



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 24th February 2025

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 **24th February 2025** commencing at **10:30am** to discuss the items listed in the Agenda.

Please Note: The Council Meeting is audio recorded

Michael Urquhart
GENERAL MANAGER

Table of Contents

1. OPENING OF MEETING.....	3
2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS.....	3
3. LEAVE OF ABSENCE	3
4. DECLARATION OF INTERESTS	4
5. PUBLIC PRESENTATION	5
6. CONFIRMATION OF MINUTES/MATTERS ARISING.....	6
ITEM 6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 25 th NOVEMBER 2024.....	6
7. REPORTS OF COMMITTEES	11
ITEM 7.1 CENTRAL WEST REGIONAL WEEDS COMMITTEE MEETING.....	12
ITEM 7.2 CENTRAL WEST REGIONAL WEEDS COMMITTEE OPERATIONS GROUP MEETING.....	20
ITEM 7.3 NORTH WEST WEED OFFICERS MEETING	23
ITEM 7.4 PARTHENIUM WEED TASKFORCE MEETING NO.47	26
ITEM 7.5 ARIC MEETING AGENDA – 21.11.2025.....	35
ITEM 7.6 ARIC MEETING MINUTES – 21.11.2025.....	56
8. REPORT OF THE GENERAL MANAGER	60
ITEM 8.1 COUNCIL'S DECISION ACTION REPORT – FEBRUARY 2025.....	60
ITEM 8.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT	63
ITEM 8.3 CASH ON HAND AND INVESTMENT REPORT AS AT 31 st JANUARY 2025	74
ITEM 8.4 QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2024	77
ITEM 8.5 SECOND QUARTER PLAN 2024/2025 & ANNUAL DELIVERY PROGRAM STATUS	85
ITEM 8.6 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS.....	106
ITEM 8.7 EMPLOYEE LEAVE LIABILITY AS AT 30 th JUNE 2024	109
9. BIOSECURITY REPORT	111
ITEM 9.1 QUARTERLY BIOSECURITY REPORT	111
10. QUESTIONS FOR NEXT MEETING.....	114
11. CONFIRMATION DATE OF NEXT MEETING.....	114
12. CLOSE OF MEETING.....	114

1. OPENING OF MEETING

Time: _____am

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3. LEAVE OF ABSENCE

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

4. DECLARATION OF INTERESTS

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

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

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

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

Member	Item No.	Pecuniary/ Non-Pecuniary	Reason

5. PUBLIC PRESENTATION

SPEAKER	TOPIC
Mr. Todd Pallister	LLS Program for Control of Hudson Pear

6. CONFIRMATION OF MINUTES/MATTERS ARISING

ITEM 6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 25th NOVEMBER 2024

Minutes of Ordinary Council Meeting – 25 th November 2024
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 25th November 2024, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved: Seconded:</p>

Attachments:

Meeting Minutes – 25th November 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 25th NOVEMBER 2024 COMMENCING AT 10:34AM

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

ABSENT: Nil

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

WELCOME: Meeting was opened at 10:34am and Chairman Clr Batten, welcomed all councillors and staff to the meeting.

DECLARATIONS OF INTEREST- Nil

06/24/01 Minutes of Ordinary Council Meeting – 28th October 2024

Resolved:

That the minutes of the ordinary Council meeting held 28th October 2024, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Clr Kinsey

Seconded: Clr Fisher

Carried

Councillor Greg Whiteley read the Oath/Affirmation as per Section 233A of the Local Government Act 1993 as he was absent from the October 2024 meeting.

06/24/02 Council's Decision Action Report – November 2024

Resolved:

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

Moved: Clr Kinsey

Seconded: Clr Holcombe

Carried

06/24/03 Cash and Investment Report – 31st October 2024

Resolved:

That the investment report for 31st October 2024 be received and noted.

Moved: Clr Garnsey

Seconded: Clr Peart

Carried

06/24/04 New and Revised Policies

Resolved:

1. That the report be received
2. Council adopts the Procurement, Contractor Management, Records Management and Sun Safe policies
3. Council adopts its legislative compliance as of October 2024.

Moved: Clr Kinsey

Seconded: Clr Fisher

Carried

06/24/05 Government Information Public Access Act – Annual Report

Resolved:

That;

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

Moved: Clr Bell

Seconded: Clr Garnsey

Carried

06/24/06 Public Interest Disclosure – Annual Report
<p>Resolved:</p> <ol style="list-style-type: none">1. That the Administration Officers report be received2. That Council adopt the 2023/2024 Public Interest Disclosure Annual Report <p>Moved: Clr Garnsey Seconded: Clr Bell</p> <p style="text-align: right;">Carried</p>

06/24/07 Audited Financial Statements and Audit Report
<p>Resolved:</p> <p>That;</p> <ol style="list-style-type: none">1. Council receive the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2023 to 30 June 2024.2. The General Manager provide a report in relation to leave liability on all leave entitlements of staff. <p>Moved: Clr Peart Seconded: Clr Kinsey</p> <p style="text-align: right;">Carried</p>

06/24/08 Annual Report 2023/2024
<p>Resolved:</p> <p>That Council formally adopts its Annual Report for 2023/2024.</p> <p>Moved: Clr Holcombe Seconded: Clr Cooke</p> <p style="text-align: right;">Carried</p>

06/24/09 Christmas Closure Period 2024/2025

Resolved:

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

Moved: Clr Bell

Seconded: Clr Garnsey

Carried

06/24/10 Important Dates for Councillors – Upcoming Meetings and Events

Resolved:

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

Moved: Clr Kinsey

Seconded: Clr Garnsey

Carried

05/24/21 Quarterly Biosecurity Report

Resolved:

That the report be received and noted.

Moved: Clr Garnsey

Seconded: Clr Peart

Carried

Date of the next CMCC Council Meeting to be Monday 24th February 2025 in Coonamble

Close of Meeting

The meeting closed at 11:20am

Chairman

General Manager

7. REPORTS OF COMMITTEES

Reports of Committees
<p>Recommendation:</p> <p>That the reports of the Central West Regional Weeds Committee, North West Weeds Officers Committee, Parthenium Weed Taskforce Meeting and the ARIC be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

ITEM 7.1 CENTRAL WEST REGIONAL WEEDS COMMITTEE MEETING

Local Land Services



Minutes

CW Regional Weeds Committee Meeting

Details

Location: Parkes Services Club

Date/time: 3rd December 2024
10.00am

Chairperson: Damian Wray (Bogan Shire Council)

Minutes: Tanya Muccillo (CWLLS)

People present: Archie Harding and (Narromine Shire Council), Tanya Muccillo (CWLLS), Glenn Sloane and Ron Milne (Parkes Shire Council), Shannon Hodge, Paul Adams and Duncan Fox (Forbes Shire Council), Peta Bolam (CWLLS) Andy Fletcher and Mat Savage (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), Marita Sydes (DPIRD), Michael Mulholland (NPWS), Dalit Hazell (NPWS), Jane Chrystal (CWLLS), Andrew Cozier (Crown Lands), Philip Price (Water NSW)

Apologies

Daryl Gilchrist (Water NSW), Michael Chambers (Parkes Shire Council), Sarah Jacobson (Lawson Grains), Catriona McAuliffe (NSW Farmers), Rae Craft (CWLLS Board), Nick Hanlon (NPWS), Kel Frost (Weddin Shire Council), Rohan Leach (CWLLS), Brian Bonello (CWLLS), Nina Hooper (CWLLS Board)

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. No conflicts of interest were noted.

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	Responsible
1	LLS to check documents and work with Marita on the condensed version- Completed- we are working on the Roadside Inspection Plan and will be presenting to the Councils at the Ops group meeting.	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- Ongoing- Joel to investigate	Tanya/RWC
3	Submit feedback on Weeds Induction Training to Paul Marinissen or Chris Claussen or Marita can pass on- Completed	All

4	Submit request for feedback on previous grant application via the grants support email address if wanting to incorporate feedback into next application. waggrantsupport@dpiird.nsw.gov.au Completed- Some Councils have sought feedback. They noted there was a delay in a response. Some councils requested feedback but were told it was too late in the year or didn't get a response. - Completed	All LCAs
5	Submit nominations for weeds of national significance by 20 th September- Completed	All
6	Tanya to find out price for client interactive defence training and send around for everyone to confirm attendees. Completed- Training was completed in October.	Tanya
7	Tanya to distribute DPIRD Ag and Biosecurity report. Completed- distributed following Sept meeting.	Tanya
8	Contact Marita if want other species profiles added to weedwise eg Riverina Pear- Completed	All
9	Contact Andy if you would like some cochineal- Completed	All

Business arising from Minutes

- Some Councils requested feedback on their WAP applications however were told that they were too late or did not receive a response.

2.0 Strategic Matters

2.1 Regional Weeds Committee Terms of Reference Review

- The group reviewed the Terms of Reference and have proposed updates to:

- stakeholder agency names
- change reference to State Weeds Committee to liaise with Ag and Biosecurity.

Action: Tanya to amend ToR and forward the NSW Government Code of Ethics and Conduct with the revised ToR to Committee.

3.0 Regional Weed Management Report

3.1 Regional Weeds Coordinator Report

CWLLS tabled the Regional Weeds Coordinator Report. Joel Christie-Johnston has commenced in the Regional Weeds Coordinator role and has been working to get to know the role and build relationships with Councils.

3.2 DPIRD Ag and Biosecurity Weeds Report

Marita tabled the Ag and Biosecurity report.

- Prohibited Matter responses

- Parthenium campaign looking for help in February 2025 at the Croppa Creek site if anyone is available. It can be covered by WAP funding and is a good learning opportunity. **Action: Marita to forward details.**
- Header inspections have ramped up on the Boarder.
- Hawkweed inspections have been organised for early 2025. Looking at sites in Kosciusko over the next couple of weeks.
- Mexican Feathergrass site at Little Hartley is looking to be declared free shortly.
- Murray/Riverina area are doing an Alligator Weed walkthrough and are still finding good patches of it. Looking to do another walkthrough campaign around Tamworth over the next month.
- Bio control update from Ag and Biosecurity team attached to the report.
- EM Train was shut down following some systems changes. This has been reopened and they are looking at options for integrating it with internal systems over the next 12 months.
- They are hoping the training program will be released soon. If we can get enough people (min 12) we can look to host a course in our region.
- Abstracts now open for Weeds Conference next year. Also running lightning talks again if people are not wanting to do a 15 min talk.
- Nominations for National established weed priorities included sticky nightshade, frogbit, siam weed, tropical soda apple, African lovegrass, oxeye daisy and harrisia.
- Procedures for online sales is being developed. If find any weeds for sale, send to DPI email box.
- Updating regional inspection plans across regions. CW have been given an extension to complete the update. Weeds Extranet has links to other regions regional inspection plans.
- No update on WAP as yet other than they are working extremely hard behind the scenes to get everything ready.

Knowledge/Professional Development

4.1 Guest Speaker- Neroli Brennan (CWLLS) Plant Biosecurity Training

Neroli provided a presentation about Plant Biosecurity and CWLLS' role. David Cooney has recently started in the SLSO- Plant Biosecurity role and is based in Condobolin.

LLS' role is aimed at

- Protecting our food crops and maintaining market access (domestic and exports)
- Protecting native plants and vital habitat

Focus on exotic plant pests (not present in Australia) and endemic plant pests (present in Australia and under management).

Needing to raise awareness in people who are eyes on the ground so they can report anything that might be unusual.

LLS responsibilities in prevention and preparedness, response and recovery

- Planning
- Communications
- Networks
- Awareness

- Training
- Surveillance
- Coordination
- Reporting

Everyone is encouraged to take a photo and send through if they see anything unusual

David Cooney's contact 0447 693 262 david.cooney@lls.nsw.gov.au or report to 1800 084 881

Regional Action

- Pasture dieback- CW region is on high alert. Impacts summer growing grasses. Asking people to make contact if they observe any areas of pasture dieback. Tropical C4 grasses are impacted. Seen as a discolouration (red/purple usually) initially and then expands to areas of dead pasture. Mealy bugs are typically present.
- Khapra beetle- traps have been set around grain facilities to see if we have any detections. We haven't had any yet thankfully.
- Surveillance of high-risk pathways including highways, grain handling facilities, agritourism
- Note: If you find anything, try not to move any samples to make sure spores aren't spread. Take photos (including landscape photo, whole plant and then zoom in to affected sections of plant. and send to David Cooney/Neroli Brennan, send to exotic plant hotline biosecurity@dpi.nsw.gov.au or call the hotline.
- Plant Health Australia have some training available if interested.
- CWLLS will be organising some training in the new year and will send invites to the Councils.

Action: Neroli to forward details for plant biosecurity training to group.

4.2 Joint Project Opportunities

- Weddin are having trouble accessing a TSR which also has Crown Land in the mix so hoping to get some permission from LLS and Crown Lands to see whether some of the local community groups can organise a day to go and do some treatments. LLS and Crown Lands members present said they happy to support it.

4.3 Quanda and Unincorporated Area Update- Andy Fletcher-Dawson (CMCC)

Western Unincorporated area works

- Rubber Vine- 5 known sites treated. 4 are now eradicated and have retreated the 5th site.
- Mesquite- found along gully's and waterways. Completed helicopter surveillance.
- Boxing Glove cactus- distributed bio to plants at tip site and released bio on private property site
- Jumping Cholla- biocontrol released in 2019 working well
- Recorded coordinates for other species found in the township to report back to Council
- Surveillance for Parkinsonia- none were found
- Historic surveillance around Silverton and Broken Hill- possibly were misidentifications
- Spiny Pest Pear site found- cactoblastis found.
- Hudson Pear infestation near Broken Hill. Have revisited and added bio control.
- Letterbox drop to locals around Tibooburra with info brochures

- Bourke Shire- looked at suspected HP sites. Found new plant at tip which was dead. Found other species and reported to landholder.
- Cobar workshop- Andrew McConachie presented. Some landholders reported that they had Hudson Pear on their properties which the team confirmed.
- Quanda site- Found some infestations on properties that weren't previously detected on 2 private properties. Collected GPS coordinates and will go back to treat them.
- Note: It's illegal to sell bio controls. Make sure to report to Andrew McConachie if you see anyone selling it.
- 3 weeks ago, Narromine Shire Council found some Hudson Pear plants during an inspection. These had been purchased from a nursery, the nursery had changed the name to sell it.

4.4 Stakeholder presentations

NPWS-

- Notifications through Atlas bionet alerts has been set up so they can pass info onto local staff. Encourages everyone to keep putting things in. African Boxthorn, blackberry and prickly pear is keeping everyone busy. New reporting system in place is helping to be able to pull data out.
- Intent is still for NPWS to be able to share content with LLS and DPI. Still looking at other options for sharing info.
- Works for Hudson Pear (Pilliga) yet to be reported, Mother of Millions, St John's Wort, Carrion Flower and Capevine were of interest.
- Pilliga and Bobbiwa SCA have found Carrion Flower plants.
- Participating in weed ID workshops- invited LLS, Council bio-officers to look at Harrisia infestations to make sure staff are confident to identify it.
- Looking at doing some surveillance work to identify Hudson Pear plants
- Looking at how to keep communication open with 5 LLS regions/Regional Weeds Committees.

CWLLS TSR- Peta Bolam

- Busy treating St John's Wort and Silverleaf Nightshade

FCNSW-

- South of region- Boxthorn treatment and have released some rust at Weddin State Forest. Also released some at Gunningbland and seems to be showing some signs of picking up the rust. Weddin site hasn't been successful yet.
- Gilgandra area- Tiger Pear is an issue. Struggling with long term grazing licensees treating it. Working to educate the landholders.
- Harrisia- 1 incursion at Nebia State Forest being treated. No Hudson Pear detected as yet during inspections. On high alert of movement of Harrisia into other areas.
- North- treating Tree Pear- wanting to connect with anyone who has had experience with getting off label permits for stem injection.
- Aloe species (possibly maculata) has been turning up in places as well (mistaken as Mother of Millions).
- Finished writing the FCNSW Corporate Weed Plan which reflects the new Regional Strategic Weed Management Plan and committee structures etc. New strategies have been incorporated.

NSW Farmers-

Nil

Crown Lands-

Number of projects going including Merrygoen, Coolah Common, Leadville, Bridal Creeper and Mother of Millions at New Mullion, Quanda- Hudson Pear planning, Stuart Town Common- Blackberry and St John's Wort- looking at using a drone to spray some of it as it is quite steep/inaccessible.

Transport NSW-

Nil

Water NSW-

Cochineal at Burrendong Dam (4000ha) for prickly pear. Also looking at a Memorandum of Understanding to be able to share data.

UGL-

Nil

CWLLS Board-

Rae Craft and Elise stokes have been appointed as CWLLS Board representatives for the Regional Weeds Committee.

5.0 Meeting Key Messages

5.1 Weed for Review – Parthenium Weed

Glenn Sloane gave a presentation on Parthenium Weed and the efforts Parkes Shire Council are taking to keep it under control/work to eradicate it.

5.2 NSW Independent Biosecurity Commissioner

Representatives were approached to provide input/feedback on weed/pest management by NSW government.

Action: All are encouraged to look at survey (link attached) and provide feedback on weed governance structures.

5.3 Meeting Schedule 2025

Date	Location	Host Council
11 March 2025	Coonamble	CMCC
3 June 2025	Nyngan	Bogan
2 September 2025	Narromine	Narromine
2 December 2025	Grenfell	Weddin

5.4 General Business

- Nozzle attachment for quickspray that records spray data. Central Tablelands Weeds Authority did a comparison. Chris Jackson is the contact for info- **Action- group to send through details of any known types/experiences with them.**
- Survey- Good neighbours program survey- asked for info on what FCNSW were doing to manage incursions along boundaries. NPWS have also been approached for information.

5.5 Meeting Summary

A summary of the meeting was discussed.

Meeting closed: 12:30pm

Actions from previous meeting

No.	Action	Responsible
1.	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	Joel

Actions from this meeting:

No.	Action	Responsible
1	Tanya to amend ToR and forward the NSW Government Code of Ethics and Conduct with the revised ToR to Committee.	Tanya
2	Marita to forward details of Croppa Creek Parthenium exercise	Marita
3	Neroli to forward details for plant biosecurity training to group.	Neroli
4	All are encouraged to look at survey from Independent Biosecurity Commissioner and provide feedback on weed governance structures.	Everyone
5		
5		
6		
7		
8		
9		

Next Meeting:

Coonamble- 11th March 2025

ITEM 7.2 CENTRAL WEST REGIONAL WEEDS COMMITTEE OPERATIONS
GROUP MEETING

Local Land Services



Minutes

CW Regional Weeds Committee Operations Group Meeting

Details

Location: Parkes Services Club

Date/time: 3rd December 2024
1:00pm

Chairperson: Andy Fletcher-Dawson (Castlereagh Macquarie
County Council)

Minutes: Tanya Muccillo (CWLLS)

People present: Archie Harding and Chalky (Narromine Shire
Council), Tanya Muccillo (CWLLS), , Glenn Sloane and Ron Milne
(Parkes Shire Council), Andy Fletcher-Dawson and Mat
Savage(CMCC), Corey Clark and Jamie Elms (Weddin Shire Council),
Damian Wray (Bogan Shire Council), Matt Croft and Des Mackey
(Dubbo Regional Council), Shannon Hodges, Duncan Fox and Paul
Adams (Forbes Shire Council), Andrew Cosier (Crown Land)

Apologies

Laurie Thompson (Lachlan Shire Council), Kel Frost (Weddin Shire
Council)

1.0 Welcome, acknowledgment to country and apologies.

The meeting convened at 1:25pm

Chair, Andy Fletcher-Dawson 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

2.1 WAP Budget Planning (costings breakdown for common items)

Considerations for applications

- Look at options for how to spread costs across LCAs for common items including campaigns, training,

Action: Joel to put together some info on costs of common items i.e. promos, campaigns etc.

2.2 Campaigns and Training

Campaigns- Haven't seen any trucks. Action: Joel/Tanya to see if can organise when they are coming along the
Newell and capture some footage to use in social campaign.

- Green Cestrum campaign- MV ad has gone on TV. Action: Andy to email Mel and get an update.

Training- Look at options for training. Drone training- Action: Joel to see whether Tocal have funding for drone
training.

- Bio Control Workshop Review

- Cobar bio control workshop was very good. Interesting to be able to look at some of the agents through microscopes. Andrew had several specimens of Cacti available. Ag and biosecurity team are available if we have enough people to attend.

- CW Regional Inspection Plan development

Tanya ran through the Regional Inspection Plan template that is being developed. We will send around a spreadsheet to collect information to Council's early in the new year. We have until May to update the plan. Action: Joel to circulate the Plan template and spreadsheets to Ops Group once it is ready.

- Weeds of the Central West guidebook update

- Andy, Damo, Des, and Joel met to review the current guidebook and have started updating it to align with the CWLLS RSWMP. Adding Chinese Violet, Sticky Nightshade and splitting out some of the Opunitas into 3 groups, changing some symbols to reflect priorities.

Action: Tanya/Joel to reallocate costs from SJW trials to contracting the designer to make changes and investigate printing costs.

3.0 Timed round table

- Bogan

Releasing rust/looking at paddocks where it was released. Released bio on tiger pear and common pear, worked on weed guide while Ute was being fixed. Looking at putting together abstract for weeds conference. Looking to catch up on inspections after harvest.

- CMCC

Caught up with SJW, good compliance by landholders. UGL, Crown Lands and NPWS have been working well to get on top of weeds. Blue Heliotrope, blackberry is having a bumper year. Heading west this afternoon.

- Dubbo

Boxthorn rust application, spraying SJW, Sticky nightshade plant found on Mitchell Hwy between Wello and Geurie. Second one found in the council area. Spraying Coolatai grass. Team is back at full capacity after 13 months. More fireweed found, linked to nursery where it was bought in.

- Forbes

Spraying hemlock, private property inspections, roadside inspections, Sticky leaf nightshade, SJW constant. CIDT training and cert iv in gov investigations completed. (interest in online course)

- Lachlan

- Narromine

Hudson Pear discovery and have been working on managing it. CIDT training, working on SJW, currently working on tiger pear as growth was too much so couldn't see it but now its more visible.

- Parkes

Property inspections have slowed due to harvest. Found some morning glory at Peak Hill. No plans for follow up walk through at this stage, no plants have been found since last time.

- Weddin

- Staff working on parks and gardens for a while. Working on Silverleaf, SJW and Heliotrope control. Were booked in for the government investigations training but got pushed to March due to low numbers.

Crown Lands

- Entering weed info when doing routine inspections, finding status of owners, and communicating with them about it. Parcels coming back from Trusts/land managers into administration and needing to work through how to manage weeds. Crown Lands can provide details of ownership if it helps any of our Councils to find out tenure/ownership. Boxthorn, Tiger Pear SJW, mother of millions being managed. NSW Planning Portal has most up to date info on crown ownership. Action: contact Andrew if anyone would like a run through of how to use it- CWLLS will organise a teams meeting in the new year and invite everyone in case anyone else would be interested.

LLS

Engaging Aboriginal land managers to build capacity to manage land. Weeds is a popular topic amongst consultations with Aboriginal groups and LALCs so we will likely be incorporating weed control and ID into workshops.

3.0 Discussion arising from round table.

Boneseed survey- circulate to group and check with Nik to see if we can have a few extra days to submit it.

Congrats to Jaime and Kel on their Macquarie Valley Weeds award.

Meeting closed at 2:35pm

Actions

- Joel to put together some info on costs of common items i.e. promos, campaigns etc.
- Joel/Tanya to see if can organise when they are coming along the Newell and capture some footage to use in social campaign.
- Andy to email Mel and get an update on Green Cestrum campaign.
- Joel to see whether Tocal have funding for drone training.
- Joel to circulate the Regional Inspection Plan template and spreadsheets to Ops Group once it is ready.
- Tanya/Joel to reallocate costs from SJW trials to contracting the designer to make changes and investigate printing costs for the weeds guide.
- Contact Andrew if anyone would like a run through of how to use it- CWLLS will organise a teams meeting in the new year and invite everyone in case anyone else would be interested.

ITEM 7.3 NORTH WEST WEED OFFICERS MEETING

Local Land Services



Minutes

NW Weed Officers Meeting – 6 November 2024

Details

Location: The Living Classroom

1A Killarney Gap Rd, Bingara

Date/time: 6 November 2024

9.00am

Chairperson: Hugh Leckie (NWLLS)

6. Lachlan Biddle (Moree Plains Shire Council)
7. Damein Skyes (Moree Plains Shire Council)
8. Clare Felton-Taylor (Narrabri Shire Council)
9. Rachael turner (NWLLS)
10. Debi Bancroft (Northern Slopes Landcare Association)
11. Rob Burr (Tamworth Regional Council)

Apologies

People present

1. Chairperson: Hugh Leckie (NWLLS)
2. Scott Revell (Gwydir Shire Council)
3. Luke Creighton (Gwydir Shire Council)
4. Lee Amidy (Gunnedah Shire Council)
5. Mike Whitney (Liverpool Plains Shire Council)

1. Matt Savage (CMCC)
2. Andrea Fletcher-Dawson (CMCC)
3. Peter Dawson (NWLLS)
4. Todd Pallister (NWLLS)
5. Aaron Cross (Narrabri Shire Council)

Actions

Action	Responsible	Status
Gwydir River Inspection for aquatic weeds	Hugh	WIP
WRA for Cereus spp once the species are Identified	Hugh/Clare	

This Meeting:

No.	Issue
1	Welcome
2	Apologies Andrea Fletcher-Dawson, Matt Savage, Peter Dawson, Todd Pallister, Aaron Cross
3	Minutes of the previous Meeting

4	Business Arising
	<p>Hugh</p> <p>Gwydir River inspection – organise meeting with Scott to look over plan and schedule a new date.</p>
5	WAP Grant
	<p>Hugh</p> <p>Thanks to everyone with the help to put the Regional Inspection Plan together.</p> <p>WAP Grant is still being worked through by DPIRD.</p>
6	LCA Reports
	<p>Michael Whitney</p> <p>St John's Wort, Cestrum, Parthenium weed inspections</p> <p>Starting to dry out</p> <p>Roadside control programs underway</p> <p>Attending the NRC meeting in Orange next week.</p>
	<p>Lee Amidy</p> <p>St John's Wort – Big year, Parthenium Weed – 15 plants in Stock Rd</p> <p>Alligator weed inspections</p> <p>Attending the NRC meeting in Orange next week.</p>
	<p>Deb Bancroft</p> <p>Cactus Catchup at Pilliga</p> <p>Hudson Pear incursion in Severn NP – old incursion</p> <p>Wheel Cactus still being found at Yarrowyck</p> <p>Mapping of HC in Gwydir</p> <p>Attended Prohibited Matter training in Port Macquarie</p>
	<p>Clare Felton-Taylor</p> <p>4 new incursions, St John's Wort at Kaputar Lantana on Kamilaroi Hwy, Harrisia Cactus Kiandool Lane, Rope Pear at Boggabilla</p> <p>Undertook media around HC and did a field walk, installed signs at location</p> <p>African Boxthorn Biocontrol site looking good, MOM, Cacti species</p> <p>Cereus Cactus becoming an issue – Can we do a WRA.</p>
	<p>Scott Revell</p> <p>Attended Inverell response at Severn NP</p> <p>Parthenium weed inspections, constant numbers being found</p> <p>HC – Luke is inspecting, need to have a meeting with Hugh and Deb to undertake mapping</p> <p>Cestrum, St John's Wort out of control</p>

	<p>Roadside spraying program underway</p> <p>Scott and Luke attended Prohibited Matter training in Port Macquarie</p>
	<p>Lachlan Biddle</p> <p>HC Control, Maderia vine, Cestrum, Parthenium weed sites free</p> <p>NPWS Water Hyacinth at the Gingham Water course, will look and providing funding for chemical, access is being restricted for vehicles, water not following currently, issues with spraying due to cotton farms being adjacent to site.</p>
	<p>Rob Burr</p> <p>Inspections Alligator weed, Parthenium Weed none found</p> <p>Needle grass getting away, St John's Wort exploding, Cestrum doing well</p> <p>Issue with who is responsible for land along water courses/river/creek. Where can this be found in legislation?</p> <p>Action: Find legislation for the ownership of waterways.</p> <p>Eve's Needle at residential property. How do we get them to remove it?</p>
	<p>Rachael Turner (Hugh Leckie)</p> <p>Community engagement re Hudson Pear through the tourist season</p> <p>Spraying of incursion sites and inspecting for HP</p> <p>Procurement being undertaken to engage contractors for spraying of HP</p>
7	NRC Review
	<p>Discussion took place around the NRC Review. Several of the Weeds Officers will be attending a meeting with the NRC Commissioner on Monday 11 November in Orange.</p>
8	General Business
	<p>Clare</p> <p>Cereus Sp (Column cactus) is becoming a problem/spreading from the good years since the drought</p> <p>Action: WRA to be completed once the correct Cereus sp is identified.</p> <p>Need to correctly ID the species we have in NSC area</p>
	<p>Michael Whitney</p> <p>Guardrail spraying TforNSW document/manual has old info referencing the Noxious Weeds Act.</p> <p>Weeds on TSRs – St John's Wort</p> <p>Mine rehabilitation staff are interested in attending the RWC. These staff work independently to those looking after the offset land.</p>
	12.00pm

Next Meeting:

19 February 2024. Location - Liverpool Plains Shire Council

ITEM 7.4 PARTHENIUM WEED TASKFORCE MEETING NO.47

Department of Primary Industries
and Regional Development



Minutes

Parthenium Weed Taskforce Meeting No.47

Details

Location: Microsoft Teams

Date/time: 4 September 2024
9:30am -12:30pm

Chairperson: Nicola Dixon, NSW DPIRD

14. Beth Brown, Northern Tablelands LLS
15. Luke Creighton, Gwydir Shire Council
16. Tim Bekis, Nambucca Council
17. Ivan Pillay, Central Coast Council
18. Karolina Pemberton, Rous County Council
19. Jesse Telford, Rous County Council
20. Jabe Polsen, Cootamundra-Gundagai Council

Apologies

People present

1. Bill Davidson, NSW DPIRD
2. Chris Banks, Sutherland Shire Council
3. Doug Campbell, Upper Hunter CC
4. Michael Whitney, Liverpool Plains Shire Council
5. Scott Revell, Gwydir Shire Council
6. Hugh Leckie, North West LLS
7. Jodie Lawler, NSW DPIRD
8. Lee Amidy, Gunnedah Shire Council
9. Glenn Sloane, Parkes Shire Council
10. Clare Felton-Taylor, Narrabri Shire Council
11. Matt Kennedy, Hunter LLS
12. Andrea Fletcher, Castlereagh Macquarie CC
13. Erin Fardy, Shoalhaven City Council

1. Pete Turner, NSW DPIRD
2. Michael Chambers, Parkes Shire Council
3. Keegan Noble, Nambucca Valley Council
4. Gavin O'Connor, Dept. of Ag & Fisheries QLD
5. Graham Charles, NSW DPIRD
6. Alicia Kaylock, South East LLS
7. Rhett Patrick, Rous County Council
8. Constantine Theodore, Grain Growers
9. Sam Nelson, Grain Growers
10. Rod Ensbey, NSW DPIRD
11. Lachlan Biddle, Moree Plains Shire Council
12. Geoff Riley, Inverell Shire Council
13. Regg Kidd, NSW Farmers
14. Shannon Hodge, Forbes Shire Council
15. David Pomeroy, Illawarra District Weeds

Business arising from previous meeting

Action	Responsible	Status
1. IP11 - TRC to work with AELEC to develop an event kit that includes information about hay from Qld and parthenium weed risk.	Dixon/Burr	Pending
2. TRC to revisit tracing campers with addresses provided to infested sites	Burr	Pending

3. Detector dogs to be deployed at IP10a, IP10f, IP12, IP31, IP32 April/May 2024	Davidson/ LCAs	Completed
4. Inspectors to receive training on new digital systems in July/August 2024	Dixon/Davidson	Pending
5. LLS digital screen campaign about parthenium weed	Dixon/Davidson	Ongoing to be rolled out spring 2024
6. DPIRD to approach GRDC about promoting article	Davidson	Completed
7. Tracing exercise. 439 properties to be inspected. Letters sent out to 60 LCAs. LCAs to complete inspections by 31 May 2024	Dixon/Stannard	Completed

Actions arising this Meeting:

No.	Issue	Action	Responsible
1	That the minutes of meeting 46 were a true and correct record of the meeting	Carried	Chair
2	Mal Stein has retired from TRC	The Chair acknowledged and recognised Mal's dedication to parthenium weed management in the TRC LGA since 2020.	
3	eDNA project	Members to send images of insects observed on parthenium weed plants	All members
4	Media and communications	Members to report back at next meeting if they see the PW wrapped trucks	All
5	Surveillance exercises	Detector dogs to be deployed at IP47 Gournama in autumn 2025	Revell/Davidson
6	Local Control Authority reports	Detector dogs to be deployed at IP10a, IP10f, IP12, IP31, IP32 April/May 2025	Amidy/Burr/Davidson/Campbell
		Response to be held at Croppa Creek Feb 2025	Revell

7	Industry reports	Approach Grain Growers about including an article in member e-newsletter about border certification requirements	Dixon
8	Border inspection program	Vacant regulatory officer position at Boggabilla. Critical to fill. All members to promote. Contact Nic Dixon if interested.	All members
9	Croppa Creek surveillance exercise	Proposed date of February. DPIRD and Gwydir Shire to confirm dates and send request for EOIs	Revell/Dixon

eDNA research project

Dr Diego Zhu diego.zhu@dpi.nsw.gov.au is interested in investigating whether insects that predate on parthenium weed could potentially be used to detect nearby infestations.

The best candidate for this research is insects that chew live plant tissue.

Surveillance exercises May-Aug 2024

Davidson

- Multi agency response held at Gunningbland State Forest, Parkes on 2 May with 28 people in attendance. 70 hectares surveilled, with no plants found.
- Detector dogs deployed at:
 - Gunningbland (IP15) Parkes on 1 May with 4 plants found on property by dogs
 - Dunroamin (IP31) Gunnedah on 18 April, 30 plants found
 - AELEC (12) Tamworth on 17 April, no plants found
- Multi agency response held at Croppa Creek (IP22 & IP42) on August 13th with 22 people in attendance, with 3 plants found. Second day was washed out.

PW tracing exercise

Davidson

- 439 properties, letters sent out to 60 LCAs. 22 LCA's responded so far, with target of 188 properties from those LCAs that responded to be inspected and 164 of those actually inspected
 - Feedback discussed at meeting: This exercise was repeatedly requested by the PWTF in years past. The feeling of current members is that it should not be repeated. Landholders were generally disgruntled, wanting additional information about when the stock were purchased and where from. There is a very low risk of parthenium weed being introduced with livestock movements and as no new infestations were found as a result of the 439 property inspections, it was not worth the level of confusion it caused for landholders.
-

Media and Communications

Dixon/Lawler

The parthenium weed truck wrap campaign delivered by CW LLS features engaging interpretive signage displayed on the backs and sides of trucks, designed to educate the community about identifying Parthenium weed and providing contact information for reporting sightings.

As parthenium weed poses a significant threat, potentially spreading from Queensland to New South Wales, our messaging along the Newell Highway is crucial. This initiative not only fosters local engagement but also promotes collaboration amongst other Government agencies and LGA's. Since the campaign kicked off on 1 July, 2024, the semi-trailers have collectively travelled over 317,511 kilometres, delivering this vital message from Brisbane to Melbourne.



Local control authority reports

Castlereagh Macquarie

Fletcher

- IP38 Gingie Road one plant found in an existing location in November 2023.
- Saleyards have been inspected and trace back done and inspected Feedlot at Brewarrina with no further plants found.
- No parthenium weed plants detected on other sites IP since the last meeting (IP1, IP4, IP33, IP35, IP36, IP40, IP41).

Central Coast Council

Pillay

- IP20 Ravensdale is inspected monthly with no plants found since August 2021.

Gunnedah Shire Council

Amidy

- Inspections on 3 known properties around every 2-3 weeks.
- IP45 Waterways Wildlife Park still finding 2-3 plants per inspection, site has been sprayed.
- IP32 Stock Road finding 20-50 plants per inspection, owner has started regular mowing and mower is cleaned down by Gunnedah Shire Council.
- IP31 Dunroamin finding 5-30 plants per inspection, still no plants found in the trash sites that were treated intensively after the initial detection, plants are being picked up around the billabong as the water recedes, these areas are not being sprayed due to previous inundation with flood water.

- Scent detection dogs were used at Dunroamin site in April 2024, 30 plants found.
- Priority roads are continually inspected with no plants found.

Gwydir Shire

Revell

- Luke Creighton has been employed as new Biosecurity Officer for Gwydir and will be assisting Scott Revel.
- Multi agency response at Croppa Creek on the 13th August with 22 people in attendance and 3 plants found. Second day of response was called off due to rain.
- All sites inspected monthly and plants last found at “Merrivale” IP 22c in May 2024.

Forbes

Hodge (by correspondence)

- IP2 on the West Wyalong Rd at a rest area where one single plant was found approx. 5 years ago is regularly reinspected every few months and no regrowth of parthenium has been found.

Inverell

Riley (by correspondence)

- IP17 associated with bird feed from Allora QLD is on a peri-urban block just west of Inverell on the Gwydir Highway and is inspected every 2 months or so with no emergence of any plants since March 2021.
- Traceback exercise revealed no new incursions with land managers all aware of the risk of seed being brought in with stock, machinery, hay and fodder.
- Roadsides from north and west regularly surveyed.
- Attended August surveillance exercise at Croppa Creek.

Liverpool Plains Shire Council

Whitney

- IP19 Warrah inspected monthly, 4 Plants found at in May 2024. Further scouting of the property found no more plants.
- IP28 Ardglen inspected monthly, no plants found since April 2021.
- Additional site where charity hay was delivered is also inspected monthly.
- Seeing hay being moved from the North and a lot from West as well.

Nambucca Valley Council

Bekis

- IP21 Missabotti last inspection was conducted Wednesday 21 August 2024 – no plants found.
- Weed detection dog was used to sweep the property.
- Previous inspections over the main infestation sites have occurred every 3-4 weeks with nothing found.
- Last plant was found in October 2023 by property manager.
- 70 property Inspections were completed along the Missabotti and Nambucca River towards Bowraville downstream of the Parthenium site in late February 2024 in a joint response with DPI, LLS and neighbouring Councils also with Weed Detection Dogs. No plants found!
- The wash down bay at the site is operational and is being used.

- Ideal winter rainfall and mild conditions have led to rapid pasture growth at the site which has made inspections difficult at times, but the property manager has finally been able to slash most areas to assist with inspections. The tractor and implements are washed down on site before leaving each paddock to avoid spreading any seeds.
- Property is no longer organic and is going on the market for sale sometime this year as an ongoing free-range egg farm, owner and manager are reportedly happy to discuss property history with potential buyers.
- New Parthenium signage is being installed leading up to the property to advise potential buyers of the risk.

Narrabri Shire Council

Felton-Taylor

- No new plants found at IP7, IP13, IP14, IP18, IP29 since last meeting.
- An issue has arisen with roadworks. Fulton Hogan are contractors for TfNSW. A grader drove through a known parthenium infestation site and knocked down the guideposts and biosecurity sign, moved the site a few 100 meters towards a water drain area and has now been barricaded off. Toolbox talk followed this occurrence.
- Aussie Hay Runners delivered loads of hay to Narrabri. Council staff contacted Aussie Hay Runners and they confirmed the hay is from Victoria and guaranteed it is low risk.

Moree Plains Shire Council

Biddle (by correspondence)

- Moree has been fairly quiet on the parthenium front none of our high-risk sites on the highways have produced any plants they are continuing to be monitored and sprayed quarterly.
- The Mungindi header site IP48 has produced 3 or 4 plants these have been sprayed and removed.
- There has been nothing found at the old tick yards in Goondiwindi.
- Council recently completed the monthly inspection of IP44 Manildra Grain Bellata with only one plant being found. There is a new manager on this site he has been a blessing for us as he is proactive in the control of any plant he finds.
- Council has just completed a cross-shire response with Gwydir Shire Council at Croppa Creek.
- Council continues to monitor Buckie Rd on our side of the shire for any new incursions.
- Council had a report of parthenium on the Boomi to Garah Rd which turned out to be a false alarm.
- Overall the MPSC is looking in pretty good shape at the minute.

Parkes Shire Council

Sloane

- Inspecting IP15 and IP16 fortnightly.
- DPI funded deployment of scent detection dogs at Gunningbland Parkes in May 2024 and found 4 plants at host site 'Werona'. Dogs were also deployed across the road in the Gunningbland State Forest near where plants were found previously, and no plants were detected this time.
- Multi-agency response on May 2nd 2024 at Gunningbland State Forest, no plants found.

Rous County Council

Pemberton/Telford

- IP24 Palmvale inspections are completed every 2 weeks finding 2-40 plants at each inspection, seedlings will germinate all year round. Treatment carried out upon detection.
- Council followed up on three possible leads for new sites in the Tweed area, 2 purchased feed from Country Heritage Feeds, the other was a false ID.
- Parthenium article in Uki News publication.
- Extension to billboard display at Casino South extended beyond 6 months and Ballina billboard owned by Rous County Council.
- New Parthenium corflute signs delivered last month.
- Detector dogs booked in for October 2024.

Shoalhaven City Council

Fardy

- Erin Fardy is new biosecurity officer for Shoalhaven Council
- IP30 Broughton Vale is inspected monthly, no plants found since October 2021. Source was contaminated organic chicken feed.

Sutherland Shire Council

Banks

- IP3 inspected weekly with no plants found since initial detection.

Tamworth Regional Council

Burr

- IP11 Bendemeer no plants found for 3 years.
- IP25 Loomberah no plants found since 2021.
- IP39 Crow Mountain Rd no plants found since May 2021.
- IP12 AELEC no plants found since May 2023, detectors dog inspected core areas in April 2024 with no plants found, signs are up.

Upper Hunter Weeds Authority

Campbell

- IP5 Muswellbrook, nothing found since August 2021, inspected every 21 days.
- Scent detection dogs deployed at IP10a and IP10f in May 2024 with 30 seedlings detected at IP10a and 28 plants detected at IP10f.
- In discussions with New England Energy Link around parthenium weed infestation sites due to their proposed route that goes through known sites.
- Hay has been coming in since April/May this year due to dry conditions.

Biosecurity Queensland Update

O'Connor (by correspondence)

- Toowoomba and Western Downs are continually targeting parthenium due to the proximity to the Murray Darling Basin.
 - Toowoomba, Western Downs and the eastern districts of the Maranoa shire are spot spraying roadsides and watercourses. Very fortunate to hear that there are no new major incursions, only
-

small patches of newly germinated seedlings around Injune, Acadia Valley, Wallumbilla, Goombungee (near Toowoomba).

- Incursions around the South Burnett Regional Council areas continue to prove stubborn and private landholders are being asked to not allow parthenium to get away and to follow their GBOs (General Biosecurity Obligations). Problem areas are in Murgon, Goomeri districts.
- Balonne Shire at the start of 2024 were seen to have new incursions of Parthenium following the Maranoa River travelling down river and to establish at the top of the Balonne shire due to water movement. Balonne shire Rural Lands Officers are aware of this and are treating outbreaks with herbicide.
- The winter period in southern and central QLD has had heavy frosts and cooler than average temperatures.
- Lower than average rainfall and a very warm end of winter/ start to spring resulting in parthenium generally dying back in the winter and very few germination events up until now. The few plants germinating are weak and small. This is excellent in that it provides officers time to control existing and established incursions and to reduce the seed bank.

Report from Tamara Taylor Biosecurity QLD IP&A Scientist, Brisbane.

- Over the last couple of years Biosecurity QLD researchers have been seeking out the biocontrol agent, *Zygogramma bicolorata*, referred to as the Parthenium beetle or Mexican beetle and is a species of leaf beetle native to Mexico.
- This beetle was usually in small numbers or even absent during the drought of 2015- 2019. Thankfully they came back in high numbers once it started raining again, and we have been able to field collect them since late 2022 and sending some to people who wanted them. We sent some to TWRC (Toowoomba Council) ,Charters Towers, and Kelli (BQ researcher) has been rearing and releasing them along the Burdekin the far north. The reports of control from these areas have been positive and along with rusts have helped manage incursions.

Border inspection program 2024

Dixon

- Inspection facilities will be open at Boggabilla, Mungindi, and Hebel in the 2024 harvest season.
 - DPIRD has rented office space in the National Heavy Vehicle Regulator building on the Newell Highway at Boggabilla and is in the process of getting this operational before the 2024 harvest starts.
 - Kate Williams will not be working this season
 - Training of casual staff in new digital system will be carried out before season starts in October.
 - Reviewed the fee charged for carrier biosecurity certificates, now costing \$75.
 - Upgrade of pad was completed at the Boggabilla site.
 - Expecting a big season this year.
-

General Business

NSW Parthenium Weed Strategic Plan to be updated to establish the expectation for the inspection regime over the 10 year period with no plants found until proof of freedom can be declared.

Next Meeting:

TBC in February 2025, in the afternoon in Warialda, with Croppa Creek surveillance exercise in the days following.

ITEM 7.5 ARIC MEETING AGENDA – 21.11.2025



**CASTLEREAGH MACQUARIE COUNTY
COUNCIL**

**AUDIT, RISK & IMPROVEMENT COMMITTEE
MEETING**

AGENDA

Thursday 21st November 2024

Michael Urquhart
GENERAL MANAGER

Table of Contents

1. WELCOME & OPENING OF MEETING	3
2. APOLOGIES	3
3. DECLARATION OF INTERESTS	3
4. CONFIRMATION OF MINUTES/MATTERS ARISING.....	4
4.1 MINUTES OF CMCC ARIC COMMITTEE HELD 15 th AUGUST 2024	4
5. BUSINESS ARISING	7
5.1 BUSINESS ARISING FROM CMCC ARIC COMMITTEE MEETING HELD 15 th AUGUST 2024.	7
6. REPORTS	8
ITEM 6.1 ARIC TERMS OF REFERENCE - NIL	8
ITEM 6.2 RISK MANAGEMENT POLICY NIL	8
ITEM 6.3 RISK REGISTER NIL.....	8
ITEM 6.4 UPDATE ON THE INTERNAL AUDIT PROCEDURES & PLANS (DISCUSSION POINT ONLY) ..	9
ITEM 6.5 UPDATE FROM THE GENERAL MANAGER ON RISK MANAGEMENT	10
ITEM 6.6 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2024	12
ITEM 6.7 FINANCIAL PERFORMANCE – CMCC EOY FINANCIALS 2023/2024 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT	17
7. NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTGATIONS INVOLVING COUNCIL	20
ITEM 7.1 INCIDENTS OF FRAUD - NIL	20
ITEM 7.2 NSW OMBUDSMAN's REPORT - NIL	20
ITEM 7.3 ICAC ENQUIRIES INVOLVING COUNCIL – NIL	20
ITEM 7.4 OFFICE OF LOCAL GOVERNMENT - NIL	20
8. RISK PROFILING (REPORT ON ANY ACTUAL OR LIKELY EVENTS IMPACTING ON COUNCIL'S RISK PROFILE)	21
9. GENERAL BUSINESS.....	21
10. CONFIRM DATE OF NEXT MEETING	21
11. CLOSE OF MEETING	21

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

1. WELCOME & OPENING OF MEETING

Time: _____am

2. APOLOGIES

3. DECLARATION OF INTERESTS

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

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

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

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

Member Councillor	Item No.	Pecuniary/ Non-Pecuniary	Reason

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

4. CONFIRMATION OF MINUTES/MATTERS ARISING

4.1 MINUTES OF CMCC ARIC COMMITTEE HELD 15th AUGUST 2024

Minutes of CMCC ARIC Committee Meeting – 15 th August 2024
<p>Recommendation:</p> <p>That the minutes of the CMCC ARIC Committee meeting held 15th 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 – 15th August 2024.

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC MINUTES

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

PRESENT:

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

ABSENT: Nil

WELCOME: Meeting was officially opened at 4.00pm and Chairman Mr. Ray Smith welcomed all Committee members and staff to the meeting.

2.0 Apologies

NIL

3.0 Declaration of Interest

NIL

4.1 Confirmation of Minutes of the ARIC Meeting Held

That the Minutes of the ARIC Meeting held on 16th May 2024 having been circulated to be confirmed as a true and correct record of that meeting.

Resolved

5.1 Business Arising

NIL

6.1 ARIC Terms of Reference

NIL

6.2 RISK MANAGEMENT POLICY

NIL

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

6.3 RISK REGISTER

NIL

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

The General Manager advised verbally that he had been reviewing the Hawksbury River County Council Internal Audit Charter and “Control Self-Assessment Program” with the aim of presenting a similar document for CMCC ARIC to consider at the November 2024 meeting. Mr. Urquhart reported that he was also planning to bring a draft “Compliance Register” to the next meeting.

6.5 UPDATE FROM GENERAL MANAGER ON RISK MANAGEMENT

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

Resolved

6.6 FINANCIAL PERFORMANCE – CMCC EOY FINANCIALS

The General Manager advised a draft set of Financials for 2023/24 will be sent to the NSW Auditor General in the coming weeks.

7.1 NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTIGATIONS INVOLVING COUNCIL

NIL

7.2 NSW OMBUDSMAN's REPORT

NIL

7.3 ICAC ENQUIRIES INVOLVING COUNCIL

NIL

7.4 OFFICE OF LOCAL GOVERNMENT

NIL

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

8.0 RISK PROFILING (REPORT ON ANY ACTUAL OR LIKELY EVENTS IMPACTING ON COUNCILS RISK PROFILE)

The General Manager advised that:
CMCC had been successful with its proposal for the NSW Unincorporated Area.
Council was successful with its 23/24 Weed Action Program grant funding application.

9.0 GENERAL BUSINESS

Councillor Fisher reported that he was not standing for the upcoming Local Government election, and he had thoroughly enjoyed his time on Castlereagh Macquarie County Council representing Coonamble Shire Council and as delegate to the CMCC ARIC.

The Chairman accordingly thanked Councillor Fisher for his contribution to the CMCC ARIC.

The Chairman also reported that he would be standing for at the September election for the Clarence Valley Council.

Date of the next CMCC ARIC Meeting to be 21st November 2024 via teams.

Close of Meeting

The meeting closed at 4.36pm

5. BUSINESS ARISING

5.1 BUSINESS ARISING FROM CMCC ARIC COMMITTEE MEETING HELD 15th AUGUST 2024.

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

6. REPORTS

ITEM 6.1 ARIC TERMS OF REFERENCE - NIL

ITEM 6.2 RISK MANAGEMENT POLICY NIL

ITEM 6.3 RISK REGISTER NIL

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

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

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

ITEM 6.5 UPDATE FROM THE GENERAL MANAGER ON RISK MANAGEMENT

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

Summary:

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

Background:

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

Current Position:

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

1. Provide general WH&S training update for all staff which was conducted at Coonamble on the 14th March 2024.
2. Operational Risk register consultation exercise at Baradine on the 29th July 2024.
3. Inspection of Council depots by the General Manager and WH&S consultant to assess general compliance with relevant legislation will be conducted in May and June 2024. Mr. Ringland has inspected the Gilgandra depot and was pleased with what he saw. A detailed report will be provided in due course
4. The General Manager and WH&S Consultant shall in the coming months review current policies.
5. Mr. Ringland has commenced work on the operations risk register.

The General Manager has developed a draft Legislative Compliance Register which is attached for the Committee's information.

Following on from the meeting in Baradine on the 29th July 2024 the General Manager has made enquiries regarding "Conflict Resolution Training". Staff will undertake the training in the coming months.

Relevant Reference Documents/Policies:

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

Governance issues:

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

Financial Implications:

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

Alternative Solutions/Options:

Not Applicable

Conclusion:

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

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

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

Attachments: Draft Legislative Compliance Register

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

ITEM 6.6 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.

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

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

Recommendation:

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

Moved:

Seconded:

Attachments:

September 2024. Quarterly Budget Review Statement

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 30th September 2024.									
	Year Actual	Adopted Budget	Approved Variation	Revised Budget	Requested Variation	Revised Budget	Actual To Date	Balance Remaining	% utilised
	2023-24	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		\$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 Contraol 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 meetir		\$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 exp		\$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 maint		\$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 ARIC – Agenda 21st November 2024.

	Year 2023-24	Adopted Budget	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%
Councillors' 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%

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

	Year Actual	Adopted Budget	Approved Variation	Revised Budget	Requested Variation	Revised Budget	Actual To Date	Balance Remaining For Year	% utilised for year
	2013-24	2023-24			This QTR	2023-24			
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 ARIC – Agenda 21st November 2024.

ITEM 6.7 FINANCIAL PERFORMANCE – CMCC EOY FINANCIALS 2023/2024 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT

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.

Summary:

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

Background:

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

Current Position:

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

NET OPERATING RESULT

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

WORKING CAPITAL

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

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

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

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

CASH AND INVESTMENTS

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

Internal Restrictions

Plant Reserve	49,000
Building Reserve	20,000
Employees Leave Reserve	102,000
Unrestricted Cash	876,000
Sub-total	\$1,047,000

External Restrictions

Government grants	369,000
-------------------	---------

Total \$1,416,000

Local Government Industry Financial Performance Indicators

1. Operating Performance Ratio

This ratio measures Council's achievement of containing operating expenditure within operating revenue.
Benchmark $\geq 0.00\%$. Council result 0.095. This positive result shows that Council kept its operational expenditure within the bounds of its revenue for the year.

2. Unrestricted Current Ratio

This ratio assesses the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.
Benchmark ≥ 1.5 times Council result 5.84times

3. Cash Expense Cover Ratio

This ratio measures the number of months a Council can continue paying for its immediate expenses without additional cash inflow.
Benchmark ≥ 3.00 months. Council result 12.37 months.

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

Conclusion

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

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

Relevant Reference Documents/Policies:

Local Government Act (1993)

Financial Reports and Auditors Report to 30 June 2024

Governance issues:

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

Environmental issues:

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

Alternative Solutions/Options:

There are no alternative solutions / options.

Stakeholders:

Office of Local Government

NSW Audit Office

Nexia Sydney

Castlereagh Macquarie County Council

Financial Implications:

The Financial implications for Council are detailed in the auditor's report and the supporting ratios.

The sound financial position provides the flexibility for Council to further increase control programs in the coming years should the need arise.

2023/2024 Audited Financial Statements and Audit Report
<p>Recommendation:</p> <p>That Council received the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2023 to 30 June 2024.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

End of Year Financials attached to agenda

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

7. NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTGATIONS INVOLVING COUNCIL

ITEM 7.1 INCIDENTS OF FRAUD - NIL

ITEM 7.2 NSW OMBUDSMAN's REPORT - NIL

ITEM 7.3 ICAC ENQUIRIES INVOLVING COUNCIL – NIL

ITEM 7.4 OFFICE OF LOCAL GOVERNMENT - NIL

Castlereagh Macquarie County Council ARIC – Agenda 21st November 2024.

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

NIL

9. GENERAL BUSINESS

10. CONFIRM DATE OF NEXT MEETING

Date: 20th February 2025

11. CLOSE OF MEETING

Time:

ITEM 7.6 ARIC MEETING MINUTES – 21.11.2025

1 | Page

CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC COMMITTEE HELD VIA TEAMS ON THURSDAY 21st November 2024 COMMENCING AT 4:00PM

PRESENT:

Interim Chair Ms Liz Jeremy
Committee members Mr. Ron Gillard
CMCC Delegate Cllr, Noel Kinsey, Mr. Manuel Moncada Audit Office Representative and General Manager Mike Urquhart.

ABSENT: Nil

WELCOME: Meeting was officially opened at 4.00pm and Interim Chairperson Ms. Liz Jeremy welcomed all Committee members and staff to the meeting.

2.0 Apologies

NIL

3.0 Declaration of Interest

NIL

4.1 Confirmation of Minutes of the ARIC Meeting Held

That the Minutes of the ARIC Meeting held on 15th August 2024 having been circulated to be confirmed as a true and correct record of that meeting.

Resolved

5.1 Business Arising

NIL

6.1 ARIC Terms of Reference

NIL

6.2 RISK MANAGEMENT POLICY

NIL

6.3 RISK REGISTER

NIL

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

The Interim Chair asked if CMCC had commenced with an Internal Audit Plan or Service Reviews.

The General Manager advised verbally that he had been reviewing the Hawksbury River County Council Internal Audit Charter and “Control Self-Assessment Program” with the aim of presenting a similar document for CMCC ARIC to consider at the February 2025 meeting.

6.5 UPDATE FROM GENERAL MANAGER ON RISK MANAGEMENT

That the ARIC receives and notes the General Managers report on Risk Management update. (Included draft Legislative Compliance Register)

Resolved

6.6 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2024

The ARIC adopted the quarterly Budget Review for 30th September 2024.

Resolved

Audit Office representative Mr. Manuel Moncada presented the 23/24 Financial Statements and he thanked the CMCC staff for their assistance during the audit process. Mr. Moncada in his Engagement Closing Report advised there were two overstated accruals and these remain uncorrected in the final statements for 23/24. The General Manager informed the committee that Council would be investigating its Information Technology procedures and would implement in the new year a cyber security review by its third party IT firm.

6.7 FINANCIAL PERFORMANCE – CMCC EOY FINANCIALS 2023/2024

The ARIC receive the Audited Financial Reports together with the Auditors Reports for the period 1st July 2023 to 30th June 2024.

Resolved.

7.1 NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTIGATIONS INVOLVING COUNCIL

NIL

7.2 NSW OMBUDSMAN's REPORT

NIL

7.3 ICAC ENQUIRIES INVOLVING COUNCIL

NIL

7.4 OFFICE OF LOCAL GOVERNMENT

NIL

8.0 RISK PROFILING (REPORT ON ANY ACTUAL OR LIKELY EVENTS IMPACTING ON COUNCILS RISK PROFILE)

NIL

9.0 GENERAL BUSINESS

NIL

Date of the next CMCC ARIC Meeting to be 20th February 2025 via teams.

Close of Meeting

The meeting closed at 4.44pm

DRAFT

8. REPORT OF THE GENERAL MANAGER

ITEM 8.1 COUNCIL'S DECISION ACTION REPORT – FEBRUARY 2025

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. Members 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, Members 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 – February 2025

Recommendation:

That the Resolution Register February 2025 be received and noted.

Moved:

Seconded:

Attachment:

Action Resolution Register.



CMCC ACTION RESOLUTION REGISTER

27.06.2022	06/22-11	1. That the report be received and noted.	GM	Flyers to quarterly rate notices. Information to be advertised in constituent Council newsletter	Continuing
		2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices		Media releases have been issued for Harrisia Cactus, St Johns Wort and Hudson Pear, African Box Thorn Filed Days.	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.	Complete
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
25.11.2025	06/24/07	That; 1. Council receive the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2023 to 30 June 2024.	GM	Council adopted the 23/24 financials at the November 2024 meeting.	Complete
		2. The General Manager provide a report in relation to leave liability on all entitlements of staff.		Report on the ELE liability to be presented at the February 2025 Ordinary meeting.	In progress

ITEM 8.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

- 24-20 A Fresh Strat for Local Government Apprentices, Trainees and Cadets Grants Program
- 24-21 Fresh Start Toolkit for Councils
- 24-22 Mandatory Notification of Data Breach Scheme Trends Report 2023-2024
- 24-23 Consultation on reforms to council meeting practices
- 25-01 Cyber Security Guidelines for Councils

Governance Issues:

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

Stakeholders:

Members
Castlereagh Macquarie County Council staff

Financial Implications:

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

Conclusion:

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

Circulars Received from the NSW Office of Local Government

Recommendation:

That the information contained in the following Departmental circulars 24-20 to 25-01 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved:

Seconded:

Attachments:

Circulars 24-20 – 25-01

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	A Fresh Start For Local Government Apprentices, Trainees And Cadets Grants Program
Circular Details	24 -20/ 22 October 2024 / Doc ID A934772
Previous Circular	N/A
Who should read this	All council staff
Contact	Grants@olg.nsw.gov.au
Action required	Information / Council to Apply

What's new or changing?

- The NSW Government has committed \$252.2 million over 6 years to directly support local councils and the local government sector to developing sustainable workforces.
- The Office of Local Government has developed the 'A fresh start for local government apprentices, trainees and cadets' grant program to provide funding support to local government organisations hiring new apprentices, trainees and cadets in their community.

What will this mean for council?

- Councils can apply for funding through the program in line with its Guidelines.
- Applications for funding for Round 1 (for new trainees, apprentices and cadets commencing studies in January 2025) are open between 22 October and 8 November, 2024.

Key points

- Councils, County Councils and Joint Organisations are eligible for the program.
- Successful applicants will receive funding that supports 100% of the applicable award wage for a new apprentice, trainee or cadet, as well as 15% of the on-costs associated with the new employee's hiring.

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



- Up to 1,300 positions will be funded throughout the program's four funding rounds.
- Round 1 funding will support up to 650 positions.

Where to go for further information

- You can learn more about the program and apply for funding through the OLG website at <https://www.olg.nsw.gov.au/apprentice-trainee>.

Brett Whitworth
Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Fresh Start Toolkit for Councils
Circular Details	Circular No 24-21 / 13 November 2024 / Doc ID A937535
Previous Circular	<u>Council Circular 24-20 A Fresh Start for Local Government Apprentices, Trainees and Cadets Grants Program</u>
Who should read this	Council staff, Engagement and Talent Acquisition teams
Contact	<u>freshstart@olg.nsw.gov.au</u>
Action required	Information

What's new or changing?

- The Office of Local Government (OLG) has issued a Stakeholder Toolkit for councils to aid their engagement around the *Fresh start for local government apprentices, trainees and cadets* (Fresh Start) program.

What will this mean for council?

- The Toolkit provides text, graphics, videos and communication scripts to guide councils engaging with the public about the Fresh Start program and its purpose.
- Councils can use the Toolkit to update websites, produce newsletters and social media updates, and keep their community engaged on the Fresh Start program.

Key points

- The Stakeholder Toolkit can be found online at <https://olg.nsw.gov.au/apprentice-trainee> under the 'Stakeholder Resources' tab at the bottom of the page.

Where to go for further information

- For more information contact the Fresh Start program team at freshstart@olg.nsw.gov.au

Danny Lester

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

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Mandatory Notification of Data Breach Scheme Trends Report 2023-2024
Circular Details	Circular No 24-22 / 22 September 2024 / A935874
Previous Circular	<i>Circular 24-06 Privacy and the Mandatory Notification of Data Breach Scheme</i>
Who should read this	Councillors / General Managers / All council staff
Contact	Information and Privacy Commission / 1800 472 679
Action required	Information / Council to Implement

What's new or changing?

- The Acting Privacy Commissioner has released the first Mandatory Notification of Data Breach Scheme (MNDB Scheme) Trends Report (the Report) for November 2023 to June 2024.
- The Report provides preliminary insights into the operation of the MNDB Scheme following its commencement in November 2023.
- It draws from the statistical data from notifications received and the Information and Privacy Commission's (IPC) broader engagement with agencies.

What will this mean for council?

- The Report provides useful insights that councils may draw from to uplift their data breach preparedness and understanding.
- Council staff can be its most valuable asset in ensuring that personal information is safely and securely handled. Councils should build a pro-privacy culture, invest in training on end-to-end information management, document security and privacy awareness, and embed robust privacy practices into the design of systems and processes.



Key points

- The MNDB Scheme requires NSW public sector agencies, including councils, to notify the Privacy Commissioner and provide notifications to affected individuals in the event of an eligible data breach subject to the *Privacy and Personal Information Protection Act 1998*.
- The MNDB Scheme also requires the local government sector to satisfy other data management requirements, including to maintain an internal data breach incident register, and have a publicly accessible data breach policy.
- The Report shows that:
 - 78% of notifications from the local government sector were attributable to human error. Human error was the dominant cause of data breaches across all sectors
 - 22% of notifications for the local government sector involved a criminal or malicious attack
 - 11% of all notifications from the local government sector involved a systems fault
 - 7,054 individuals were affected by a council data breach.
- Cyber security for local government is an area requiring attention, having regard to the total number of cyber incidents notified during the reporting period.
- Data breach readiness is key to responding to data breaches in a timely, effective and efficient manner.
- Delegations should be made to officers with the appropriate level of seniority and necessary expertise to respond to a data breach.
- Notifications to affected individuals are most effective when they provide clear advice on what happened and what steps an individual should take. Provision of assistance should be meaningful and comprehensive. Councils should recognise that the nature of assistance may differ in individual circumstances.
- Councils should consider their data breach response plans and service contracts to ensure that they adequately address their data breach requirements under the MNDB Scheme.



Where to go for further information

- The Report can be accessed at [MNDB Scheme Trends Report](#).
- For resources to support councils with their MNDB responsibilities, go to [Mandatory Notification of Data Breach Scheme](#) on the IPC's website.
- For more information, contact the IPC at 1800 472 679.

A handwritten signature in black ink, appearing to read 'Danny Lester'.

Danny Lester
A/Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Consultation on reforms to council meeting practices
Circular Details	Circular No 24-23 / Date 17 December 2024 / A939075
Previous Circular	<i>Council Circular 24-17 Councillor conduct and meeting practices – a discussion paper</i>
Who should read this	Councillors / General Managers / Council Governance staff
Contact	Council Governance / 02 4428 4100 / olg@olg.gov.nsw.au
Action required	Response to OLG

What's new or changing?

- The Office of Local Government (OLG) is inviting feedback from the local government sector and others on proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code).
- A discussion paper on the proposed amendments and a consultation draft of the new Model Meeting Code and accompanying paper has been published on OLG's website at www.olg.nsw.gov.au. The proposed amendments to the Model Meeting Code are indicated in track changes.

What will this mean for council?

- Submissions may be made in writing by email at olg@olg.nsw.gov.au or by completing the online submission form. Submissions may also be made by post addressed to: Locked Bag 3015, NOWRA NSW 2541
- Submissions should be labelled "Model Meeting Code amendments" and marked to the attention of OLG's Council Governance Team.
- The closing date for submissions is COB Friday, 28 February 2025.

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



Key points

- The amendments are part of the NSW Government's agenda to ensure that councillors are visibly in control of their councils, demonstrating to the community that decision making is genuinely local.
- The reform of the code and procedures governing how councillors gather, debate and make decisions, was flagged by the Minister for Local Government as part of the discussion paper issued in September 2024, "Councillor conduct and meeting practice: a new framework".
- The proposed amendments to the Model Meeting Code are the first tranche of reforms to the regulation of meetings. The second tranche will be legislated in 2025 as part of the measures implemented to reform the regulation of councillor conduct and will have a particular focus on behaviour at meetings.
- The feedback OLG receives will be used to inform the amendments that are ultimately made to the Model Meeting Code.
- It is anticipated that the new Model Meeting Code will be prescribed in early 2025.

Where to go for further information

- The discussion paper and consultation draft of the Model Meeting Code and accompanying paper have been published on OLG's website at www.olg.nsw.gov.au.
- For more information, contact OLG's Council Governance Team by email at olg@olg.nsw.gov.au or by telephone at 02 4428 4100.

Brett Whitworth
Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject	Cyber Security Guidelines for Councils
Circular Details	Circular No 25-01 / 24 January 2025 / Doc ID A941198
Previous Circular	<u>22-39 - Release of Cyber Security Guidelines for NSW Local Government</u>
Who should read this	Councillors / General Managers / All council staff
Contact	Cyber Security NSW / <u>community@cyber.nsw.gov.au</u>
Action required	Information / Council to Implement

What's new or changing?

- The updated Cyber Security Guidelines – Local Government (the Guidelines) allow councils to assess their cyber security maturity and plan their maturity uplift.
- The Guidelines outline cyber security standards and controls recommended by Cyber Security NSW for NSW local government.

What will this mean for council?

- Councils can adopt the Guidelines or use them to form the basis of an internally developed cyber security policy.
- Adherence to the Guidelines is strongly recommended.

Key points

- Councils are increasingly dependent on digital technologies and are a target for state-based, criminal and activist threat actors.
- A cyber-attack or incident has a risk of major disruption to services and operations, with genuine risk to critical infrastructure and services.
- Strong cyber security enables the effective use of emerging technologies and ensures confidence in the services provided by NSW local governments.



- The Guidelines should form the basis of an internally developed cyber security policy for individual councils.
- Cyber Security NSW does not offer funding assistance for the implementation of the Guidelines or other cyber security maturity uplift.

Where to go for further information

- The Guidelines and relevant templates for council use are hosted on the Councils and Cyber Security NSW Microsoft Teams forum. To join the forum, contact community@cyber.nsw.gov.au.
- Cyber Security NSW offers various services to assist councils in boosting their cyber security capability. Contact info@cyber.nsw.gov.au for more information.
- For questions about the Guidelines, contact the Policy Development and Coordination Team at policy@cyber.nsw.gov.au.
- The Guidelines are available on the Office of Local Government website [here](#).

A blue ink signature of Brett Whitworth.

Brett Whitworth
Deputy Secretary
Office of Local Government

ITEM 8.3 CASH ON HAND AND INVESTMENT REPORT AS AT 31st JANUARY 2025

REPORTING SECTION: Executive
AUTHOR: Rebecca Wilson – Administration Officer

Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 31st January 2025.

Background:

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

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

All investments at 31st January 2025 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 31st January 2025 held a total of \$1,357,746.31 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 November 2024

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$390,816.60	CBA	3.75%		N/A
1711077	05.09.2024	\$500,000.00	BankVic	5.00%	181days	05.03.2025
TOTAL		\$890,816.60				

31st December 2024

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$448,771.41	CBA	3.75%		N/A
1711077	05.09.2024	\$500,000.00	BankVic	5.00%	181days	05.03.2025
	19.12.2024	\$500,000.00	AMP Bank	5.20%	182 days	19.06.2025
TOTAL		\$1,448,771.41				

31st January 2025

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$357,746.31	CBA	3.75%		N/A
1711077	05.09.2024	\$500,000.00	BankVic	5.00%	181days	05.03.2025
	19.12.2024	\$500,000.00	AMP Bank	5.20%	182 days	19.06.2025
TOTAL		\$1,357,746.31				

Relevant Reference Documents/Policies:

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

Governance issues:

Nil

Environmental issues:

Nil

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Stakeholders:

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

Certification – Responsible Accounting Officer

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

Michael J Urquhart

General Manager – Responsible Accounting Officer

Conclusion:

As at 31st January 2025, Council's available cash and invested funds totalled \$1,357,746.31.

Cash and Investment Reports – 30th November 2024, 31st December 2024 and 31st January 2025

Recommendation:

That the investment report for 30th November 2024, 31st December 2024 and 31st January 2025 be received and noted.

Moved:

Seconded:

Attachments:

Nil

ITEM 8.4 QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The General Manager reports to Council on the status of the December 2024 Quarterly Budget Review (QBR) Statement. The report outlines the second 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 2021, Part 9, Division 3, Section 203 and is an essential aspect of Council's financial management. A budget review is to be prepared and submitted to Council not later than two months after the end of each quarter.

Current Position:

The current position is detailed in the attached Quarter 2 (period ending 31st December 2024) Quarterly Budget Review Statement report.

Generally, the majority of income and expenditure estimates for 2024/2025 are on track, however there is a number of variations brought to account in the attached report because of 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 \$7,002 for the quarter. The forecast cash result for the year is a deficit of \$4,804.

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

Description	Explanation	Saving	Expense
Interest on Investments	Interest on investments have increased this quarter with greater than expected investments	7,000	0
Private Works	It appears regular annual private work projects will not be undertaken this financial year	12,000	25,000
Plant Income and Expenditure	A saving in plant expenditure will have its plant income accordingly adjusted down	10,000	10,000
Audit	An over accrual last financial year will realise a saving in 2024/25	6,000	0
Computer & office equipment maintenance	It is requested additional funds be allocated for the changeover of computer systems	0	6,250
Employee Overheads	Sick leave expenditure this year will exceed original estimates (adj \$13,000), so too will superannuation contributions (adj \$7,000) Staff travel and training (adj \$4,000 & \$5,000) have surpassed revised estimates with additional training undertaken for accreditation	29,000	29,000
Other variations	Net of all other variations for the quarter	0	752
	Totals of adjustments	64,000	71,002
	Net adjustment for quarter		(\$7,002)

Relevant Reference Documents/Policies:

Local Government Act 1993

Local Government (General) Regulation 2021

Integrated Planning and Reporting Framework

Governance issues:

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

Financial Implications:

The Quarterly Budget Review details Councils current financial projections for the 2024/2025 fiscal year as at the quarter ending 31st December 2024.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The QBRS as at 31st December 2024 provides council with information relating to the status of the budget after six (6) months of operation.

Quarterly Budget Review Statement – December 2024
<p>Recommendation:</p> <p>That Council adopt the attached Quarterly Budget Review Statement for 31st December 2024 as tabled.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

December 2024. Quarterly Budget Review Statement

Castlereagh Macquarie County Council Agenda –24th February 2025 – Ordinary Council Meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 31st December 2024.									
	Year ending	Adopted Budget 2024-25	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2024-25	Actual To Date	Balance Remaining For Year	% utilised 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	\$60,952	\$60,952		\$60,952	\$60,952	\$0	100%
Parkinsonia Control Grant		\$30,000	\$12,350	\$42,350		\$42,350	\$42,350	\$0	
Rubber Vine Project		\$0	\$58,800	\$58,800		\$58,800	\$58,800	\$0	
Constituent Council Contribs		\$616,856		\$616,856		\$616,856	\$616,856	\$0	100%
Interest on Investments		\$35,700		\$35,700	\$7,000	\$42,700	\$21,211	\$21,489	50%
Lease office space		\$18,952		\$18,952	\$1,848	\$20,800	\$2,800	\$18,000	13%
WH&S Incentive Rebate - Unspent grants		\$5,000		\$5,000		\$5,000	\$5,000	\$0	100%
Administration - Total		\$1,057,095	\$132,102	\$1,189,197	\$8,848	\$1,198,045	\$807,969	\$390,076	67%
Private Works									
Private Works Income		\$95,455		\$95,455	(\$25,000)	\$70,455	\$29,279	\$41,176	42%
DPI Unincorporated Area		\$150,000	(\$540)	\$149,460		\$149,460	\$149,460	\$0	100%
DPI Bio Contraol Unit		\$90,000	(\$50,493)	\$39,507		\$39,507	\$39,507	\$0	100%
Private Works - Total		\$335,455	(\$51,033)	\$284,422	(\$25,000)	\$259,422	\$218,246	\$41,176	84%
Other Income									
Plant Income		\$163,782		\$163,782	(\$10,000)	\$153,782	\$94,951	\$58,831	62%
profit on sale of plant		\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Other Income - Total		\$168,782	\$0	\$168,782	(\$10,000)	\$158,782	\$94,951	\$63,831	60%
Revenue Income - Total		\$1,561,332	\$81,069	\$1,642,401	(\$26,152)	\$1,616,249	\$1,121,166	\$495,083	69%
EXPENDITURE									
Administration Costs									
General Manager's Salary		\$77,249	\$2,751	\$80,000		\$80,000	\$40,000	\$40,000	50%
Contract Administrative Support		\$12,610		\$12,610		\$12,610	\$9,900	\$2,710	79%
Administration Salaries		\$62,100		\$62,100		\$62,100	\$30,934	\$31,166	50%
Contribution by HP, Park and UA		(\$46,000)		(\$46,000)		(\$46,000)	(\$23,000)	(\$23,000)	50%
WH&S Risk Management		\$19,000		\$19,000		\$19,000	\$1,875	\$17,125	10%
Administration travelling and meeting expenses		\$2,000		\$2,000	\$2,600	\$4,600	\$2,332	\$2,268	51%
Audit Fees		\$21,028	(\$2,328)	\$18,700	(\$6,000)	\$12,700	\$8,700	\$4,000	69%
Audit Risk Improvement Committee		\$9,315		\$9,315		\$9,315	\$1,711	\$7,604	18%
Advertising		\$4,500		\$4,500		\$4,500	\$1,210	\$3,290	27%
Printing & Stationary		\$3,500		\$3,500		\$3,500	\$1,030	\$2,470	29%
Postage & Freight		\$1,325		\$1,325		\$1,325	\$540	\$785	41%
Telephone		\$9,669		\$9,669		\$9,669	\$4,513	\$5,156	47%
Bank Charges		\$753		\$753		\$753	\$165	\$588	22%
Legal Expenses		\$1,000		\$1,000		\$1,000	\$0	\$1,000	0%
sundry admin expenses		\$12,000		\$12,000		\$12,000	\$9,947	\$2,053	83%
lease fee expense Walgett		\$15,000		\$15,000		\$15,000	\$8,981	\$6,019	60%
Office maintenance and running expense		\$5,300	\$2,500	\$7,800		\$7,800	\$4,623	\$3,177	59%
IT purchases expensed in year		\$0	\$5,000	\$5,000		\$5,000	\$4,494	\$506	90%
Computer & office equipment maintenance		\$26,000		\$26,000	\$6,250	\$32,250	\$19,111	\$13,139	59%
web site costs		\$1,500		\$1,500		\$1,500	\$0	\$1,500	0%
Administration Costs - Total		\$237,849	\$7,923	\$245,772	\$2,850	\$248,622	\$127,066	\$121,556	51%

Castlereagh Macquarie County Council Agenda –24th February 2025 – Ordinary Council Meeting

	Year estimated	Adopted Budget 2024-25	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2024-25	Actual To Date	Balance Remaining For Year	% utilised for year
Insurance Costs									
Fidelity Gaurantee		\$2,252	\$545	\$2,797		\$2,797	\$2,797	\$0	100%
Public Liability & Prof Indemnity		\$38,997	\$1,507	\$40,504		\$40,504	\$40,504	\$0	100%
Property Insurance		\$9,942	\$581	\$10,523		\$10,523	\$10,523	\$0	100%
Personal Accident		\$1,970	(\$59)	\$1,911		\$1,911	\$1,911	\$0	100%
Councillor's and Officers' Liability		\$14,685	\$212	\$14,897		\$14,897	\$14,897	\$0	100%
Motor vehicle liability		\$9,911	(\$2,301)	\$7,610		\$7,610	\$7,610	\$0	100%
Insurance Costs - Total		\$77,757	\$485	\$78,242	\$0	\$78,242	\$78,242	\$0	100%
Governance Costs									
Chairperson's Allowance		\$4,150		\$4,150		\$4,150	\$1,670	\$2,480	40%
Councillors' Meeting Fees		\$19,271		\$19,271		\$19,271	\$7,777	\$11,494	40%
Councillors' Travelling		\$10,278		\$10,278		\$10,278	\$3,717	\$6,561	36%
Councillors' Subsistence - CMCC Mtgs		\$2,745	\$761	\$3,506		\$3,506	\$546	\$2,960	16%
Subscription - Shires Assoc		\$3,815	(\$761)	\$3,054		\$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	\$281	\$743	27%
Governance Costs - Total		\$42,884	\$0	\$42,884	\$0	\$42,884	\$17,045	\$25,839	40%
Employee Overheads									
ToolBox Meetings		\$1,441		\$1,441		\$1,441	\$382	\$1,059	27%
Annual Leave		\$42,891		\$42,891		\$42,891	\$16,520	\$26,371	39%
Long Service Leave		\$15,020		\$15,020		\$15,020	\$0	\$15,020	0%
Sick Leave		\$26,902		\$26,902	\$13,000	\$39,902	\$28,880	\$11,022	72%
compassionate leave		\$1,744		\$1,744		\$1,744	\$0	\$1,744	0%
Employee Overheads distributed to works		(\$188,524)	(\$3,000)	(\$191,524)	(\$29,000)	(\$220,524)	(\$114,507)	(\$106,017)	52%
Union Picnic Day		\$1,031		\$1,031		\$1,031	\$0	\$1,031	0%
Public Holidays NEI		\$16,792		\$16,792		\$16,792	\$10,179	\$6,613	61%
Superannuation		\$61,533		\$61,533	\$7,000	\$68,533	\$34,616	\$33,917	51%
Workers Compensation		\$10,868		\$10,868		\$10,868	\$6,432	\$4,436	59%
Protective Clothing		\$2,486		\$2,486		\$2,486	\$610	\$1,876	25%
Staff travel to meetings CCMC 61218		\$0		\$0	\$4,000	\$4,000	\$2,266	\$1,734	57%
Allowances Disability/Climatic		\$692		\$692		\$692	\$0	\$692	0%
Staff Training		\$7,124	\$3,000	\$10,124	\$5,000	\$15,124	\$14,197	\$927	94%
Sub -Total - Employee Overheads		\$0	\$0	\$0	\$0	\$0	(\$425)	\$425	#DIV/0!
Sub Total Administrative Overheads		\$358,490	\$8,408	\$366,898	\$2,850	\$369,748	\$221,928	\$147,820	60%
Employee Overheads - Total									
Destruction of Weeds									
WAP CW		\$434,915		\$434,915		\$434,915	\$176,812	\$258,103	41%
WAP NW		\$214,757		\$214,757		\$214,757	\$73,638	\$141,119	34%
WAP Council roads		\$120,000	(\$30,000)	\$90,000		\$90,000	\$71,557	\$18,443	80%
Parkinsonia project		\$0	\$42,350	\$42,350		\$42,350	\$0	\$42,350	0%
Rubber Vine Project		\$0	\$58,800	\$58,800		\$58,800	\$39,469	\$19,331	67%
Unincorporate Area		\$150,000	(\$540)	\$149,460		\$149,460	\$102,936	\$46,524	69%
Contribution Administration UA		(\$15,000)		(\$15,000)		(\$15,000)	(\$7,500)	(\$7,500)	50%
Destruction of Weeds - Total		\$904,672	\$70,610	\$975,282	\$0	\$975,282	\$456,913	\$518,369	47%
Private Works									
DPI - Biocontrol and Quanda		\$90,000	(\$50,493)	\$39,507		\$39,507	\$11,151	\$28,356	28%
DPI - Hudson Pear containment project		\$0	\$60,952	\$60,952		\$60,952	\$40,408	\$20,544	66%
Cost of Private Works		\$57,267		\$57,267	(\$12,000)	\$45,267	\$22,653	\$22,614	50%
Private Works -Total		\$147,267	\$10,459	\$157,726	(\$12,000)	\$145,726	\$74,212	\$71,514	51%

Castlereagh Macquarie County Council Agenda –24th February 2025 – Ordinary Council Meeting

	Year estimated	Adopted Budget 2024-25	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2024-25	Actual To Date	Balance Remaining For Year	% utilised for year
Other Expenses									
Depot Expenses		\$10,834		\$10,834		\$10,834	\$5,029	\$5,805	46%
Storage Rental		\$4,681		\$4,681		\$4,681	\$2,080	\$2,601	44%
Plant Expenses		\$83,782		\$83,782	(\$10,000)	\$73,782	\$52,492	\$21,290	71%
Depreciation		\$80,000		\$80,000		\$80,000	\$40,000	\$40,000	50%
Other Expenses - Total		\$179,297	\$0	\$179,297	(\$10,000)	\$169,297	\$99,601	\$69,696	59%
Revenue Expenses - Total		\$1,589,726	\$89,477	\$1,679,203	(\$19,150)	\$1,660,053	\$852,653	\$807,400	51%
Net Operating Surplus/(Deficit) after Depreciation		(\$28,394)	(\$8,408)	(\$36,802)	(\$7,002)	(\$43,804)	\$268,513	(\$312,317)	-613%
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	\$81,069	\$1,730,401	(\$26,152)	\$1,704,249	\$1,121,166	\$583,083	
Total Expenditure		\$1,718,726	\$89,477	\$1,808,203	(\$19,150)	\$1,789,053	\$852,653	\$936,400	
Net Total Surplus/(Deficit)		(\$69,394)	(\$8,408)	(\$77,802)	(\$7,002)	(\$84,804)	\$268,513	(\$353,317)	
Add back depreciation and profit on sale		\$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 (Deficit)		\$10,606	(\$8,408)	\$2,198	(\$7,002)	(\$4,804)	\$288,638	(\$293,442)	

CASTLEREAGH MACQUARIE COUNTY COUNCIL	
Quarterly Budget Review 31st December 2024	
Income Statement	
	24-25
Income from continuing operations	
User charges and fees	38
Interest and investment revenue	43
Other revenues	7
Grants and Contributions provided for operating purposes	1374
Other income	
Net gains from disposal of assets	5
Total income from continuing operations	1,467
Expenses from continuing operations	
Employee benefits and on-costs	720
Materials and services	706
Depreciation and amortisation	85
Net losses from the disposal of assets	0
Total expenses from continuing operations	1,511
Operating result from continuing operations	-44
NET OPERATING RESULT FOR THE YEAR	-44
Net operating result attributable to Council	
Net operating result for the year before contributions provided for capital purposes	-44

CASTLEREAGH MACQUARIE COUNTY COUNCIL	
Statement of Comprehensive Income	
	24-25
Net operating result for the year as per the Income Statement	-44
Total Comprehensive Income for the year	-44

CASTLEREAGH MACQUARIE COUNTY COUNCIL	
Quarterly Budget Review 30th September 2024	
Statement of Financial Position	
ASSETS	24-25
Current Assets	
Cash and cash equivalents	488
Investments	500
receivables	108
Inventories	79
Total Current Assets	1,175
Non-current assets	
Infrastructure, property, plant and equipment	556
Right of use assets	65
Total non-current assets	621
Total Assets	1,796
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	1,530
EQUITY	
Accumulated surplus	1,093
Revaluation Reserve	437
Council equity interest	1,530
Total equity	1,530

CASTLEREAGH MACQUARIE COUNTY COUNCIL	
Statement of Changes in Equity	24-25
Opening balance	1,574
Net operating result for the year	-44
Equity - balance at end of the reporting period	1,530

CASTLEREAGH MACQUARIE COUNTY COUNCIL	
Statement of Cash Flows for the years ending	
	24-25
Cash flows from operating activities	
<i>Receipts:</i>	
User charges and fees	38
Interest and investment revenue	43
Other revenues	7
Grants and Contributions provided for operating purposes	1374
<i>Payments:</i>	
Employee benefits and on-costs	-720
Materials and contracts	-643
Other expenses	-88
Net cash provided (or used in) operating activities	11
Cash flows from investing activities	
<i>Receipts:</i>	
Sale of infrastructure, property, plant and equipment	46
<i>Payments</i>	
Purchase of infrastructure, property, plant and equipment	-106
Net cash provided (or used in) investing activities	-60
Cash flows from financing	
Principal component of lease payments	-5
Net cash flows from financing activities	-5
Net increase/(decrease) in cash and cash equivalents	-44
Plus: cash and cash equivalents - beginning of year	532
Cash and cash equivalents - end of year	488
plus: investments on hand - end of year	500
Total cash, cash equivalents and investments	988

ITEM 8.5 SECOND QUARTER PLAN 2024/2025 & ANNUAL DELIVERY PROGRAM STATUS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the second quarter Operational Plan Targets for 2024/2025 and half yearly Annual Delivery Program.

Background:

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

Current Position:

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

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

Governance issues:

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

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils

Financial Implications:

Budget allocations have been made in the Operational Plan 2024/2025.

Alternative Solutions/Options:

NIL

Conclusion:

Council should note the progress made during the second quarter Operational Plan for 2024/2025 and half yearly Annual Delivery Program.

Second Quarter Operational Plan 2024/2025 and Annual Delivery Program
--

Recommendation:

Council accepts the progress made on the 2024/2025 Operational Plan as at 31st December 2024 and Annual delivery Program.

Moved:

Seconded:

Attachments:

Second Quarter Operational Plan for 2024/2025 and Annual Delivery Program Status Report



Castlereagh Macquarie County Council

Operational Plan & Delivery Program Status report 2024/2025

As at 31st December 2024

6. Principal Activities of Council

Statement of Principal Activities to be undertaken to achieve objectives

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

1. Provide information to Council to allow decisions at Council Meetings					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 31st December 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 and normally as a report to Council

3. Update Council policy register					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 31st December 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 31st December 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 31st December 2024
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	Tabled October 2024.
Council's Annual Report prepared and lodged with Office of Local Government	2.2	GM	30 November annually.		Tabled to Council in November 24. Placed on website.
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 31st December 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 31st December 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 issued in 2024.
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 31st December 2024
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.	Underway
Review Delivery Programme.	2.1 & 2.4	GM	Continuously		Underway
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 31st December 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 31st December 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 31st December 2024
Participate in Macquarie Valley Weeds Advisory Committee activities through attendance at meetings and supply of information as required to assist the lobbying of State and Federal Governments.	1.1	GM	Attend meetings and provide information as requested.	Satisfactory completion of task in accordance with target level.	Staff attend meetings.

13. Provide active support for LGNSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2024
Provide information as requested by LGNSW to assist it to lobby governments.	3.1	GM	Information to be provided by the date requested.	Satisfactory completion of task in accordance with target level.	Complying as and when required
Utilise the services of LGNSW to further Council's interests	3.1	GM	As and when required by Council.		Complying as and when required

14. Actively pursue politicians to further Council's interests					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 staff attended the November 24 Council meeting. Minister an apology. No opportunities in first quarter
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		

15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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.		
Review risk management policy.	2.3	GM	Ongoing.		Under review 2024
Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow.		Council has in place new SOP's and CMCC has in place a Traffic Guidance System to replace old TCP's.

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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
Review and update staff training programme.	2.3	GM	Annually.		To be completed 2024/25
Review EEO Management Plan.	2.3	GM	As required		To be completed 2024/25

17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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. Meeting with staff from NSW Records in January 25 Complying records are electronic
Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.		

18. Implement system of information technology capable of providing information that is relevant and timely					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 Completed in 2023
Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow).	2.3	GM	As required.		
Review Council's website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.		Reviewed constantly

19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2024
Maintain assets register for all assets over \$5,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor the condition of those assets	2.3	GM	Ongoing.		Complying
Identify maintenance requirements for those assets.	2.3	GM	Ongoing.		Complying Maintenance as required
Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.		Complying in conjunction with Senior Biosecurity Officer
20. Introduce a system for electronic mapping of invasive weed infestations and the automation of Weeds Officers' reports					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 to the whole of Council's Area of Operations.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 / 2025. Ongoing.		Continuing
Continue the training of staff in the use of the system in order to ensure it's most efficient and effective use.	1.3 & 2.3	GM SWO			Complying Training as necessary Use of drones to assist with weed identification complete

21. Compile data on Council's current vehicle and plant fleet – condition and usage					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2024
Analyse Council's current vehicle and plant fleet and its activities and assess future vehicle and plant needs.	2.3	GM	Ongoing	Satisfactory completion of task in accordance with target level.	Complying, new replacement plan adopted 2023.

22. Ensure access to competitively priced chemicals for weeds control programmes					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2024
Ensure access to competitively priced chemicals for weeds control programs.	1.2	GM	As required	Satisfactory completion of task in accordance with target level.	Complying on-going assessment of prices when purchasing

23. Actively pursue the control of invasive weeds along roadsides in Council's area					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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.	1.3	SWO	Carry out inspection within 7 days of notification.		All reports responded to
Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	As required		Complying

24. Actively pursue the control of invasive weeds on private lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2024
Inspection of private lands to assist landowners to fulfill their legal responsibilities in relation to invasive weeds.	1.2 & 3.2	SWO	At least 250 inspections per quarter.	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide information to landowners on invasive weeds control	1.2 & 3.2	SWO	If not done at time of inspection then within 1 week.		Complying on-going
Respond to invasive weed complaints	1.2 & 3.2	SWO	Initial inspection within 10 working days.		Complying on-going

25. Actively pursue the control of invasive weeds on vacant Crown lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 31st December 2024
Inspect areas proposed to be clear felled in coming financial year.	1.2	SWO	Within 28 days of receipt of <i>Harvesting Plan of Operations</i> .	Satisfactory completion of task in accordance with target level.	When advised
Advise Forests NSW of proposed clear fell areas that are potential weeds risks.	1.2	SWO	Within 14 days of inspection.		
Follow up to ensure control work is carried out on potential weeds risks.	1.2	SWO	Prior to Spring each year.		
Inspect areas surrounding standing forests and “land bank” areas.	1.2	SWO	Ongoing as resources permit, or in response to complaints within		
Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2	SWO	10 working 14 days after inspection.		

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

Castlereagh Macquarie County Council

Delivery Programme 2022/23 – 2024/25

31st December 2024

1. Strategic Objective – Building relationships

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

Strategy

Foster a spirit of cooperation with other natural resource managers.

Status as at 31st December 2024.

Continuing.

Council has good relationship with neighbouring Council's, and State and Federal Agencies in particular DPI and LLS. CMCC successful with new projects such as the Unincorporated Area management, Rubber Vine project and private works for DPIRNSW in the Cobar Shire on Hudson Pear.

2. Strategic objective – Invasive Weeds Control

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

Strategy

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

Status as at 31st December 2024.

Continuing.

Property inspections are documented with generally good landowner/occupier control compliance. Invasive weeds infestations are generally reduced across the county area on roadsides and Council controlled lands. The reduction in weeds is noticeable in the Warrumbungle Shire with St Johns Wort.

3. Strategic objective – Invasive Weeds Controls - Roadsides

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

Strategy

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

Status as at 31st December 2024.

Continuing.

Landowner/occupier control compliance levels are good. Council has in 2024/2025 delivered a continuation of the LLS Hudson Pear program in and around Lightning Ridge.

4. Strategic objective – Invasive Weeds Controls Funding

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

Strategy

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

Status as at 31st December 2024.

Continuing.

Council has been proactive with its assistance to DPIRNSW for the Unincorporated Area, Rubber vine and Cabor Shire inspection and compliance programs. Projects funded by DPIRNSW.

5. Strategic objective- Communication Policies

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

Strategy

Improve the Council's profile in the community.

Status as at 31st December 2024.

Continuing.

Council has renewed its Web Page to allow for improved communications with residents, landowners and occupiers of land. Council has also adopted an advertising policy to assist with communications to the general public on all things concerning Council operations and invasive weed management. Articles also posted to the Western Plains App.

6. Strategic objective – Community Consultation

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

Strategy

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

Status as at 31st December 2024.

Continuing.

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

7. Strategic objective- Administration

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

Strategy

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

Status as at 31st December 2024.

Continuing.

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

Council Biosecurity Officers receive training in the Biosecurity Act, investigations and landowner compliance. Council maintains a fleet of computers with a highly efficient and effective property inspection program.

8. Strategic objective- Funding Arrangements

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

Strategy

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

Status as at 31st December 2024.

Continuing.

Additional income streams identified with private works for constituent Councils. Council has commenced projects for DPIRNSW in the Unincorporated Area and Cobar Shire.

9. Strategic objective- Lobbying

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

Strategy

Increase politicians awareness of weeds.

Status as at 31st December 2024.

Continuing.

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

Minister for Agriculture was an apology for the November 2024 Council meeting, however her staff attended and provided answers to the Councillors questions concerning the future of invasive weed control in NSW.

10. Strategic objective- Technology

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

Strategy

Ensure that the Council fulfils its education and advisory role.

Status as at 31st December 2024.

Continuing.

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

11. Strategic objective – Regulatory Powers

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

Strategy

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

Status as at 31st December 2024.

No legal action to date.

Property inspections are documented with generally good landowner/occupier control compliance. Invasive weeds infestations are generally reduced across the county area. Council in June 2024 approved the introduction of a new compliance system that will commence operations in early 2024/25. Council has received a number of complaints concerning non-compliance and these are being followed up with the landowners.

ITEM 8.6 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

Members 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 Members - 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 –2025

DATE	MEETING/FUNCTION	LOCATION	NOTES
4 th February 2025	Parthenium Taskforce	Teams Meeting	Senior Biosecurity Officer
11 th February 2025	Macquarie Valley Weeds Meeting	Coonabarabran	Senior Biosecurity Officer
19 th February 2025	North West Weedo Meeting	Quirindi	Senior Biosecurity Officer/ Biosecurity Officer x 1
20 th February 2025	North West Regional Meeting	Quirindi	Senior Biosecurity Officer/ Biosecurity Officer x 1
20 th February 2025	ARIC Meeting	Online	Deputy Chairman and General Manager
24 th February 2025	CMCC Council Meeting	Coonamble	Members, GM & Senior Biosecurity Officer
11 th March 2025	Central West Regional Meeting	Coonamble	Senior Biosecurity Officer
12 th March 2025	Weeds County Council Network	Penrith	General Manager
8 th April 2025	Western Regional Meeting	Teams	Senior Biosecurity Officer
28 th April 2025	CMCC Council Meeting	Coonamble	Members, GM & Senior Biosecurity Officer
30 th April 2025	NSW Biological Control Meeting	TBC	Senior Biosecurity Officer
13 th May 2025	Hudson Pear Taskforce and Harrisia Taskforce Meeting	Lightning Ridge	Senior Biosecurity Officer/
14 th May 2025	North West Regional & Weedo Meeting	Lightning Ridge	Senior Biosecurity Officer/ Biosecurity Officer x 2
15 th May 2025	ARIC Meeting	Online	Deputy Chairman and General Manager
23 rd June 2025	CMCC Council Meeting	Coonamble	Members, GM & Senior Biosecurity Officer

4 th – 7 th August 2025	NSW Weeds Conference	Port Macquarie	General Manager/Senior Biosecurity Officer/Biosecurity Officers x 2
21 st August 2025	ARIC Meeting	Online	Deputy Chairman and General Manager
25 th August 2025	CMCC Council Meeting	Coonamble	Members, GM & Senior Biosecurity Officer
27 th October 2025	CMCC Council Meeting	Coonamble	Members, GM & Senior Biosecurity Officer

ITEM 8.7 EMPLOYEE LEAVE LIABILITY AS AT 30th JUNE 2024

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The following report on Employee Leave liability is submitted to Council for information following a request from Chairman Batten at the November 2024 Ordinary meeting.

Background:

Employee leave entitlements not taken before the end of the financial year are brought to account as a liability in the year end financials.

Council endeavours to cash back a large portion of the liability to reduce any adverse impacts in any one financial year should there be a call upon leave entitlements due to staff resignations or prolonged leave periods.

Current Position:

The Leave liability as at the 30th June 2024 totalled \$256,000 which was an increase of \$85,000 on the previous financial year accumulation of \$171,000. The increase was largely a result of adjustments to Long Service leave accruals not previously brought to account in 2023, very little, long service or annual leave taken during the year and new employee leave provisions accrued for 23/24.

In the CMCC Operational Plan Activity 9, states that Council “Provide adequate funds for employee leave entitlements” with a target of “Maintain reserve of at least 50% of Long Service liability”. In 22/23 the cash backed ELE reserve stood at \$96,000 which was 128.6% of the then reported total Long Service leave liability. The reserve received only a modest increase of \$6,000 for the 23/24 year resulting in a year-end balance of \$102,000, being, 78% of the corrected Long Service leave liability.

If we were to consider the reserve in terms of total leave liability, in 2023 the reserve was 56.1% and 39.8% in 2024 after the LSL accrual adjustments had taken place.

As at the 31st December 2024 the staff have in total, 18 weeks annual leave accrued above the allowable award amount of 8 weeks, and this needs to be taken before years end. Long service leave on the other hand is 21 weeks above the award provision, however this will be taken over a number of years, in accordance with the award provisions.

The writer when compiling the 23/24 financials in August 2024 identified the need for staff to develop a leave plan, whereby the leave liability would be reduced over a number of years. Several staff have already taken steps to reduce their leave accrual in January 2025. The leave liability position will be reviewed prior to the 30th June 2025 and the appropriate adjustments to increase the reserve account shall be recommended to Council in the March 2025 Quarterly Budget Review.

Relevant Reference Documents/Policies:

Local Government Act 1993
Local Government (General) Regulation 2021
Local Government State Award 2023

Governance issues:

The leave liability needs to be monitored for compliance with the 2023 Local Government State Award.

Financial Implications:

The ELE reserve requires additional funds in the coming years to improve the ratio to leave liability position.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The leave reserve balances for both 22/23 and 23/24, while compliant with the target as detailed in the Operational plan, it may require a financial stimulus if it is to better support the overall leave liability.

Employee Leave Liability as at 30th June 2024
Recommendation: That the General Managers report on Employee Leave Liability be noted. Moved: Seconded:

Attachments:

NIL

9. BIOSECURITY REPORT

ITEM 9.1 QUARTERLY BIOSECURITY REPORT

REPORTING SECTION: Biosecurity Control Works
AUTHOR: Andrea Fletcher

Summary:

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

Background:

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

Current Position:

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

Governance issues:

Biosecurity Act 2015
Local Government Act 1993

Environmental issues:

Any environmental issues are detailed in the attached update.

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
County Council LGA Ratepayers

Financial Implications:

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

Alternative Solutions/Options:

There are no alternate options.

Conclusion:

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

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

Attachments:

Senior Biosecurity Officer Information on control activities.

Senior Biosecurity Weeds Officer Report

Unincorporated Area

5th & 6th December 2024 CMCC staff completed the aerial surveillance for Hudson Pear along Stephens Creek in Broken Hill. The core infestations are on 3 adjoining properties with each property size being 100,000 HA each.

The biological site on one of the properties that was released 12th October 2024 had taken very well. More releases were made at this site 6th December 2024.



After the Hudson Pear surveillance we had a lead on Parkinsonia on a property along Burr Creek in Milparinka. 10 mature plants were found on this site. Inspection was loaded and plants treated.



Cobar – CMCC were engaged to do aerial surveillance over a Hudson Pear infestation that CMCC discovered after attending a workshop in Cobar. The surveillance was to ascertain the spread. The infestation has remained on the one property.

Parthenium – 17/12/24 CMCC staff detected 4 new Parthenium sites in the Walgett Shire 20km south of Walgett all within 20km of each other. 308 mature plants were found. All sites have been treated and red awareness posts in place. The infestations all occurred where new roadworks have recently been completed.



As with the Parthenium CMCC have noticed in increase of roadside infestations where roadwork has been carried out in the Walgett Shire.



Thornapple

Power point presentation - African Box Thorn Biological site

10. QUESTIONS FOR NEXT MEETING

11. CONFIRMATION DATE OF NEXT MEETING

Date: 28th April 2025, in Coonamble

12. CLOSE OF MEETING

Time: