' WHS Management System. Contractors will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.			
Contact Details			
Contractor Business Name:			
Address:			
Phone:		Fax:	
		Mobile:	
Please provide details of the nominated person within your company who can be contacted regarding WHS and COR issues		Name:	
		Phone:	
		Mobile:	
Insurance Certificates – Please attach a copy of each Policy / Certificate of Currency			
Type	Expiry Date	Insurer	Amount
Workers Compensation			
Public Liability			
Professional Indemnity Insurance			
Other:			
No.	Item		
1	WHS Policy and Management		
1.1	Does your company have a written policy for managing heavy vehicle compliance (HVC)/chain of responsibility (COR)? If yes, please provide a copy		
1.2	Are roles and responsibilities for HVC/COR clearly identified within your Company? If yes, please provide details of key roles or attach the relevant documentation		
1.3	Does your company have external accreditation (e.g. NHVAS, Trucksafe)? If yes, please provide a copy of certification or accreditation. (You may be requested to provide a copy of the most recent accreditation audit report.)		
1.4	Does your company have a process for monitoring/auditing compliance with COR requirements? If yes, provide details of process (You may be requested to provide a copy of the most recent audit.)		
1.5	Does your company intend on using subcontractors for all or part of the work?		

No.	Item
	(If yes, your company must be able to produce evidence to show you have adequate processes in place to select, induct and supervise subcontractor's compliance with COR requirements, when requested)
2	Drivers
2.1	Does your company have a process to ensure drivers hold current licences for the appropriate vehicle classes? If yes, please provide a register of drivers and licences
2.2	Does your company have a process to manage fatigue for drivers, including scheduling/rostering, journey planning and record keeping? If yes, provide details of how fatigue is managed or attach the relevant documentation
2.3	Does your company have a process to ensure compliance with requirements for driving hours and breaks? If yes, provide details of how compliance is managed or attach the relevant documentation
2.4	Does your company have a process to ensure drivers are fit for work? If yes, provide brief details of how fitness for work is managed or attach the relevant documentation
2.5	Has your company provided training to drivers on elements of the safety management system for COR? If yes, provide brief details of training or attach the relevant documentation
3	Vehicles and Loads
3.1	Does your company have a process to ensure current registration is maintained for all heavy vehicles to be used for the proposed work? If yes, provide a register of vehicles and registration expiry dates.
3.2	Does your company have a process to ensure heavy vehicles are maintained and roadworthy, including prestart checks? If yes, provide a copy of the maintenance procedure and a sample of your completed prestart checklist(s)
3.3	Does your company have processes and controls in place to ensure compliance with mass and dimension limits of heavy vehicles? If yes, provide a brief description of how this is managed or attach the relevant documentation
3.4	Does your company have a process in place to ensure compliance with speed limits (including both speed limiters and controls for ensuring compliance with limits under 100km/h)? If yes, provide a brief description of how speed compliance is managed or attach the relevant documentation
3.5	Does your company have a process in place to ensure all loads are adequately secured/restrained, in compliance with the Load Restraint Guide? If yes, provide a brief description of how load restraint is managed or attach the relevant documentation
4	Permits and Route Planning
4.1	Does your company have a process to ensure compliance with notices, permits and exemptions?

No.	Item
	If yes, provide details or attach relevant documentation
4.2	Does your company have a process for route planning to ensure compliance with specific heavy vehicle routes, access permits and restrictions (e.g. height and weight restrictions, b-double and road train routes)? If yes, provide details or attach relevant documentation
4.3	Has your company provided training to relevant personnel (e.g. drivers, schedulers) on complying with permits, notices, restrictions, and access requirements? If yes, provide details or attach relevant documentation

5	References		
	<p>Provide contact details of referees for three (3) recent contracts completed by your company.</p> <p>Contract 1: Referee name: Ph: Email:</p> <p>Contract 2: Referee name: Ph: Email:</p> <p>Contract 3: Name: Ph: Email:</p>		
Contractor Sign-off			
<p><i>Name of Contractor</i> confirms we have systems in place to manage WHS risks in accordance with the hierarchy of controls, HVNL and WHS legislation, Australian Standards, and Codes of Practice. All work will be performed in accordance with <i>Name of Contractor</i> SWMS or procedures, and any necessary additional controls identified during the work will be implemented. All workers performing the work will be trained, competent and licenced (if required) to do the work. All sub-contractors engaged by the company will be held to these same standards.</p>			
Name of authorised Contractor Representative:		Position:	
Signature:		Date Submitted:	

The section below to be completed by **Castlereagh Macquarie County Council**:

Outstanding / Additional Documentation Required:			
Council's Reviewer of Contractor Prequalification Questionnaire			
Comments:			
Manager Name:		Position:	
Signature:		Date:	
WHS Reviewer Name:		Position:	
Signature:		Date:	

Appendix 6

Approved Contractor Register Template

Site:					Completed by (Name & Position):				
Date Last Reviewed:					Date Next Review due:				
Supplier/Contractor Details (Company name, address, etc.)	Type of Services Provided	Category of Contractor	Licence/ Certificate No. (Where required)	Public Liability Insurance Policy No. & expiry date	Workers Comp Insurance Policy No. & expiry date	Professional Indemnity (where required)	Contractors Prequalification Questionnaire completed (date)	Reviewed and Signed- Off by:	Review Date

Appendix 7

Contractor Pre-Start Checklist

The following documentation must be submitted and reviewed by Council's **Contract Manager** prior to commencement of work. This may be conducted as part of the Start-up Meeting.

Steps	✓	Requirements of the Project	When
1	<input type="checkbox"/>	A detailed scope of works to be undertaken has been provided.	Prior to arriving on site. (Contractors cannot commence if this information has not been submitted)
	<input type="checkbox"/>	WHS Management Plan provided (if construction project is over the value of \$250K).	
	<input type="checkbox"/>	Site specific risk assessment (if applicable).	
	<input type="checkbox"/>	SWMS are provided for all high-risk activities.	
	<input type="checkbox"/>	SWMS: <ul style="list-style-type: none"> are signed off by the nominated responsible person clearly identify responsibilities identify the related provisions of WHS legislation, Codes of Practice and Standards include evidence that workers have been consulted, inducted and signed off on the SWMS include contact details and a backup person who can respond to emergencies have been reviewed within the last 1-2 years 	
	<input type="checkbox"/>	A register of workers (employees, labour hire or subcontractors) who are likely to be sent to site has been provided, with their skills and competencies noted and any additional training required to carry out the SWMS.	
	<input type="checkbox"/>	Council has been notified beforehand of any subcontractors to be engaged.	
	<input type="checkbox"/>	The methods to be used to monitor and manage subcontractor WHS on the project have been identified.	
	<input type="checkbox"/>	The methods to be used to conduct and record regular WHS consultation with workers has been identified.	
	<input type="checkbox"/>	Plant registers for electrical equipment, static or mobile plant to be used and details of inspection and testing have been provided	
2	<input type="checkbox"/>	A register of hazardous chemicals to be used on site and corresponding Safety Data Sheets <i>have been provided N.B.: SDS must be less than 5 years old from issue date.</i>	
	<input type="checkbox"/>	Details of emergency control measures have been provided.	
2	<input type="checkbox"/>	Certificates of currency have been provided for:	
	<input type="checkbox"/>	Public Liability	

The following documentation must be submitted and reviewed by Council's Contract Manager prior to commencement of work. This may be conducted as part of the Start-up Meeting.					
Steps	✓	Requirements of the Project	When		
		<input type="checkbox"/> Workers Compensation			
3	<input type="checkbox"/>	Register of all workers to be used on project, including subcontractors and their skills, competencies and licenses provided.	Prior to the Site Induction		
4	<input type="checkbox"/>	Evidence of SDS for all hazardous chemicals that will be brought to and used, handled and/or stored on site. <i>N.B.: SDS must be less than 5 years old from issue date.</i>			
5	<input type="checkbox"/>	Register of plant with logs and pre-commencement checklist completed and signed off <i>N.B.: this is to include risk assessments of plant and on-site maintenance scheduling.</i>			
6	<input type="checkbox"/>	Verification that workers have been inducted into the specific SWMS for this project.	Must be presented at the Site Induction		
7	<input type="checkbox"/>	Verification that workers have been issued with Personal Protective Equipment (PPE) where applicable e.g. hard hats, hearing protection, eye protection, respirator/mask, gloves, foot protection, high visibility clothing, etc.			
8	<input type="checkbox"/>	Verification that workers have General Construction Induction Cards (white cards) and any relevant National Certificates of Competency for Plant and Equipment.			
Sign Off					
Nominated Castlereagh Macquarie County Council Manager's Name and Signature:					
Contractor Company Name:					
Contractor Name:		Signature:		Date:	

Appendix 8

Contractor Site Inspection Checklist

Date of Inspection:		Time of Inspection:	
Site Location:			
Type of Work:			
Contractor:			
Contractor Address:			
Contractor Name/Signature:			
Inspected by (Name/Position/Signature):			

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
1. General Risk Management					
Site Specific Risk Assessment completed prior to work commencing and controls implemented i.e. public access, weather and identified hazards.					
Safe Work Method Statements (SWMS) relevant for work sighted.					
SWMS have appropriate controls documented and implemented. <i>(This is only to be assessed where the person conducting the inspection is competent to review the controls)</i>					
Work tasks/activities conducted in accordance with the requirements of the SWMS. <i>(This is only to be assessed where the person conducting the inspection is competent to review the controls)</i>					
Permit to work procedures are available and completed for confined space entry, work at heights/roof access, hot work,					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
excavation, asbestos removal, etc.					
Isolation / tagging systems are used for unsafe or defective equipment.					
2. Training and Induction					
Relevant operation licenses sighted i.e. riggers, climbers, plant and equipment.					
Site specific site induction required and completed.					
Contractors are following all site rules					
Contractor trained in the SWMS and SWMS signed by the contractor undertaking the work.					
Permit to work competency / licence sighted for confined space entry, work at heights/roof access, hot work, excavation, asbestos removal, etc.					
3. Work Environment					
Adequate lighting for tasks/activities performed.					
Work site clean and free of rubbish - bins available and used.					
Passageways, stairways, pathways and work areas defined and clear of obstructions.					
Exclusion zones / prohibited areas have barricades and warning signs.					
Work site external boundaries defined, and public access restricted e.g. fencing.					
Access / exit in safe condition.					
Storage of materials on site in designated areas.					
Overhead protection at head strike areas is provided (i.e. areas barricaded or fenced, to prohibit entry).					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
4. Emergency Response					
Emergency plan / procedure including contacts available on site.					
Adequate first aid facilities provided e.g. first aid kit in vehicle and workers trained.					
Contractor's vehicle fitted with a fire extinguisher on-board and workers trained in its use.					
Incident/near miss reporting form available on site.					
5. Electrical Risks					
Electrical equipment inspected, tested and tagged in accordance with AS/NZS 3760:2010.					
Power boards and power leads in safe operating condition.					
Electrical leads positioned to avoid tripping and damage e.g. off ground.					
Low hanging overhead power wires have tiger tails attached.					
Signage is installed to warn of overhead powerlines and/or cross sticks installed underneath					
6. Excavation work					
Dial before you dig, and other relevant service provider plans are available					
Cable locator technology used to identify service locations					
Potholing has been carried out to determine the location of underground services					
Where underground services have been located, they are protected from damage					
7. Plant and Equipment					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
Maintenance of equipment and expiry dates sighted (e.g. lifting equipment).					
Contractor has all relevant operator licences / verification of competency.					
Registration for vehicles and plant sighted.					
Plant, equipment and tools in good condition.					
Machine guards in place.					
SWMS for activity on site and followed.					
Plant and equipment risk assessments available on-site.					
8. Working at Heights					
Working at heights / roof access permit sighted.					
Working at heights training has been provided to all workers involved and verified.					
Tool lanyards are being used to prevent tools from falling.					
Emergency and rescue procedures has been prepared for working at heights (in case a fall arrest system is used).					
Fall restraint/arrest system is being used.					
Fall arrest equipment has two hooks to ensure that the worker is attached to the structure / tower.					
Fall arrest equipment has been inspected in the last 6 months.					
Entry to work areas where work at heights is being undertaken is restricted i.e. fencings and barricades.					
Handrails/protective rails are in place					
SWMS sighted and followed.					
9. Confined Space					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
Confined space entry permit sighted.					
Spotter on site.					
Confined space training has been provided to all workers involved and verified.					
SWMS sighted and followed.					
Emergency procedures for confined spaces are in place, e.g. First Aid and Rescue Procedures.					
10. Hazardous Manual Tasks					
SWMS to identify hazardous manual tasks and appropriate controls are implemented e.g. use of manual aids and workers trained.					
Manual Aids e.g. trolleys and pulleys are available on site and used.					
Workers have been trained in the safe performance of relevant hazardous manual tasks. Training has been verified.					
11. Hazardous Chemicals					
An up-to-date hazardous chemicals register is available.					
SWMS list precautions to be used when working with hazardous chemicals.					
Safety Data Sheets (SDS) sighted for hazardous chemicals used on site (no older than 5 years).					
Flammable/combustible materials, gas cylinders and other hazardous materials are stored safely on-site.					
Hazardous chemicals safely stored and containers clearly identified.					
Workers are trained in hazardous chemical safety, and training has been verified.					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
12. Hazardous Materials					
Asbestos Registers available from <i>Castlereagh Macquarie County Council</i> which identifies asbestos locations and asbestos-containing materials (ACM) labelled.					
13. Radio Frequency Radiation (RFR)					
RFR exposure tags worn when working around RFR.					
SWMS sighted and followed.					
PPE documented in SWMS worn.					
14. Use of Elevating Work Platforms (EWP)					
Contractor licensed to operate EWP and sighted.					
Working at heights permit sighted and controls listed implemented					
Working at heights training has been provided to all workers involved and verified.					
15. Use of Ladders					
Ladders inspected and in good condition.					
Ladders have non-slip feet fitted and properly secured at top and bottom.					
Working from ladders avoided in favour of higher-level controls for work at heights Inc., scaffold, scissor lifts etc.					
16. Personnel Protective Equipment (PPE)					
SWMS or site rules establish required PPE for work activities.					
PPE is available, worn and maintained in good working order.					
UV protection (e.g. sunscreen, hat, sunglasses, etc.) available and used.					
PPE signage in place.					
17. Environmental					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
Dust suppression, such as using wet techniques is in place.					
Stockpiles are protected from wind.					
Plant and equipment are maintained to minimise emissions.					
Site hours of operation of plant, equipment and power tools are observed.					
Works emitting excessive noise are identified.					
PPE hearing protection is used in noisy environments.					
SWMS for the work activity documents noise hazards and any PPE requirements.					
Storm water and run off controls are in place.					
Soil on roadways controls are in place.					
Discharge is contained and controlled on site e.g. pump out, contaminated soil, chemicals and other.					
Waste contractor records are available.					
Waste reduction plan is in place.					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
1. Other Identified Hazards and Risks during Inspection:					

Appendix 9

Contractor Non-Conformance Report

Protocol for Non-Conformance Issues

1. On completion of the Contractor Site Inspection Checklist, the *nominated Castlereagh Macquarie County Council* Representative will complete the attached Contractor Non-Conformance Report for the areas of non-conformance that have been identified.
2. Details of non-conformance (i.e. involving plant or equipment, hazardous chemicals, procedures, SWMS, site risk assessments and/or other hazards/risks) are to be identified.
3. Prior to issuing a Contractor Non-Conformance Report, the Contractor/Sub-contractor is required to determine corrective actions and a timeframe for the actioning of the identified non-conformances. Risk control measures are to consider WHS Regulations, Codes of Practice, Australian Standards, best practice and the Hierarchy of Controls.
4. A copy of the completed report will be sent to Council's *Administration Officer*.

Non-Conformance Report			
Site Location:		Inspection Date:	
Project Number and Description:			
Contractor Details		Council Details	
Contractor/Subcontractor:		Council Department:	
Contractor Address:		Nominated Council Representative:	
Contractor Representative:		Council Telephone:	
Contractor Telephone:		Council Email:	
Contractor Email:		Council Signature & Date (upon issue):	
Contractor Signature & Date (upon completion):		Council Signature & Date (upon completion):	
Non-Conformance Details	Contractor's intended corrective actions:	Agreed Completion Date	Verification of Completion (Date & Signature)
Additional Comments:			

Appendix 10

Contractor Review Report

Contractor WHS Report		
Monthly:	Date:	
Contractor/Subcontractor:	Council's Contractor No.:	
Address:	Contact Person:	
Telephone:	Email:	
Performance Indicators		
Performance Measure	Current Month	Annual Total
No. of hours worked on Council's sites		
No. of SWMS reviewed		
No. of Site Risk Assessments completed		
No. of hazards identified and reported on Council's sites		
No. of hazards rectified		
No. of WHS audits/inspections completed		
No. of Incident/Near Miss Reports occurring from Council's sites		
No. of lost time injuries from Council's sites		
No. of Working days lost		
No. of first aid treatments on Council's sites		
No. of task observations completed		
No. of toolbox talks or other safety meetings held		
Corrective Actions		
Performance Measure	Current Month	Annual Total
No. of Non-Conformance Reports received from <i>Castlereagh Macquarie County Council</i>		
No. of WHS corrective actions implemented		
Corrective action status:		

Injured Workers					
Name Person Injured	PCBU (Contractor/ Subcontractor)	Type of Injury	No. Work Days Lost	Return Work Date	Full Duty Y/N

Council Property/Environment Damages or Issues		
Item Damaged	Date of Damage	Describe Damage/Issue

SafeWork NSW inspections/actions on *Castlereagh Macquarie County Council* sites, and outcomes:

Additional Comments:

Contractor Signature: _____ Date: _____

Policy Adoption			
Version	Adopted Date	Minute No	Details of Review



SUN PROTECTION POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

POLICY STATEMENT

Castlereagh Macquarie County Council has a "Duty of Care" to its employees, contractors, volunteers and visitors and the Sun Protection Policy provides a policy for its employees to implement appropriate sun protection control measures whilst at work.

PURPOSE

To reduce workers exposure to solar ultraviolet rays (UVR) by implementing appropriate sun protection control measures.

POLICY OBJECTIVES:

The objectives of this Policy are to:

- Establish guidelines on acceptable and appropriate sun protection control measures for those employees working outside.
- Apply the principles of work health and safety (WHS) management and risk management to those employees working outside
- In managing and providing PPE in the workplace, the use of such clothing and equipment will be guided by the Castlereagh Macquarie County Council PPE uniform procedures document along with this Sun Protection Policy.

LEGISLATION:

The policy relates to the following legislation;

- Local Government (State) Award 2023 or subsequent Awards
- WHS Act 2011 – Part 2 – Health and Safety Duties
- WHS Regulation 2017 – Part 3.1, Clause 32-38 Managing risks to health and safety Division 5, Clauses 44 to 47 – Personal Protective Equipment
- Cancer Council NSW – Sun Protection
- SafeWork NSW Code of Practice – How to Manage Work Health & Safety Risks

APPLICATION/SCOPE:

This policy is applicable to all Castlereagh Macquarie County Council employees, contractors, volunteers and visitors who work outdoors for more than 30 minutes per day.

Castlereagh Macquarie County Council – Sun Protection Policy

POLICY:

Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
The Elected Council	The elected Council must act in accordance with the Policy and abide by any determination made as a result of this Policy.
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Senior Biosecurity Officer	The Senior Biosecurity Officer is responsible for management, monitoring and reporting.
Biosecurity Officers	All supervisors must act in accordance with this policy and abide by any determination made as a result of this policy and enforce it
Workers	Council Officers must act in accordance with this policy and abide by any determination made as a result of this policy
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

Sun Protection Statement

Supervisors/Managers in consultation with the General Manager shall conduct risk assessments to identify all tasks/activities that may have a high risk of exposure to UV.

Supervisors shall monitor workers exposure to UV by requiring outdoor workers to use sun protection measures at all times.

Other workers are required to utilise sun protection measures when outside during daily sun protection times (when UV Index is 3 and above) or if they are exposed to the Sun for more than 30 minutes, whichever comes first.

Managers/Supervisors shall ensure injury reporting requirements are followed when an incident of sunburn or excessive exposure to UV occurs in the workplace.

Uniform

Workers will be provided with the following PPE for sun safety to cover as much skin as possible, which must be worn/used at all times whilst working outdoors.

- Long-sleeved shirt with a collar made from material with an ultraviolet protection factor (UPF) of 50+.
- Long trousers made from UPF50+ material.
- A sun-protective hat that shades the face, head, ears and neck, is made from UPF50+ material, and is in a broad brimmed, bucket or legionnaire style – attachable brims and neck flaps when wearing a hard hat.

Where office based staff are required to work outdoors, they shall be required to comply with the provisions of this procedure. PPE shall be provided subject to General Managers approval..

The wearing of shorts other than a Council issued item is not permitted in the workplace at any time.

Long sleeve shirts are not to be rolled up above mid forearm whilst on duty.

Castlereagh Macquarie County Council – Sun Protection Policy

Where a worker presents at a workplace in any Non-Council issued clothing, they shall be removed from the workplace until such time as they present correctly attired. Time off shall be at the workers own expense and time.

Beanies and Hats

Council issued beanies are provided as a component of Council's field uniform and may be worn in the cooler months generally from 1 April through to 30 September only.

Beanies may be worn under hard hats where hard hats are an onsite requirement. As long as they do not interfere with the fitting of the PPE.

Broad brimmed hats shall be worn on any day where UV levels are 3 or above. This is generally from 9:30am each day or if you are outside in the sun for more than 30 minutes.

The broad brimmed hat will measure no less than 7.5cms in width, as recommended by the NSW Cancer Council. A hat with a wide brim reduces the amount of UV radiation reaching the face by 50%. Hats worn by employees whilst working in an environment exposed to UV radiation shall be light enough to wear in hot conditions and made of fabric that is of a close weave and does not allow the penetration of sunlight. Hats that have a gauze section are not suitable as UV rays will penetrate these.

No caps or visors are to be worn in the workplace at any time whilst on duty. The Council supplied Broad brimmed hat shall be the only one to be worn.

Sunscreen

A broad-spectrum, water-resistant sunscreen with a sun protection factor (SPF) of 50+ or higher and lip balm (50+).

This is available on request from the Store with a supply to be maintained in all plant/vehicles/worksites.

Note: If sunscreen is left in high temperatures for extended periods of time (for example, in the glove box of a car in the heat) the ingredients will begin to separate, leaving a gritty, lumpy or watery consistency that may affect how it is applied to skin, as well as the effectiveness of its UV protection. It is recommended to store the sunscreen in a cool place below 30°C.

Sunglasses

Sunglasses that are close fitting, have a wrap-around style and have an eye protection factor of 9 or 10, or meet Australian Standards (AS/NZS1067) or safety glasses rated "O" (AS/NZS 1337.1).

Where a worker wears prescription sunglasses they may be worn subject to the lenses and style being of a quality that provides protection from shattering or breakage and be Australian standard compliant.

Non Council Employees

Contractors, sub-contractors and their workers are required to adhere to the sun protective PPE requirements of this procedure at their own cost.

The requirement for contractors to provide for sun safety measures shall be included in any tender and contract documentation as part of the WHS compliance assessment.

Personal Protective Equipment (PPE)

General PPE provisions for workers is contained in Council's PPE Uniform procedure.

Skin Checks

As a health and wellbeing initiative, Council shall, as a voluntary service, make available at a minimum annual skin checks at no cost to a worker.

UV Awareness

Council will provide information on the effects of UVR exposure. The information will include prevention and early detection of skin cancer.

Breach of this Policy

Continued breaches and/or deliberate breaches of this Policy may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

DEFINITIONS

Key Terms	Meaning
Award	Local Government (State) Award 2023 or subsequent Awards
PPE	Personal Protection Equipment
SPF	Sun Protection Factor
Supervisor	General Manager, Director, Manager, Works Coordinator, Ganger or other designated person with responsibility for the supervision of workers
UV	Ultra Violet
UVR	Ultra Violet Rays
Worker	An employee, contractor or employee of a contractor, volunteer

Version	Adopted Date	Minute No.	Details of Review
1	25 th November 2024		



RECORDS MANAGEMENT POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

PURPOSE

The purpose of the Records Management Policy is to ensure that full and accurate records of all activities and decisions of the Castlereagh Macquarie County Council are created, managed and disposed of appropriately to meet the Council's organisational needs and accountability requirements.

A small percentage of the Council's records will become archives, part of the cultural resources of the State.

APPLICATION:

All employees must comply with this policy, and associated records management procedures, in their conduct of official business for Council. This policy applies to records in all formats, including electronic records.

ASSOCIATED REFERENCES:

See Appendix A

POLICY:

Management of the Council's Records Management Policy

The General Manager or nominated delegate is responsible for the management of the Records Management Policy.

Creation of Records

Official records are to be kept of all decisions and transactions made in the course of official business.

This includes:

- File notes of telephone conversations and minutes of meetings including reports.
- All paper based records.
- Activities and business transacted electronically, including email.

All documents are to be registered into the records management software, printed, and placed on a physical file. File titles are obtained from the Council's index.

All official outgoing communications, including letters, faxes, and e-mails, should contain reference to the file titles.

Maintenance of Records

The location of each file is to be recorded and updated at every movement of the file. Staff members should notify the Administration Officer when passing records on to another officer.

Storage of Records

Current files should be stored in designated storage areas for current records with appropriate

Castlereagh Macquarie County Council – Sun Protection Policy

restrictions.

- Superseded records should be transferred to Council's offsite storage location(s).
- Records which are no longer in use for official purposes and that are required as State archives under a current Retention and Disposal Authority should be forwarded to the Administration Officer.

Disposal of Records

Records of Council can only be disposed of in accordance with the State Records Authority's General Disposal Authority 39 (GDA39) – Local Government Records.

Records cannot be disposed of without the concurrence of the General Manager or delegate.

Archives

The General Manager or delegate is responsible for transferring records which are required as State archives to the State Records Authority of NSW.

Access to Records

Records are available to all authorised staff that require access to them for business purposes.

All access to Council's records by members of the public, including requests under the Government Information (Public Access) Act 2009, will be in accordance with the applicable legislation.

RESPONSIBILITIES

General Manager

- Ensures that Council complies with the requirements of the State Records Act 1998 and the standards and requirements issued under the Act
- Ensures that Council complies with other legislation relating to records management and recordkeeping.
- Ensures that the Records Management Program is adequately resourced
- Represents records management interests on the Executive
- Has ownership of the Records Management Policy
- Reports to the State Records Authority on the Records Management Program eg. responds to records management surveys.
- Administers Council's offsite storage location(s).

Administration Officer

- Compiles Records Management Policy and Procedures and standards in relation to all aspects of records management
- Monitors compliance with the records management policy, procedures and standards across Council and makes recommendations for improvement or modification of practices
- Designs and advises on recordkeeping systems
- Manages the records management software
- Prepares lists for the disposal of records, in liaison with the General Manager
- Ensures that all staff are aware of their recordkeeping responsibilities
- Formulates and maintains index and retention and disposal authorities
- Formulates and maintains vital records lists and counter disaster plans
- Has responsibility for the conduct of records management operations.

- Provides support and infrastructure to ensure that records kept in electronic form are properly managed.
- Ensures that information management policies and projects take into account the special nature of records
- Liaises with Records Clerk regarding counter disaster planning for electronic records.

All Employees

- Comply with records management policy and procedures
- Create and forward full and accurate records of their business activities.

REVIEW AND AMENDMENT

This policy shall be reviewed at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.

This policy may be amended or cancelled by Council at any time without prior notice or obligation to any employee.

ADOPTION

This policy commences as from the date of adoption by Council, being 25th November 2024 and replaces any other previous policy.

ACKNOWLEDGEMENT

Council acknowledges the use of Records Management Policy documents provided by the State Records Authority of NSW and the State Library of NSW.

Appendix A – Legislative and other requirements for recordkeeping

LEGISLATION

Copyright Act 1968 (Commonwealth)

Government Information (Public Access) Act 2009

Health Records and Information Privacy Act 2002

Local Government Act 1993

Privacy and Protection of Personal Information Act 1998

State Records Act 1998 including standards and retention and disposal authorities issued under the Act.

State Records Regulation 2005

Version	Adopted Date	Minute No.	Details of Review
1	25 th November 2024		

CASTLEREAGH MACQUARIE COUNTY COUNCIL LEGISLATIVE COMPLIANCE REGISTER - OCTOBER 2024

Reference No	Compliance Entity	Compliance Function	Legislative Activity	Legislation	Compliance Date	Frequency	Comments
1	DPIRD	Governance	Local Control Authority Functions - Weed Biosecurity	NSW Biosecurity Act 2015 – s.371(1e)	BIS Reporting	Monthly	Activities conducted by Council as LCA to be reported in the prescribed format via WIDX
2	OLG	Finance	An Investment Report is required for each Ordinary Council Meeting	LGR 2021 – c.212	Quarterly	Each Ordinary Council Meeting as Scheduled	If applicable
3	OLG	Governance	(Annual) BASP / Delivery Program Progress Report to be provided to Council at least every 6 months	LGA– s.404.	Six monthly	February and August	Delivery Program
4	OLG	Finance	Quarterly Budget Review Statement review	LGR 2021 – c.203	Within 2 months of the end of each quarter except June	Each Ordinary Council Meeting as Scheduled	Review of Annual Budget <ul style="list-style-type: none"> • 30 September • 31 December • 31 March
5	OLG	Governance	ARIC Committee	LGA– s.428A. LGR 2021 – c's. 216A-U	Quarterly	Each ARIC Meeting as Scheduled - At least 4 meetings annually	Local Government General Regulation to be amended on 1 July 2024 to include ARIC provisions February, May, August & November
6	OLG	Governance	Council publishes on its Website recording of Ordinary and Special Meetings & Minutes of the Council that are not confidential.	Model Code of Meeting Practice 2021 – s.5	At the same time as meeting or as soon as practicable after meeting	Each Ordinary Council Meeting as Scheduled	Records are to be available to the public for at least 12 months after meeting date.

Castlereagh Macquarie County Council Agenda –25th November 2024 – Ordinary Council Meeting

Reference No	Compliance Entity	Compliance Function	Legislative Activity	Legislation	Compliance Date	Frequency	Comments
7	NSW Ombudsman	Governance	Public interest Disclosures Report due to the NSW Ombudsman.	Public Interest Disclosures Act 2022 - s.78	30 July Annually	July	Report to end of June To be included in annual report
8	OLG	Finance	Annual GST Certificate - Office of Local Government.	(OLG Circular – End of Year Financial Reporting)	30 July Annually	July	GST Certificate to be sent to finance@olg.nsw.gov.au
9	OLG	Finance	Related Party Disclosures - KMP	LGR 2021 - c. 206 & c.214 Local Government Code of Accounting Practice & Financial Reporting 2023/24 - F1(3)	Annually	August	Supplied to Auditor - Documents confidential & NOT GIPAA-accessible
10	OLG	Governance	General Manager Performance Review Committee	LGA 1993 s.338 Standard Contract of Employment - General Managers of Local Councils in NSW – c.7	Annually	March	Committee of Members formed to undertake performance review for General Manager.
11	ATO	Finance	Taxable Payments Annual Report must be provided to the Australian Taxation Office.	ATO Law Companion Ruling - 2019/4	28 August Annually	August	Council payments to contractors may need to be reported and a Taxable payments annual report (TPAR) lodged.
12	OLG	Finance	Council and General Manager are to sign Certificates for Un-audited Annual Financial Statements of prior year.	LGA 1993- s413 (2c) LGR 2021 – c.215	31 August, Annually	August	Resolution by Council in August to allow financial statement to be signed by designated members and staff

Castlereagh Macquarie County Council Agenda –25th November 2024 – Ordinary Council Meeting

Reference No	Compliance Entity	Compliance Function	Legislative Activity	Legislation	Compliance Date	Frequency	Comments
13	OLG	Finance	Annual Member Fees	LGA 1993– div.5 s.248: s.254A	June Annually	June	Fee must be fixed annually in June in accordance with Local Government Remuneration Tribunal.
14	OLG	Governance	Pecuniary Interest Returns submitted to GM and tabled at next available Ordinary Council Meeting.	LGA 1993- s.440 Model Code of Conduct (2022) Part 4	30 September Annually	September	Tabled at the October Ordinary Council meeting
15	OLG	Finance	Audited Annual Financial Statements and the Auditor's Report are to be submitted to OLG.	LGA 1993- s.417	30 October Annually	October	Can be in the form of notification of link to Council website.
16	OLG	Finance	Audited Annual Financial Statements and the Auditor's Report are to be presented to Public and comment invited	LGA 1993- s.418	On or before 5 December Annually	November/ December	At least 7 Days after notice is given & within 5 weeks of reports been given to Council
17	OLG	Governance	Ordinary Council Meeting Dates to be set for the next Calendar Year	LGA 1993- s.396	October Annually	October	At least 4 meetings annually February, April, June, August, October and December
18	Information & Privacy Commission	Governance	An agency must have an Agency Information Guide	Government Information (Public Access) Act 2009 s.20 & s.21	Annually	November	Updated no less than annually and be publically available
19	OLG	Governance	Code of Conduct Complaint Statistics - Report to Council and the OLG on year	Procedures for the Administration of the Model Code of Conduct for Local Councils 2020 –c.11.1 & c.11.2	Annually	November	OLG provided report within 3 months of the end of September Annually

Castlereagh Macquarie County Council Agenda –25th November 2024 – Ordinary Council Meeting

Reference No	Compliance Entity	Compliance Function	Legislative Activity	Legislation	Compliance Date	Frequency	Comments
20	OLG	Governance	An Annual Report to be prepared and adopted by Council within 5 months of the end of each year	LGA 1993– s.406 and s.428	30 November Annually	November	Minister notified via OLG, confirming that the Annual Report has been posted on Council's website
21	Information & Privacy Commission	Governance	Annual GIPA Operations Returns	Government Information (Public Access) Regulation 2009 c.7	31 st October Annually	October	To submitted to IPC using the GIPA Tool at www.ipc.nsw.gov.au/gipa-tool Tabled to Council and included in Annual report
22	OLG	Finance	Draft Operational Plan & Budget	LGA 1993– s.405 (3)	April Annually	April	Plan & Budget prepared and placed on public exhibition in April (>28days) and inviting submissions. To be adopted in June.
23	OLG	Governance	An Equal Employment Opportunity Management Plan	LGA 1993 s.345	Annually with Operational Plan adoption	February	Required to be prepared and implemented by the Council and it must describe the steps the Council will take if a worker sustains a work related injury or illness at work
24	OLG	Governance	A Council must have a 1-year period Annual Operating Plan	LGA 1993– s.405	Annually	April	Due Date: June Renewed by July 1st every year after public exhibition and adoption in June
25	State Records NSW	Governance	Recordkeeping Monitoring Exercise	State Records Act 1998 s.12(4)	Annually	March	Submission lodged using Records Management Assessment Tool.

Castlereagh Macquarie County Council Agenda –25th November 2024 – Ordinary Council Meeting

Reference No	Compliance Entity	Compliance Function	Legislative Activity	Legislation	Compliance Date	Frequency	Comments
26	ATO	Finance	Business Activity Statement submitted to ATO	Taxation Administration Act 1953, S388-50.	Quarterly	Quarterly	
27	OLG	Governance	A Code of Meeting Practice	LGA 1993– div.1, s.360, s.364 LGR 2021 c.232	Due Date: Can be updated at any time by Council resolution subject to meeting public consultation requirements prior to adoption.	Ongoing	Incorporates the mandatory provisions of the Model Code of Meeting Practice must be adopted by the Council and in place at all times
28	OLG	Governance	A Register of Returns of designated persons declaring their interests.	LGA 1993– s.450A		Ongoing	Must be maintained by the Council on an ongoing basis
29	OLG	Finance	A Council Member Fees, Expenses and Facilities Policy	LGA 1993– div.5 s.253	Within 12 months of new Council Term	Annually and ongoing	Required to be adopted by the Council following a public consultation process. Presented to Council in August, 28days public exhibition and adopted October
30	OLG	Governance	Members Oath or Affirmation of Office	LCA 1993 s.233A (1)	First meeting after local council elections and on a casual basis as and when required	Beginning of Councillors Term	A Council Member must take an oath of office or make an affirmation of office at or before the first meeting of the council after the councillor is elected.

Castlereagh Macquarie County Council Agenda –25th November 2024 – Ordinary Council Meeting

Reference No	Compliance Entity	Compliance Function	Legislative Activity	Legislation	Compliance Date	Frequency	Comments
31	OLG	Governance	Business Activity Strategic Plan	LGR 2021 – c.219	Renewed by July 1st the year after local council election after public exhibition	Beginning of Term	A County Council must have a 10-year period Business Activity Strategic Plan
32	OLG	Governance	Delivery Program	LGA 1993– s.404	Renewed by July 1st the year after local council election after public exhibition	Beginning of Term	A County Council must have a 4-year period Delivery Program tabled in April and after public exhibition and dealing with submissions, adopted in June
33	OLG & DPIRD	Governance	A Delegation of Authorities Manual	LGA 1993– s.391A & s.377 NSW Biosecurity Act 2015 – s.372	Reviewed within 12 months of new Council Term	Beginning of Term	Is the formal record required of any Council resolution that delegates to the Chair or General Manager any lawful functions of the Council.
34	OLG	Governance	Election of Chair	LGA 1993 s.391 Part 5 LGR 2021- Schedule 8	Election of County Chair to be undertaken at first Council meeting of the term. Although no legal requirement Council to also elect Deputy Mayor at October meeting	Beginning of Term then Biennially	LGA s391(2) states Biennial. Also Notify OLG and LGNSW of election results & Members.

ITEM 7.4 GOVERNMENT INFORMATION PUBLIC ACCESS ACT (GIPA) ANNUAL REPORT 2023/2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report is provided to Council for adoption of its annual GIPA return.

Background:

On the 1st July 2010 the Government Information (Public Access) Act 2009 (GIPA Act) came into effect.

Current Position:

Council is required to prepare an annual report in accordance with the requirements of section 125 of the GIPA Act and clause 7 of the GIPA Regulation. The annual report is also required to include statistical information on formal access applications in the form required by Schedule 2 of the GIPA Regulation.

Upon adoption of the attached annual report Council shall forward a Web link to the Information Commissioner.

Governance issues:

Council must comply with the reporting requirements under the GIPA Act and regulation.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council
Information and Privacy Commission New South Wales

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

That Council adopt the attached Annual Report.

Government Information Public Access Act – Annual Report

Recommendation:

That,

1. the Administration Officers report be received
2. Council adopt the attached GIPA Annual Report for 2023/2024
3. The Information Commissioner be sent a link to Council's 2023/2024 Annual Report.

Moved:

Seconded:

Attachments:

GIPA – Annual Report 2023/2024

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Clause 8A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Reviews carried out by the agency	Information made publicly available by the agency
Yes	Yes

--

Clause 8B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

Total number of applications received
0

Clause 8C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused	Wholly	Partly	Total
	0	0	0
% of Total	0.00%	0.00%	

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0.00%
Members of Parliament	0	0	0	0	0	0	0	0	0	0.00%
Private sector business	0	0	0	0	0	0	0	0	0	0.00%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0.00%
Members of the public (by legal representative)	0	0	0	0	0	0	0	0	0	0.00%
Members of the public (other)	0	0	0	0	0	0	0	0	0	0.00%
Total	0	0	0	0	0	0	0	0	0	
% of Total	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Table B: Number of applications by type of application and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0.00%
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0	0	0.00%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0.00%
Total	0	0	0	0	0	0	0	0	0	
% of Total	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Table C: Invalid applications

Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	0	0.00%
Application is for excluded information of the agency (section 43 of the Act)	0	0.00%
Application contravenes restraint order (section 110 of the Act)	0	0.00%
Total number of invalid applications received	0	0.00%
Invalid applications that subsequently became valid applications	0	0.00%

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0.00%
Cabinet information	0	0.00%
Executive Council information	0	0.00%
Contempt	0	0.00%
Legal professional privilege	0	0.00%
Excluded information	0	0.00%
Documents affecting law enforcement and public safety	0	0.00%
Transport safety	0	0.00%
Adoption	0	0.00%
Care and protection of children	0	0.00%
Ministerial code of conduct	0	0.00%
Aboriginal and environmental heritage	0	0.00%
Privilege generally - Sch 1(5A)	0	0.00%
Information provided to High Risk Offenders Assessment Committee	0	0.00%
Total	0	

*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used*	% of Total
Responsible and effective government	0	0.00%
Law enforcement and security	0	0.00%
Individual rights, judicial processes and natural justice	0	0.00%
Business interests of agencies and other persons	0	0.00%
Environment, culture, economy and general matters	0	0.00%
Secrecy provisions	0	0.00%
Exempt documents under interstate Freedom of Information legislation	0	0.00%
Total	0	

Table F: Timeliness

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	0	0.00%
Decided after 35 days (by agreement with applicant)	0	0.00%
Not decided within time (deemed refusal)	0	0.00%
Total	0	

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0.00%
Review by Information Commissioner*	0	0	0	0.00%
Internal review following recommendation under section 93 of Act	0	0	0	0.00%
Review by NCAT	0	0	0	0.00%
Total	0	0	0	
% of Total	0.00%	0.00%		

*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review	% of Total
Applications by access applicants	0	0.00%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0.00%
Total	0	

Table I: Applications transferred to other agencies.

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0.00%
Applicant - Initiated Transfers	0	0.00%
Total	0	

ITEM 7.5 PUBLIC INTEREST DISCLOSURE – ANNUAL REPORT

REPORTING SECTION: Executive
AUTHOR: Rebecca Wilson

Summary:

This report provides Council with information for the adoption of the 2023/2024 Annual Public Interest Disclosure report.

Background:

Council has an obligation under the Public Interest Disclosure Act. In March 2011 amendments were made to the Public Interest Act 1994 and Council is required to report annually on its obligations under the PID Act. This report must be in accordance with the requirements of section 31 of the PID Act and clause 4 of the Public Interest Regulation.

Current Position:

Commentary on PID obligations

What actions the head of the public authority has taken to ensure his or her staff awareness responsibilities under section 6E(1)(b) of the PID Act have been met.

Statistical information on PIDs (clause 4(a)-(c)-PID Regulations)

	Made by public officials performing their day to day functions	Under a statutory or other legal obligation	All other PIDs
Number of public officials who made PIDs directly	0	0	0
Number of PIDs received	0	0	0
Of PIDs received, number primarily about:			
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
Number of PIDs finalised	0		

Governance issues:

Council as an agency has obligations under the Public Interest Disclosures Act and Regulation.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

The 2023/2024 Public Interest Disclosures Annual Report as detailed above is tabled for adoption.

Public Interest Disclosure – Annual Report
<p>Recommendation:</p> <ol style="list-style-type: none">1. That the Administration Officers report be received.2. Council adopt the 2023/2024 Public Interest Disclosure Annual Report. <p>Moved: Seconded:</p>

Attachments:

Nil

ITEM 7.6 2023/2024 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report is to recommend that Council formally receives the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2023 to 30 June 2024.

Background:

Council in accordance with Section 419 (1) of the Local Government Act 1993 must present its audited financial accounts together with the auditor's report at a meeting of Council.

Current Position:

Copies of Council's Audited Financial Reports and Auditor's Report are provided under separate cover.

NET OPERATING RESULT

For the year ended 30th June 2024 Council's operating result was a surplus of \$15,000 before capital grants and contributions. The original budget forecast was an operating deficit of \$114,000 which was attributed to by a planned increase in spray operations associated with a predicted above normal weed growing season.

Working Capital

The "Working Capital" approach is another financial indicator that identifies Council's liquidity or capacity to fund the day to day general purpose operations and delivery of services to the Constituent Councils and community in the short to medium term. It's also a measure of an organisations operational efficiency and short-term health. For the year ended 30th June 2024 Council's operations posted a working capital surplus of \$39,000 which increased the accumulation account leaving a year-end balance to \$873,000.

At years end the "working capital" consisted of cash, inventories (stores) and net sundry creditors/debtors.

Stores	\$40,000
Unrestricted Cash	\$876,000
Net creditor/debtor	(\$43,000)
Total	\$873,000

CASH AND INVESTMENTS

Council's overall cash position has increased by \$335,000 throughout the year with a year-end closing balance of \$1,416,000. The cash and investments are held for the following purposes.

Internal Restrictions

Plant Reserve	49,000
Building Reserve	20,000
Employees Leave Reserve	102,000
Unrestricted Cash	876,000

Sub-total \$1,047,000

External Restrictions

Government grants	369,000
Total	\$1,416,000

Local Government Industry Financial Performance Indicators

1. Operating Performance Ratio

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

Benchmark $\geq 0.00\%$. Council result 0.095. This positive result shows that Council kept its operational expenditure within the bounds of its revenue for the year.

2. Unrestricted Current Ratio

This ratio assesses the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Benchmark ≥ 1.5 times Council result 5.84times

3. Cash Expense Cover Ratio

This ratio measures the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

Benchmark ≥ 3.00 months. Council result 12.37 months.

Council remains in a very sound financial position having met all three (3) of the above performance indicators for 2023/2024.

Conclusion.

Council's overall working capital position has improved with the accumulation account at a healthy \$873,000. This level of working capital when considered in conjunction with the long term internal reserves is an excellent financial position.

Relevant Reference Documents/Policies:

Local Government Act (1993)

Financial Reports and Auditors Report to 30 June 2024

Governance issues:

Presentation to Council of the Annual Financial Statements is a key governance requirement and forms part of Council's reporting to the community.

Environmental issues:

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

Alternative Solutions/Options:

There are no alternative solutions / options.

Stakeholders:

Office of Local Government

NSW Audit Office

Nexia Sydney

Castlereagh Macquarie County Council

Financial Implications:

The Financial implications for Council are detailed in the auditor's report and the supporting ratios. The sound financial position provides the flexibility for Council to further increase control programs in the coming years should the need arise.

2023/2024 Audited Financial Statements and Audit Report

Recommendation:

1. That Council receive the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2023 to 30 June 2024.

Moved:

Seconded:

Attachments:

Audited Primary Financial Statements for year ended 30 June 2024 – *Can be found in Annual Report 2023-2024 – Attachment B*

ITEM 7.7 ANNUAL REPORT 2023/2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides tables the Annual Report highlighting Council's achievements for 2023/2024.

Background:

In accordance Section 428 of the Local Government Act 1993 Council must within five (5) months after the end of year prepare a report on achievements and the effectiveness of the principal activities undertaken in achieving the objectives.

Current Position:

The Annual Report is attached for Council's information.

Governance issues:

Local Government Act 1993

Local Government Regulation (2021)

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council

Constituent Councils

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

Council should note the progress made during the 2023/2024 year.

Annual Report 2023/2024
<p>Recommendation:</p> <p>Council formally adopts its Annual Report for 2023/2024.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments

Annual Report 2023/2024 – *Under separate cover*

ITEM 7.8 CMCC CHRISTMAS CLOSURE PERIOD 2024/2025

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

It is considered efficient for the majority of Council's operations to close down for the work days between Christmas and New Year's Day. It also suits the needs of the majority of staff to plan holidays during the Festive Season.

Discussion (including issues and background):

This year Christmas Day falls on Wednesday 25th December, Boxing Day on Thursday 26th December and New Year's Day on Wednesday 1st January 2025. It is proposed that Council operations close down from Friday 20th December 2024 to Friday 3rd January 2025, inclusive.

For the closedown period, staff are required to utilise accumulated flex-time and/or take the balance using accrued annual leave.

Relevant Reference Documents:

NSW Local Government (State) Award 2023
Public Holidays Act 2010
CMCC Time-In-Lieu Policy and Procedure

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
Council staff

Financial Implications:

As staff will be required to take flex time and/or annual leave, during this time, any rostered staff (working during this period) will be paid at the normal rates of pay and any penalties due, in accordance with the NSW Local Government (State) Award 2023.

Alternative Solutions/Options:

NIL

Conclusion:

That Council approve that Council administration offices be closed down from Friday 20th December 2024 to Friday 3rd January 2025, inclusive, over the festive season.

Christmas Closure Period 2024/2025

Recommendation:

1. Council operations close from Friday 20th December 2024 to Friday 3rd January 2025, inclusive, inclusive, and the General Manager make satisfactory arrangements for the provision of emergency call out services.

Moved:

Seconded:

Attachments:

Nil

ITEM 7.9 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

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

Conclusion:

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

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

Attachments:

Calendar of events 2024/2025

IMPORTANT DATES - Upcoming Meetings and Events – 2024/2025

DATE	MEETING/FUNCTION	LOCATION	NOTES
25 th November 2024	CMCC Council Meeting & Xmas Luncheon	Coonamble	Councillors, GM & Senior Biosecurity Officer
27 th November 2024	NSW County Councils General Managers Forum	Teams Meeting	Chairman and General Manager
3 rd December 2024	Central West Operations Meeting	Parkes	Senior Biosecurity Officer
3 rd December 2024	Central West Regional Meeting	Parkes	Senior Biosecurity Officer
19 th December 2024	CMCC Staff Commence Christmas Closure		All CMCC Staff
11 th February 2025	Macquarie Valley Weeds Meeting	Coonabarabran	Senior Biosecurity Officer
20 th February 2025	ARIC Meeting	Online	Deputy Chairman and General Manager
24 th February 2025	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer
28 th April 2025	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer
7 th & 8 th May 2025	North West Regional & Weedo Meeting	TBC	
15 th May 2025	ARIC Meeting	Online	Deputy Chairman and General Manager
23 rd June 2025	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer
21 st August 2025	ARIC Meeting	Online	Deputy Chairman and General Manager

25 th August 2025	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer
27 th October 2025	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer

8. BIOSECURITY REPORT

ITEM 8.1 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.

29th October 2024 CMCC staff conducted a walk through at 4 Parthenium Historic sites in Cobar and afterwards attended a biological control workshop with landholders from Cobar and Broken, stakeholders from western LLS, DPI and Western Landcare.

CMCC delivered biocontrol for Wheel Cactus, Tiger Pear, Riverina Pear, Boxing Glove Cactus and Common Pear to landholders from Cobar and Broken Hill.

After a Hudson Pear presentation at the workshop I was approached by 2 landholders from Cobar who said after watching the presentation they believed they had Hudson Pear on their property. I visited the property 25kms out of Cobar and discovered they had approximately 1000 plants and approximately another 200 plants 19 km from that location.



On the 30th October 2024 I attended the Western Regional Meeting in Cobar and gave a power point presentation of the works and species done in the unincorporated area.

On the 8th November 2024 photos were sent to me from a weeds officer in Narromine to identify cactus species that they had found growing in a garden. The species were identified as Hudson Pear, Jumping Cholla and Spinisior.

On the 13th November 2024 CMCC, National Parkes and Local Land Services did another walk through inspection at Calrose TSR in the Walgett Shire. 26 Hudson Pear Plants were found. This TSR has been closed for stock movement for over 18th months due to the infestation. Local Lands Services have secured funding to fence the infested area so the TSR can be re-opened for stock movement.

Current weeds CMCC staff are working on, are St Johns Wort, Blackberry and African Box Thorn.



Hudson Pear Infestation - Cobar

9. QUESTIONS FOR NEXT MEETING

10. CONFIRMATION DATE OF NEXT MEETING

Date: 24th February 2025, in Coonamble

11. CLOSE OF MEETING

Time: