



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 28th October 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 **28th October 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

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15. CLOSE OF MEETING 143

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. OATH AND AFFIRMATION FOR COUNCILLORS

LOCAL GOVERNMENT ACT 1993 - SECT 233A

Oath and affirmation for councillors

233A Oath and affirmation for councillors

Section 233A of the Local Government Act 1993 (the Act) requires Councillors (including Mayors) to take an oath or make an affirmation of office.

The legislation provides as follows:

1. A councillor 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.

2. The oath or affirmation may be taken or made before the general manager of the council, an Australian legal practitioner or a justice of the peace and is to be in the following form—

Oath: I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people of [name of council area] and the [name of council] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Affirmation: I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of [name of council area] and the [name of council] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

3. A councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of office in accordance with this section is not entitled to attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected to the office or a meeting at which the councillor takes the oath or makes the affirmation) until the councillor has taken the oath or made the affirmation.

4. Any absence of a councillor from an ordinary meeting of the council that the councillor is not entitled to attend because of this section is taken to be an absence without prior leave of the council.

5. Failure to take an oath of office or make an affirmation of office does not affect the validity of anything done by a councillor in the exercise of the councillor's functions.

6. The general manager must ensure that a record is to be kept of the taking of an oath or the making of an affirmation (whether in the minutes of the council meeting or otherwise).

Summary:

Given that the meeting of 28th October 2024 is the first meeting of the Council after the council elections, it is a requirement that either the **oath or affirmation** is taken by each Councillor.

The prescribed words of the oath and affirmation are provided below.

Oath

I _____ swear that I will undertake the duties of the office of councillor in the best interests of the people of the Castlereagh Macquarie County Council Area and the Castlereagh Macquarie County Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgement.

Affirmation

I _____ solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Castlereagh Macquarie County Council Area and the Castlereagh Macquarie County Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgement.

Action:

Each Councillor proceed to take the Oath or make an Affirmation of office as required by the Local Government Act and that the General Manager record such action in the Meeting Minutes and voice recording.

5. ELECTION OF CHAIRPERSON/DEPUTY CHAIRPERSON

ITEM 5.1 DETERMINATION OF METHOD OF VOTING FOR ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON BY COUNCILLORS

REPORTING SECTION: General Manager

AUTHOR: Michael Urquhart

Summary:

This report is prepared to allow Council to determine the Method of Voting for the Election of the Chairperson and Deputy Chairperson by Councillors.

Discussion (including issues and background):

Schedule 8 of the Local Government (General) Regulation 2021 sets out the process to be followed for the election of a Chairperson and Deputy Chairperson by Councillors, including the methods of voting that may be determined by a resolution of Council. The methods of voting for the election of the Chairperson and Deputy Chairperson, that Council may adopt are summarised below:

- Preferential Ballot – as per its normal interpretation the ballot papers are to contain names of all candidates and Councillors mark their votes 1, 2, 3 and so on against the various names, so as to indicate their order of preference for all of the candidates.
- Ordinary ballot – this is the usual method adopted in New South Wales. Ballots are secret with only one (1) candidate's name written on a ballot paper.
- Open Voting – this is by show of hands or similar means

Where there are two (2) candidates, the person with the higher number of votes is elected. If the ballots for the two (2) candidates are tied, the one to be elected is to be chosen by lots, with the first name out being declared elected.

Where there are three (3) or more candidates, the person with the lowest number of votes is eliminated and the process is then repeated until there are only two (2) candidates. The determination of the election would then proceed as if the two (2) were the only candidates. In the case of three (3) or more candidates where a tie occurs the one (1) to be excluded will be chosen by lot.

- Choosing by Lot – to choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer, the slips are folded by the Returning Officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen, on the basis detailed above.

* **NOTE:** Ballot has its normal meaning of secret ballot.

Relevant Reference Documents:

Schedule 8 "Election of Chairpersons of County Councils" of the Local Government (General) Regulations 2021.

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Chairperson and Deputy Chairperson
<p>Recommendation:</p> <p>That Council adopt the ordinary ballot method for the election of the Chairperson and Deputy Chairperson.</p> <p>Moved:</p> <p>Seconded:</p>

ITEM 5.2 DESTRUCTION OF BALLOT PAPERS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

Where elections are held, following the conduct of those annual elections, it is appropriate to pass a motion authorising the destruction of ballot papers.

Discussion (including issues and background):

Over the years it has become accepted practice that any ballot papers used in the elections be destroyed and a resolution of Council is required to formalise this process.

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA
Local Government (General) Regulation 2005 – Schedule 9

Stakeholders:

Council Members

Destruction of Election Ballot Papers
<p>Recommendation:</p> <p>That any ballot papers used now be destroyed.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nil

ITEM 5.3 ELECTION OF CHAIRPERSON FOR PERIOD ENDING SEPTEMBER 2026

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

Section 391 of the Local Government Act 1993 states that each County Council must have a Chairperson elected in accordance with the provisions of the Act.

Discussion (including issues and background):

The role of Chairperson is defined vide Section 391A as follows:

- to preside at meetings of the county council, and
- to exercise such other functions of the county council as the county council determines.

The Chairperson for the Castlereagh Macquarie County Council is elected by the Members from among their own number. As per section 391 the appointment is for two (2) year only.

The procedures for election of Chairperson by Members under Schedule 8 of the Local Government (General) Regulation 2021 are summarised below:

- The General Manager (or a person appointed by the General Manager) is the Returning Officer.
- A Member may be nominated without notice for election as Chairperson or Deputy Chairperson.
- The nomination is to be made in writing by two (2) or more Members (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- The nomination is to be delivered or sent to the Returning Officer.
- The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.
- Nomination papers have been enclosed with the business paper and may be delivered or sent to the Returning Officer either prior to or at the commencement of the Ordinary meeting.
- If only one (1) Member is nominated, that Member is elected.
- If more than one (1) Member is nominated then the election will proceed in accordance with the method of voting determined by Council, at this meeting.
- The election is to be held at the Council meeting at which the Council resolves on the method of voting.

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA
Local Government (General) Regulation 2021 – Schedule 8

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Chairperson for Period Ending September 2026

Recommendation:

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

Moved:

Seconded:

Attachments:

Nomination Form circulated separately.

ITEM 5.4 ELECTION OF DEPUTY CHAIRPERSON FOR PERIOD ENDING SEPTEMBER 2026

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

Section 391 of the Local Government Act 1993 states that each County Council may have a Deputy Chairperson elected in accordance with the provisions of the Act.

Discussion (including issues and background):

The role of Deputy Chairperson, in the absence of the Chairperson, is defined vide Section 391A as follows:

- to preside at meetings of the county council, and
- to exercise such other functions of the county council as the county council determines.

The Deputy Chairperson for the Castlereagh Macquarie County Council is elected by the Members from among their own number.

The procedures for election of Deputy Chairperson by Members under Schedule 8 of the Local Government (General) Regulation 2021 are summarised below:

- The General Manager (or a person appointed by the General Manager) is the Returning Officer.
- A Member may be nominated without notice for election as Chairperson or Deputy Chairperson.
- The nomination is to be made in writing by two (2) or more Members (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- The nomination is to be delivered or sent to the Returning Officer.
- The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.
- Nomination papers have been enclosed with the business paper and may be delivered or sent to the Returning Officer either prior to or at the commencement of the Ordinary meeting.
- If only one (1) Member is nominated, that Member is elected.
- If more than one (1) Member is nominated then the election will proceed in accordance with the method of voting determined by Council, at this meeting.
- The election is to be held at the Council meeting at which the Council resolves on the method of voting.

Relevant Reference Documents:

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA
Local Government (General) Regulation 2021 – Schedule 8

Stakeholders:

Council Members

Financial Implications:

Nil

Election of Deputy Chairperson for PERIOD ENDING September 2026

Recommendation:

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

Moved:

Seconded:

Attachments:

Nomination Form circulated separately.

6. 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

7. PUBLIC PRESENTATION

SPEAKER	TOPIC
Mr Todd Pallister	Local Land Services – Hudson Pear Programme Update

8. CONFIRMATION OF MINUTES/MATTERS ARISING

8.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 26th AUGUST 2024

Minutes of Ordinary Council Meeting – 26 th August 2024
<p>Recommendation:</p> <p>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.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Meeting Minutes – 26th August 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 26th AUGUST 2024 COMMENCING AT 10:31AM

PRESENT: Cllr D Batten, Cllr I Woodcock, Cllr N Kinsey, Cllr P Cullen, Cllr G Peart, Cllr Z Holcombe, Cllr G Whiteley, and Cllr D Todd,

ABSENT: Cllr M Cooke and Cllr B Fisher

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

WELCOME: Meeting was opened at 10:31am and Chairman Cllr D Batten welcomed all councillors and staff to the meeting.

04/24/01 Apologies and Leave of Absence

Resolved:

That the leave of absence received from Cllr B Fisher is accepted and a leave of absence granted.

Moved: Cllr Kinsey

Seconded: Cllr Cullen

Carried

ABSENT- Councillor M. Cooke

DECLARATIONS OF INTEREST- Nil

04/24/02 Minutes of Ordinary Council Meeting – 24th June 2024

Resolved:

That the minutes of the ordinary Council meeting held 24th June 2024, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Cllr Kinsey

Seconded: Cllr Holcombe

Carried

04/24/03 Reports of Committees - Minutes of North West Regional Weeds Committee and Central West Regional Weeds Committee Meetings

Resolved:

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

Moved: Clr Holcombe

Seconded: Clr Whiteley

Carried

04/24/04 Council's Decision Action Report – August 2024

Resolved:

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

Moved: Clr Woodcock

Seconded: Clr Peart

Carried

The General Manager advised Council that the invitation to the Minister for Agriculture to attend the next CMCC Council meeting has been accepted. The Hon. Minister Moriarty has agreed to meet via teams meeting on the 25th November 2024.

04/24/05 Circulars Received From the NSW Office of Local Government

Resolved:

That the information contained in the following Departmental circulars 24-12 to 24-15 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Clr Whiteley

Seconded: Clr Kinsey

Carried

04/24/06 Cash and Investment Report – 30th June 2024

Resolved:

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

Moved: Clr Todd

Seconded: Clr Whiteley

Carried

04/24/07 Fourth Quarter Operational Plan 2023/2024 and Annual Delivery Program

Resolved:

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

Moved: Cllr Peart

Seconded: Cllr Holcombe

Carried

04/24/08 Annual Financial Statements 2023/2024

Resolved:

1. The Draft Annual Financial Reports for 2023/2024 be referred to Council's Auditor.
2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements.
3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.
4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and its requirements.

Moved: Cllr Woodcock

Seconded: Cllr Kinsey

Carried

04/24/09 Payment of Expenses & Provision of Facilities to Councillors Policy

Resolved:

That;

1. the General Managers Report be received.
2. Council adopt the "Payment of Expenses & Provision of Facilities to Councillors" policy as tabled
3. The policy be placed on public exhibition for a period of 28 days and public submissions be invited.

Moved: Cllr Holcombe

Seconded: Cllr Todd

Carried

04/24/10 Review of Media Policy

Resolved:

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 online advertising platforms.

Moved: Clr Whiteley

Seconded: Clr Cullen

Carried

04/24/11 Revised Investment Policy

Resolved:

That;

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

Moved: Clr Todd

Seconded: Clr Kinsey

Carried

04/24/12 Important Dates for Councillors – Upcoming Meetings and Events

Resolved:

That;

1. the report be received and noted.
2. it be noted that the Council meeting scheduled for 2nd December 2024, be changed to 25th November 2024.

Moved: Clr Kinsey

Seconded: Clr Holcombe

Carried

04/24/13 Quarterly Biosecurity Report

Resolved:

That the report be received and noted.

Moved: Clr Peart

Seconded: Clr Woodcock

Carried

04/24/14 Moved Into Closed Session

Time: ...11:25am

Resolved:

That the public be excluded from the meeting pursuant to Sections 10A of the Local Government Act 1993 on the basis that the items deal with:

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

Moved: Clr Kinsey

Seconded: Clr Todd

Carried

04/24/16 Return to Open Session

Time: ...11:30am

Resolved:

That Council return to open session.

Moved: Clr Holcombe

Seconded: Clr Cullen

Carried

The confidential reports discussed in closed session were brought forward and read in open session by Chairman, Clr Doug Batten.

04/24/15 General Manager Half Yearly Performance Review

Resolved:

That the Chairmans report on the General Managers half yearly performance review being assessed as 'More than Satisfactory' be received and noted.

Moved: Clr Kinsey

Seconded: Clr Peart

Carried

Carried

02/24/17 Adoption Of Closed Session Reports

Resolved:

That Council adopt the recommendations of the Closed Committee Reports

Moved: Cllr Kinsey

Seconded: Cllr Holcombe

Carried

Prior to the closing of the meeting, Chairman Cllr Doug Batten read out a letter sent to CMCC from outgoing Cllr Bill Fisher. The letter detailed that Councillor Fisher had thoroughly enjoyed his time as a Coonamble Council delegate. Cllr Fisher congratulated CMCC for its work to date in the control of noxious weed and wish all parties good fortune and health going forward.

Date of the next CMCC Council Meeting to be Monday 28th October 2024 in Coonamble

Close of Meeting

The meeting closed at 11:39am

Chairman

General Manager

9. CORRESPONDENCE

Correspondence for September 2024
<p>Recommendation:</p> <p>That the correspondence be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

9.1 LETTER FROM THE HON. TARA MORIARTY MLC

OFFICIAL

The Hon Tara Moriarty MLC

Minister for Agriculture
Minister for Regional New South Wales
Minister for Western New South Wales



Ref: MF24/1616

Mr Michael Urquhart
Acting General Manager
Castlereagh Macquarie County Council
PO Box 664
WALGETT NSW 2832

murquhart@cmcc.nsw.gov.au

Re: Castlereagh Macquarie County Council re Weed Action Program (WAP) funding

Dear Mr Urquhart,

Thank you for your letter regarding funding for the Weed Action Program. I appreciate the reasons that have prompted you to write.

Local Control Authorities for weeds (LCAs) such as Castlereagh Macquarie County Council play a key role in weeds biosecurity and the NSW Government is committed to this partnership.

The NSW Government continues to support LCAs to implement their responsibilities under the NSW Biosecurity Act and implementation of the NSW Invasive Species Plan and NSW Biosecurity & Food Safety Strategy.

LCAs for weeds biosecurity have statutory functions under s.371 of the NSW *Biosecurity Act 2015* to:

- prevent, eliminate, minimise, and manage the biosecurity risk posed or likely to be posed by weeds
- develop, implement, co-ordinate and review weed control programs; and
- inspect land in connection with its weed control functions.

NSW Department of Primary Industries and Regional Development supports LCAs through provision of additional funding (the NSW Weeds Action Program) to ensure NSW has a strengthened weeds biosecurity program aimed at the early detection and rapid response to new high risk weed species.

In 2023/24, the Weeds Action Program has provided funding to over 80 partner organisations around the state (being mainly LCAs), to prevent, eradicate, and/or contain new weeds and build the capacity of the community to manage established weeds.

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nsw.gov.au/ministertara

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The Weeds Action Program is an annual program and further funding will be available to detect and manage the highest new weed risks going forward. This will be available after a thorough review of the 2023/24 program is completed.

The 2024/25 Budget announced \$10.4 million to respond to biosecurity threats, including an allocation to the Weeds Action Program to reduce the impact of weeds through the implementation of the NSW Invasive Species Plan and the NSW Biosecurity Strategy. This will fund both Regional and State projects within this program. Further information can be found at www.budget.nsw.gov.au/2024-25/budget-papers/regional-nsw.

I trust this is of assistance, however I have asked Mr Rod Ensbey, Team Leader, Weeds Responses and Programs, to be available to answer any further questions you may have. Mr Ensbey can be contacted on 0401 148 320 or by email at rod.ensbey@dpi.nsw.gov.au.

Yours sincerely,



Tara Moriarty MLC
Minister for Agriculture
Minister for Regional New South Wales
Minister for Western New South Wales

19/9/2024

OFFICIAL

10. REPORTS OF COMMITTEES

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

10.1 CENTRAL WEST REGIONAL WEEDS COMMITTEE MEETING

Local Land Services



Minutes

CW Regional Weeds Committee Meeting

Details

Location: Cooee Heritage Centre- Gilgandra
Date/time: 10th September 2024
10.00am
Chairperson: Damian Wray (Bogan Shire Council)
Minutes: Tanya

Apologies

Michael Mulholland and Nick Hanlon (National Parks), Michael Chambers (Parkes Shire Council), Brian Bonello (CWLLS), Rohan Leach (CWLLS), Jane Crystal (CWLLS), Rohan Leach (LLS), Andrew Cosier (Crown Lands), Paul Adams (Forbes Shire Council), Kim Bale (LLS), Laurie Thompson (Lachlan Shire Council), Dalit Hazell (National Parks), Tim Bartimote (CWLLS), Kristen Coady (FCNSW), Tom McAllister (UGL), Nick Hanlon (NPWS), Tracy Blackburn, Warwick Knight and Catriona McAuliffe (NSW Farmers), Lisa Schiff (CWLLS Board)

People present: Archie Harding (Narromine Shire Council), Tanya Muccillo (CWLLS), Midnight Brydon (LLS Board), Glenn Sloane and Ron Milne (Parkes Shire Council), Shannon Hodge (Forbes Shire Council), Peta Bolam (CWLLS), Andy Fletcher (CMCC), Jon Cleary (Narromine Shire Council), Corey Clark, Jamie Elms and Kel Frost (Weddin Shire Council), Damian Wray (Bogan Shire Council), Matthew Croft and Des Mackey (Dubbo Regional Council), Midnight Brydon (CWLLS Board), Matt Lane (CWLLS), Marita Sydes (DPIRD)

1.0 Welcome, acknowledgment to country and apologies

The meeting convened at 10.00am.

Chair, Damian Wray welcomed all to the meeting.

The above apologies were noted by the committee.

WHS considerations were addressed.

Conflict of Interest- No conflicts of interest were declared.

Review of minutes and actions

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

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

No.	Action	Update
1.	Jodie to investigate option for cross-region RWC meeting in next financial year (South and Western boundaries)	On hold until RWC role filled
2.	Circulate response from CWLLS Board Chair to RWC (re: TSR movements access)	Completed- emailed 6/06/2024
3.	Councils to get in touch with Jodie if interested in a trial site for SJW trials	Completed- 3 Councils have expressed interest
4.	Circulate the NSW New Incursion Plan. RWC to provide feedback on the plan before the end of June. Circulate and outline of the Getting to know Prohibited Matter course to RWC.	Completed- emailed 6/06/2024
5.	Jodie to circulate the NSW Biocontrol Taskforce prospectus to RWC	Completed- emailed 6/06/2024

Business arising from Minutes

- Update on the eradication list. Discussion around addition of Athol Pine. Discuss in Ops group meeting.
- Reminder to check in about mandatory documents and make sure the correct ones are on the page to support the grant application. Regional inspection plan docs are being merged into one doc in some regions which has streamlined things. CW will start rolling them into one.
Action: LLS to check documents and work with Marita on the condensed version
- Reporting has been completed for 23-24
- TSR stock movements has been addressed in letter from CWLLS Board Chair
- Parthenium walk through has been completed.
- Boxthorn events successful. Potential to put out rust out over the next few months. Get in touch with CSIRO if they require rust. Rust supplies will possibly be distributed this month to those who ordered some.
- Mapping training- Still awaiting Tocal to have funds for the course.
- Harvest ready workshops- DPIRD video didn't work out in time so was only available for a couple of the workshops. Action: LLS to investigate whether DPIRD can finish it properly and add it to the LLS plant biosecurity page and share link to socials.
- Croppa creek walkthrough- Weddin and CMCC participated.

- Weed induction training was completed. Training was good. Marita encouraged those that attended to contact the DPIRD if they have any feedback on how to improve the course.
Action: Submit feedback to Paul Marinissen or Chris Claussen or Marita can pass on.
- SJW Trials- 3 Councils have put hand up for this year's trials.
- Reminder to keep monitoring nurseries and bulk plant suppliers
- Frogbit delisting- awaiting new state biosecurity officer to set up processes. Background work is being completed in the meantime.
- Opuntia and Water weed ID courses- Queanbeyan and Batemans Bay courses have been planned. Keep an eye out on extranet for training opportunities. If can get group of 16-18, possibly will be able to have a workshop locally.

2.0 Strategic Matters

2.1 WAP Grant Process

The DPIRD team are doing a lot of work behind the scenes to get the new round ready to go. Councils are encouraged to seek feedback from DPIRD on improvements that can be incorporated into this year's application. Enquire via grants support email address if wanting some feedback and Brooke can book a one-hour session. Currently reviewing reporting that has come through as well. The grants process is more accountable and tighter to align with NSW grants guidelines. Action: Submit request for feedback via the grants support email address.

wapgrantsupport@dpird.nsw.gov.au

The group participated in an activity to start to think about some activities that we can focus on this financial year and work together. The ideas were as follows:

Collaboration
<ul style="list-style-type: none"> • Hudson Pear Walk through (all stakeholders) • Cultural burns- LLS, Crown Lands, State Forests, Aboriginal land owners, Aboriginal organisations ie Wiradjuri Centre/LALCs etc • DPIRD responses- multi agencies involved • Aerial Surveys • Innovative technology
Field Days/events
<ul style="list-style-type: none"> • Boxthorn bio control field days • Tiger pear control options

<ul style="list-style-type: none"> • General weed control in the region ie ID, management, bio control options • School events/talks • Shows and ag expos- weed trailer • DPIRD response (new/existing incursions) • Garden club meetings • Scavenger hunt activity
Training
<ul style="list-style-type: none"> • Side by Side awareness • Vehicle recovery • 4x4 operations • Pump and small motor maintenance • Spray drone training • Weed ID training (and the resources available to help ID) • Regular Q&A sessions with weed officers to talk through practical things • Facilitation and presentation/public speaking training

Campaigns
<ul style="list-style-type: none"> • Parthenium weed • Boxthorn bio control • St Johns Wort • TSRs/public land • Vehicle Hygiene • Riparian- responsibilities for managing weeds along waterways • WOW! Work out Weeds • More truck ads (just the backs though) • Green Cestrum

2.2 Nominations for Nationally Significant Weeds

EOIs to nominate new WONS species. 8 new WONS weeds can be included. Run at a national level. DPIRD are working on submitting nominations as well. People are encouraged to contact DPIRD and see whether opportunity to jointly nominate species. DPIRD are nominating 6 species Tropical Soda

Apple, Sticky Nightshade, Harissia, Ox-eye Daisy, Frogbit and African Lovegrass are being nominated as they would benefit from national coordination. Anyone can nominate as long as they have an ABN and need one supporting organisation. Closes on 20th Sept. **Action: Submit nominations by 20th September**

3.0 Regional Weed Management Report

3.1 WAP Council Weed Reports

Tanya mentioned that the WAP Council Reports have all been submitted in WidX and the financial acquittals have all been submitted and filed.

3.2 RWC Report

- African Boxthorn Workshop
- Parthenium Weed Education Campaign
- Harvest Field Days & Vehicle Hygiene
- St Johns Wort Trials
- Bridging Course- Paul Adams has been organising training for 29-30/10
- Client Interactive Defensive Training- Discussion around the trainer's injury and the options put forward by the trainers. The group were happy to move forward with the current dates with the suggested alternate trainer. **Action: Tanya to find out price and send around for everyone to confirm attendees.**

3.3 DPIRD Ag and Biosecurity Report

Marita tabled the DPIRD report. **Action: Tanya to distribute DPIRD Ag and Biosecurity report.**

Main points are:

- Staffing- Marita and Jodie have commenced in roles within the team.
- A summary of prohibited matter responses has been received.
- Water Caltrop seeds were discovered to be sold in Sydney at an Asian grocery store and have been doing some comms around it.
- Parthenium weed walkthroughs have been conducted.
- Siam weed has been found in Brisbane. North Coast is on high alert to look out for it. If you need more info about how to ID it there are 3D models on Weedwise.
- Hawkweed taskforce met and think the season will be a month earlier this year.
- Miconia was discovered in Lennox Head area.
- State strategic plans being drafted at the moment Chinese Violet control order plan
- Tropical Soda Apple is on weeds extranet.
- Marita is working on Parkinsonia plan.

- Contact Fritz or Andrew if want to discuss bio control agents that the DPIRD have available. They have provided a summary attached to the report of where all the bio control work is up to.

4.0 Knowledge/Professional Development

4.1 Guest Speaker- CWLLS Land Management Team Invasive Native Species management

Matt Lane from CWLLS showed the group the Draft Native veg regulatory map. Matt discussed INS requirements ie mimosa, gal burr and roly poly are considered a native so best to contact the Land Management team and they can provide information on whether permits are required. There is a simple process for INS permits- a variety of options are available. Railways and roadways are excluded from LLS Act so the authority responsible would have their own rules and regs so best to speak with the managing authority if wanting info for managing those areas.

Marita mentioned that native species such as mimosa etc are being reviewed in Weedwise- DPIRD are looking to remove them and working out most appropriate way to provide information on how to manage and referring to LLS for further advice.

4.2 Joint Project Opportunities

Wellington Field Day on Thursday ay Nurea Hall. DRC, CMCC and LLS are presenting at the day.

4.3 Stakeholder presentations

NPWS- Michael Mulholland

- Submitted report on what's been done.
- Site specific planning is underway ie Hudson Pear in the Pilliga (additional plants have been found).
- Hudson Pear population has been discovered in the Northern Tablelands region.
- The team are trying to keep on top of weeds spreading along rivers.
- Contact Michael if want more info on what NPWS are working on.
- Standard delivery commitments- now need to meet hectares targets for weeds and is linked to funding.
- Establishing buffer in Coolah Tops to try to manage spread onto properties.

CWLLS TSR- Peta Bolam

- Recruitment underway for Dubbo and Nyngan roles now (closes 22/9). A new field officer has started at Condo.
- The team are averaging 1344ha/fortnight. Just finished doing some Mother of Millions work. Working on African Boxthorn, Tiger Pear and Green Cestrum.
- Working on TEC on Farms project with the NRM team to do some weed control on TSRs with threatened ecological communities.

5.0 Meeting Key Messages

5.1 Weed for Review – Riverina Pear – Andy Fletcher

Andy gave a presentation about Riverina Pear and brought in a sample for people to see. She went through the characteristics to help identify it and discussed management options. The Tiger Pear cochineal has been working very well on the species.

Action: Contact Marita if want other species profiles added to Weedwise eg Riverina Pear

Action: Contact Andy if you want some cochineal

6.0 General business

- Biocontrol and cactus bio control species workshop- Cobar 29/10
- Work on update to weeds of CW glovebox guide to work out which species are still relevant and update
- Signage- Action: Tanya to provide info on where to purchase and costs.
- DPIRD independent biosecurity commissioner has contacted Damo to ask if he wanted to participate in meeting on the 23/9 about the future governance of pest and weed management in NSW. Let Damo know if there's anything that you find works really well or opportunities for improvements.
- Marita has bought along some boxes of weeds in fodder books for people to take. Info has been updated.

5.2 Summary

A summary of the meeting was discussed.

Meeting closed:12:20pm

Actions from previous meeting

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

Actions from this meeting:

No.	Action	Responsible
1	LLS to check documents and work with Marita on the condensed version	Tanya/RWC
2	LLS to investigate whether DPI can finish the harvest video properly and add it to the LLS plant biosecurity page and share link to socials.	Tanya/RWC
3	Submit feedback on Weeds Induction Training to Paul Marinissen or Chris Claussen or Marita can pass on.	All
4	Submit request for feedback on previous grant application via the grants support email address if wanting to incorporate feedback into next application. wapgrantsupport@dpiird.nsw.gov.au	All LCAs
5	Submit nominations for weeds of national significant by 20 th September	All
6	Tanya to find out price for client interactive defence training and send around for everyone to confirm attendees.	Tanya
7	Tanya to distribute DPIRD Ag and Biosecurity report.	Tanya

8	Contact Marita if want other species profiles added to weedwise eg Riverina Pear	All
9	Contact Andy if you would like some cochineal	All

Next Meeting:

3rd December 2024 – Parkes

10.2 CENTRAL WEST WEEDS COMMITTEE OPERATIONS GROUP MEETING

Local Land Services



Minutes

CW Regional Weeds Committee Operations Group Meeting

Details

Location:	Cooee Heritage Centre Gilgandra
Date/time:	10 th September 2024 1:00pm
Chairperson:	Andy Fletcher (Castlereagh Macquarie County Council)
Minutes:	Tanya Muccillo (CWLLS)

People present: Archie Harding (Narromine Shire Council), Tanya Muccillo (CWLLS), Midnight Brydon (LLS Board), Glenn Sloane and Ron Milne (Parkes Shire Council), Andy Fletcher (CMCC), Kel Frost, Corey Clark and Jamie Elms (Weddin Shire Council), Damian Wray (Bogan Shire Council), Kel Scott, Matt Croft and Des Mackey (Dubbo Regional Council), Shannon Hodge (Forbes Shire Council),

Apologies

Laurie Thompson (Lachlan Shire Council),

1.0 Welcome, acknowledgment to country and apologies

The meeting convened at 1:05pm

Chair, Andy Fletcher welcomed all to the meeting.

The above apologies were noted by the committee.

WHS considerations were addressed.

Conflict of Interest- No conflicts of interest were declared.

2.0 Tabled discussion points

- The tabled items for discussion were all covered in the Committee meeting earlier. No further discussion points were raised and the group were happy to move on.
- There was a discussion about the planned Hudson Pear Walkthrough. It was originally planned for November this year, but the group thought it would be too hot and the danger of snakes would be high. The group agreed that it would be best to move it to March next year.
- Green Cestrum campaign- Warren, Coonamble, Warrumbungle and Dubbo areas are all impacted by Green Cestrum at the moment. It would be a good candidate to nominate as a WONS species. There is a big opportunity to fund landholders along rivers where its spreading however there doesn't seem to be any funds available for it at the moment. DRC are currently doing an urban control program where they carry out control works once to support the landowner but after that they're responsible for

managing it. Green Cestrum is included in the Macquarie Valley weeds ad campaign. There was a suggestion from the group to wait to see what happens with the MV weeds ad campaign, and if it doesn't work out, DRC can investigate whether they can produce some comms materials around it for others to use.

3.0 Timed round table

- Bogan- Under resourced with staff on leave and working on other jobs so they haven't had much happening lately.
- Narromine- Busy with boxthorn control. Had a stand at the Narromine Show the week before last which went well.
- Parkes- Recently attended the harvest ready workshops at Bogan Gate and Parkes. Workshops went well.
- Weddin- Spray rig has been in the workshop for quite a while. The team have been working on paperwork and other priorities. Council will be doing mobile hub visits to the smaller towns and will have someone from the weeds team present to provide advice. The team recently underwent an audit with the DPI.
- Forbes- The team have been spraying Boxthorn. Attended the harvest ready workshops at Forbes and Wirrina. Also had a display at the Bedgerabong show.
- Dubbo- The team are busy working on boxthorn, green cestrum and coolatai grass. Staff have been doing some training. They've been receiving a lot of customer requests about overgrown blocks. St John's Wort hasn't started flowering yet but is looking like its going to be a bumper year potentially. Still finding some fireweed plants.

3.0 Discussion arising from round table

Review of weeds book- a smaller sub-committee will put together some feedback and then distribute to the rest of the ops group for any other feedback. Need to make sure the review aligns with the RSWMP and fix errors. LCAs will need to apply for funds under WAP to cover printing costs.

Tanya to find previous copy, how many were purchased last time for distribution, and how many for each council, and costs associated for councils. Corrections need to be in within 6 weeks and then sub-group will meet in 6 weeks at Dubbo office to go over the final edits.

Some feedback on the previous version included:

- Update page numbers/contents
- It would be good to add a calendar (timing of growth/control)
- New cover photo needed

Meeting closed at 1:37

11. REPORT OF THE GENERAL MANAGER

ITEM 11.1 COUNCIL'S DECISION ACTION REPORT – OCTOBER 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 – October 2024
<p>Recommendation:</p> <p>That the Resolution Register October 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.	In progress
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.	In progress

ITEM 11.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

- 24-16 Councillor Handbook 2024
- 24-17 Councillor conduct and meeting practices – a discussion paper
- 24-18 Mutual Recognition – Council’s Local Approvals for mobile businesses
- 24-19 “hit the Ground Running” Webinars

Governance Issues:

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

Stakeholders:

Councillors
Castlereagh Macquarie County Council staff

Financial Implications:

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

Conclusion:

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

Circulars Received from the NSW Office of Local Government
<p>Recommendation:</p> <p>That the information contained in the following Departmental circulars 24-16 to 24-19 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p>Moved: Seconded:</p>

Attachments:

Circulars 24-16 – 21-19

**Department of Planning, Housing and Infrastructure
Office of Local Government**



Circular to Councils

Subject	Councillor Handbook 2024
Circular Details	Circular No 24-16 / 4 September 2024 / A903792
Previous Circular	24-15 Post-Election Guide launched on the Office of Local Government's website
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Council Governance/ (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- The Office of Local Government (OLG) has issued a 2024 edition of the Councillor Handbook to assist and inform new and returning councillors in the exercise of their functions.
- The Councillor Handbook is a "how to" guide to being a councillor and provides comprehensive guidance to councillors on all aspects of their role and responsibilities.
- The Councillor Handbook can be accessed under 'Key Resources' on OLG's [Being a councillor](#) webpage.

What will this mean for council?

- Councils are encouraged to include the Councillor Handbook in the induction packs for new and returning councillors.
- Holding an induction program for councillors each council term is a mandatory requirement under the Local Government (General) Regulation 2021.
- OLG has issued Councillor Induction and Professional Development Guidelines to guide councils on how to develop and deliver induction programs for newly elected and returning mayors and councillors.

Department of Planning, Housing and Infrastructure
Office of Local Government



Key points

- The Councillor Handbook provides guidance and information on a range of topics including:
 - an overview of local government in NSW
 - a councillor's role, responsibilities and relationships
 - the code of conduct and guidance for acting ethically
 - how to make the most of meetings
 - strategic planning and reporting
 - financial management
 - support for councillors.

Where to go for further information

- For more information, visit the 'Key Resources' section on OLG's [Being a councillor](#) webpage.
- For more information on inducting new and returning councillors, see the [Councillor Induction and Professional Development Guidelines](#) on OLG's website.
- For further information please contact OLG's Council Governance Team on 02 4482 4100 or by email at olg@olg.nsw.gov.au.

A blue ink signature of Brett Whitworth.

Brett Whitworth
Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Councillor conduct and meeting practices – a discussion paper
Circular Details	24-17 / 05 September 2024 / A913035
Who should read this	Councillors / General Managers / All council staff
Contact	Strategic Policy Unit / 02 4428 4100 / councillorconduct@olg.nsw.gov.au
Action required	Response to OLG

What's new or changing?

- The Councillor Conduct Framework is under review with the aim to facilitate and support local decision making.
- The Councillor conduct and meeting practices – A new framework discussion paper (discussion paper) has been prepared to seek the views of the community, key stakeholders, and the local government sector about the proposed changes.

What will this mean for council?

- The general public, councils, individual councillors and council staff, are encouraged to make written submissions in response to the discussion paper.
- The discussion paper provides information about how to make a submission.
- Submissions should be made by **15 November 2024**.

Key points

- Strong and thriving communities need effective local government.
- The Councillor Conduct Framework is under review to ensure that it delivers on the need for transparency and ensures that councillors are visibly in control of their councils.

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



- Councillors should act fairly, ethically and without bias in the interests of the local community. They should be responsible employers and provide a consultative and supportive working environment for staff.
- It is intended that the revised Councillor Conduct Framework will be based on the following principles of change:
 - council leadership and decision making is paramount
 - freedom of speech is fundamental
 - transparency and accountability are maintained
 - issues are dealt with at the most immediate or local level
 - a strong and proportionate local government regulator
 - justice is timely and proportionate
 - significant penalties should only be imposed by a judicial or quasi-judicial body.

Where to go for further information

- A copy of the discussion paper and information about how to provide feedback is available on OLG's website [here](#).
- For further information about the Councillor Conduct Framework review, please contact OLG's Strategic Policy Unit on 02 4428 4100 or by email at councillorconduct@olg.nsw.gov.au.

Brett Whitworth
Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject	Mutual Recognition – Councils' Local Approvals for mobile businesses
Circular Details	24-18 /12 September 2024/ A909286
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff / Environmental Health teams, Local business approval teams
Contact	OLG Policy Team / 02 4428 4100 / vibrancy@olg.nsw.gov.au
Action required	Response to OLG

What's new or changing?

- As part of the NSW Vibrancy Reforms, the Office of Local Government (OLG) is developing a mutual recognition framework.
- This will allow an approval granted to a business under Section 68 of the *Local Government Act 1993* by one council to be recognised across multiple local government areas.
- This will initially apply to approvals granted for the following mobile businesses:
 - food trucks
 - market stall holders
 - buskers
 - outdoor fitness trainers
- Councils are invited to provide input into the development of the mutual recognition framework by completing an online survey.

What will this mean for council?

- Mutual recognition aims to reduce red tape, time, cost, and resourcing required for both councils and mobile businesses when preparing and assessing Section 68 approvals.

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
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www.olg.nsw.gov.au



- Councils are requested to provide input through the online survey by 5pm 24 October 2024.

Key points

- Currently mobile businesses must seek a separate approval in each council area they wish to operate.
- The *Local Government Amendment Act 2019* makes provisions for the mutual recognition framework however, the provisions will not commence until regulations and guidance material have been developed.
- The survey seeks to gather initial input from key stakeholders including councils, mobile businesses (in the 4 categories mentioned above) and the general public, focusing on high-level issues to consider when developing the framework.
- The survey can be completed via the OLG Website:
<https://www.olg.nsw.gov.au/programs-and-initiatives/mutual-recognition>
- Responses to the survey will inform the development of a policy, regulations, and guidance materials for councils.
- Further opportunities for feedback such as a via a discussion paper and online workshops may be made available later this year as the framework is being developed.

Where to go for further information

- Further information on the review is available on the Office of Local Government's website - <https://www.olg.nsw.gov.au/programs-and-initiatives/mutual-recognition>, or by contacting the Policy team on 02 4428 4100 or via email at vibrancy@olg.nsw.gov.au

Brett Whitworth
Deputy Secretary, Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	2024/25 “Hit the Ground Running” Webinars
Circular Details	24-19 / 26 September 2024/ Doc ID A925233
Previous Circular	<u>24-16 Councillor Handbook 2024</u>
Who should read this	Councillors / General Managers / Council Governance staff
Contact	Council Governance / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What’s new or changing?

- To assist councils in the delivery of councillor induction and refresher training, the Office of Local Government (OLG) will be holding a series of “Hit the Ground Running” webinars beginning in October 2024 and continuing into early 2025.
- These webinars will provide councillors with essential information to serve their community and fulfil their civic responsibilities.
- “Hit the Ground Running” webinars will be held online once a week on Thursdays from 4.00 – 6.00 pm. The webinar on the Governing Body and Financial Management will start at 4.30 pm.
- Recordings of the webinars will be made available on OLG’s website.
- Session details, dates and how to register are provided on the “Hit the Ground Running” webpage in the Council Portal.

What will this mean for council?

- Under the Local Government (General) Regulation 2021 (the Regulation), councils must ensure that induction training is delivered to councillors who have been elected for the first time and refresher training for councillors who are re-elected, within 6 months of their election. Councils are also required to provide supplementary training to mayors.
- Councils are encouraged to incorporate the webinars into the councillor induction and refresher program they are required to deliver to elected members after the September 2024 council elections.

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



- General managers and council staff should widely promote the webinars and strongly encourage attendance by providing relevant session dates in the council calendar and assisting councillors with their registration.

Key points

- The “Hit the Ground Running” webinars will focus on the key elements of a councillor’s role and responsibilities.
- All councillors are strongly encouraged to participate in the “Hit the Ground Running” webinars. They will provide essential information to support councillors in serving their community and fulfilling their responsibilities.
- Councillors will receive a certificate of attendance to provide to their councils for each of the webinars they attend to assist councils to comply with their reporting obligations under the Regulation in relation to councillor participation in training.

Where to go for further information

- Session details, dates and how to register are provided on the “Hit the Ground Running” webpage on the Council Portal.
- To register for the Council Portal, go to Council Portal Registration on OLG’s website. Please note that registration must be based upon a government email address (i.e. ...@_.nsw.gov.au).
- For more information on inducting new and returning councillors, see OLG’s Councillor Induction and Professional Development Guidelines on its website.
- To access the 2024 Councillor Handbook, visit the ‘Key Resources’ section on OLG’s Being a councillor webpage.
- For further information, contact OLG’s Council Governance Team on (02) 4428 4100 or by email at olg@olg.nsw.gov.au.

Brett Whitworth
Deputy Secretary, Office of Local Government

ITEM 11.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30th SEPTEMBER 2024

REPORTING SECTION: Executive
AUTHOR: Rebecca Wilson – Administration Officer

Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 30th September 2024.

Background:

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

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

All investments at 30th September 2024 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 30th September 2024 held a total of \$1,065,696.96 in on-call and interest bearing deposits with financial institutions within Australia. All investments are held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

30th September 2024

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$165,696.96	CBA	3.75%		N/A
TD99504	07.03.2024	\$500,000.00	BankVic	5.070%	182 days	05.09.2024
TD1711077	16.07.2024	400,000.00	Bank of Us	5.00%	92 days	16.10.2024
TOTAL		\$1,065,696.96				

Relevant Reference Documents/Policies:

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

Governance issues:

Nil

Environmental issues:

Nil

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Stakeholders:

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

Certification – Responsible Accounting Officer

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

Michael J Urquhart

General Manager – Responsible Accounting Officer

Conclusion:

As at 30th September 2024, Council's available cash and invested funds totalled \$1,065,696.96

Cash and Investment Reports – 30 th September 2024
<p>Recommendation:</p> <p>That the investment report for 30th September 2024 be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nil

ITEM 11.4 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The General Manager reports to Council on the status of the September 2024 Quarterly Budget Review (QBR) Statement. The report outlines the first quarter operations against the adopted 2024/2025 budget estimates, with income and expenditure variations made because of actual differences or known trends.

Background:

The Quarterly Budget Review document is a statutory requirement under the Local Government (General) Regulations 2005, Part 9, Division 3, Section 203 and is an essential aspect of Council's financial management. A budget review is to be prepared and submitted to Council not later than two months after the end of each quarter.

Current Position:

The current position is detailed in the attached Quarter 1 (period ending 30th September 2024) Quarterly Budget Review Statement report.

Generally, the majority of income and expenditure estimates for 2024/2025 are on track, however there are a number of variations brought to account in the attached report because of rollover projects from 2023/2024 or the availability of known actual figures.

Council's General Fund operations after capital expenditures and transfers to and from reserves has recorded a deficit of \$8,408 for the quarter. The forecast cash result for the year is a surplus of \$2,198.

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

Description	Explanation	Saving	Expense
DPI Bio control unit	Balance of grant to manage the bio control unit brought to account along with expense	50,493	50,493
HP containment project	Balance of grant for the Hudson Pear containment project brought to account	60,952	60,952
Rubber Vine Project	Bring to account balance of Rubber Vine Project	58,800	58,800
Parkinsonia project	Bring to account funds for the Parkinsonia project, along with adjustment to roadside expenditure vote for expense	42,350	12,350 30,000
Computers	Purchase of replacement computers	0	5,000
Other variations	Net of all other variations for the quarter	0	3,408
	Totals of adjustments	212,595	221,003
	Net adjustment for quarter		(\$8,408)

Relevant Reference Documents/Policies:

Local Government Act 1993
 Local Government (General) Regulation 2005
 Integrated Planning and Reporting Framework

Governance issues:

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

Financial Implications:

The Quarterly Budget Review details Councils current financial projections for the 2024/2025 fiscal year as at the quarter ending 30th September 2024.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The QBRS as at 30th September 2024 provides council with information relating to the status of the budget after three (3) months of operation.

Quarterly budget review statement – September 2024
<p>Recommendation:</p> <p>That Council adopt the attached Quarterly Budget Review Statement for 30th September 2024 as tabled.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

September 2024. Quarterly Budget Review Statement

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 30th September 2024.									
	Yes	Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
	act	Budget	Variation	Budget	Variation	Budget	To Date	Remaining	utilised
	2013	2023-24			This QTR	2023-24		For Year	for year
INCOME									
Administration									
DPI - NW LLS WAP Grant		\$116,754		\$116,754		\$116,754	\$0	\$116,754	0%
DPI - CW LLS WAP Grant		\$233,833		\$233,833		\$233,833	\$0	\$233,833	0%
LLS Hudson Pear		\$0		\$0	\$60,952	\$60,952	\$60,952	\$0	100%
Parkinsonia Control Grant		\$30,000		\$30,000	\$12,350	\$42,350	\$42,350	\$0	
Rubber Vine Project		\$0		\$0	\$58,800	\$58,800	\$58,800	\$0	
Constituent Council Contribs		\$616,856		\$616,856		\$616,856	\$0	\$616,856	0%
Interest on investments		\$35,700		\$35,700		\$35,700	\$13,611	\$22,089	38%
Lease office space		\$18,952		\$18,952		\$18,952	\$2,800	\$16,152	15%
WH&S Incentive Rebate - Unspent g		\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Administration - Total		\$1,057,095	\$0	\$1,057,095	\$132,102	\$1,189,197	\$178,513	\$1,010,684	15%
Private Works									
Private Works Income		\$95,455		\$95,455		\$95,455	\$4,418	\$91,037	5%
DPI Unincorporated Area		\$150,000		\$150,000	(\$540)	\$149,460	\$0	\$149,460	0%
DPI Bio Control Unit		\$90,000		\$90,000	(\$50,493)	\$39,507	\$0	\$39,507	0%
Private Works - Total		\$335,455	\$0	\$335,455	(\$51,033)	\$284,422	\$4,418	\$280,004	2%
Other Income									
Plant Income		\$163,782		\$163,782		\$163,782	\$44,858	\$118,924	27%
profit on sale of plant		\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Other Income - Total		\$168,782	\$0	\$168,782	\$0	\$168,782	\$44,858	\$123,924	27%
Revenue Income - Total		\$1,561,332	\$0	\$1,561,332	\$81,069	\$1,642,401	\$227,789	\$1,414,612	14%
EXPENDITURE									
Administration Costs									
General Manager's Salary		\$77,249		\$77,249	\$2,751	\$80,000	\$20,287	\$59,713	25%
Contract Administrative Support		\$12,610		\$12,610		\$12,610	\$8,000	\$4,610	63%
Administration Salaries		\$62,100		\$62,100		\$62,100	\$12,738	\$49,362	21%
Contribution by HP, Park and UA		(\$46,000)		(\$46,000)		(\$46,000)	(\$11,500)	(\$34,500)	25%
WH&S Risk Management		\$19,000		\$19,000		\$19,000	\$1,875	\$17,125	10%
Administration travelling and meetin		\$2,000		\$2,000		\$2,000	\$1,173	\$827	59%
Audit Fees		\$21,028		\$21,028	(\$2,328)	\$18,700	\$6,000	\$12,700	32%
Audit Risk Improvement Committee		\$9,315		\$9,315		\$9,315	\$0	\$9,315	0%
Advertising		\$4,500		\$4,500		\$4,500	\$636	\$3,864	14%
Printing & Stationary		\$3,500		\$3,500		\$3,500	\$722	\$2,778	21%
Postage & Freight		\$1,325		\$1,325		\$1,325	\$358	\$967	27%
Telephone		\$9,669		\$9,669		\$9,669	\$1,732	\$7,937	18%
Bank Charges		\$753		\$753		\$753	\$102	\$651	14%
Legal Expenses		\$1,000		\$1,000		\$1,000	\$0	\$1,000	0%
sundry admin expenses		\$12,000		\$12,000		\$12,000	\$10,007	\$1,993	83%
lease fee expense Walgett		\$15,000		\$15,000		\$15,000	\$3,900	\$11,100	26%
Office maintenance and running expi		\$5,300		\$5,300	\$2,500	\$7,800	\$5,078	\$2,722	65%
IT purchases expensed in year		\$0		\$0	\$5,000	\$5,000	\$3,753	\$1,247	
Computer & office equipment mainti		\$26,000		\$26,000		\$26,000	\$7,981	\$18,019	31%
web site costs		\$1,500		\$1,500		\$1,500	\$0	\$1,500	0%
Administration Costs - Total		\$237,849	\$0	\$237,849	\$7,923	\$245,772	\$72,842	\$172,930	30%

Castlereagh Macquarie County Council Agenda –28th October 2024 – Ordinary Council Meeting

	Year Actual 2013-2014	Adopted Budget 2023-24	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2023-24	Actual To Date	Balance Remaining For Year	% utilised for year
Insurance Costs									
Fidelity Guarantee		\$2,252		\$2,252	\$545	\$2,797	\$2,797	\$0	100%
Public Liability & Prof Indemnity		\$38,997		\$38,997	\$1,507	\$40,504	\$40,504	\$0	100%
Property Insurance		\$9,942		\$9,942	\$581	\$10,523	\$10,523	\$0	100%
Personal Accident		\$1,970		\$1,970	(\$59)	\$1,911	\$1,911	\$0	100%
Councillor's and Officers' Liability		\$14,685		\$14,685	\$212	\$14,897	\$14,897	\$0	100%
Motor vehicle liability		\$9,911		\$9,911	(\$2,301)	\$7,610	\$7,610	\$0	100%
Insurance Costs - Total		\$77,757	\$0	\$77,757	\$485	\$78,242	\$78,242	\$0	100%
Governance Costs									
Chairperson's Allowance		\$4,150		\$4,150		\$4,150	\$726	\$3,424	17%
Councillors' Meeting Fees		\$19,271		\$19,271		\$19,271	\$3,383	\$15,888	18%
Councillors' Travelling		\$10,278		\$10,278		\$10,278	\$945	\$9,333	9%
Councillors' Subsistence - CMCC Mtg		\$2,745		\$2,745	\$761	\$3,506	\$1,490	\$2,016	42%
Subscription - Shires Assoc		\$3,815		\$3,815	(\$761)	\$3,054	\$3,054	\$0	100%
Delegates Expenses		\$1,601		\$1,601		\$1,601	\$0	\$1,601	0%
Councillors Superannuation		\$1,024		\$1,024		\$1,024	\$122	\$902	12%
Governance Costs - Total		\$42,884	\$0	\$42,884	\$0	\$42,884	\$9,720	\$33,164	23%
Employee Overheads									
ToolBox Meetings		\$1,441		\$1,441		\$1,441	\$0	\$1,441	0%
Annual Leave		\$42,891		\$42,891		\$42,891	\$5,903	\$36,988	14%
Long Service Leave		\$15,020		\$15,020		\$15,020	\$0	\$15,020	0%
Sick Leave		\$26,902		\$26,902		\$26,902	\$7,011	\$19,891	26%
compassionate leave		\$1,744		\$1,744		\$1,744	\$0	\$1,744	0%
Employee Overheads distributed to v		(\$188,524)		(\$188,524)	(\$3,000)	(\$191,524)	\$0	(\$191,524)	0%
Union Picnic Day		\$1,031		\$1,031		\$1,031	\$0	\$1,031	0%
Public Holidays NEI		\$16,792		\$16,792		\$16,792	\$0	\$16,792	0%
Superannuation		\$61,533		\$61,533		\$61,533	\$16,158	\$45,375	26%
Workers Compensation		\$10,868		\$10,868		\$10,868	\$2,612	\$8,256	24%
Protective Clothing		\$2,486		\$2,486		\$2,486	\$610	\$1,876	25%
Allowances Disability/Climatic		\$692		\$692		\$692	\$0	\$692	0%
Staff Training		\$7,124		\$7,124	\$3,000	\$10,124	\$7,978	\$2,146	79%
Sub -Total - Employee Overheads		\$0	\$0	\$0	\$0	\$0	\$40,272	(\$40,272)	#DIV/0!
Sub Total Administrative Overhead		\$358,490	\$0	\$358,490	\$8,408	\$366,898	\$201,076	\$165,822	55%
Employee Overheads - Total									
Destruction of Weeds									
WAP CW		\$434,915		\$434,915		\$434,915	\$51,098	\$383,817	12%
WAP NW		\$214,757		\$214,757		\$214,757	\$41,487	\$173,270	19%
WAP Council roads		\$120,000		\$120,000	(\$30,000)	\$90,000	\$28,998	\$61,002	32%
Parkinsonia project		\$0		\$0	\$42,350	\$42,350	\$0	\$42,350	0%
Rubber Vine Project		\$0		\$0	\$58,800	\$58,800	\$6,809	\$51,991	12%
Unincorporate Area		\$150,000		\$150,000	(\$540)	\$149,460	\$0	\$149,460	0%
Contribution Administration UA		(\$15,000)		(\$15,000)		(\$15,000)	\$0	(\$15,000)	0%
Destruction of Weeds - Total		\$904,672	\$0	\$904,672	\$70,610	\$975,282	\$128,392	\$846,890	13%
Private Works									
Gilgandra Shire - Cost of Private Wor		\$15,725		\$15,725		\$15,725	\$2,512	\$13,213	16%
DPI - Biocontrol and Quanda		\$90,000		\$90,000	(\$50,493)	\$39,507	\$4,150	\$35,357	11%
DPI - Hudson Pear containment proje		\$0		\$0	\$60,952	\$60,952	\$39,536	\$21,416	65%
Crown Land		\$7,596		\$7,596		\$7,596	\$0	\$7,596	0%
Walgett Shire - Cost of Private Works		\$17,336		\$17,336	(\$1,000)	\$16,336	\$0	\$16,336	0%
Coonabarabran - Private works		\$11,607		\$11,607		\$11,607	\$96	\$11,511	1%
Hudson Pear - Private Works		\$3,958		\$3,958		\$3,958	\$0	\$3,958	0%
Warren - Private works		\$1,045		\$1,045		\$1,045	\$0	\$1,045	0%
Coonamble - Private works		\$0		\$0	\$1,000	\$1,000	\$271	\$729	0%
Private Works -Total		\$147,267	\$0	\$147,267	\$10,459	\$157,726	\$46,565	\$111,161	30%

	Year actual 2013-2014	Adopted Budget 2023-24	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2023-24	Actual To Date	Balance Remaining For Year	% utilised for year
Other Expenses									
Depot Expenses		\$10,834		\$10,834		\$10,834	\$4,014	\$6,820	37%
Storage Rental		\$4,681		\$4,681		\$4,681		\$4,681	0%
Plant Expenses		\$83,782		\$83,782		\$83,782	\$24,858	\$58,924	30%
Depreciation		\$80,000		\$80,000		\$80,000	\$20,000	\$60,000	25%
Other Expenses -Total		\$179,297	\$0	\$179,297	\$0	\$179,297	\$48,872	\$130,425	27%
Revenue Expenses - Total		\$1,589,726	\$0	\$1,589,726	\$89,477	\$1,679,203	\$424,905	\$1,254,298	25%
Net Operating Surplus/(Deficit) after		(\$28,394)	\$0	(\$28,394)	(\$8,408)	(\$36,802)	(\$197,116)	\$160,314	536%
Capital Income									
Sale/Trade in of Plant Assets		\$46,000		\$46,000		\$46,000	\$0	\$46,000	0%
Transfer from ELE Reserve		\$0		\$0		\$0	\$0	\$0	#DIV/0!
Transfer from WH&S Reserve		\$14,000		\$14,000		\$14,000	\$0	\$14,000	0%
Transfer from Plant Reserve		\$28,000		\$28,000		\$28,000	\$0	\$28,000	0%
Capital Income - Total		\$88,000	\$0	\$88,000	\$0	\$88,000	\$0	\$88,000	0%
Capital Expenditure									
Minor Building Improvements		\$2,000		\$2,000		\$2,000	\$0	\$2,000	0%
Bio Control unit		\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
New Vehicles - Nett		\$106,000		\$106,000		\$106,000	\$0	\$106,000	0%
New Spray Rigs		\$0		\$0		\$0	\$0	\$0	0%
Small Plant, Tools, Radios		\$2,000		\$2,000		\$2,000	\$0	\$2,000	0%
Transfer to ELE Reserve		\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Transfer to Plant Reserve		\$9,000		\$9,000		\$9,000	\$0	\$9,000	0%
Capital Expenditure - Total		\$129,000	\$0	\$129,000	\$0	\$129,000	\$0	\$129,000	0%
Net Capital Surplus/(Deficit)		(\$41,000)	\$0	(\$41,000)	\$0	(\$41,000)	\$0	(\$41,000)	
Summary									
Total Income		\$1,649,332	\$0	\$1,649,332	\$81,069	\$1,730,401	\$227,789	\$1,502,612	
Total Expenditure		\$1,718,726	\$0	\$1,718,726	\$89,477	\$1,808,203	\$424,905	\$1,383,298	
Net Total Surplus/(Deficit)		(\$69,394)	\$0	(\$69,394)	(\$8,408)	(\$77,802)	(\$197,116)	\$119,314	
Add back depreciation and profit on		\$85,000	\$0	\$85,000	\$0	\$85,000	\$20,125	\$64,875	
Less Profit on sale		\$5,000		\$5,000		\$5,000	\$0	\$5,000	
Net cash result for year Surplus (Def)		\$10,606	\$0	\$10,606	(\$8,408)	\$2,198	(\$176,991)	\$179,189	

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Quarterly Budget Review 30th September 2024

Income Statement

	24-25
Income from continuing operations	
User charges and fees	63
Interest and investment revenue	36
Other revenues	5
Grants and Contributions provided for operating purposes	1374
Other income	
Net gains from disposal of assets	5
Total income from continuing operations	1,483
Expenses from continuing operations	
Employee benefits and on-costs	720
Materials and services	715
Depreciation and amortisation	85
Net losses from the disposal of assets	0
Total expenses from continuing operations	1,520
Operating result from continuing operations	-37
NET OPERATING RESULT FOR THE YEAR	-37
Net operating result attributable to Council	
Net operating result for the year before contributions provided for capital purposes	-37

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Statement of Comprehensive Income

	24-25
Net operating result for the year as per the Income Statement	-37
Total Comprehensive Income for the year	-37

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Quarterly Budget Review 30th September 2024

Statement of Financial Position

ASSETS	24-25
Current Assets	
Cash and cash equivalents	495
Investments	500
receivables	108
Inventories	79
Total Current Assets	1,182
Non-current assets	
Infrastructure, property, plant and equipment	556
Right of use assets	65
Total non-current assets	621
Total Assets	1,803
LIABILITIES	
Current Liabilities	80
Payables	25
Lease liabilities	25
Provisions	175
Total Current Assets	225
Non-current liabilities	
Lease liabilities	40
Provisions	0
Total non-current liabilities	40
Total Liabilities	265
NET ASSETS	1,537
EQUITY	
Accumulated surplus	1,100
Revaluation Reserve	437
Council equity interest	1,537
Total equity	1,537

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Statement of Cash Flows for the years ending

24-25

Cash flows from operating activities

Receipts:

User charges and fees	63
Interest and investment revenue	36
Other revenues	5
Grants and Contributions provided for operating purposes	1374

Payments:

Employee benefits and on-costs	-720
Materials and contracts	-652
Other expenses	-88

Net cash provided (or used in) operating activities	18
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Cash flows from investing activities

Receipts:

Sale of infrastructure, property, plant and equipment	46
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Payments

Purchase of infrastructure, property, plant and equipment	-106
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Net cash provided (or used in) investing activities	-60
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Cash flows from financing

Principal component of lease payments	-5
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Net cash flows from financing activities	-5
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Net increase/(decrease) in cash and cash equivalents	-37
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Plus: cash and cash equivalents - beginning of year	532
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Cash and cash equivalents - end of year	495
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plus: investments on hand - end of year	500
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Total cash, cash equivalents and investments	995
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ITEM 11.5 FIRST QUARTER OPERATIONAL PLAN FOR 24/25

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the first quarter Operational Plan Targets for 24/25.

Background:

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

Current Position:

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

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

Governance issues:

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

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils

Financial Implications:

Budget allocations have been made in the Operational Plan 24/25.

Alternative Solutions/Options:

N/A

Conclusion:

Council should note the progress made during the first quarter of the Operational Plan for 24/25.

First Quarter Operational Plan 24/25

Recommendation:

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

Moved:

Seconded:

Attachments:

24/25 Operational Plan



Castlereagh Macquarie County Council

Operational Plan & Delivery Program Status report 2024/2025

As at 30th September 2024.

6. Principal Activities of Council

Statement of Principal Activities to be undertaken to achieve objectives

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

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

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

3. Update Council policy register					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Update new or amended administration policies in Council's policy register.	2.3	GM	Within 14 days of adoption or amendment	Satisfactory completion of task in accordance with target level.	On-going
Review Council administration policies.	2.3	GM	Within 2 months of expiry of policy or every 2 years		Review underway to be tabled 2024/2025.

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

5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Quarterly Budget Review Statements and Delivery Programme Review to Council.	2.2	GM	August, October, February and April Meetings.	Satisfactory completion of task in accordance with target level.	Complying
Audited Financial Statements to Office of Local Government.	2.2	GM	By the end of October.		In progress
Financial Data collection return.	2.2	GM	By date specified by Office of Local Government.		November 2024
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to December meeting.		November 2024
Audited Financial Reports presented to public	2.2	GM	February meeting.		In progress May 25
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.		May 2025
Operational Plan and Budget to be adopted	2.2	GM			

6. Ensure all other statutory returns are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	To be tabled October 2024.
Council's Annual Report prepared and lodged with Office of Local Government	2.2	GM	30 November annually.		To be lodged with OLG by 30 th November 24 and tabled to Council in November 24.
Other returns as required by Office of Local Government, Department of Primary Industries, or others	2.2	GM	No later than return date specified		As and when required

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

8. Continue to ensure the provision of finance to Council from available sources					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions.	2.4	GM	Continuously.	Satisfactory completion of task in accordance with target level.	To be advised in due course when IPART Rate Peg is announced. Letter to be issued in 2025.
Letter to Constituent Councils concerning Council's proposed Delivery Plan and Budget estimates for the forthcoming financial year, and the contribution sought from constituent councils.	2.4	GM	30 April.		
Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary.	2.4	GM	As required under Weeds Action Programme 1520.		Scheduled 2024
Provide grant returns to Department of Primary Industries.	2.4	GM	As required under Weeds Action Programme 1520		Scheduled 2025
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4	GM	As required		When available and some are in progress. Also negotiations With DPIRNSW on other projects.

9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.	Scheduled late 2024
Review Delivery Programme.	2.1 & 2.4	GM	Continuously		Scheduled late 2024
Provide adequate funds for employee leave entitlements.	2.3	GM	Maintain reserve of at least 50% of Long Service Leave liability		As at 30 th June 2024 reserve was 39.84% down from 56.8% of liability up from previous year.

10. Provide financial information and advice to Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 & 3	GM	At Council Meeting following end of quarter		Complying on-going
11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Scheduled 2025
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		Scheduled 2025
Draft Plan to be adopted following consideration of any submissions received.					Scheduled 2025

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

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

14. Actively pursue politicians to further Council's interests					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Invite politicians to attend Council meetings.	3.1	GM	Politicians to be invited to Council meetings as required.	Satisfactory completion of task in accordance with target level.	Minister for Agriculture attending the November 24 Council meeting on-line.
	3.1	GM	As required		

Meet with State and Federal Politicians to promote the interests of Council.					No opportunities in first quarter
15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Identify new risks associated with Council's functions.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Analyse and prioritise all risks identified.	2.3	GM	Within 3 months after identification.		Training for staff in 2024/25 continues
Minimise exposure through rectification of risks.	2.3	GM	Within budget constraints.		Training budget allocated in 24/25
Update policy on the use of contractors.	2.3	GM	Ongoing.		Under review 2024
Review risk management policy.	2.3	GM	Ongoing.		Under review 2024 Council has in place new SOP's and CMCC has in place a Traffic Guidance System to replace old TCP's.
Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow.		

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide training on EEO to staff.	2.3	GM	Ongoing as required.		No training to date
Provide staff with training on risk management.	2.3	GM	Ongoing as required.		Scheduled for 2024/25
	2.3	GM	Annually.		

Review and update staff training programme. Review EEO Management Plan.	2.3	GM	As required		To be completed 2024 To be completed 2024
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17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of Council's activities.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.		Complying records are electronic

18. Implement system of information technology capable of providing information that is relevant and timely					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Monitor reporting system ability to provide information requirements.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor technology improvements and assess future requirements.	2.3	GM	Ongoing.		Complying MYOB updated 01.07.2024
Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow).	2.3	GM	As required.		Completed in 2023
		GM	Ongoing.		Reviewed constantly

Review Council’s website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2				
19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Maintain assets register for all assets over \$5,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor the condition of those assets	2.3	GM	Ongoing.		Complying
Identify maintenance requirements for those assets.	2.3	GM	Ongoing.		Complying
Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.		Maintenance as required Complying in conjunction with Senior Biosecurity Officer
20. Introduce a system for electronic mapping of invasive weed infestations and the automation of Weeds Officers’ reports					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Monitor the introduction of electronic mapping of invasive weed infestations and the automation of Weeds Officers’ reporting procedures.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 2025.	Satisfactory completion of task in accordance with target level.	Complying mapping on-going
Expand the introduction of electronic mapping of invasive weeds infestation and the automation of Weeds Officers’ Reporting Procedures	1.3 & 2.3 1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 / 2025. Ongoing.		Continuing Complying

to the whole of Council's Area of Operations. Continue the training of staff in the use of the system in order to ensure it's most efficient and effective use.		GM SWO			Training as necessary Use of drones to assist with weed identification complete
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21. Compile data on Council's current vehicle and plant fleet – condition and usage					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Analyse Council's current vehicle and plant fleet and its activities and assess future vehicle and plant needs.	2.3	GM	Ongoing	Satisfactory completion of task in accordance with target level.	Complying, new replacement plan adopted 2023.

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

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

Respond to reports of invasive weeds on roadsides. Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	Carry out inspection within 7 days of notification.		All reports responded to
	1.3	SWO	As required		Complying

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

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

27. Actively pursue the control of invasive weeds on other public authorities land					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Inspect lands of public authorities to ensure obligations for invasive weeds control are being met.	1.2 & 1.3	SWO	Ongoing.	Satisfactory completion of task in accordance with target level.	Continuing
Provide information to public authority on invasive weed control requirements.	1.2 & 1.3	SWO	Within 10 working days of inspection.		Continuing
Respond to complaints regarding invasive weeds on lands of public authorities.	1.2 & 1.3	SWO	Initial inspection within 10 working days.		Continuing

28. Conduct aerial spraying programmes for invasive weeds					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SW O	As required.	Satisfactory completion of task in accordance with target level.	As required
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SW O	As required.		As and when required
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes.	1.2	SWO	In accordance with Programmes		No program organised

29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2024
Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control	1.1	GM	Liaise with appropriate members and officers of surrounding councils and other public authorities as required.	Satisfactory completion of task in accordance with target level.	Continuing. GM active member of WCCN. Senior biosecurity officer attends regional meetings.

ITEM 11.6 PECUNIARY INTERES RETURNS 2023/2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

In accordance with Clause 4.21 of the Castlereagh Macquarie Council Code of Conduct (section 440AAA of the Local Government Act 1993) all Councillors, General Manager and other designated persons must complete the ordinary return each year.

Background:

Section 421 of the Model Code, states "A Councillor or designated person holding that position as at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed by the regulations".

Current Position:

The information collected is for compliance with the Local Government Act 1993 and the completed returns must be lodged with the General Manager by the 30th September 2024.

New Councillors and designated persons must complete and lodge with the General Manager, within 3 months after becoming a councillor or designated person, a return in the form prescribed by the regulations (Section 421 (a) of the Code of Conduct.

In accordance with Section 425 the register of completed returns is tabled for information.

Governance issues:

Council has adopted the Model Code of Conduct in accordance with Section 440 AAA of the Local Government Act 1993 and must comply with the provisions as outlined.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie Council Councillors
Castlereagh Macquarie Council Designated Staff

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

The pecuniary interest returns will be tabled on the day.

Pecuniary Interest Returns 2023/2024
<p>Recommendation:</p> <p>That the General Managers report be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

The annual pecuniary interest returns will be tabled at the October 2024 Ordinary Meeting.

ITEM 11.7 PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS - POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The revised policy was presented to Council in August 2024 and was advertised for a period of 28 days.

Background:

Each year Council must review its “Payment of Expenses and Provision of Facilities to Councillors” policy. The revised policy is then placed on public exhibition for a period of 28 days for public comment.

Current Position:

Council has placed the revised policy on public exhibition for a period of 28 days with no submissions received from the public.

Governance issues:

Local Government Act 1993.

Local Government General Regulation 2021.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council

Castlereagh Macquarie County Councillors

Financial Implications:

NIL. Provision made for various expenses in budget, in accordance with the policy.

Alternative Solutions/Options:

NIL

Conclusion:

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

Payment of Expenses & Provision of Facilities to Councillors - Policy

Recommendation:

That;

1. The General Managers 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:

Seconded:

Attachments:

Payment of Expenses & Provision of Facilities to Councillors – Policy.



PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY

Adoption Date: 26th August 2024

Review Date: 26th August 2025

Responsible Officer: General Manager

POLICY STATEMENT

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

OBJECTIVES

To ensure that the details and range of expenses paid and facilities provided to the Councillors by the Council are clearly and specifically stated, fully appropriate to the importance of office, are consistently applied and transparent, and are acceptable to the community.

To ensure that the Councillors are reimbursed for expenses reasonably incurred in the performance of their roles as a Councillor.

To ensure that election to Council is open to all by ensuring that no one would be financially or otherwise disadvantaged in undertaking the civic duties of a Councillor.

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1. Background

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

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

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

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

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

2. Payment of Expenses

2.1 General

Reimbursement of costs and expenses will only be made:

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

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

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

2.2 Advance Payment

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

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

2.3 Specific

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

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

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

2.3.2 Registration, accommodation and air travel

All bookings are to be arranged through the Administration Officer.

Payment for registration, accommodation and air travel must:

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

2.4 Meals

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

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

2.5 Spouse or partner expenses

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

2.6 Travelling expenses

2.6.1 General

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

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

2.6.2 Travel

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

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

Alternative methods of transport will be reimbursed following the production of valid GST receipts.

2.6.3 Overseas travel

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

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

2.7 Care and other related expenses

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

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

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

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

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

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

2.8 Use of Council resources

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

ITEM 11.8 PUBLIC INTEREST DISCLOSURE (PID) POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The Public Interest Disclosure policy is presented to Council for consideration and adoption.

Background:

Council has an obligation under the Public Interest Disclosure Act 2022 to have an adopted policy to effectively deal with complaints or concerns about disclosable conduct by the Council or its officials and staff.

Current Position:

This policy is prepared in accordance with Section 42 of the *Public Interest Disclosures Act 2022* (PID Act) and reflects the NSW Ombudsman model PID policy.

The policy applies to all staff, councillors, contractors, subcontractors, volunteers, committee members, and anyone providing services or exercising functions on behalf of Council.

This policy applies to, and for the benefit of, all public officials in NSW. A public official is:

- a person employed in or by an agency or otherwise in the service of an agency
- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- a person providing services or exercising functions on behalf of Council, including a contractor, subcontractor or volunteer
- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of Council or exercises functions of Council, and are involved in providing those services or exercising those functions

Note that if Council engages consultants to assist Council with its work, these consultants are not considered public officials under the PID Act

To date Council has not received any complaints concerning disclosable conduct.

Governance issues:

Local Government Act 1993

Local Government (General) Regulation 2021

Public Interest Disclosure Act 2022

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

Independent Commission Against Corruption Act 1988

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council
Council staff
County Council LGA Ratepayers

Financial Implications:

NIL.

Alternative Solutions/Options:

NIL

Conclusion:

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

Public Interest Disclosure (PID) Policy
<p>Recommendation:</p> <p>That;</p> <ol style="list-style-type: none">1.The General Managers report be received.2. Council adopts the Public Interest Disclosure policy as presented <p>Moved:</p> <p>Seconded:</p>

Attachments:

Public Interest Disclosure Policy



CASTLEREAGH MACQUARIE COUNTY COUNCIL

PUBLIC INTEREST DISCLOSURE POLICY

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1. BACKGROUND

Castlereagh Macquarie County Council (Council) is committed to the aims and objectives of the *Public Interest Disclosures Act 2022*, and does not tolerate serious wrongdoing.

This policy is prepared in accordance with Section 42 of the *Public Interest Disclosures Act 2022* (PID Act) and reflects the NSW Ombudsman model PID policy.

2. SCOPE

This policy applies to all staff, councillors, contractors, subcontractors, volunteers, committee members, and anyone providing services or exercising functions on behalf of Council.

This policy applies to, and for the benefit of, all public officials in NSW. A public official is:

- a person employed in or by an agency or otherwise in the service of an agency
- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- a person providing services or exercising functions on behalf of Council, including a contractor, subcontractor or volunteer

Note that if Council engages consultants to assist Council with its work, these consultants are not considered public officials under the PID Act

- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of Council or exercises functions of Council, and are involved in providing those services or exercising those functions

Public officials who work in and for the public sector, but do not work for Council, may use this policy if they want information on who they can report wrongdoing to within Council.

The General Manager, other nominated disclosure officers, and managers within Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities.

This policy does not apply to:

- people who have received services from Council and want to make a complaint about those services
- people, such as contractors, who provide services to Council (for example, employees of a company that sold computer software to Council).

This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see below in this policy for more information).

However, you can still make a complaint to Council. This can be done by contacting Council's Public Officer in person at our Administration Centre, or by emailing cmcc@cmcc.nsw.gov.au or by phone 0427598577.

3. OBJECTIVE

At Council we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

- How Council will support and protect you if you come forward with a report of serious wrongdoing
- how we will deal with the report and our other responsibilities under the PID Act
- who to contact if you want to make a report
- how to make a report
- the protections which are available to you under the PID Act.

This policy also documents our commitment to building a 'speak-up' culture. Part of that speak-up culture is having in place the *Public Interest Disclosures Act 2022* (PID Act) framework that facilitates public interest reporting of wrong-doing by:

- protecting those who speak up from detrimental action
- imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

This policy should be read in conjunction with relevant Council policies including *Code of Conduct Policy*, *Conflict of Interest Policy*, *Fraud and Corruption Policy*, *Gift, Benefits and Bribes Policy*, and *Complaints Management Policy*.

4. DEFINITIONS

Definitions under this policy include the following:

4.1 Public Interest Disclosure

A disclosure about wrongdoing in the public sector, that serves the public interest. Public officials (disclosers) who suspect wrongdoing within the public sector can raise their concerns under the *Public Interest Disclosure Act* (PID Act). Allegations made under the PID Act are public interest disclosures (PIDs).

4.2 Disclosure Officer

Disclosures officers are frontline points of contact within the internal reporting system who can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff to make reports.

Disclosure officers are those identified and listed in Appendix 1 of this CMCC PID policy. Note that to be a PID, a report of serious wrongdoing must generally be made to a person's own manager, or to an agency's disclosure officer. Even when a PID is made to a manager, the manager's role is then to ensure that the PID is reported to a disclosure officer.

Disclosure officers are therefore central players under the PID Act. If a public official makes a report about serious wrongdoing, but the person they disclose the information to is not a disclosure officer (and not their own manager), then the report will generally not be a PID and they will not be protected by the PID Act.

Note that reports made to integrity agencies, such as ICAC and the Ombudsman, also need to be made to their disclosure officers to be PIDs.

4.3 Disclosure Coordinator

The disclosure coordinator has a central role in the authority's internal reporting system. The disclosure coordinator is responsible for receiving, assessing and managing reports, and is the primary point of contact in the authority for the reporter.

4.4 Principal Officer

The PID Act identifies the General Manager as the principal officer, who has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring Council complies with the PID Act.

4.5 Public Official

Under this policy and the PID Act, a public official includes Council employees, councillors, committee members, contractors or subcontractors or volunteers or anyone who provides services and/or exercises functions on behalf of Council (but not consultants who assist Council with its work); an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of Council or exercises functions of Council, and are involved in providing those services or exercising those functions.

4.6 Manager

Under section 15 of the PID Act, *manager* means as follows:

- For individual contractors, subcontractors or volunteers providing services or exercising functions on behalf of an agency, their manager is taken to be the public official in that agency who oversees those services or functions, or who manages the relevant contract or volunteering arrangement.
- For staff of entities that are contracted to provide services or exercise functions on behalf of an agency, their manager is taken to be the public official in that agency who oversees those services or functions, or who manages the relevant contract.
- For all other public officials, their manager is the person who directly or indirectly supervises them.

4.7 Integrity Agency

A public official can make a PID to a disclosure officer of their agency or of any other agency. There is no requirement that a public official report serious wrongdoing to the 'right' agency for the report to constitute a PID.

The PID Act classifies certain agencies as 'integrity agencies', as listed at Appendix 2 of this policy. These are likely to be the external agencies to which a public official might wish to make a PID, outside of their own agency. Generally, PIDs would be expected to be directed to the most relevant integrity agency — for example, a report of corrupt conduct would be reported to the ICAC, a report of serious maladministration to the NSW Ombudsman, and a report of a government information contravention to the NSW Information and Privacy Commission. However, again, public officials are able to disclose any type of serious wrongdoing to any integrity agency. It does not need to be a report of the type of serious wrongdoing that the integrity agency typically investigates.

5. POLICY IN BRIEF

This policy provides information in accordance with the PID Act about the following:

- ways you can make a voluntary PID to Council under the PID Act
- the contact details for the nominated Disclosure Officers of Council
- the responsibilities of people who hold particular roles under the PID Act and who are employees of Council
- what information you will receive once you have made a voluntary PID
- the protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- our procedures for dealing with disclosures
- our procedures for managing the risk of detrimental action and reporting detrimental action
- our record-keeping and reporting requirements
- how Council will ensure it complies with the PID Act and this policy

6. POLICY IN DETAIL

6.1 How to make a report of serious wrongdoing

Reports, Complaints and Grievances

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances procedures may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections. Certain decisions have to be made on how the PID will be dealt with to determine how the person who has made the report will be protected and supported.

When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

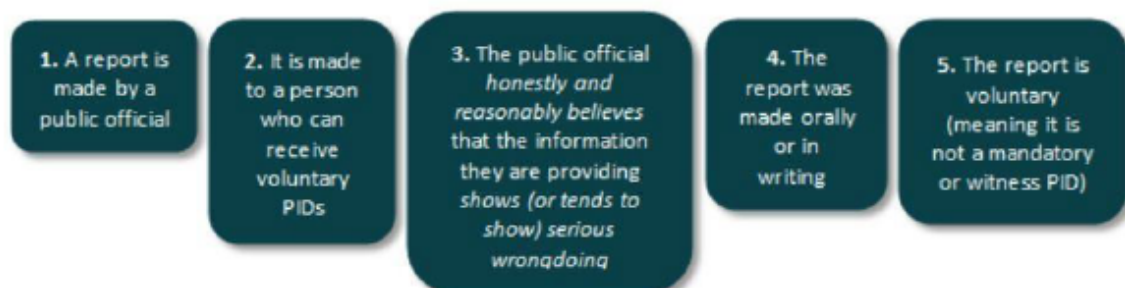
- *Voluntary PID* – this is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
- *Mandatory PID* – this is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- *Witness PID* – this is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

This policy mostly relates to making a voluntary PID and how voluntary PIDs will be dealt with. People who make a voluntary PID or a witness PID are still entitled to protection. More information about protections is available below in this Policy.

Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and ‘whistleblowing’.

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24-27 of the PID Act:



If the report has all five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. *You do have to honestly believe, on reasonable grounds that the information you are reporting shows or tends to show serious wrongdoing.*

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If an error is made and it is not identified that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe an error has been made by not identifying your report as a voluntary PID, you should raise this with a nominated Disclosure Officer or your contact officer for the report.

If you are still not satisfied with this outcome, you can seek an internal review or we can seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is detailed in this policy.

Who can make a voluntary PID?

- ☐ Any public official can make a voluntary PID. You are a public official if:
- ☐ you are employed by Council
- ☐ you are an elected Councillor of Council
- ☐ you are a member of a Committee of Council
- ☐ you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Council, or
- ☐ you work for an entity (such as a non-government organisation) who is contracted by Council to provide services or exercise functions on behalf of Castlereagh Macquarie County Council if you are involved in undertaking that contracted work.

A public official can make a PID about serious wrongdoing relating to any agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency.

It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission against Corruption (ICAC) and the NSW Ombudsman. Refer to Appendix 2 of this policy for a list of integrity agencies.

What is a serious wrongdoing?

Reports must be of one or more of the following categories of *serious* wrongdoing to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- *corrupt conduct* – such as a public official accepting a bribe
- *serious maladministration* – such as an agency systemically failing to comply with proper recruitment processes when hiring staff

- a *government information contravention* – such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- a *local government pecuniary interest contravention* – such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- a *privacy contravention* – such as unlawfully accessing a person's personal information on an agency's database
- a *serious and substantial waste of public money* – such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

When you make your report, you do not need to state to us what category of serious wrongdoing you are reporting, or that you are reporting serious wrongdoing.

Who can I make a voluntary PID to?

For a report to be a voluntary PID it must be made to certain public officials. You can make a report inside Castlereagh Macquarie County Council to:

- The General Manager
- a Disclosure Officer of Council – Refer to Appendix 1 of this policy for a list of Council's Disclosure Officers.
- your Manager – this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a Disclosure Officer on your behalf or may accompany you while you make the report to a Disclosure Officer.
- for a public official who is a person providing services or exercising functions on behalf of an agency (including a contractor, subcontractor or volunteer) – your Manager is taken to be the public official in that agency who oversees those services or functions, or who manages the relevant contract or volunteering arrangements.

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency, including;

- the head of any public service agency
- an integrity agency – a list of integrity agencies is provided at Appendix 2 of this policy
- a Disclosure Officer from another agency. The contact information for Disclosure Officers is located in an agency's PID policy which can be found on their website
- a Minister or a member of a Minister's staff but the report must be made in writing.

If you choose to make a disclosure outside of Council, it is possible that your disclosure will be referred back to us so that appropriate action can be taken.

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- you must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures
- the previous disclosure must be substantially true
- you did not make the previous disclosure anonymously
- you did not give a written waiver of your right to receive information relating to your previous disclosure
- you did not receive the following from Council:
 - notification that we will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
 - following the end of the investigation period, notice of our decision to investigate the serious wrongdoing
 - following the end of the investigation period, a description of the results of the investigation
 - following the end of the investigation period, details of proposed or recommended corrective action as a result of the previous disclosure or investigation

Investigation period means:

- after six months from the previous disclosure being made, or
- after 12 months if you applied for an internal review of the agency's decision within six months of making the disclosure

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

What form should a voluntary PID take?

You can make a voluntary PID:

- in writing – via email or letter to a person who can receive voluntary PIDs.
- orally – have a private discussion face-to-face, via telephone or virtually with a person who can receive voluntary PIDs.
- anonymously – write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult,

however, for us to investigate the matter(s) you have disclosed if we cannot contact you for further information.

What should I include in my report?

You should provide as much information as possible so the report can be dealt with effectively. The type of information you should include is:

- Date, time and location of key events
- Names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- Your relationship with the person(s) involved, such as whether you work closely with them
- Your explanation of the matter you are reporting
- Possible witnesses
- Other information you have that supports your report.

What if I am not sure if my report is a PID?

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for us to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other policies or procedures. Even if your report is not a PID, it may fall within another one of Council's policies for dealing with reports, allegations, or complaints.

Deeming that a report is a voluntary PID

The General Manager can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all of the requirements of a voluntary PID, you can refer your matter to the Disclosure Coordinator, or the General Manager to request that consideration be given to deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager. For more information about the deeming power, see the NSW Ombudsman's guideline 'Deeming that a disclosure is a voluntary PID'.

Who can I talk to if I have questions or concerns?

If you have questions or concerns you can contact Council's Disclosure Coordinator, or any of the Disclosure Officers, as listed in Appendix 1 of this policy.

6.2 Protections

How is the maker of a voluntary PID Protected?

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

☐ Protection from detrimental action

A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.

Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, we will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.

It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.

A person may seek compensation where unlawful detrimental action has been taken against them.

A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note: A person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

☐ Immunity from civil and criminal liability

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

An example of where this may occur is the requirement to release information regarding PIDs to third parties where there is a legal obligation to provide this information. Mandatory reports include Section 11 notifications to ICAC, legislative reports to Integrity Agencies. Council's Disclosure Coordinators can provide further information or clarity on these requirements.

□ Confidentiality

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

□ Protection from liability for own past conduct

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

Protections for people who make mandatory and witness PIDs

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

- *A Mandatory PID* – this is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- *A Witness PID* – this is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the following table.

Protection	Mandatory PID	Witness PID
Detrimental action It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	✓	✓
Right to compensation A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	✓	✓
Ability to seek injunction An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	✓	✓
Immunity from civil and criminal liability A person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for: <ul style="list-style-type: none"> • breaching a duty of secrecy or confidentiality, or • breaching another restriction on disclosure. 	✓	✓

6.3 Reporting detrimental action

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to Disclosure Coordinators or Disclosure Officers, or to an integrity agency.

A list of integrity agencies is located at Appendix 2 of this policy.

6.4 General support

The key persons that will provide ongoing support to individuals who have made a report will be Council's Executive Leadership Team and Disclosure Coordinators. The Disclosure Coordinators will be the key contact and will ensure that the necessary steps are taken to protect the person who has made the report from risk of detrimental action.

The Executive Team and Disclosure Coordinators will also provide confidential employee assistance.

6.5 How we deal with voluntary PIDs

Acknowledging and receiving a report

When a Disclosure Officer receives a report, which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

- You will receive an acknowledgment from Council's Disclosure Coordinator that the report has been received. This acknowledgement will:
 - state that the report will be assessed to identify whether it is a PID
 - state that the PID Act applies to how we deal with the report
 - provide clear information on how you can access this PID policy
 - provide you with details of a contact person and available support, including Council's employee assistance program.
- If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:
 - that we are investigating the serious wrongdoing
 - that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
- If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.

- If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
 - a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place.
 - information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.

Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.

There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.

If you have made an anonymous report, in many cases we may not be able to provide this information to you.

How we will deal with voluntary PIDs

Once a report that may be a voluntary PID is received we will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.

Report not a voluntary PID

Even if a report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our Complaints Management Policy.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can:

- raise it with the person who has communicated the outcome with you or a Disclosure Officer
- request an internal review or request that the matter be conciliated.

We can, but do not have to, request the NSW Ombudsman to conciliate the matter.

Appendix 2 provides a list of integrity agencies that can be contacted should you wish to obtain any clarification on management of PID.

Cease dealing with report as voluntary PID

We may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning does not have all the features of a PID).

In this situation we will provide you with reasons in writing as to why we had ceased dealing with the report as a voluntary PID.

Where the report is a voluntary PID

In most cases we will conduct an investigation to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing.

There may be circumstances where we believed an investigation is not warranted, for example, if the conduct has previously been investigated.

There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with Section 11 of the Independent Commission against Corruption Act 1988.

Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.

If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

How will we protect the confidentiality of the maker of a voluntary PID?

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- where the person consents in writing to the disclosure
- where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- when the public official or Council reasonable considers it necessary to disclose the information to protect the person from detriment
- where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- where the information has previously been lawfully published

- when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- when the information is disclosed for the purposes of proceedings before a court or tribunal
- when the disclosure of the information is necessary to deal with the disclosure effectively
- if it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose the information from which the maker of the report can be identified. We will do this by:

- limiting the number of people who are aware of the maker's identity or information that could identify them
- if we must disclose information that may identify the maker of the PID, we will still not disclose the actual identity of the maker of the PID, unless we have their consent to do so
- we will ensure that any person who does know the identity of the maker of the PID is reminded that they have a legal obligation to keep their identity confidential
- we will ensure that only authorised persons have access to emails, files or other documentation that contain information about the identity of the maker. These authorised officers will be limited to the General Manager and Disclosure Coordinators
- we will undertake an assessment to determine if anyone is aware of the maker's identity and if those persons have a motive to cause detrimental action to be taken against the maker or impede the progress of the investigation
- we will provide information to the maker of the PID about the importance of maintaining confidentiality and advising them how to best protect their identity, for example, by telling them not to discuss their report with other staff.

If confidentiality cannot be maintained or is unlikely to be maintained, we will implement strategies, including a risk management plan, to minimise the risk of detrimental action. The person making the disclosure will be provided with support throughout the process.

How we will assess and minimise the risk of detrimental action

Council will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

We will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

We will take steps to assess and minimise the risk of detrimental action by:

- explaining that a risk assessment will be undertaken, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter)
- providing details of the Disclosure Coordinator, being Administration Officer Corporate and Community who oversees risk management function in the organisation, who will be responsible for undertaking a risk assessment
- explaining how Council will communicate with the maker of the PID the identified risks and controls
- listing the protections that will be offered, such as potential for remote working or approved leave, for the duration of the investigation
- outlining what support will be provided

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detriment to a person includes:

- injury, damage or loss
- property damage
- reputational damage
- intimidation, bullying or harassment
- unfavourable treatment in relation to another person's job
- discrimination, prejudice or adverse treatment
- disciplinary proceedings or disciplinary action, or
- any other type of disadvantage.

Detrimental action does not include:

- lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- the lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- the lawful making of adverse comment, resulting from investigative action
- the prosecution of a person for a criminal offence

- reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

How we will deal with allegations of a detrimental action offence

If we become aware of an allegation that a detrimental action offence has occurred or may occur, we will:

- take all steps possible to stop the action and protect the person(s)
- take appropriate disciplinary action against anyone that has taken detrimental action
- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed
- advise and update the person who the alleged detrimental action has been taken against of the actions we have taken/are taking, who is managing those actions, and, should they require it, how they can access support.

If any persons within Council, including the maker of a PID, believes that a detrimental action offence has occurred, then this is to be immediately reported to the Disclosure Coordinators or the General Manager.

What we will do if investigation finds that serious wrongdoing has occurred

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, we will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action. Corrective action can include:

- a formal apology
- improving internal procedures or policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking industrial action against persons involved in the wrongdoing, in accordance with the disciplinary procedures as set out in the Local Government State Award
- payment of compensation to people who have been affected by serious wrongdoing or other misconduct

The Disclosure Coordinators oversee or directly manage the investigation process for PIDs.

The findings from the investigation process are provided to the General Manager and relevant integrity agencies.

The maker of the PID will be notified, as appropriate without breaching confidentiality, of the corrective action taken by the Disclosure Coordinator.

6.6 Review and dispute resolution

Internal Review

People who make voluntary PIDs can seek internal review of the following decisions made by Castlereagh Macquarie County Council:

- that Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because we decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

Council will ensure internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing to the General Manager within 28 days of being informed of our decision. The application should state the reasons why you consider the decision should not have been made. You may also submit any other relevant material with your application.

The review will be undertaken by the General Manager within 28 days of receipt of the application.

Voluntary Dispute Resolution

If a dispute arises between us and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute.

Conciliation is a voluntary process and will only be suitable for disputes where Council and the maker of the report are willing to resolve the dispute.

6.7 Other agency obligations

Record-keeping requirements

Council has responsibilities under the State Records Act 1998 to keep full and accurate records with respect to all information received in connection with the PID Act. PID reports, investigation reports and associated documents and information will be stored in Council's electronic information management system. Access to the information will be restricted to the General Manager and Disclosure Coordinators.

Disclosure Officers and Managers who receive PID related information are required to refer it to a Disclosure Coordinator so that it can be managed in a secure environment.

Reporting of voluntary PIDs and annual return to the NSW Ombudsman

Each year we provide an annual return to the NSW Ombudsman which includes:

- information about voluntary PIDs received by Council during each return period (yearly with the start date being 1 July)

- action taken by Council to deal with voluntary PIDs during the return period
- how Council promoted a culture in the workplace where PIDs are encouraged.

Information for the annual return is collected by the Disclosure Coordinators, and they are responsible for the preparation and provision of the information to the NSW Ombudsman. This information is stored in Council's electronic document management system.

How we will Ensure Compliance with the PID Act and this Policy

Council will ensure compliance with the PID Act through:

- ensuring appropriate training is provided to support and develop understanding of the PID Act and its requirements
- supporting managers and Disclosure Officers in undertaking their roles
- auditing and reporting of PID processes
- monitoring review timeframes and addressing non-compliance

7. ROLES AND RESPONSIBILITIES

Certain people within Council have responsibilities under the PID Act, including the following:

7.1 General manager

The General Manager is responsible for:

- Fostering a workplace culture where reporting is encouraged
- Receiving disclosures from public officials
- Ensuring public officials of Council comply with this policy and the PID Act
- Supporting Supervisors, Managers, Disclosure Officers, Disclosure Coordinators in understanding their requirements under the PID Act by ensuring the provision of adequate training and resources
- Ensuring that Castlereagh Macquarie County Council has appropriate systems for:
 - overseeing internal compliance with the PID Act
 - supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
 - implementing corrective action if serious wrongdoing is found to have occurred
 - complying with reporting obligations regarding allegations or findings of detrimental action
 - complying with annual reporting obligations to the NSW Ombudsman.

7.2 Disclosure coordinators

Disclosure Coordinators are responsible for:

- receiving reports from public officials;
- assisting supervisors and managers in accepting reports
- receiving reports from Disclosure Officers
- ensuring that any oral reports that have been received are recorded in writing
- supporting persons who have made PID reports throughout the process
- supporting Disclosure Officers and managers in their roles under the PID Act
- coordinating or undertaking investigations into reports of wrongdoing
- overseeing the external reporting requirements under PID Act
- coordinating training on PID Act requirements.

7.3 Disclosure officers

Disclosure Officers are responsible for:

- receiving reports from public officials
- receiving reports when they are passed on to them by managers
- ensuring reports are dealt with appropriately, including by referring the matter to the Disclosure Coordinators.
- ensuring that any oral reports that have been received are recorded in writing.
- maintaining strict confidentiality of the PID maker and all associated persons

7.4 Managers/Supervisors

The responsibilities of Managers/Supervisors, Team leaders, Coordinators, include:

- Receiving reports from persons that report to them or that they supervise
- Passing on reports they receive to a Disclosure Officer
- Maintaining strict confidentiality of the PID maker and all associated persons

7.5 All employees

All employees must:

- report suspected serious wrongdoing or other misconduct
- participate in any training on PID Act or this policy as provided Council
- use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Council
- treat any person with or investigating reports of serious wrongdoing with respect.
- maintain strict confidentiality of any PID processes and all associated persons of which they may be aware

Employees must not take detrimental action against any person who has made, may in the future make, or is suspected to having made, a PID.

8. FURTHER INFORMATION

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- confidentially contact a nominated disclosure officer within Council – Refer to Appendix 1 of this policy for a list of Council's disclosure officers
- contact the NSW Ombudsman PID Advice Team by phone: (02) 9286 1000 or email: pidadvice@ombo.nsw.gov.au
- access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

9. RELATED DOCUMENTS

Related CMCC policies include:

- Code of Conduct for Council Staff
- Code of Conduct for Councillors
- Risk Management Policy

Related Legislation includes:

- Public Interest Disclosures Act 2022
- Local Government Act 1993
- Local Government (General) Regulations 2021
- Government Information (Public Access) Act 2009 (GIPA Act)
- Independent Commission Against Corruption Act 1988.

Nothing in this policy limits any applicable legislation.

Michael Urquhart
GENERAL MANAGER

APPENDIX 1:CASTLEREAGH MACQUARIE COUNTY COUNCIL DISCLOSURE COORDINATORS AND DISCLOSURE OFFICERS

DISCLOSURE COORDINATORS	CONTACT INFORMATION
General Manager	Castlereagh Macquarie County Council, 55 Fox Street Walgett NSW 2832 Telephone: 0448050563 Email: cmcc@cmcc.nsw.gov.au
Administration Officer	As above Telephone: 0427598577

DISCLOSURE OFFICERS	CONTACT INFORMATION
General Manager	Castlereagh Macquarie County Council, 55 Fox Street Walgett NSW 2832 Telephone: 0448050563 Email: cmcc@cmcc.nsw.gov.au
Administration Officer	As above Telephone: 0427598577
Senior Biosecurity Officer	As above Telephone: 0428462060

In addition to the listed disclosure officers, staff can report to their Manager or Supervisor.

For public officials providing services or exercising functions on behalf of Council, such as *contractors*, *subcontractors* or *volunteers*, your Manager is taken to be the person in Council who oversees those services or functions, or who manages your contract or volunteering arrangement.

APPENDIX 2: LIST OF INTEGRITY AGENCIES

Integrity agency	What they investigate	Contact information
The NSW Ombudsman	Most kinds of serious maladministration by most agencies and public officials (but not NSW Police, judicial officers or MPs)	Telephone: 1800 451 524 between 9am to 3pm Monday to Friday Writing: Level 24, 580 George Street, Sydney NSW 2000 Email: info@ombo.nsw.gov.au
The Auditor-General	Serious and substantial waste of public money by auditable agencies	Telephone: 02 9275 7100 Writing: GPO Box 12, Sydney NSW 2001 Email: governance@audit.nsw.gov.au
Independent Commission Against Corruption	Corrupt conduct	Telephone: 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday Writing: GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 Email: icac@icac.nsw.gov.au
The Inspector of the Independent Commission Against Corruption	Serious maladministration by the ICAC or the ICAC officers	Telephone: 02 9228 3023 Writing: PO Box 5341, Sydney NSW 2001 Email: oiicac_executive@oiicac.nsw.gov.au
The Law Enforcement Conduct Commission	Serious maladministration by the NSW Police Force or the NSW Crime Commission	Telephone: 02 9321 6700 or 1800 657 079 Writing: GPO Box 3880, Sydney NSW 2001 Email: contactus@lecc.nsw.gov.au
The Inspector of the Law Enforcement Conduct Commission	Serious maladministration by the LECC and LECC officers	Telephone: 02 9228 3023 Writing: GPO Box 5341, Sydney NSW 2001 Email: olecc_executive@olecc.nsw.gov.au

Integrity agency	What they investigate	Contact information
Office of the Local Government	Local government pecuniary interest contraventions	Email: olg@olg.nsw.gov.au
The Privacy Commissioner	Privacy contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au
The Information Commissioner	Government information contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au

ITEM 11.9 ADVERTISING POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The advertising policy is presented to Council for consideration and adoption.

Background:

At the August 2024 Ordinary Meeting of Council, the General Manager advised the cost of statutory advertising in the print media was becoming very expensive when multiple advertisements were necessary to reach the target audience across the County Council Local Government Area.

Current Position:

Council requested the General Manager develop a policy that would allow flexibility and provide alternative means of advertising to reach the target audience in a more cost effective manner.

Governance issues:

Local Government Act 1993

Local Government (General) Regulation 2021

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council

Council staff

County Council LGA Ratepayers

Financial Implications:

The new policy provides a range of media alternatives for advertising to maintain expenditure within the budget allocation.

Alternative Solutions/Options:

NIL

Conclusion:

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

Advertising Policy
<p>Recommendation:</p> <ol style="list-style-type: none">1. That the General Managers report be received.2. Council adopts the Advertising Policy as presented. <p>Moved: Seconded:</p>



CASTLEREAGH MACQUARIE COUNTY COUNCIL

ADVERTISING POLICY

OBJECTIVES

Ensure that the broader CMCC community, and wider community where appropriate, understand the role of Council and its programs, services and initiatives.

Ensure community awareness of the scope of Council's activities and provide opportunities for community comment, in particular where advertising is a legislative requirement.

Ensure consistent, coordinated and cost-effective advertisement of Council activities that best reaches the target audience in a timely and efficient manner.

POLICY

Council will endeavour to keep all five (5) Local Government Areas of the County Council (Constituent Member LCA's) informed of important Council services, operations (inspections), initiatives (HP project), programs and activities such as events (field days), access to services (private works), community consultations (comment on policy), new initiatives (projects), disruptions to regular services (spraying), Recruitment, Council meetings, tenders, programs and any other community information such as aerial survey communication.

Selecting media for information dissemination, Council will select the most appropriate avenue of advertising - such as print, radio, television, and online - for the message being communicated and the audience it is being communicated to.

ADVERTISING OPPORTUNITIES

Advertising scope - Advertising may be conducted at a local, metropolitan or national level, depending on the content and purpose of the advertisement.

Local opportunities –

Publications that service the CMCC local government area include - but are not limited to;

- Western Herald,
- Walgett Spectator
- Coonamble Times
- Gilgandra Weekly
- Warren Weekly
- Coonabarabran Times

Radio stations that service the CMCC local government area include - but are not limited to;

- Radio 2WEB
- ABC Western Plains
- Now FM
- 2VM.

Online;

- Western Plains App and Council's Web page can also be used to 'boost' or place advertisements.

Metropolitan opportunities

Print: Publications that service the wider Sydney area and/or nationally include - but are not limited to;

- The Sydney Morning Herald (which contains a section for dedicated Local Government advertising)
- The Australian
- The Daily Telegraph

Local Government – specialized press;

- Local Government Focus Magazine
- Local Government Job Directory
- LG Councillor Magazine.

Advertising Considerations - A number of factors will be considered when placing advertisements;

- a) Target audience - Consideration will be given to who the advertisement should reach, whether it is local, metropolitan, and/or national;, etc.
- b) Sections - Newspapers have specific sections and radio stations have time slots that target specific demographics and consideration will be given to the effective targeting of advertising in these areas.
- c) Timing - Advertisements will be placed to allow adequate time for responses from the community.
- d) Cost - Most effective use of allocated budget

Council will meet statutory obligations in communicating with the CMCC Local Government Area and the wider community, including but not limited to;

- a. Tenders - Councils are now required to publish notices on their websites and in such other manner that they consider necessary to bring it to the notice of the local community or other interested persons.

The current requirements for advertising a open tender are shown below.

Open tendering

- (1) A council that decides to use the open tendering method for a proposed contract must publish an advertisement inviting tenders for the proposed contract
 - i. On the website of the council, and
 - ii. In any other manner that the Council considered necessary to bring it to the attention of persons who may be interested in tendering for the proposed contract.
- (2) The advertisement must
 - i. Express the purpose of the proposed contract, and
 - ii. Give details of where and when tender proposal documents relating to the proposed contract can be obtained and the purchased price of those documents and,
 - iii. Specify the name of a person whom requests for information concerning the proposed contract may be addressed and how the person can be contacted, and
 - iv. Invite any person willing to fulfill the requirements of the proposed contract to submit a tender to the council by the deadline specified in the advertisement, and
 - v. State the way a tender submission must be submitted

The deadline must be specified time on a date that is at least 21 days after the date of publication or first publication of the advertisement.

- (3) The tender proposal documents relating to the proposed contract must comply with clause 170.

- b. Recruitment - Advertisements will be placed with consideration given to enabling sufficient candidates to apply. This may include internal and/or external advertising in print and online. All recruitment advertising should consider Council's Equal Employment Opportunity policy.
- c. Public Notices - Notices, such as aerial survey programs must be advertised providing details of place, dates and times that the notice refers to.
- d. Annual Report - Council will communicate openly and effectively with all communities through the publication of a comprehensive Annual Report within five months of the end of the financial year. (Local Government Act 1993 - Sect 428).

RELATED DOCUMENTS

Freedom of Information Act 1989;
 Anti-Discrimination Act 1977;
 Local Government Act 1993;
 Independent Commission Against Corruption Act 1988
 Councils Code of Conduct

Version	Adopted Date	Minute No.	Details of Review
1	28 th October 2024		

ITEM 11.10 DELEGATES, REPRESENTATIVES AND/OR MEMBERS OF COMMITTEES, REFERENCE GROUPS AND EXTERNAL BODIES – TERMINATING SEPTEMBER 2025

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report identifies those committees, reference groups and external organisations requiring appointment of a Councillor representative.

Background:

The participation on a range of local, specific issues, committees established by Council including Section 355 Committees, peak body/sector associations, and local and regional forums, is an essential part of the representative role Council plays. Council nominates delegates and representatives to these committees annually. The role, as the delegate or Council representative on these committees, is to represent the position of Council, and where appropriate, report back to Council at an Ordinary Council Meeting on the issues or progress of the committees, and any recommendations made by the committees.

Current Position:

Attached is a schedule identifying Councillors and staff who were currently involved in external bodies on behalf of Council.

Governance issues:

Councils Code of Conduct

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie Council Councillors
Castlereagh Macquarie Council Designated Staff

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

Council should proceed to appoint Councillor representatives to the various Committees and reference Groups as listed in the attached schedule.

Delegates, Representatives and /or members of Committees, Reference Groups and External Bodies – Terminating September 2025

Recommendation:

1. 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.
2. To be determined at the meeting.

Moved:

Seconded:

Attachments:

Schedule of representatives and delegates for the period terminating September 2025.

COMMITTEE	COUNCILLOR	OFFICER
Weeds County Council Network	Chairman	General Manager
Hudson Pear Taskforce Committee	Chairman	General Manager and Senior Biosecurity Officer
General Managers Performance Review Committee	Chairman, two (2) other Councillors, (one (1) General Managers choice)	General Manager
CMCC Audit Risk Committee	Deputy Chairman	General Manager
North-West Regional Weeds Committee	Councillor ***	General Manager and Senior Biosecurity Officer
Central-West Regional Weeds Committee	Councillor ***	General Manager and Senior Biosecurity Officer
Parthenium Taskforce Committee	Chairman	General Manager and Senior Biosecurity Officer

***Councillor Delegate required

ITEM 11.11 ORDINARY COUNCIL MEETINGS – TIME, DATES AND VENUE FOR 24-25

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

Council's Code of Meeting practice Clause 3.2 requires "that Council shall, by resolution set the frequency, time, date and place of its ordinary meetings". It is desirable that Council determine its meeting schedule for, 2024-2025 to facilitate forward planning.

Background:

Council has previously determined that Ordinary Meetings of Council should generally be held on the fourth Monday of every second month with the exception of November or December. Under section 365 of the Act, Council is required to meet at least four (4) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a Council is required to meet each year under section 365A.

Current Position:

The following schedule provides for Meetings in 2024-2025 to be held on the fourth Monday of the month other than in December when it is proposed to be held on the first Monday. All Council meetings will take place in Coonamble at the Council Chambers to allow for recording webcasting of the meetings in accordance with the Council's Code of Meeting practice clause 5.19. It is proposed that meetings continue to commence at 10.30am as has been the practice in the past.

25 November 2024
24 February 2025
28 April 2025
23 June 2025
25 August 2025
27 October 2025
1 December 2025

Governance issues:

Councils Code of Meeting Practice
Local Government Act 1993

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council Councillors, Staff and general public

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

Council should proceed to consider the meeting dates as presented above

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

Recommendation:

1. That 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

1 December 2025

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

Moved:

Seconded:

Attachments:

Nil

ITEM 11.12 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
28 th October 2024	CMCC Council Meeting	Coonamble	Councillors, GM & Senior Biosecurity Officer
29 th October 2024	Biological Work Shop (Western)	Cobar	Senior Biosecurity Officer
30 th October 2024	Western Regional Weeds Meeting	Cobar	Senior Biosecurity Officer
6 th November 2024	North West Weedo Meeting	TBC	Senior Biosecurity Officer
7 th November 2024	North West Regional Meeting	TBC	Senior Biosecurity Officer
11 th November 2024	Bio Security Commissioner meeting	Orange	General Manager
12 th November 2024	Hudson Pear Taskforce Meeting	Lightning Ridge	Chairman, General Manager and Senior Biosecurity Officer
12 th November 2024	Harrisia Taskforce meeting	Lightning Ridge	Chairman, General Manager and Senior Biosecurity Officer
13 th November 2024	NSW BioControl Meeting	Lightning Ridge	Chairman, General Manager and Senior Biosecurity Officer
21 st November 2024	ARIC Committee Meeting	Teams Meeting	General Manager & Councillor
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

12. BIOSECURITY REPORT

ITEM 12.1 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.

Project Progress Report #1 Hudson Pear

Project title	Hudson Pear Program
Contract number	NW00459
Milestone number/period	18 th March 2024 to 30 June 2024 2024

Schedule A – Services

1. Engagement of spraying contractor(s) – Follow up spray work from 2023.
2. Hudson Pear Aerial surveillance

Success on completion

1. Engagement of spray contractors

Spray contractors (2 sprayers) have sprayed 5 properties. Total area sprayed 35000Ha. Chemical 14100Lt using 500ml Grazon Extra / 500 ml Uptake Oil to 100 lt water.(Spray records have been provided to the LLS Hudson Pear Coordinator

2 Aerial Surveillance Delivered 7th & 8th May 2024.

Challenges – Several rain events delayed spray work

Continue follow up spray work. Follow up with landowners that have received chemical through the program to make sure they are also carrying out follow up spray work.





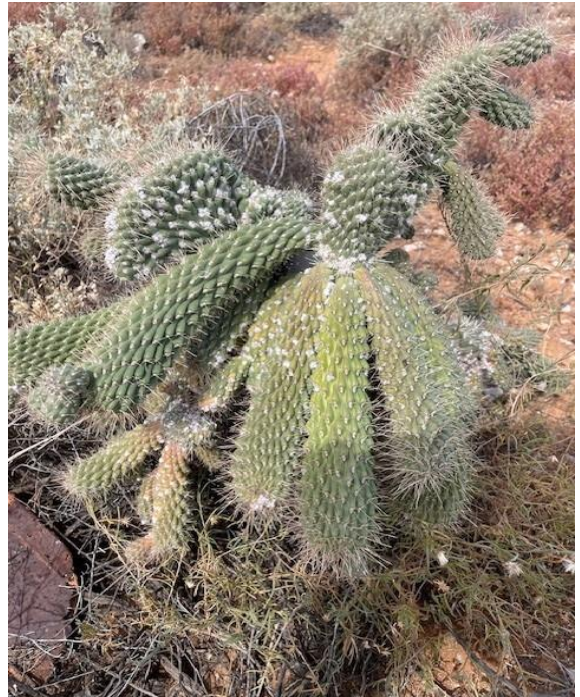
25th September 2024

Mesquite scattered over approximately 100,000 Ha. Infestation follows water ways and gullies.



25th September 2024

Tibooburra Tip – Infestations **Boxing Glove Cactus**.
Bio still present from release in 2018. Material
collected from site and released on private property
site within township.



26th September 2024

Broken Hill

Meet with landholder with **Jumping Cholla** infestations. Landholder has biocontrol established and
regularly sprays outlining areas.



(above Jumping Cholla)

26th September 2024 **residential properties Broken Hill**

Gossan Street - Bunny Ears



Pell Street - Rope Pear

Rope Pear residential and Electricity easement. Behind easement is also Mesquite infestations.



High Risk roadside inspections carried out.

27th & 28th September 2024 – Aerial Surveillance **Twelve Mile Creek into Kings Creek & Thomsons Creek South Tibooburra**. Nil infestations

28th September 2024

Historic site Silverton – 1975 Prickly Acacia, near township of Silverton. Outcome Sweet Acacia found. Similar look alike Prickly Acacia with bright yellow fluffy balls.

This same site has infestations of Mesquite approximately 100 mature plants & African Box Thorn



above Sweet Acacia

28 September 2024

Historic site Broken Hill 1971 Kochia. Outcome possible look alike found at location Native Juniper.



above Native Juniper

Tibooburra Private Property – Spiny Pest Pear (Opuntia Sp.) Cacta blasta present





(above Spiny Pest Pear) Opuntia Sp.

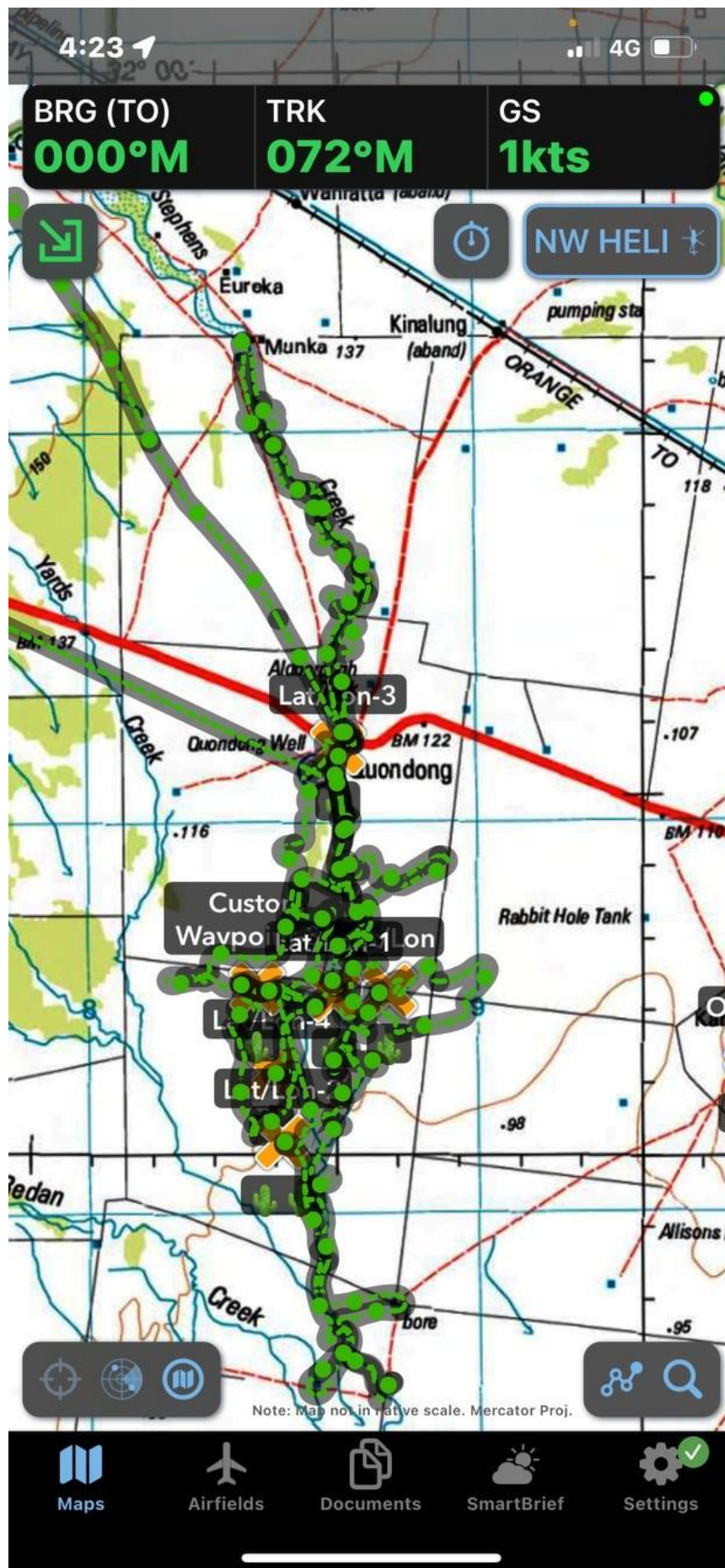
28th September 2024

Private Property Menindee Road Broken Hill – Hudson Pear. Large infestations have scattered for kilometres both sides along Stephens Creek. Property also has 8 Wheel Cactus plants.

Saturday 12th October 2024 – Castlereagh Macquarie County Council will be conducting Hudson Pear Biological releases in the main core infestation.

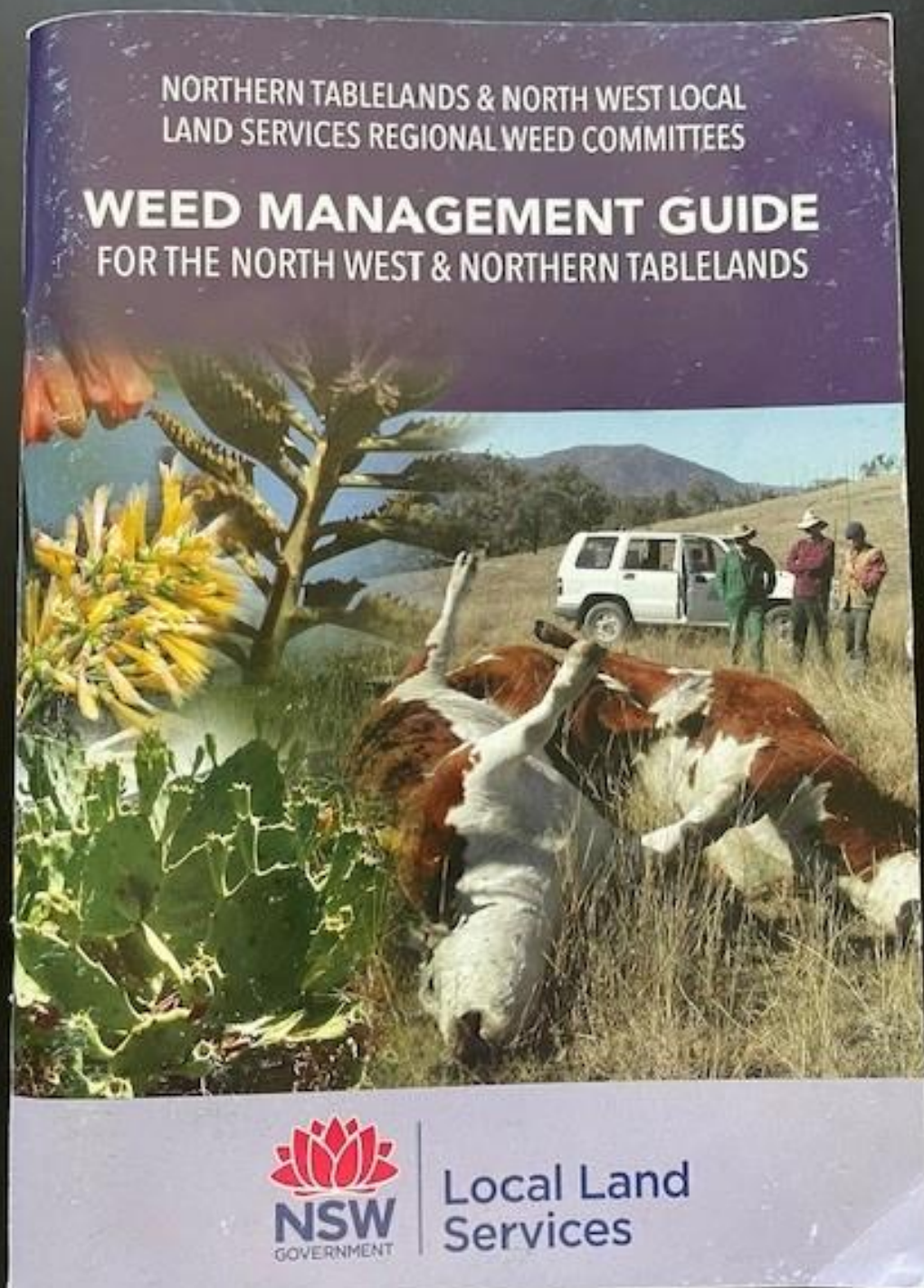






Wednesday 26th September 2024 – Letter box drop done by the Tibooburra Post Office.







Tiborrburra has widespread infestations of Silverleaf nightshade in the township and surrounding.



Media Release Hill FM / 2BH AM

Upcoming Events

11th October 2024 attending the PAWD meeting in Broken Hill

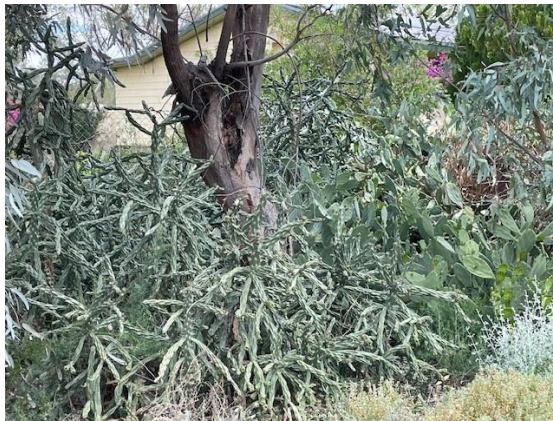
29th October 2024 attending Biological Workshop with Andrew McConnachie, Cobar

30th October 2024 Regional Weeds Meeting Cobar

Bourke Shire - Old Hudson Pear site

Private property - Northeast of Bourke on the West Culgoa Road, Hudson Pear in old tip on property dead. Infestations in garden beds.

Boxing Glove, Harrisia, Common Pear, Tree Pear, Mother of Millions. The new weeds officer for Bourke has been notified.



Roadside west Culgoa Road

Reports of Hudson Pear Hudson Pear. Found 1 Spinosia plant



Inverell Shire reported a Hudson Pear infestation. Hudson Pear was in a garden bed in a near by homestead 27 years ago and has spread into the adjoining National Park with over 500 plants. National Parkes conducted a walk through inspection W/C 30/09/2024

13. QUESTIONS FOR NEXT MEETING

14. CONFIRMATION DATE OF NEXT MEETING

Date: 25th November 2024, in Coonamble

15. CLOSE OF MEETING

Time: