



# **AGENDA FOR ORDINARY COUNCIL MEETING**

**Monday, 28<sup>th</sup> 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 **28<sup>th</sup> February 2025** commencing at **11:00am** to discuss the items listed in the Agenda.

**Please Note: The Council Meeting is audio recorded**

Michael Urquhart  
**GENERAL MANAGER**

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## 1. OPENING OF MEETING

Time: \_\_\_\_\_am

## 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

## 3. LEAVE OF ABSENCE

Leave of Absence
<p><b>Recommendation:</b></p> <p>That the leave of absence received from <u>Member M Cooke</u> is accepted and a leave of absence granted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></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

## 6. CONFIRMATION OF MINUTES/MATTERS ARISING

### ITEM 6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 24<sup>th</sup> FEBRUARY 2025

Minutes of Ordinary Council Meeting – 24 <sup>th</sup> February 2025
<p><b>Recommendation:</b></p> <p>That the minutes of the ordinary Council meeting held 24<sup>th</sup> February 2025, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>
<p><b>Attachments:</b></p> <p>Meeting Minutes – 24<sup>th</sup> February 2025</p>

**CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL  
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 24<sup>th</sup>  
FEBRUARY 2025 COMMENCING AT 10:30AM**

**PRESENT:** Member D Batten, Member N Kinsey, Member Z Holcombe, Member M Cooke, Member P Fisher, Member D Bell, Member M Gamsey, Member G Rummery and Member G Whiteley

**ABSENT:** Member G Peart

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

**WELCOME:** Meeting was opened at 10:30am and Chairman Clr Batten, welcomed all councillors and staff to the meeting.

**01/25/01 Leave of Absence**

**Resolved:**

That the leave a leave of absence received from Member G Peart is accepted and a leave of absence is granted.

**Moved:** Member Kinsey

**Seconded:** Member Cooke

**Carried**

**DECLARATIONS OF INTEREST- Nil**

**Public Presentation – Todd Pallister**

*Todd Pallister from LLS – Coordinator for the Hudson Pear Programme, provided Council with a comprehensive update on the Hudson Pear Control Programme. Todd also advised council on the plan to continue awareness of Hudson Pear through events in the community and engage spray contractors to continue controlled spray works in Lighting Ridge and Grawin areas.*

Following Todd's presentation there were questions asked by Members in relation to containment areas and mapping of treatment site. As a result, there was a motion from CMCC members.

01/25/02 Investigate Satellite Mapping and associated costs
<p><b>Resolved:</b></p> <p>That Council investigate the use of satellite imagery to establish the Hudson Pear containment lines, in conjunction with mapping work undertaken by Mr Andrew McConnachie.</p> <p><b>Moved:</b> Member Kinsey <b>Seconded:</b> Member Debra Bell</p> <p style="text-align: right;"><b>Carried</b></p>

01/25/03 Minutes of Ordinary Council Meeting – 25 <sup>th</sup> November 2024
<p><b>Resolved:</b></p> <p>That the minutes of the ordinary Council meeting held 25<sup>th</sup> November 2024, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b> Member Gamsey <b>Seconded:</b> Member Kinsey</p> <p style="text-align: right;"><b>Carried</b></p>

01/25/04 Reports of Committees
<p><b>Resolved:</b></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><b>Moved:</b> Member Gamsey <b>Seconded:</b> Member Kinsey</p> <p style="text-align: right;"><b>Carried</b></p>

01/25/05 Council's Decision Action Report – February 2025
<p><b>Resolved:</b></p> <p>That the Resolution Register for February 2025 be received and noted.</p> <p><b>Moved:</b> Member Kinsey <b>Seconded:</b> Member Rummery</p> <p style="text-align: right;"><b>Carried</b></p>



**01/25/06 Circulars Received from the NSW Office of Local**

**Resolved:**

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:** Member Garnsey

**Seconded:** Member Holcombe

**Carried**

**01/25/07 Cash and Investment Report – 30<sup>th</sup> November 2024, 31<sup>st</sup> December 2024 and 31<sup>st</sup> January 2025**

**Resolved:**

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

**Moved:** Member Fisher

**Seconded:** Member Rummery

**Carried**

**01/25/08 Quarterly Budget Review Statement – December 2024**

**Resolved:**

That council adopt the attached Quarterly Budget Review Statement for 31<sup>st</sup> December 2024 as tabled.

**Moved:** Member Bell

**Seconded:** Member Holcombe

**Carried**

**01/25/09 Second Quarter Operational Plan 2024/2025 Annual Delivery Program**

**Resolved:**

That Council accepts the progress made on the 2024/2025 Operational Plan as at 31<sup>st</sup> December 2024 and Annual Delivery Program.

**Moved:** Member Fisher

**Seconded:** Member Whiteley

**Carried**

**01/25/10 Important Dates for Councillors – Upcoming Meetings and Events**

**Resolved:**

That;

1. Council receive and note the list of upcoming meetings and events
2. Council send one (1) delegate to the Bi-annual Weeds conference to be held from the 4<sup>th</sup> to 7<sup>th</sup> August 2025 at Port Macquarie.

**Moved:** Member Whiteley

**Seconded:** Member Cooke

**Carried**

**01/25/11 Employee Leave Liability as at 30<sup>th</sup> June 2024**

**Resolved:**

That the General Managers report on Employee Leave Liability be noted.

**Moved:** Member Whiteley

**Seconded:** Member Rummery

**Carried**

**0/25/12 Quarterly Biosecurity Report**

**Resolved:**

That the report be received and noted.

**Moved:** Member Garnsey

**Seconded:** Member Fisher

**Carried**

Date of the next CMCC Council Meeting to be Monday 28<sup>th</sup> April 2025 in Coonamble

**Close of Meeting**

The meeting closed at 12:29pm

\_\_\_\_\_  
Chairman

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

## 7. REPORTS OF COMMITTEES

Reports of Committees
<p><b>Recommendation:</b></p> <p>That the reports of Macquarie and Lachlan Valleys Weeds Committee, North West Regional Weeds Officers Meeting, Parthenium Situation Reports and Western Regional Weed Committee be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

## ITEM 7.1 MACQUARIE & LACHLAN VALLEYS WEEDS COMMITTEE



### Macquarie & Lachlan Valleys Weeds Committee

CHAIRMAN	SENIOR VICE CHAIRMAN	JUNIOR VICE CHAIRMAN	SECRETARY
Benjamin Mott Mobile: 0409 256 779	Tom Pickering Phone: 02 6384 2554 Mobile: 0436 806 276	Jaime Elms Mobile: 0428 154 692	Melissa Brennan Phone: 02 6393 8057 Mobile: 0419 612 448

#### Minutes of General Meeting

Siding Spring Observatory, Coonabarabran  
Tuesday 11 February 2025

Meeting commenced at 10.05am

Present

Name	Organisation
Archie Harding	Narromine Shire Council
David Dickerson	Orange City Council
Damian Wray	Bogan Shire Council
Benjamin Mott	Chairman
Glenn Sloane	Parkes Shire Council
Max Kinsela	Parkes Shire Council
Thomas Pickering	Senior Vice Chairman
Andy Fletcher	Castlereagh Macquarie County Council
Des Mackey	Dubbo Regional Council
Matt Croft	Dubbo Regional Council
Kelvin Scott	Dubbo Regional Council
Daniel Berwick	Dubbo Regional Council
Katrina Underwood	Mid-Western Regional Council
David Berthon	Mid-Western Regional Council
Sean Costigan	Mid-Western Regional Council
Melissa Munro	Mid-Western Regional Council
Andrew Cosier	Crownland
Laurie Thompson	Lachlan Shire Council
Mick Wicks	Orange City Council
Craig Venables	Lachlan Shire Council
Shannon Hodge	Forbes Shire Council

The Chairman welcomed everyone to Coonabarabran and thanked those who had travelled for today's meeting.

The Chairman called for apologies.

<b>Name</b>	<b>Organisation</b>
Julie Richards	Crownland
Andrew Cole	Orange City Council
Robyn Henderson	NSW DPI
Jason Neville	NPWS
Tina Smart	Cowra Shire Council
Teizha Mears	Cowra Shire Council
Andrew Mulligan	Central West LLS
Peta Holcombe	Central West LLS
Richard Brittingham	Crownland
Selina Skold-Francis	Mid-Western Regional Council
Kellie Frost	Weddin Shire Council
Jaime Elms	Weddin Shire Council
Melissa Brennan	Secretary
Peter Howe	Narromine Shire Council
Glenn Neyland	Bland Shire Council
Grahame McCubbin	Bland Shire Council
Mark Holmes	Bland Shire Council
Paul Adams	Forbes Shire Council
Andrew McConnachie	NSW DPI
Kane Davison	Cabonne Shire Council
Andrew Francis	Parkes Shire Council
Andy McKinnon	Western LLS

Confirmation of previous meeting minutes on 24 October in Orange

Moved Benjamin Mott

Seconded Tom Pickering

Carried

Business arising from previous meeting held at Orange on 24 October

There were none

Chairman's report

The Chairman read out his report.

Correspondence

The Chairman went through the correspondence.

Financial report

The Chairman went through the Macquarie & Lachlan Valleys bank statements advising the committee of the available funds.

The Chairman called for any questions.

There were none.

Training

Look into possibly organizing a Certificate IV Bridging Course out west if there is enough interest.

Look into a grass ID refresher/course central in Dubbo

Update from other organisations etc (DPI, LLS's)

Andrew Cosier from Crownland is continuing to spray on Crown lands for Tiger Pear, blackberries, boxthorn and serrated tussock.

CRIF applications are currently being assessed, and applications are down significantly this year.

Update from Andrew McConnachie NSW DPI - [DPIRD Ag & Bio Weeds Update February 25.pdf](#)

Verbal Delegate Reports

Hilltops

- Council inspections being conducted
- Finalising WAP applications
- Found Mesquite on live rail
- Blue Heliotrope on the move and new Sticky Nightshade plants found.

Mid-Western

- Spraying being conducted as per seasonal programs
- Roadside contractors moving Blue Heliotrope around
- Beetles active early in the season on St John's Wort
- 2 new incursions of Sticky Nightshade, reinspection's being conducted for sticky nightshade
- Working on finalizing WAP
- New incursion of Mexican feather grass, inspections being conducted on Fireweed, and new starter David Berthon

Orange

- Spraying and inspections
- New member – Mick Wicks
- Sagittaria found in botanic gardens
- Sonja Stutz, Andrew McConnachie and I sampled ox-eye daisy at a site in Orange on the 04/11/2024. Sonja is a Swiss research scientist who completed her PhD on Ox-eye daisy. Other sites sampled by Sonja and Andrew include, in NSW (Ebor, Craven Plateau, Kosciuszko National Park), in Victoria (Mount Hotham) and in Tasmania (Hobart and Gunns Plain). The samples will allow us to better understand the population genetics of the weed in Australia. In addition, we also dissected the samples to assess any insects/pathogen damage associated with ox-eye daisy in Australia. Muhammad Nawaz is currently conducting the molecular analysis of both the insect and plant material. We'll hopefully have all the results by the middle of the year.

Lachlan

- Hit and miss with St John's Wort
- Spiny Burr Grass and Blue Heliotrope going well
- Condobolin currently spraying for Spiny Burr Grass
- Inspections.

Forbes

- Inspections/reinspections
- Found a new sticky night shade site with up to 3000 plants, inspections and spraying

Parkes

- Busy but hot weather stressing plants
- Spraying Blackberries, Honey Locust, and Tiger Pear.
- Inspections have found more Tiger Pear and a big site of Mother of Millions.

Narromine

- Spraying Tiger Pear, managed to kill Hudson Pear site
- In town spraying and inspecting
- Blue Heliotrope on the move.

#### Dubbo

- WAP
- Dubbo is waiting for confirmation from the herbarium but found a potential site of Yellow Water-lily
- Hand pulling Fireweed
- 2 new Sticky Nightshade sites found
- Spraying and inspecting

#### Castlereagh

- Spraying for Coolatai grass, Blackberries, Blue Heliotrope, Johnson Grass,
- New Parthenium Weed sites found in Warrumbungles and Walgett now having to inspect all Parthenium sites every 28 days for 7 years as per DPI requests
- Aerial inspections being conducted on rivers in Quanda and unincorporated areas for Rubber Vine, Hudson Pear and Parkinsonia of which new sites for Hudson and Parkinsonia have been discovered
- Finalizing WAP grant
- Boxthorn rust trials looking very successful.

#### Nyngan

- Bio workshop in Cobar
- Released bio on Riverina Tiger Pear – looking good
- Working on Common Pear
- Coolatai Grass control
- Hudson Pear sites were found as well as Tiger Pear and Riverina Pear
- Blue Heliotrope on the move
- New Silver Leaf Nightshade sites found
- Spraying and inspecting as per seasonal plan.

#### New Weed Incursions

Narromine – Hudson Pear

Orange – Sagittaria

Dubbo – Yellow Water-lily

Hilltops – Mesquite

Mid-Western – Mexican Feather Grass

#### Weeds Advertising

The committee is very happy to keep it going in the way of commercials, but still do feel the need to upgrade the ad either this year or next.

#### General Business

The Chairman made a motion that Tom Pickering is to be updated from Senior Vice Chairman to Senior Vice Chairman/Treasurer.

Moved Benjamin Mott

Second Damian Wray

Carried

The Chairman also made a motion that with the opening of the Commonwealth bank account that Benjamin Mott (Chairman) and Tom Pickering (Senior Vice Chairman/Treasurer) will be the 2 main signatories on the account.

Moved Benjamin Mott

Second Damian Wray

Carried

Chase up trailer refurbishment (literature, outside update, new tv). Look at getting the old Lachlan Valley trailer more central for people to use as well as getting it redone with new signage. Trailer booking forms for both trailers for shows etc.

Frustrations continue with WAP applications and processes.

Next Meeting Venues

13 May 2025 – Forbes

12 August 2025 – Dubbo

23 October 2025 - Orange

**The meeting closed at 12.02pm.**



## ITEM 7.2 NORTH WEST REGIONAL WEEDS OFFICERS MEETING

Local Land Services



### Minutes

#### North West Regional Weed Officers Meeting

##### Details

**Location:** Infield Clubhouse  
Quirindi Jockey Club  
East St  
Quirindi

**Date/time:** 19 February 2025  
1:00pm

**Chairperson:** Hugh Leckie (NWLLS)

3. Andrea Fletcher-Dawson (CMCC)
4. Scott Revell (Gwydir Shire Council)
5. Luke Creighton (Gwydir Shire Council)
6. Lee Amidy (Gunnedah Shire Council)
7. Mike Whitney (Liverpool Plains Shire Council)
8. Damien Sykes (Moree Plains Shire Council)
9. Aaron Cross (Narrabri Shire Council)
10. Todd Pallister (NWLLS)
11. Rachael Turner (NWLLS)
12. Ross White (Tamworth Regional Council)

##### Apologies

##### People present

1. **Chairperson:** Hugh Leckie (NWLLS)
2. Matt Savage (CMCC)

1. Clare Felton-Taylor (Narrabri Shire Council)
2. Peter Dawson (NWLLS)

##### Actions

Action	Responsible	Status
Gwydir River Inspection for aquatic weeds.	Hugh	WIP
WRA for Cereus spp once the species are Identified.	Hugh/Clare	WIP
Find legislation for the ownership of waterways.	Hugh	Completed
Develop a 5 yr WAP plan for each LCA.	Hugh	

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**This Meeting:**

No.	Issue
1	Welcome
2	Apologies
	Peter Dawson, Clare Felton-Taylor
3	Minutes of the previous Meeting
4	Business Arising
	Hugh to forward information for Legislation of waterways responsibility to Weeds Officers.
5	WAP
	It was good to see 5 out of the 7 LCAs submitting their WAP applications before the last day.
	As stated by DPIRD the next WAP application will be a 5 yr application. Does everyone want a new 5 yr plan put together to assist with the next application? All members present agreed that this would be good.
	Action: Hugh to develop a 5 yr WAP plan for each LCA.
6	LCA Reports
	<p>Lee Amidy</p> <ul style="list-style-type: none"> <li>• Submitted WAP application</li> <li>• Submitted a Parthenium Weed application to cover some advertising on the TV.</li> <li>• Inspected the Namoi River for Alligator Weed and visited the 4 known sites.</li> <li>• Assisted Clare with a helicopter inspection of the Namoi River looking for Alligator weed.</li> <li>• BAU</li> </ul> <p>Andy Fletcher-Dawson</p> <ul style="list-style-type: none"> <li>• Submitted 2 x WAP applications – NW and CW</li> <li>• Meeting with Transport for NSW regarding Parthenium weed find south of Walgett before Christmas</li> <li>• Tf for NSW want a presentation for staff relating to Parthenium weed</li> <li>• Organising flights for Parkinsonia inspection</li> </ul>

Matt Savage

- New Parthenium weed find 20km south of Walgett before Christmas. 4 locations within 5km all around new roadworks with a total of 300 plants. Jacko inspected in January and found another 2 plants. All sites treated.
- Riverina pear biocontrol releases undertaken. If anyone requires some biocontrol, I can supply some.
- Hudson pear biocontrol doing well in the field.
- Poly tunnel was damaged significantly during one of the recent storms. Hail also damaged vehicles.
- Incursions of Thornapple at new roadwork sites have been treated as harvesters cannot separate seed properly. Soil has come from Narrabri. Toxic to stock.

Mike Whitney

- Submitted WAP application.
- Have advertised for a trainee with 10 applications received. Will be interviewing 4.
- St John's Wort finished early with the hot weather.
- Received a phone call from a person leasing Carbon Credit land which is full of St John's Wort. Issue is the Lessees now have to control all weeds.
- On ground follow up inspections continuing from aerial inspection.
- Trying to talk to TforNSW regarding spraying of Blackberry along New England Hwy as guardrails have made it impossible to get off the road to spray.
- Missed the railway training so have not been able to inspection rail corridor.

Scott Revell

- St John's Wort finished early as well. Chasing Green Cestrum.
- Inspections occurring Harrisia Cactus at Mosquito Creek Rd and spraying has occurred. Parthenium weed inspections in Croppa Creek.
- Attended the 2 day Prohibited Matter training for Luke and myself.
- Croppa Creek response was good with 10 plants found at Whallan Park which was moved by a previous flood.
- A Parthenium plant was found recently at Death Adder Hill.
- Organising for the Parthenium weed dogs will be coming to check sites.

Damien Sykes

- A new incursion of Parthenium weed was located near Garah.
- Attended the Croppa Creek Parthenium weed response.

	<ul style="list-style-type: none"> <li>• I will be attending the Pallamallawa Pub Cacti Catch Up.</li> </ul>
	<p>Aaron Cross</p> <ul style="list-style-type: none"> <li>• A new Parthenium weed plant was found this morning 26km south of Narrabri along the Newell Hwy. TforNSW had started mowing without notifying Council. TforNSW has been stopped mowing till the road has been inspected.</li> <li>• Harrisia Cactus inspections of neighbouring properties around Kaindool Lane. One new property has been found to have HC.</li> <li>• Currently inspecting Baan Baa for HC.</li> <li>• Namoi River Alligator weed inspection via helicopter.</li> </ul>
	<p>Todd Pallister</p> <ul style="list-style-type: none"> <li>• AQF3 course has been organised with 8 landholders attending. All these people are interested in LLS free chemical program.</li> <li>• Contractors are working on spraying HP with 1 contractor completing their area. The other 2 contractors will be starting shortly.</li> <li>• Awareness has been undertaken for HP for White and Brown spine.</li> <li>• Inspection for HP at Hebel with some found. Staff at Balonne Shire were notified of the locations.</li> <li>• I have been asked to do a presentation to staff at Balonne Shire for staff about HP.</li> <li>• Attended the Colrose TSR HP inspection with 20 plants found.</li> <li>• Inspected Bonanza Rd site with 1 plant found and treated.</li> <li>• Come Clean Go Clean coasters have been printed and will be distributed across the region.</li> </ul>
	<p>Ross White</p> <ul style="list-style-type: none"> <li>• TRC are currently undertaking a review into the Weeds Team.</li> </ul>
7	New or Emerging Weeds
	<p>Andy Fletcher-Dawson</p> <ul style="list-style-type: none"> <li>• Issue with Applethorn in the Walgett Shire which has turned up at roadworks sites from TforNSW.</li> </ul>
	<p>Matt Savage</p> <ul style="list-style-type: none"> <li>• Riverina Pear has replaced Hudson Pear at Lorne Station. Cochineal has been placed on RP with the Tiger Pear Cochineal working best.</li> <li>• HC is increasing at the Grawin Opal Reserve.</li> </ul>

8	General Business
	<p>Mike Whitney</p> <ul style="list-style-type: none"><li>• Attended the Natural Resource Commissioner event at Orange.</li><li>• Focused on Weeds no real discussion about pest animals.</li><li>• Report was sent out before Christmas regarding this event. Not very useful was my take on the report. It appeared to be aimed at County Councils.</li></ul>
9	Close
	2.20pm

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**Next Meeting:**

14 May 2025. Lightning Ridge Bowling Club, meeting location to be confirmed.

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## ITEM 7.3 SITUATION REPORT – PARTHENIUM WEED – NEWELL HIGHWAY SOUTH OF NARRABRI NSW

OUT25/2333 State Coordination Orange

Department of Primary Industries  
and Regional Development



### Situation report – Parthenium weed, Newell Highway south of Narrabri NSW.

#### Sitrep No – 1

Date of issue – 6 March 2025

##### 1. Situation to date

- Between Wednesday 19 and Monday 24 February 2025, the Narrabri Shire Council (NSC) Senior Weeds Biosecurity Officer detected single parthenium weed (*Parthenium hysterophorus*) plants in two separate sites on the eastern side of the Newell Highway.
- The two sites are located approximately 1.5km from each other, and 25 kilometres south of Narrabri in the North West LLS region.
- The GPS coordinates for these new incursions are -30.5394, 149.6146 and -30.5291, 149.6194.
- NSC notified the NSW DPIRD State Priority Weeds Coordinator of the incursions by email on 19 and Monday 24 February 2025.
- These incursions occur where roadworks were recently completed by Transport for NSW (TfNSW) contractors, indicating earthwork machinery or introduced roadbase and landscaping materials as the potential source.
- TfNSW staff have confirmed that machinery used to complete the roadworks came from Dubbo. This is of note as machinery used by TfNSW contractors to complete recent roadworks in Walgett Shire is a suspected source of parthenium weed incursions found 19-20 February at 4 locations on the Castlereagh Highway, and TfNSW has confirmed that this machinery was also from Dubbo (see Sitrep 2 – Parthenium weed near Walgett; OUT25/2044).
- Parthenium weed is identified as a significant biosecurity risk in NSW and is listed as Prohibited Matter in Schedule 2 of the *Biosecurity Act 2015*.

##### 2. Actions to date

- NSC has removed the plants, treated the surrounding areas with herbicide and marked the infestation sites with red posts.
- NSC staff have conducted further delimitation of roadsides and properties adjacent to the incursion.
- NSC has contacted TfNSW to seek the following information:

- The locations where the machinery used to carry out the roadworks was used before and after the roadworks were completed.
- The location in Dubbo where the machinery used to carry out the roadworks was sourced.
- The locations where all materials that were introduced to the site as part of the roadworks e.g. lime, aggregate, soil etc were sourced.
- Due to the significant number of roadside parthenium weed incursions in the NW LLS region over the last 3 months, local control authorities are on the alert for more incursions.

### 3. Actions to be completed

- NSC to forward all information provided by TfNSW to DPIRD.
- NSW DPIRD to seek inspections from the relevant LCA at sites where:
  - 1) materials introduced to the site as part of the roadworks were sourced from, and
  - 2) machinery used in the roadworks were used before and after the Newell Highway roadworks were undertaken.
- Sites to be inspected monthly in accordance with the NSW Parthenium Weed Strategic Plan.
- TfNSW to notify NSC prior to completing any roadworks or vegetation treatment on the Newell Highway south of Narrabri.
- Inspections, treatment and compliance details to be loaded into the Biosecurity Information System.

### 4. Note(s) and issues

- It is expected that this incursion will be eradicated.
- This new incursion located in Narrabri Shire will be referred to as IP51 Newell Highway (Narrabri-Coonabarabran) in the NSW Parthenium weed response Situation Report.

Completed by : Bill Davidson and Nicola Dixon, State Priority Weeds Coordinators - Agriculture & Biosecurity, NSW DPIRD

Approved by : Scott Charlton, Chief Invasive Species Officer Biosecurity - Agriculture & Biosecurity, NSW DPIRD.



## ITEM 7.4 SITUATION REPORT 2 – PARTHENIUM WEED – NEAR WALGETT NSW

OUT25/2044 State Coordination Orange

Department of Primary Industries  
and Regional Development



### Situation report 2 – Parthenium weed near Walgett NSW.

#### Sitrep No – 2

Date of issue – 6 March 2025

#### 1. Situation to date

- On Thursday 19 and Friday 20 December 2024, a Weeds Biosecurity Officer with Castlereagh-Macquarie County Council (CMCC) found parthenium weed (*Parthenium hysterophorus*) plants growing at 4 different sites within 5 kilometres of each other on Castlereagh Highway roadsides.
- CMCC notified the NSW DPIRD State Priority Weeds Coordinator of the incursions by email on 20 December 2024.
- The sites are located approximately twenty kilometres south of the town of Walgett in the Walgett Shire in the North West LLS region.
- CMCC is the local control authority for this local government area.
- The sites occur within what is referred to as IP33 in the state-wide NSW Parthenium weed response Situation Reports. IP33 is Castlereagh Hwy – Walgett, which covers the (approximately) 180km length of the highway from Mildool to Cooee-Warrah.
- Previous incursions of parthenium weed have been discovered at various sites located along IP33 in the past but these are new locations.
- The GPS coordinates and approximate numbers found of the four incursions are as follows:
  - 148.095743, -30.233185 - approx. 200 plants
  - 148.099190, -30.196550 - approx. 100 plants
  - 148.100624, -30.171865 - 7 plants
  - 148.099907, -30.185666 – single plant.
- The 4 new locations occur where recent roadworks have taken place following flood damage, indicating the introduced landscaping materials and earthwork machinery as a potential vector.
- Parthenium weed is identified as a significant biosecurity risk in NSW and is listed as Prohibited Matter in Schedule 2 of the *Biosecurity Act 2015*.



## 2. Actions to date

- CMCC has treated the plants and marked the 4 new locations with red marker posts.
- CMCC has reinspected the 4 new locations 4 times since 17/12/2024, finding 4 additional plants on 17/2/25.
- CMCC has inspected 3 sites where gravel used in the roadworks is stockpiled on the Castlereagh Highway (no plants found).
- CMCC has inspected the Wingadee Rest Area where earthmoving machinery was stored during the roadworks (no plants found).
- CMCC met the contract manager for the roadworks and 2 Transport for NSW (TfNSW) site managers on 17/2/2025 and walked them through each of the 4 sites.
- TfNSW has confirmed that the introduced gravel used in the roadworks was sourced from Dubbo.
- CMCC has asked TfNSW staff to identify the locations where the machinery used in the roadworks was used before being used on the Castlereagh Highway.
- CMCC has asked TfNSW staff to identify the location/s in Dubbo that the gravel used in the roadworks was sourced from.
- IP33 in its entirety is reinspected monthly, with plants last found at other locations in May 2022.

## 3. Actions to be completed

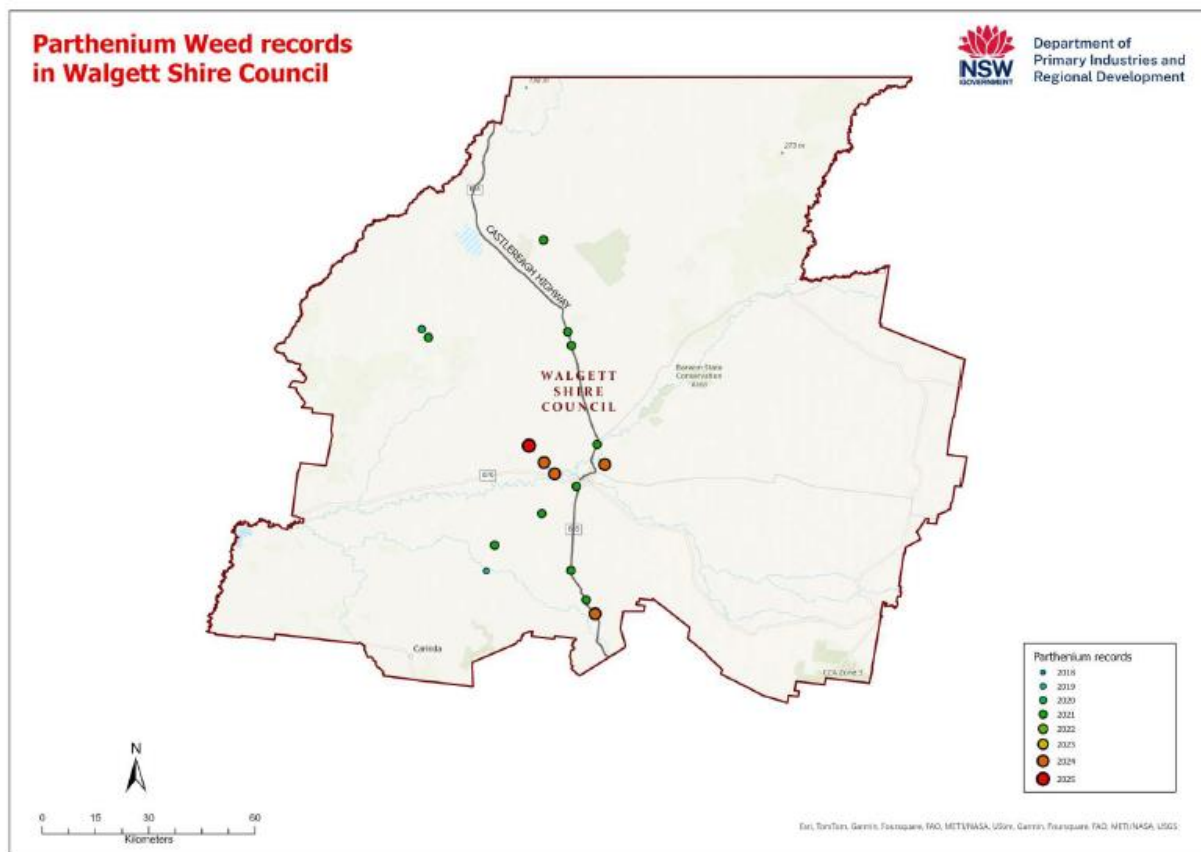
- Follow-up inspections of the 4 parthenium sites, the 3 gravel stockpile sites and the Wingadee Rest Area to be completed monthly and loaded into the Biosecurity Information System – Weeds.
- TfNSW to contact CMCC prior to any roadworks or vegetation management being carried out on the Castlereagh Highway - Walgett.
- CMCC to forward information provided by TfNSW to DPIRD.
- NSW DPIRD to seek inspections from the relevant LCA at the sites where the:
  - 1) gravel used in the roadworks was sourced from, and
  - 2) machinery was used prior to the Walgett roadworks being undertaken.

## 4. Note(s) and issues

- It is expected that this incursion will be eradicated.

Completed by: Bill Davidson and Nicola Dixon, State Priority Weeds Coordinators - Agriculture & Biosecurity, DPIRD

Approved by: Scott Charlton, Chief Invasive Species Officer - Agriculture & Biosecurity, DPIRD



## ITEM 7.5 MINUTES – WESTERN REGIONAL WEED COMMITTEE

Local Land Services



### Minutes

### Western Regional Weed Committee

#### Details

Location: Cobar Bowling & Golf Club  
Bloxham Street  
Cobar

Date/time: 30 October 2024  
9 – 11:55 am

Chairperson: Anjali Joseph  
Strategic Asset Management Coordinator  
Broken Hill City Council

10. Salman Quddus, Ag Team, Western LLS
11. Sonia Carey, Western Landcare
12. Tracey Lauritsen, Western Landcare
13. Dr Andrew McConnachie, DPIRD Ag & Biosecurity
14. Dr Pete Turner, DPIRD Ag & Biosecurity
15. Greg Lawrence, Pastoralists Association of West Darling
16. Chis Howarth, Transport for NSW
17. Archie Hardy, Narromine Shire Council
18. Jon Cleary, Narromine Shire Council
19. Andy Fletcher, Castlereagh Macquarie County Council
20. Matt Savage, Castlereagh Macquarie County Council
21. Damian Wray, Bogan Shire Council
22. [Name, title, organisation]

#### Apologies

#### People present

1. Chairperson: Anjali Joseph
2. Tim Wall, Central Darling Shire Council
3. Skye Phelps, Brewarrina Shire Council
4. Kevin Rosser, Hay Shire Council
5. Dalit Hazel, NPWS
6. Geoff Cole, Wentworth Shire Council
7. Erlina St Vincent, GM, Western LLS
8. Michelle Johnson, Man. Biosec., Western LLS
9. Casey Harrison, NRM Team, Western LLS

1. Rebecca Bunyan, Board Member, Western LLS
2. Anne McLean, ARTC
3. Richard Lucas, Balranald Shire Council
4. Carolyn Crain, Bourke Shire Council
5. Anthony Holmes, Carrathool Shire Council
6. Garry Ryman, Cobar Shire Council
7. Pip Sokol, Crown Lands
8. Ian Edson, NSW Farmers
9. Marianne Sammon, WaterNSW

#### Previous Meeting

Action	Responsible	Status
11/10/23 Discussion with Brewarrina Shire Council regarding caravan park overflow area and boxing glove cactus.	Andy M	Pending visit to Brewarrina
11/10/23 10 most unpopular weeds and getting them onto posters to be put around areas	Andy M	Survey complete, more work to be done

#### This Meeting:

No.	Issue	Action	Responsible
-----	-------	--------	-------------

1	Discussion on Biocontrol Agents (follow on from training the day prior)	NIL	N/A
2	Discussion on the WAP Grants for 2024/25, currently at approval stage, there should be more help this time around with the process, the Regional Inspection Plan will help guide submissions.	NIL	N/A
3	Brewarrina's new Weeds Officer Skye attended the meeting for her first time.	Andy F and Matt S to take Skye for a look at Parkinsonia	Andy F & Matt S
4	Water Lettuce and Frogbit – Broken Hill	Andy to give Tim the details and Tim will do an inspection	Andy M and Tim
5	Castlereagh Macquarie County Council gave a presentation on the recent inspection work carried out in the unincorporated.	NIL	N/A
6	Pete Turner and an officer from the Cobar Shire inspected historical Parthenium sites and no plants were found.	[Body Text]	[Body Text]
7	A local inspection found Hudson Pear on a property just out of Cobar, CMCC provided the landholder with chemical to destroy the plants.	NIL	NIL
8	Mesquite issues in the unincorporated and Broken Hill areas are getting beyond the control of the landholder.	Set up a small working group from the committee members to work on Mesquite. Nominate yourself to Andy prior to the next meeting.	ALL
9			
10			

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**Next Meeting:**

Teams meeting 8<sup>th</sup> April 2025

Face to face meeting 13<sup>th</sup> August 2025

## 8. REPORT OF THE GENERAL MANAGER

### ITEM 8.1 COUNCIL'S DECISION ACTION REPORT – APRIL 2025

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

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**Summary:**

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

**Background:**

Attached is the Resolution Register which summaries outstanding action in respect of all resolutions which required action and are still outstanding. The exception is for the last meeting where items that have been completed are included. 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.

<b>Council's Decision Action Report – April 2025</b>
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**Recommendation:**

That the Resolution Register April 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
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

## ITEM 8.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

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

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### **Summary:**

Copies of circulars received from the Local Government Office Department of Premier and Cabinet are attached for 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:

- 25-03 Review of the NSW Companion Animal Laws – Discussion Paper
- 25-04 Draft Quarterly Budget Review Statement Guidelines

### **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
<p><b>Recommendation:</b></p> <p>That the information contained in the following Departmental circulars 25-03 to 25-04 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p><b>Moved:</b> <b>Seconded:</b></p>

### **Attachments:**

Circulars 25-03 – 25-04



Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

Subject	Review of the NSW Companion Animals Laws – Discussion Paper
Circular Details	Circular No 25-03/ 25 February 2025 / A911170
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff / Council rangers, enforcement and pound services staff.
Contact	OLG Policy team / 02 4428 4100 / <a href="mailto:ca.review@olg.nsw.gov.au">ca.review@olg.nsw.gov.au</a>
Action required	Information / Response to OLG

### What's new or changing?

- The NSW Government has committed to a comprehensive review of the *Companion Animals Act 1998* (Companion Animals Act).
- The Minister for Local Government, the Hon. Ron Hoenig MP, is commencing the review by inviting public submissions on a discussion paper.

### What will this mean for council?

- Councils are requested to provide feedback on the questions posed in this discussion paper by Sunday, 4 May 2025.
- Feedback received will be considered by the Government as it determines next steps in the review.

### Key points

- The Companion Animals Act encourages owners to act responsibly by ensuring the effective and appropriate care and management of their pet dog or cat.
- The enforcement of companion animal legislation and monitoring of compliance is primarily the responsibility of councils.

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



- This discussion paper presents an opportunity to gather feedback and ideas on how companion animals are best managed. It focuses on high-level strategic questions regarding the objectives of the Companion Animals Act and its current relevance.
- The discussion paper asks a series of questions under 3 key focus areas:
  - Strategic framework for encouraging responsible ownership of companion animals.
  - Compliance and enforcement role of councils.
  - Companion animal population and rehoming.
- Responses can be provided via the Office of Local Government [website](#) or feedback forms can be downloaded and submitted via email at [ca.review@olg.nsw.gov.au](mailto:ca.review@olg.nsw.gov.au) with the subject line 'CA Act Review Discussion Paper'.
- This will not be the only opportunity for you to have a say. Further consultation, including papers, targeted stakeholder meetings, and workshops, may be undertaken as required to help the Government to determine key issues and options for change.
- The review will also consider all findings and recommendations of various Government inquiries into related issues through Parliamentary committees, as well as those of recent coronial inquests into dog attacks.

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### Where to go for further information

- Further information on the review is available on the Office of Local Government's [website](#), by contacting the Policy team on 02 4428 4100 or via email at [ca.review@olg.nsw.gov.au](mailto:ca.review@olg.nsw.gov.au).

Brett Whitworth  
Deputy Secretary  
Office of Local Government

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

Subject/title	Draft Quarterly Budget Review Statement Guidelines
Circular Details	25-04/ 6 March 2025/ A934553
Who should read this	Councillors / General Managers / Council finance staff
Contact	Strategic Projects Unit / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Information / Response to OLG

### What's new or changing?

- Financial reporting is an important part of a transparent and accountable local government.
- To ensure councillors have effective oversight and are in control of the financial performance of their council, the Office of Local Government (OLG) has revised the Quarterly Budget Review Statement Guidelines for Local Government (the draft Guidelines).
- The draft Guidelines outline the purpose and value of effective financial reporting, highlight roles and responsibilities, and establish standardised Quarterly Budget Review Statement (QBRs) reporting templates.
- The draft Guidelines also introduce a QBRs overview and reporting of council income and expenditure based on fund.
- These changes will address concerns that the governing body and communities are not receiving clear, relevant and meaningful financial information.

### What will this mean for council?

- The proposed framework will be mandatory, and all NSW councils will be required to comply with the draft Guidelines including the standardised QBRs reporting to be presented to councillors, the community and to the OLG.
- A Consultation Guide has been developed to encourage discussion and generate feedback from the local government sector and key stakeholders.

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



- A 'How to read your Quarterly Financial Overview' guide has also been developed to assist users read and understand the figures presented in the QBRs. The one-page resource can be re-badged and used by councils.
- OLG intends to assess submissions, finalise and release the new QBRs Guidelines in mid-2025 and anticipates that councils would commence reporting the 1st quarter QBRs under the new Guidelines by no later than 30 November 2025.
- Currently, the draft Guidelines do not include a 'key performance indicator statement'. OLG is in the process of reviewing the performance ratios and will separately consult with the sector about any proposed changes.

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### Key points

- Openly available financial information ensure effective oversight, builds trust and confidence and minimises risk.
- The draft Guidelines highlight the importance of financial reporting and clarify that councillors have a primary role in determining the financial direction and health of a council.
- They introduce standardised reporting template and a mandate to report at fund level to ensure the governing body and community can easily view how each fund is operating on its own merit.
- They also introduce a new requirement for councils to provide OLG with a full copy of QBRs documents and an electronic QBRs data return throughout the financial year.
- Councils are encouraged to review the draft Guidelines and the Consultation Guidelines on the [OLG website](#).

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### Where to go for further information

- The suite of QBRs documents are available on the [OLG website](#).
- Feedback is welcome from councils, individual councillors, council staff and key industry stakeholders, and is due by 5pm Friday 18 April 2025
- Written feedback can be provided via:
  - Email: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) OR
  - Post: Locked Bag 3015 NOWRA NSW 2541.
- Submissions should be clearly labelled 'Draft Quarterly Budget Review Statement – Consultation Feedback'.

## ITEM 8.3 CASH ON HAND AND INVESTMENT REPORT AS AT 28<sup>th</sup> FEBRUARY 2025 & 31<sup>st</sup> MARCH 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 31<sup>st</sup> March 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 31<sup>st</sup> March 2025 are compliant with the Relevant Reference Documents and Policies listed later in this report.

### Current Position:

Council at 31<sup>st</sup> March 2025 held a total of \$1,145,744.25 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.

### 28<sup>th</sup> February 2025

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$235,672.26	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
<b>TOTAL</b>		<b>\$1,235,672.26</b>				

### 31<sup>st</sup> March 2025

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$145,744.25	CBA	3.75%		N/A
1711077	06.03.2025	\$500,000.00	Judo Bank	4.70%	182days	03.09.2025
	19.12.2024	\$500,000.00	AMP Bank	5.20%	182 days	19.06.2025
<b>TOTAL</b>		<b>\$1,145,744.25</b>				

**Relevant Reference Documents/Policies:**

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

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

**Stakeholders:**

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

**Certification – Responsible Accounting Officer**

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

Michael J Urquhart

**General Manager – Responsible Accounting Officer**

**Conclusion:**

As at 31<sup>st</sup> March 2025, Council's available cash and invested funds totalled \$1,145,744.25.

Cash and Investment Reports – 28 <sup>th</sup> February 2025 and 31 <sup>st</sup> March 2025
<p><b>Recommendation:</b></p> <p>That the investment report for 28<sup>th</sup> February 2025 and 31<sup>st</sup> March 2025 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Nil

## ITEM 8.4 ADOPTION OF ORGANISATION STRUCTURE

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

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**Summary:**

This report is presented to Council for consideration and adoption of the revised organisational structure.

**Background:**

The General Manager presents the reviewed organisational structure to Council in accordance with Section 333 of the Local Government Act 1993.

**Current Position:**

Council's operational workforce now has a full complement of Bio Security Officers with the employment of an officer for the Walgett LGA based in Walgett Shire. Furthermore, Council in August formally endorsed the action of the Chairman in approving the employment of a part-time Administration Officer also based in Walgett. This decision came about with the cessation of administrative support by Walgett Shire Council.

**Relevant Documents/Policies:**

*Local Government Act 1993*

*Model Code of Conduct for Local Councils in NSW*

Local Government State Award 2021

**Stakeholders:**

Castlereagh Macquarie County Council

Constituent Councils

**Governance issues:**

Council compliance with the above legislation.

**Financial Implications:**

Provision is made in the current operational plan for the proposed organisational structure.

**Legal issues:**

NIL.

**Alternative solutions:**

Council does not adopt the organisational structure.

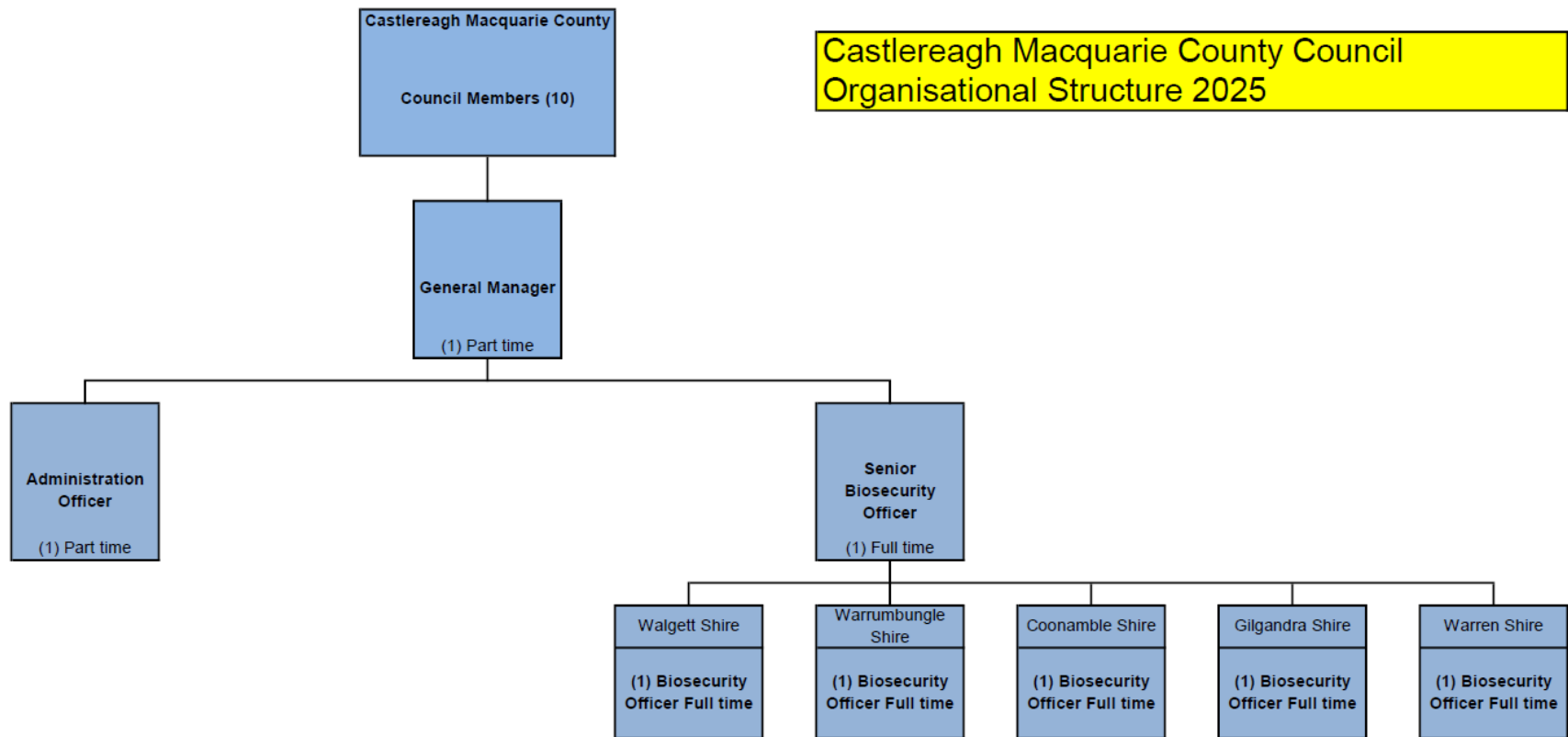
**Conclusion:**

The writer recommends to Council the organisation structure as presented, be adopted.

Adoption Of Organisation Structure
<p><b>Recommendation:</b></p> <p>That Council receives and adopts the Organisation Structure as presented.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:** Organisational Structure

Castlereagh Macquarie County Council  
Organisational Structure 2025





## ITEM 8.5 PECUNIARY INTEREST RETURN – NEW MEMBERS

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

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### **Summary:**

In accordance with Clause 4.21 of the Castlereagh Macquarie Council Code of Conduct (section 440AAA of the Local Government Act 1993) all Members General Manager and other designated persons must complete the ordinary return each year, or 3 months after becoming a Member or designated person.

### **Background:**

Section 4.21 of the Model Code, states A Member or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the Member's or designated person's interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a Member or designated person

### **Current Position:**

The information collected is for compliance with the Local Government Act 1993 and the completed returns must be lodged with the General Manager within 3 months of becoming a Member of the County Council.

New Members have completed their returns in the form prescribed by the regulations (Section 421 (a) of the Code of Conduct.

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

### **Governance issues:**

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

### **Environmental issues:**

NIL.

### **Stakeholders:**

Castlereagh Macquarie Council Members  
Castlereagh Macquarie Council Designated Staff

### **Financial Implications:**

NIL

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

NIL

### **Conclusion:**

The pecuniary interest returns will be tabled on the day.

<b>Pecuniary Interest Returns – New Members</b>
<p><b>Recommendation:</b></p> <p>That the General Managers report be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

The new Member pecuniary interest returns will be tabled at the 28<sup>th</sup> April 2025 Ordinary meeting.

## ITEM 8.6 DELEGATION OF AUTHORITY BY COUNCIL TO GENERAL MANAGER

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

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**Summary:**

This report recommends that Council confirms the delegation to the General Manager all powers and duties necessary to carry out the functions of that office under Section 377 of the Local Government Act.

**Background:**

Under Section 377 of the Local Government Act 1993 Council may delegate appropriate power, duties and functions to the General Manager. A similar delegation is provided for under the Biosecurity Act 2015 in accordance with Section 375.

The functions of General Manager relevant to the operations of Council are as per Section 335 of the Local Government Act 1993.

Council must renew the delegations to the General Manager within 12 months of each general election of Council.

**Relevant Reference Documents:**

Local Government Act 1993

**Stakeholders:**

Castlereagh Macquarie County Council  
General Manager - Mr Michael Urquhart

**Financial Implications:**

Nil

Delegation of Authority By Council To General Manager
<p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. Pursuant to section 377 of the Local Government Act 1993, delegate to the position of General Manager the functions conferred or imposed on Council by or under the <i>Local Government Act 1993</i>, that are capable of being delegated to that position</li><li>2. Pursuant to section 375 of the <i>Biosecurity Act 2015</i>, delegate to the position of General Manager the functions conferred or imposed on Council as a local control authority by or under the <i>Biosecurity Act 2015</i>.</li><li>3. Delegate to the position of General Manager the functions conferred or imposed on Council by or under any other Act or law, that are capable of being delegated to that position.</li><li>4. That Council's Delegation Register be noted</li></ol> <p><b>Moved:</b> <b>Seconded:</b></p>



**Attachments:**

- A. Extract from NSW Local Government Act 1993 (s377)
- B. Extract from NSW Biosecurity Act 2015 (s375)
- C. Register of Delegations

## **Attachment A**

### **377 General power of the council to delegate**

(1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following—

- (a) the appointment of a general manager,
  - (b) the making of a rate,
  - (c) a determination under section 549 as to the levying of a rate,
  - (d) the making of a charge,
  - (e) the fixing of a fee,
  - (f) the borrowing of money,
  - (g) the voting of money for expenditure on its works, services or operations,
  - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
  - (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
  - (j) the adoption of an operational plan under section 405,
  - (k) the adoption of a financial statement included in an annual financial report,
  - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
  - (m) the fixing of an amount or rate for the carrying out by the council of work on private land,
  - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
  - (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,
  - (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
  - (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
  - (r) a decision under section 234 to grant leave of absence to the holder of a civic office,
  - (s) the making of an application, or the giving of a notice, to the Governor or Minister,
  - (t) this power of delegation,
  - (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- (1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if—
- (a) the financial assistance is part of a specified program, and
  - (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and

(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and

(d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.

(2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.

(3) A council may delegate functions to a joint organisation only with the approval, by resolution, of the board of the joint organisation.

## **Attachment B**

### **375 Delegation by local control authority**

- (1) A local control authority may delegate to any officer or employee of the local control authority any function conferred on the local control authority by this Act or the regulations, other than this power of delegation.
- (2) A delegate may subdelegate any function delegated to the delegate by the local control authority if authorised to do so by the local control authority by instrument in writing.
- (3) A delegate cannot subdelegate a function to a person if the local control authority does not have power to delegate that function to the person.
- (4) If a local control authority delegates functions subject to conditions or limitations, any subdelegation by the delegate is taken to be subject to the same conditions and limitations, and any further conditions or limitations imposed by the delegate.

Attachment C

CMCC DELEGATION REGISTER			
Delegation No	POWERS	FUNCTION	DELEGATE
<b>1. Correspondence</b>			
1.1	<b>Authority to sign general correspondence</b>	1) Authorise to sign all correspondence including decisions made at Council, Meeting or considered at Council Meetings. Grant applications and Government Department matters. 2) General Administration matters 3) Matters associated with Invasive Weed Programs	<b>General Manager</b>  <b>Administration Officer</b> <b>Senior Biosecurity Officer</b>
<b>2. Financial</b>			
2.1	<b>Authorise Orders and Expenditure</b>	Authorise orders for goods and service and authorise expenditure of funds within Council's adopted budget and within financial delegation limits authorised by the General Manager. A) Up to \$250,000 value  B) Up to \$5,000 value	<b>General Manager</b>  <b>Administration Officer/Senior Biosecurity Officer</b>
2.2	<b>Authorise as primary administrator of Council bank accounts.</b>	Authorised add & removal signatories to Council accounts.	<b>General Manager</b>
2.3	<b>Authorise Investments</b>	To authorise to invest Council funds with accredited financial institutions as per the Investment Policy	<b>General Manager</b>
2.4	<b>Authorise Payment of Accounts</b>	To authorise the payment of accounts provided the payment relates to goods or services which have been duly ordered and received and provided that funds are available within Council's adopted budget and/or the purchase is in accordance with the Council's Purchasing Guidelines	<b>General Manager</b>
		a) Preparation of accounts payable	<b>Administration Officer &amp; Senior Biosecurity Officers</b>
		b) Authorisation of payment	<b>General Manager/Administration Officer</b>
2.5	<b>Authorise Refunds of Moneys</b>	To authorise refunds of moneys held by Council of moneys overpaid to council	<b>General Manager</b>
2.6	<b>Authorise Salaries &amp; Wages (incl. overtime, TIL, Leave &amp; Allowances)</b>	To authorise the payment of salaries and wages (including overtime, time in lieu, leave and allowances) to staff within Council's adopted budget	<b>General Manager</b>
		a) Timesheets checked and approved	<b>Senior Biosecurity Officer</b>

		b) Payroll preparation	<b>Administration Officer General Manager/Administration Officer</b>
		c) Payment authorisation	
<b>2.7</b>	<b>Authorise the reimbursement of Council Expenses incurred by council staff (including petty cash)</b>	To authorise the reimbursement of Council expenses incurred by Council staff.	<b>General Manager &amp; Administration Officer</b>
		a) Pre-approval of expenditure	
		b) Payment from Petty Cash	
		c) Electronic Funds Reimbursement Preparation	
		d) Electronic Funds Payment Authorisation	
<b>2.8</b>	<b>Authorised to sign funding deed of agreements</b>	Authorise to sign funding deed of agreements with Local Land Services and other NSW Government entities	<b>General Manager</b>
<b>2.9</b>	<b>Authorised to sign Intellectual Property Agreements</b>	Authorised to sign Intellectual Property Agreement with Upper Macquarie County Council regarding the use Biosecurity Compliance Policy and associated compliance assessment tool	<b>General Manager</b>
<b>2.10</b>	<b>Authorise Service NSW contact</b>	Authorised to register & transfer registration of vehicles & plant for CMCC	<b>General Manager Administration Officer/Senior Biosecurity Officer</b>
<b>2.11</b>	<b>Authorised to Disposal &amp; Replace Assets</b>	In accordance with Council's Asset Management Policy. Council only assets are vehicles & equipment used in it day to day operations.	<b>General Manager</b>
<b>2.12</b>	<b>Authorise ATO primary contact</b>	Manage access to Council's ATO Relationship Manager & Returns	<b>Administration Officer</b>
<b>2.13</b>	<b>Authorise to sign depot lease agreements</b>	Authority to renew lease agreements relating to depot & office	<b>General Manager</b>
<b>2.14</b>	<b>Authorise to enter into External Internal Audit function with other County Councils</b>	Authority to enter into joint service agreement with an external internal audit function with Upper Hunter & Central Tablelands County Council.	<b>General Manager</b>
<b>2.15</b>	<b>Authorise Expenditure Using Debit Card</b>	Use Council Debit card in accordance with Council's Corporate Debit Card Policy	<b>General Manager/ Senior Biosecurity Officer</b>
<b>3. Biosecurity Act 2015</b>			
<b>3.1</b>	<b>Biosecurity Act 2015 and Regulations (General Powers)</b>	To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer, pursuant to the Biosecurity Act 2015 as amended, and Regulations, as amended.	<b>General Manager</b>
			<b>Senior Biosecurity Officer, Biosecurity Officers &amp; Contractors via delegation by General Manager</b>
<b>3.2</b>	<b>BCA &amp; R All functions</b>	Authority to exercise and/or perform on behalf of Council the Council's delegable functions as a local control authority under this Act and	<b>General Manager</b>
			<b>Senior Biosecurity Officer, Biosecurity</b>



		the Regulations in force and as amended from time to time.	<b>Officers &amp; Contractors via delegation by General Manager</b>
<b>3.3</b>	<b>Appointment of authorised officers</b>	Authority to appoint authorised officers in relation to weeds in accordance with Part 22 Division 2 of the Biosecurity Act 2015.	<b>General Manager</b>
<b>3.4</b>	<b>Civil Proceedings</b>	Authority to bring proceedings in the Land and Environment Court to remedy or restrain a breach of the Act or regulations.	<b>General Manager</b>
<b>3.5</b>	<b>Recovery of fees</b>	Authority to charge and recover fees charged, or costs and expenses incurred by the Council acting as local control authority in connection with the exercise of functions by an authorised officer appointed by the Council, in accordance with Part 20 of the Biosecurity Act 2015	<b>General Manager</b>
<b>3.6</b>	<b>Arrangements for joint exercise of functions</b>	Authority to enter an arrangement for the joint exercise of functions on behalf of the Council as a local control authority.	<b>General Manager</b>
<b>3.7</b>	<b>Order requiring compliance with biosecurity undertaking</b>	Authority to apply to the Land and Environment Court for an order if a person contravenes a biosecurity undertaking.	<b>General Manager</b>
<b>3.8</b>	<b>Biosecurity Directions and Undertakings</b>	Authority to exercise the powers of the Secretary with respect to any biosecurity direction given by, or any biosecurity undertaking executed by an authorised officer appointed by the local control authority.	<b>General Manager</b>
<b>3.9</b>	<b>Revocation of Biosecurity Direction</b>	Authority to revoke or vary a biosecurity direction given by an authorised officer appointed by the Council.	<b>General Manager</b>
<b>3.10</b>	<b>Certificate as to Weed Control Notices</b>	Authority to issue a Certificate as to weed control notices, expenses, and charges on land.	<b>General Manager &amp; Senior Biosecurity Officer</b>
<b>4. Government Information (Public Access) Act 2009</b>			
<b>4.1</b>	<b>GIPA All functions</b>	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the Regulations in force and as amended from time to time.	<b>General Manager &amp; Administration Officer</b>
<b>4.2</b>	<b>Overriding Public Interest Against Disclosure</b>	Authority to decide whether there is an overriding public interest against disclosure for the purposes of sections 6-9, 32(1)(d), 58(1)(d) and (f)	<b>General Manager &amp; Administration Officer</b>
<b>4.3</b>	<b>Authorised Proactive release of information</b>	Authority to make any government information held by the council publicly available unless there is an overriding public interest against disclosure of the information	<b>General Manager &amp; Administration Officer</b>

4.4	<b>Informal release of information</b>	Authority to release government information held by it to a person in response to an informal request by the person (that is, a request that is not an access application) unless there is an overriding public interest against disclosure of the information	<b>General Manager &amp; Administration Officer</b>
4.5	<b>Validity of application</b>	Authority to decide whether the application is a valid access application and notify the applicant of its decision in accordance with sections 51, 51A and 52	<b>General Manager &amp; Administration Officer</b>
4.6	<b>Consultation</b>	Authority to consult with a person before providing access to information relating to the person and decide whether information about a person consulted under this section is likely to be included in the agency's disclosure for the purposes of giving a written notice to the person, in accordance with section 54	<b>General Manager &amp; Administration Officer</b>
4.7	<b>Personal factors of the application</b>	Authority to require an applicant to provide evidence concerning any personal factors of the application that were relevant to a decision by the agency that there was not an overriding public interest against disclosure of the information	<b>General Manager &amp; Administration Officer</b>
4.8	<b>Deciding access applications</b>	Authority to decide an access application and give the applicant notice of the decision in accordance with section 9 and Part 4, Division 4 (sections 57 – 63).	<b>General Manager &amp; Administration Officer</b>
4.9	<b>Processing charge</b>	Authority to carry out the functions of the Council as an agency under the Government Information (Public Access) Act 2009 which are provided for in Part 4, Division 5 (sections 64-71) of the Government Information (Public Access) Act 2009 in accordance with those sections, including the following functions: <ul style="list-style-type: none"> <li>• To impose or waive a processing charge, or discounted processing charge, for dealing with an access application,</li> <li>• to require the applicant to make an advance payment of a processing charge</li> <li>• to refuse to deal further with an access application if the applicant has failed to pay an advance deposit within the time required for payment.</li> </ul>	<b>General Manager &amp; Administration Officer</b>
4.10	<b>Deferral of access</b>	Authority to defer access to information where the Council has decided to provide access in response to an access application, in accordance with section 78.	<b>General Manager &amp; Administration Officer</b>
4.11	<b>Application for Internal review</b>	Authority to agree to accept an application for internal review out of time.	<b>General Manager</b>
4.12	<b>Conduct of Internal Review</b>	Authority to determine an application for internal review of a decision of the Council and give the applicant notice of the decision in accordance with Part 5, Division 2.	<b>General Manager</b>

<b>4.13</b>	<b>Review by Information Commissioner</b>	Authority, pursuant to a recommendation by the Information Commissioner, to reconsider a decision and make a new decision in accordance with section 93.	<b>General Manager</b>
<b>4.14</b>	<b>Waiver, reduction or refund of fees and charges</b>	Authority to waive, reduce or refund any fee or charge payable or paid under the Government Information (Public Access) Act 2009 in any case that the delegate thinks appropriate.	<b>General Manager</b>
<b>4.15</b>	<b>Confidential information in register</b>	Authority to decide whether to include information in the register	<b>General Manager</b>
<b>5. Privacy and Personal Information Protection Act 1998</b>			
<b>5.1</b>	<b>PPIP Act All functions</b>	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the Regulations in force and as amended from time to time.	<b>General Manager &amp; Administration Officer</b>
<b>5.2</b>	<b>The powers to comply with Act</b>	Authority to exercise and/or perform all powers and functions necessary or desirable to enable the Council to comply with its obligations under the Privacy and Personal Information Protection Act 1998.	<b>General Manager &amp; Administration Officer</b>
<b>5.3</b>	<b>Conduct internal review</b>	Authority to conduct internal review requested by an aggrieved person	<b>General Manager</b>
<b>6. Public Interest Disclosures Act 1994</b>			
<b>6.1</b>	<b>PID Act All functions</b>	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the Regulations in force and as amended from time to time.	<b>General Manager &amp; Administration Officer</b>
<b>6.2</b>	<b>Provide report</b>	Authority to provide report to Ombudsman and to Minister	<b>General Manager &amp; Administration Officer</b>
<b>6.3</b>	<b>Refer evidence of an offence</b>	Authority to refer evidence of an offence to Commissioner of Police or Commissioner	<b>General Manager &amp; Administration Officer</b>
<b>6.4</b>	<b>Determine to disclose</b>	Authority to determine to disclose and disclose identifying information	<b>General Manager &amp; Administration Officer</b>
<b>6.5</b>	<b>Provide investigating authority</b>	Authority to provide investigating authority with view of Council as to proposed transfer of investigation, enter arrangements with investigating authority	<b>General Manager &amp; Administration Officer</b>

<b>6.6</b>	<b>Notify person</b>	Authority to notify person of action or proposed action in respect of a disclosure	<b>General Manager &amp; Administration Officer</b>
<b>7. State Records Act 1998</b>			
<b>7.1</b>	<b>SR Act All functions</b>	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the Regulations in force and as amended from time to time.	<b>General Manager &amp; Administration Officer</b>
<b>8. Work Health and Safety Act 2011</b>			
<b>8.1</b>	<b>WHS Act All functions</b>	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the Regulations in force and as amended from time to time.	<b>General Manager, Administration Officer &amp; Senior Biosecurity Officer</b>
<b>8.2</b>	<b>Authority to apply to the regulator</b>	Authority to apply to the regulator for internal review of a reviewable decision and to the IRC for external review	<b>General Manager</b>

## ITEM 8.7 ADOPTION OF MODEL CODE OF CONDUCT

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

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**Summary:**

This report presents the CMCC *Model Code of Conduct for Local Councils in NSW* and Procedures for adoption.

**Background:**

This Code of Conduct is made under section 440 of the Local Government Act 1993 and the Local Government Regulation 2021.

**Current Position:**

In accordance with Section 440(7) Council must adopt its Code of Conduct within 12 months of a new term of Council.

**Relevant Documents/Policies:**

*Local Government Act 1993*

*Local Government General Regulation 2021*

*Model Code of Conduct for Local Councils in NSW*

*Model Code of Meeting Practice for Local Councils in NSW*

**Stakeholders:**

NSW Government

CMCC Members and staff

Castlereagh Macquarie County Council

**Financial Implications:**

NIL

**Alternative Solutions/Options:**

NIL

**Conclusion:**

The writer recommends Council receive the document and place it on public exhibition for a period of 28 days calling for public comment.

**Adoption Of Model Code Of Conduct**

**Recommendation:**

That:

(a) Council receives the Model Code of Conduct document

(b) The Code of Conduct be placed on public exhibition for a period of 28 days calling for comment from the public.

**Moved:**

**Seconded:**

**Attachments:**

Model Code of Conduct – See *Attachment One*

**ITEM 8.8 ADOPTION OF MODEL CODE OF MEETING PRACTICE**

**REPORTING SECTION:**

General Manager

**AUTHOR:** Michael Urquhart

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**Summary:**

This report presents the CMCC *Model Code of Conduct of Meeting Practice for Council's consideration*.

**Background:**

This Code of Meeting Practice is made under section 360 of the Local Government Act 1993 and the Local Government Regulation 2021.

**Current Position:**

In accordance with Section 360 (3) Council must adopt its Code of Conduct within 12 months of a new term of Council.

**Relevant Documents/Policies:**

*Local Government Act 1993*

*Local Government General Regulation 2021*

*Model Code of Conduct for Local Councils in NSW*

*Model Code of Meeting Practice for Local Councils in NSW*

**Stakeholders:**

NSW Government

CMCC Members and staff

Castlereagh Macquarie County Council

**Financial Implications:**

NIL

**Alternative Solutions/Options:**

NIL

**Conclusion:**

The writer recommends Council receive the document and place it on public exhibition for a period of 28 days calling for public comment.

Adoption Of Model Code Of Meeting Practice
<p><b>Recommendation:</b></p> <p>That:</p> <p>(a) Council receives the Model Code of Meeting Practice document.</p> <p>(b) The Code of Meeting Practice be placed in public exhibition for a period of 28 days calling for comment from the public.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>



**Attachments:**

Model Code of Meeting Practice – See *Attachment Two*

**ITEM 8.9 THIRD QUARTER OPERATIONAL PLAN FOR 2024/2025**

**REPORTING SECTION:** Executive

**AUTHOR:** Michael Urquhart – General Manager

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**Summary:**

This report provides Council with the status of the third quarter Operational Plan targets for 2024/2025.

**Background:**

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan. This report comments on the status of the Operational Plan as at 31<sup>st</sup> March 2025 and the extent to which the performance targets have been achieved.

**Current Position:**

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

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

**Governance issues:**

Local Government Act 1993

Local Government regulation (2021)

**Environmental issues:**

N/A

**Stakeholders:**

Castlereagh Macquarie County Council

Constituent Councils

**Financial Implications:**

All matters arising from the operational plan are accordingly covered by budget allocations or variation in the Quarterly Budget Reviews.

**Alternative Solutions/Options:**

NIL

**Conclusion:**

Council should note the progress made during the third quarter of the Operational Plan 2024/2025.

Third Quarter Operational Plan for 2024/2025
<p><b>Recommendation:</b></p> <p>Council accepts the progress made on the 2024/2025 Operational Plan as at 31<sup>st</sup> March 2025.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Third Quarter Operational Plan for 2024/2025 Status Report



# **Castlereagh Macquarie County Council Operational Plan Status report 2024/2025**

**As at 31st March 2025.**

## **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 March 2025
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 March 2025
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 March 2025

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 March 2025
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 March 2025
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.		Complying
Financial Data collection return. Notice of meeting at which audited reports are to be presented.	2.2	GM	By date specified by Office of Local Government.		Complying November 2024

Audited Financial Reports presented to public	2.2	GM	Prior to December meeting.		Complying November 2024
Draft Operational Plan and Budget on public exhibition.	2.2	GM	February meeting.		In progress April 25
Operational Plan and Budget to be adopted	2.2	GM	Following April meeting.		June 2025
	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 March 2025
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	Tabled October 2024. New Councillors April 25.
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 March 2025
Implement Council decisions following Council meeting	2.2	GM	Within 10 working days of Council Meeting	Satisfactory completion of task in accordance with target level.	Complying and on time
			For prosecutions, within 2 months of Council resolution		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 March 2025

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.	Email sent to all Council General Managers advising of Draft Operational Plan to adopt a 4.3% increase being the average of all IPART Ratepeg increases
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.		Complete
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 March 2025
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 <sup>th</sup> 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 March 2025
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 March 2025
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	April 2025
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		April 2025
Draft Plan to be adopted following consideration of any submissions received.					Scheduled June 2025
12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2025
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 March 2025
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 March 2025
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 March 2025
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 Training budget allocated in 24/25
Minimise exposure through rectification of risks.	2.3	GM	Within budget constraints.		
	2.3	GM	Ongoing.		

Update policy on the use of contractors.	2.3	GM	Ongoing.		Council has in place new SOP's and
Review risk management policy.	2.3	GM	When resources allow.		CMCC has in place a
Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.					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 March 2025
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.		GM to review EEO Plan with staff in 2025.
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 March 2025
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.
	2.3	GM	Ongoing.		Meeting with staff from NSW Records in January 25

Review record keeping procedures with a view to updating and computerizing.					Complying records are electronic
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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 March 2025
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.		Reviewed constantly
Review Council’s website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.		
19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2025
Maintain assets register for all assets over \$5,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor the condition of those assets	2.3	GM	Ongoing.		Complying
Identify maintenance requirements for those assets.	2.3	GM	Ongoing.		Complying



Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.		Maintenance as required Complying in conjunction with Senior Biosecurity Officer
<b>20. Introduce a system for electronic mapping of invasive weed infestations and the automation of Weeds Officers' reports</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2025</b>
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. 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 1.3 & 2.3	GM SWO GM SWO	In conjunction with year 1 WAP 2020 / 2025. Ongoing.		Continuing  Complying Training as necessary Use of drones to assist with weed identification complete

<b>21. Compile data on Council's current vehicle and plant fleet – condition and usage</b>					
<b>Required Activity</b>	<b>BA &amp; SO</b>	<b>Resp</b>	<b>Target</b>	<b>Performance Measure</b>	<b>Status as at 31st March 2025</b>
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 March 2025
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 March 2025
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 March 2025
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
		SWO			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		Initial inspection within 10 working days.		

25. Actively pursue the control of invasive weeds on vacant Crown lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st March 2025
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 March 2025
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		
	1.2	SWO			

Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.			10 working 14 days after inspection.		
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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 March 2025
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 March 2025
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. Parkinsonia and Rubber Vine programs continue.
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 March 2025
Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control	1.1	GM	Liaise with appropriate members and officers of surrounding councils and other public authorities as required.	Satisfactory completion of task in accordance with target level.	Continuing. GM active member of WCCN. Senior biosecurity officer attends regional meetings.

## ITEM 8.10 QUARTERLY BUDGET REVIEW STATEMENT – MARCH 2025

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

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### Summary:

The General Manager reports to Council on the status of the December 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 2 (period ending 31<sup>st</sup> 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 \$4,166 for the quarter. The forecast cash result for the year is a deficit of \$8,970. The major variations for the March 2025 quarter are listed below.

Description	Explanation	Saving	Expense
DPI – NW & CW LLS WAP	WAP Grants income and expenditure for 24/25 adjusted to reflect actual grant	3,123 15,084	3,123 15,084
Interest on Investments	Interest on investments have increased this quarter with greater than expected investments	4,000	0
Private Works	It appears regular annual private work projects will not be undertaken this financial year	20,000	25,000
Plant Income and Expenditure	A saving in plant expenditure will have its plant income accordingly adjusted down	10,000	10,000
Employee Overheads	Sick leave expenditure this year will exceed original estimates (adj \$25,000), Annual leave additional allocation of \$10,000 as this expense has surpassed revised estimates	33,027	33,027
Transfer to ELE Reserve	As per GM report to February 25 CMCC needs to increase reserve to meet liability increase for staff retirements.	0	10,000
Other variations	Net of all other variations for the quarter	6,834	0
	<b>Totals of adjustments</b>	92,068	96,234
	Net adjustment for quarter		(\$4,166)

### 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 31<sup>st</sup> March 2025.

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

Not Applicable

### **Conclusion:**

The QBRS as at 31<sup>st</sup> March 25 provides council with information relating to the status of the budget after nine (9) months of operation.

### **Quarterly budget review statement – March 2025**

#### **Recommendation:**

That Council adopt the attached Quarterly Budget Review Statement for 31<sup>st</sup> March 2025 as tabled.

#### **Moved:**

#### **Seconded:**

### **Attachments:**

March 2025 Quarterly Budget Review Statement

*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> April 2025 – Ordinary Council Meeting*

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 31st March 2025.									
	Year ended	Adopted Budget	Approved Variation	Revised Budget	Requested Variation	Revised Budget	Actual To Date	Balance Remaining	% utilised
		2024-25			This QTR	2024-25		For Year	for year
<b>INCOME</b>									
<b>Administration</b>									
DPI - NW LLS WAP Grant		\$116,754		\$116,754	\$3,123	\$119,877	\$0	\$119,877	0%
DPI - CW LLS WAP Grant		\$233,833		\$233,833	\$15,084	\$248,917	\$0	\$248,917	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	\$7,000	\$42,700	\$4,000	\$46,700	\$36,217	\$10,483	78%
Lease office space		\$18,952	\$1,848	\$20,800		\$20,800	\$2,800	\$18,000	13%
WH&S Incentive Rebate		\$5,000		\$5,000		\$5,000	\$5,000	\$0	100%
<b>Administration - Total</b>		<b>\$1,057,095</b>	<b>\$140,950</b>	<b>\$1,198,045</b>	<b>\$22,207</b>	<b>\$1,220,252</b>	<b>\$822,975</b>	<b>\$397,277</b>	<b>67%</b>
<b>Private Works</b>									
Private Works Income		\$95,455	(\$25,000)	\$70,455	(\$25,000)	\$45,455	\$39,144	\$6,311	86%
DPI Unincorporated Area		\$150,000	(\$540)	\$149,460		\$149,460	\$149,460	\$0	100%
DPI Bio Control Unit		\$90,000	(\$50,493)	\$39,507		\$39,507	\$39,507	\$0	100%
<b>Private Works - Total</b>		<b>\$335,455</b>	<b>(\$76,033)</b>	<b>\$259,422</b>	<b>(\$25,000)</b>	<b>\$234,422</b>	<b>\$228,111</b>	<b>\$6,311</b>	<b>97%</b>
<b>Other Income</b>									
Plant Income		\$163,782	(\$10,000)	\$153,782	\$10,000	\$163,782	\$126,211	\$37,571	77%
profit on sale of plant		\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
<b>Other Income - Total</b>		<b>\$168,782</b>	<b>(\$10,000)</b>	<b>\$158,782</b>	<b>\$10,000</b>	<b>\$168,782</b>	<b>\$126,211</b>	<b>\$42,571</b>	<b>75%</b>
<b>Revenue Income - Total</b>		<b>\$1,561,332</b>	<b>\$54,917</b>	<b>\$1,616,249</b>	<b>\$7,207</b>	<b>\$1,623,456</b>	<b>\$1,177,297</b>	<b>\$446,159</b>	<b>73%</b>
<b>EXPENDITURE</b>									
<b>Administration Costs</b>									
General Manager's Salary		\$77,249	\$2,751	\$80,000		\$80,000	\$55,646	\$24,354	70%
Contract Administrative Support		\$12,610		\$12,610		\$12,610	\$9,900	\$2,710	79%
Administration Salaries		\$62,100		\$62,100		\$62,100	\$43,204	\$18,896	70%
Contribution by HP, Park and UA		(\$46,000)		(\$46,000)	(\$2,698)	(\$48,698)	(\$34,000)	(\$14,698)	70%
WH&S Risk Management		\$19,000		\$19,000		\$19,000	\$1,875	\$17,125	10%
Administration travelling and meeting expenses		\$2,000	\$2,600	\$4,600		\$4,600	\$2,843	\$1,757	62%
Audit Fees		\$21,028	(\$8,328)	\$12,700		\$12,700	\$12,700	\$0	100%
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	\$1,909	\$1,591	55%
Postage & Freight		\$1,325		\$1,325		\$1,325	\$704	\$621	53%
Telephone		\$9,669		\$9,669		\$9,669	\$7,316	\$2,353	76%
Bank Charges		\$753		\$753		\$753	\$219	\$534	29%
Legal Expenses		\$1,000		\$1,000		\$1,000	\$0	\$1,000	0%
sundry admin expenses		\$12,000		\$12,000		\$12,000	\$10,567	\$1,433	88%
lease fee expense Walgett		\$15,000		\$15,000		\$15,000	\$11,581	\$3,419	77%
Office maintenance and running expense		\$5,300	\$2,500	\$7,800		\$7,800	\$4,259	\$3,541	55%
IT purchases expensed in year		\$0	\$5,000	\$5,000	\$2,000	\$7,000	\$4,494	\$2,506	64%
Computer & office equipment maintenance		\$26,000	\$6,250	\$32,250		\$32,250	\$27,262	\$4,988	85%
web site costs		\$1,500		\$1,500	(\$500)	\$1,000	\$0	\$1,000	0%
<b>Administration Costs - Total</b>		<b>\$237,849</b>	<b>\$10,773</b>	<b>\$248,622</b>	<b>(\$1,198)</b>	<b>\$247,424</b>	<b>\$163,400</b>	<b>\$84,024</b>	<b>66%</b>



*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> April 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
<b>Insurance Costs</b>									
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%
<b>Insurance Costs - Total</b>		<b>\$77,757</b>	<b>\$485</b>	<b>\$78,242</b>	<b>\$0</b>	<b>\$78,242</b>	<b>\$78,242</b>	<b>\$0</b>	<b>100%</b>
<b>Governance Costs</b>									
Chairperson's Allowance		\$4,150		\$4,150		\$4,150	\$2,397	\$1,753	58%
Councillors' Meeting Fees		\$19,271		\$19,271		\$19,271	\$11,160	\$8,111	58%
Councillors' Travelling		\$10,278		\$10,278		\$10,278	\$5,437	\$4,841	53%
Councillors' Subsistence - CMCC Mtgs		\$2,745	\$761	\$3,506	(\$2,000)	\$1,506	\$643	\$863	43%
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	\$498	\$526	49%
<b>Governance Costs - Total</b>		<b>\$42,884</b>	<b>\$0</b>	<b>\$42,884</b>	<b>(\$2,000)</b>	<b>\$40,884</b>	<b>\$23,189</b>	<b>\$17,695</b>	<b>57%</b>
<b>Employee Overheads</b>									
ToolBox Meetings		\$1,441		\$1,441		\$1,441	\$382	\$1,059	27%
Annual Leave		\$42,891		\$42,891	\$10,000	\$52,891	\$40,839	\$12,052	77%
Long Service Leave		\$15,020		\$15,020		\$15,020	\$0	\$15,020	0%
Sick Leave		\$26,902	\$13,000	\$39,902	\$25,000	\$64,902	\$45,560	\$19,342	70%
compassionate leave		\$1,744		\$1,744		\$1,744	\$0	\$1,744	0%
Employee Overheads distributed to works		(\$188,524)	(\$32,000)	(\$220,524)	(\$33,027)	(\$253,551)	(\$114,507)	(\$139,044)	45%
Union Picnic Day		\$1,031		\$1,031	(\$344)	\$687	\$687	\$0	100%
Public Holidays NEI		\$16,792		\$16,792		\$16,792	\$12,397	\$4,395	74%
Superannuation		\$61,533	\$7,000	\$68,533		\$68,533	\$52,840	\$15,693	77%
Workers Compensation		\$10,868		\$10,868	(\$1,629)	\$9,239	\$9,239	\$0	100%
Protective Clothing		\$2,486		\$2,486		\$2,486	\$870	\$1,616	35%
Staff travel to meetings CCMC 61218		\$0	\$4,000	\$4,000		\$4,000	\$2,760	\$1,240	69%
Allowances Disability/Climatic		\$692		\$692		\$692	\$0	\$692	0%
Staff Training		\$7,124	\$8,000	\$15,124		\$15,124	\$14,197	\$927	94%
<b>Sub -Total - Employee Overheads</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,264</b>	<b>(\$65,264)</b>	<b>#DIV/0!</b>
<b>Sub Total Administrative Overheads</b>		<b>\$358,490</b>	<b>\$11,258</b>	<b>\$369,748</b>	<b>(\$3,198)</b>	<b>\$366,550</b>	<b>\$330,095</b>	<b>\$36,455</b>	<b>90%</b>
<b>Employee Overheads - Total</b>									
<b>Destruction of Weeds</b>									
WAP CW		\$434,915		\$434,915	\$15,084	\$449,999	\$328,011	\$121,988	73%
WAP NW		\$214,757		\$214,757	\$3,123	\$217,880	\$140,790	\$77,090	65%
Council roads		\$120,000	(\$30,000)	\$90,000		\$90,000	\$46,630	\$43,370	52%
Parkinsonia project		\$0	\$42,350	\$42,350		\$42,350	\$0	\$42,350	0%
Rubber Vine Project		\$0	\$58,800	\$58,800		\$58,800	\$37,340	\$21,460	64%
Unincorporate Area		\$150,000	(\$540)	\$149,460		\$149,460	\$102,936	\$46,524	69%
Contribution Administration UA		(\$15,000)		(\$15,000)	\$1,364	(\$13,636)	(\$13,636)	\$0	100%
<b>Destruction of Weeds - Total</b>		<b>\$904,672</b>	<b>\$70,610</b>	<b>\$975,282</b>	<b>\$19,571</b>	<b>\$994,853</b>	<b>\$642,071</b>	<b>\$352,782</b>	<b>65%</b>
<b>Private Works</b>									
DPI - Biocontrol and Quanda		\$90,000	(\$50,493)	\$39,507		\$39,507	\$18,662	\$20,845	47%
DPI - Hudson Pear containment project		\$0	\$60,952	\$60,952		\$60,952	\$40,408	\$20,544	66%
Cost of Private Works		\$57,267	(\$12,000)	\$45,267	(\$20,000)	\$25,267	\$20,747	\$4,520	82%
<b>Private Works -Total</b>		<b>\$147,267</b>	<b>(\$1,541)</b>	<b>\$145,726</b>	<b>(\$20,000)</b>	<b>\$125,726</b>	<b>\$79,817</b>	<b>\$45,909</b>	<b>63%</b>

*Castlereagh Macquarie County Council Agenda –28<sup>th</sup> April 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
<b>Other Expenses</b>									
Depot Expenses		\$10,834		\$10,834		\$10,834	\$5,936	\$4,898	55%
Storage Rental		\$4,681		\$4,681		\$4,681	\$2,080	\$2,601	44%
Plant Expenses		\$83,782	(\$10,000)	\$73,782	\$10,000	\$83,782	\$65,131	\$18,651	78%
Depreciation		\$80,000		\$80,000		\$80,000	\$60,000	\$20,000	75%
<b>Other Expenses -Total</b>		<b>\$179,297</b>	<b>(\$10,000)</b>	<b>\$169,297</b>	<b>\$10,000</b>	<b>\$179,297</b>	<b>\$133,147</b>	<b>\$46,150</b>	<b>74%</b>
<b>Revenue Expenses - Total</b>		<b>\$1,589,726</b>	<b>\$70,327</b>	<b>\$1,660,053</b>	<b>\$6,373</b>	<b>\$1,666,426</b>	<b>\$1,185,130</b>	<b>\$481,296</b>	<b>71%</b>
<b>Net Operating Surplus/(Deficit) after Depreciation</b>		<b>(\$28,394)</b>	<b>(\$15,410)</b>	<b>(\$43,804)</b>	<b>\$834</b>	<b>(\$42,970)</b>	<b>(\$7,833)</b>	<b>(\$35,137)</b>	<b>18%</b>
<b>Capital Income</b>									
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%
<b>Capital Income - Total</b>		<b>\$88,000</b>	<b>\$0</b>	<b>\$88,000</b>	<b>\$0</b>	<b>\$88,000</b>	<b>\$0</b>	<b>\$88,000</b>	<b>0%</b>
<b>Capital Expenditure</b>									
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	\$10,000	\$15,000	\$0	\$15,000	0%
Transfer to Plant Reserve		\$9,000		\$9,000		\$9,000	\$0	\$9,000	0%
<b>Capital Expenditure - Total</b>		<b>\$129,000</b>	<b>\$0</b>	<b>\$129,000</b>	<b>\$10,000</b>	<b>\$139,000</b>	<b>\$0</b>	<b>\$139,000</b>	<b>0%</b>
<b>Net Capital Surplus/(Deficit)</b>		<b>(\$41,000)</b>	<b>\$0</b>	<b>(\$41,000)</b>	<b>(\$10,000)</b>	<b>(\$51,000)</b>	<b>\$0</b>	<b>(\$51,000)</b>	
<b>Summary</b>									
Total Income		\$1,649,332	\$54,917	\$1,704,249	\$7,207	\$1,711,456	\$1,177,297	\$534,159	
Total Expenditure		\$1,718,726	\$70,327	\$1,789,053	\$16,373	\$1,805,426	\$1,185,130	\$620,296	
<b>Net Total Surplus/(Deficit)</b>		<b>(\$69,394)</b>	<b>(\$15,410)</b>	<b>(\$84,804)</b>	<b>(\$9,166)</b>	<b>(\$93,970)</b>	<b>(\$7,833)</b>	<b>(\$86,137)</b>	
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	\$0	\$0	
<b>Net cash result for year Surplus (Deficit)</b>		<b>\$10,606</b>	<b>(\$15,410)</b>	<b>(\$4,804)</b>	<b>(\$4,166)</b>	<b>(\$8,970)</b>	<b>\$12,292</b>	<b>(\$21,262)</b>	

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Quarterly Budget Review 31st March 2025

**Income Statement**

	24-25
<b>Income from continuing operations</b>	
User charges and fees	45
Interest and investment revenue	47
Other revenues	0
Grants and Contributions provided for operating purposes	986
<b>Other income</b>	21
Net gains from disposal of assets	5
<b>Total income from continuing operations</b>	<b>1,104</b>
<b>Expenses from continuing operations</b>	
Employee benefits and on-costs	772
Materials and services	636
Depreciation and amortisation	95
Net losses from the disposal of assets	0
<b>Total expenses from continuing operations</b>	<b>1,503</b>
<b>Operating result from continuing operations</b>	<b>-399</b>
<b>NET OPERATING RESULT FOR THE YEAR</b>	<b>-399</b>
Net operating result attributable to Council	
<b>Net operating result for the year before contributions provided for capital purposes</b>	<b>-399</b>

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Statement of Comprehensive Income

	24-25
<b>Net operating result for the year as per the Income Statement</b>	<b>-399</b>
<b>Total Comprehensive Income for the year</b>	<b>-399</b>

## CASTLEREAGH MACQUARIE COUNTY COUNCIL

Quarterly Budget Review 31st March 2025

### Statement of Financial Position

<b>ASSETS</b>	<b>24-25</b>
<b>Current Assets</b>	
Cash and cash equivalents	556
Investments	500
receivables	31
Inventories	51
<b>Total Current Assets</b>	<b>1,138</b>
<b>Non-current assets</b>	
Infrastructure, property, plant and equipment	526
Right of use assets	24
<b>Total non-current assets</b>	<b>550</b>
<b>Total Assets</b>	<b>1,688</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Payables	117
Lease liabilities	24
Provisions	262
<b>Total Current Assets</b>	<b>403</b>
<b>Non-current liabilities</b>	
Lease liabilities	0
Provisions	0
<b>Total non-current liabilities</b>	<b>0</b>
<b>Total Liabilities</b>	<b>403</b>
<b>NET ASSETS</b>	<b>1,285</b>
<b>EQUITY</b>	
Accumulated surplus	802
Revaluation Reserve	483
Council equity interest	1,285
<b>Total equity</b>	<b>1,285</b>

<b>CASTLEREAGH MACQUARIE COUNTY COUNCIL</b>	
Statement of Changes in Equity	<b>24-25</b>
<b>Opening balance</b>	<u>1,684</u>
Net operating result for the year	<u>-399</u>
<b>Equity - balance at end of the reporting period</b>	<b>1,285</b>

<b>CASTLEREAGH MACQUARIE COUNTY COUNCIL</b>	
Statement of Cash Flows for the years ending 30th June 2025	
	<b>24-25</b>
<b>Cash flows from operating activities</b>	
<i>Receipts:</i>	
User charges and fees	45
Interest and investment revenue	47
Other revenues	26
Grants and Contributions provided for operating purposes	986
<i>Payments:</i>	
Employee benefits and on-costs	-772
Materials and contracts	-648
Other expenses	0
<b>Net cash provided (or used in) operating activities</b>	<u>-316</u>
<b>Cash flows from investing activities</b>	
<i>Receipts:</i>	
Sale of infrastructure, property, plant and equipment	46
<i>Payments</i>	
Purchase of infrastructure, property, plant and equipment	-115
<b>Net cash provided (or used in) investing activities</b>	<u>-69</u>
<b>Cash flows from financing</b>	
Principal component of lease payments	-25
<b>Net cash flows from financing activities</b>	-25
<b>Net increase/(decrease) in cash and cash equivalents</b>	<u>-360</u>
<b>Plus: cash and cash equivalents - beginning of year</b>	<u>916</u>
<b>Cash and cash equivalents - end of year</b>	<u>556</u>
plus: investments on hand - end of year	500
<b>Total cash, cash equivalents and investments</b>	<b>1,056</b>

## ITEM 8.11 NEW POLICIES

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

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### **Summary:**

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

### **Background:**

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

### **Current Position:**

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

1. Grievance
2. Modern Slavery
3. Complaints Management
4. Fraud & Corruption
5. Gifts Benefits & Bribes

### **Governance issues:**

Local Government Act 1993

Local Government (General) Regulation 2021

### **Environmental issues:**

NIL

### **Stakeholders:**

Castlereagh Macquarie County Council

Constituent Councils

County Council LGA Ratepayers

Council staff

### **Financial Implications:**

NIL

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

NIL

### **Conclusion:**

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

## New Policies

### Recommendation:

That;

- (a) That the report be received.
- (b) Council adopts the following policies;
  - (a) Grievance
  - (b) Modern Slavery
  - (c) Complaints Management
  - (d) Fraud & Corruption
  - (e) Gifts, Benefits & Bribes

**Moved:**

**Seconded:**

### Attachments:

- Grievance
- Modern Slavery
- Complaints Management
- Fraud & Corruption
- Gifts, Benefits and Bribes



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## GRIEVANCE POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

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### BACKGROUND

A grievance is any work related disagreement, complaint or matter that someone thinks is unfair or unjustified and which is causing that person concern or distress. Grievances can relate to any aspect of employment, safety in the workplace, performance appraisal, discrimination or harassment.

### OBJECTIVES

Council is committed to resolving grievances wherever possible through mediation consultation, cooperation and discussion.

- All grievances will be handled confidentially and in a timely manner. Only the people directly involved will have access to information about the complaint.
- All procedures will be impartial. No assumptions will be made and no action will be taken until all relevant information has been collected, investigated and considered.
- Council is committed to ensure that no repercussions or victimisation occurs against anyone who makes a complaint.
- Seeking redress of a trivial, frivolous or vexatious issue through a grievance procedure will not be tolerated.

### POLICY

This policy should be read in conjunction with the Code of Conduct and the Harassment Policy. The General Manager is responsible for managing serious and complex grievances that could involve possible fraud, corruption, physical danger or serious misconduct of a senior staff member.

Supervisors are to be the first point of receipt and will be responsible for the investigation and resolution of staff grievances.

The Administration Officer will provide advice, assistance, and where necessary, receive and investigate the grievance, particularly if it relates to a discrimination, harassment, personnel or industrial matter.



Using the grievance procedure does not eliminate the right of a staff member, or Council as an employer in gaining advice or assistance from unions, professional associations or any other external body.

#### **GRIEVANCE PROCEDURES**

- In general the grievance should be first discussed with or put in writing to the supervisor for resolution. Where the issue directly relates to the activities of the immediate supervisor the matter should be dealt with by the next tier of management.
- The relevant investigator should obtain the facts, clarify issues and then discuss findings with the staff member lodging the grievance.
- Where a contact officer or investigator believes they cannot handle the grievance objectively, or where they lack the power to resolve the particular complaint, they may refer the complaint to the Administration Officer.
- A written record of the complaint should be taken by the officer responsible for investigating the complaint. This officer should also talk to the other person/people involved, separately and impartially. Where agreement as to resolution is reached, the officer should follow up the situation to ensure that what has been agreed upon actually occurs.
- If a grievance remains unresolved, it is to be taken to senior management or to a mutually agreeable third party for mediation / arbitration.
- Union, employee or human resource management assistance can be sought to assist resolution at any step in the procedure.
- Grievances should generally be resolved within four (4) weeks.

#### **CONTACT OFFICERS**

An independent contact officer shall be nominated in each department, using the following selection criteria:

- commitment to EEO principles
- discretion and ability to maintain confidentiality
- sound listening skills, mediation, conflict resolution and interpersonal skills
- awareness of discrimination issues
- known integrity and support for principles of social justice
- investigative ability.

#### **QUALIFIED PRIVILEGE**

A staff member who raises a grievance is protected against any action for defamation by the defence

of qualified privilege provided the grievance is raised in accordance with these procedures and does not intentionally make a malicious or substantially frivolous complaint.

A staff member who carries out grievance investigation and resolution in accordance with these procedures, or a staff member who is required to prepare a report concerning another staff member is protected against any action for defamation by the defence of qualified privilege provided that they:

- act in accordance with established procedures
- are not motivated by malice and
- do not publish such material to persons who have no legitimate interest in receiving it.

#### **RIGHTS OF THE COMPLAINANT**

A complainant has the right to:

- keep notes, copies of written documents or diary records of all incidents and any reports including dates, times, witnesses and other details
- advise his/her supervisor, human resources manager or other person at an appropriate level within the organisation
- contact their respect union for advice
- contact the NSW Anti-Discrimination Board where appropriate.

#### **RIGHTS OF THE PERSON SUBJECT TO COMPLAINT**

A person who is the subject of a complaint has the right to:

- be informed verbally of what behaviour they are being accused of
- respond to the allegations and cite witnesses if appropriate
- fair treatment and procedures
- be heard by an unbiased person.

#### **RESPONSIBILITIES OF PERSON RECEIVING THE REPORT/COMPLAINT**

The person receiving the report/complaint should:

- advise the complainant that their complaint will be treated sensitively, confidentially and without victimisation
- in the case of harassment complaints, establish whether the complainant has advised the alleged harasser that their behaviour is unwelcome
- in the case of harassment complaints, advise the Administration Officer that a complaint has been made
- ensure that a written report is obtained from the complainant, containing appropriate details, witness reports etc

- approach the subject of the complaint or alleged harasser to seek a response to the allegation made about their behaviour. This approach should be made either in the company of the person's supervisor/team leader or Administration Officer
- conduct a confidential interview and seek reports from any identified witnesses.

#### **DISCIPLINARY PROCEDURES**

In the case of discrimination/harassment complaints, the following disciplinary procedures will apply:

If the behaviour is admitted:

- where the behaviour is admitted and is of a singly visually or auditory offensive nature (eg sexist, racist, poster or language rather than a sexual proposition or a physically threatening approach), a first disciplinary interview should be conducted and written warning issued to the harasser together with a reinforcement of Council's policy
- if the behaviour is admitted and has consisted of repeated incidents of physical approaches or psychological bullying and/or harassment etc., a first and final warning should be issued
- the admitted harasser should be cautioned that they should take no action that could be construed as victimization, as this will lead to further disciplinary action
- if the harasser is the complainant's immediate supervisor, the harasser's supervisor must be consulted on any decisions regarding promotion, job rotation etc involving the complainant, and should be offered counseling to avoid further incidents
- a copy of any disciplinary letters shall be placed on the harasser's file.

**If the behaviour is not admitted and there were witnesses and/or sufficient evidence supporting the claim, the following procedures apply:**

- the alleged harasser is to be reminded of Council's policy, advised that their alleged behaviour has been perceived by the complainant as harassment and informed that their behaviour with the complainant will be monitored
- the alleged harasser is to be counselled and issued a warning in writing that they should take no action that could be construed as victimisation towards the complainant
- the complainant will be advised of the alleged harasser's denial and of their right to seek assistance from the Anti-Discrimination Board
- no notes of the allegation will be recorded on personnel files
- any notes/reports taken in respect of a harassment complaint and the actions taken as a result will be kept in a separate confidential file by the Administration Officer.
- these notes/reports may be required should a complainant choose to go the Anti-Discrimination Board

- breaches of confidentiality of harassment complaints are unacceptable and may be subject to separate disciplinary action.

**If the behaviour is not admitted and there were no witnesses, the following procedures apply:**

- in such cases the “balance of probability” needs to be taken into consideration
- the alleged harasser is to be reminded of Council’s policy, advised that their alleged behaviour has been perceived by the complainant as harassment and informed that their behaviour with the complainant will be monitored
- the alleged harasser is to be cautioned that they should take no action that could be construed as victimisation towards the complainant
- the complainant will be advised of the alleged harasser denial and of their right to seek assistance from the Anti-Discrimination Board
- no notes of the allegation will be recorded on personnel files
- any notes/reports taken in respect of a harassment complaint and the actions taken as a result will be kept in a separate confidential file by the Administration Officer
- these notes/reports may be required should a complainant choose to go to the Anti-Discrimination Board
- breaches of confidentiality of harassment complaints are unacceptable and may be subject to separate disciplinary action.

Disciplinary action may be taken in accordance with the Local Government (State) Award at the General Manager’s discretion depending on the severity of the behaviour.

**WORKPLACE DISPLAY MATERIAL**

Castlereagh Macquarie County Council (CMCC) is committed to ensuring that its workplaces present a positive public image and do not display material that is unlawfully discriminating and likely to cause offence. CMCC is also required to comply with legislation that makes sexual harassment and racial vilification unlawful.

All material of a sexist, racist or otherwise offensive or discriminatory nature shall not be displayed in any CMCC workplace. Material could include graphics such as pictures, posters, cartoons, picture calendars, graffiti or writing such as poems, quotes, notes or jokes. Examples of such material could be calendars or posters of almost nude females or males or material that portrays a stereotypical view of a person or another race.

It is the responsibility of every supervisor and manager to ensure that their workplace does not display sexist, racist or otherwise offensive material and that any such material on display is removed. Any employee who displays such material will be asked to remove it as it is inappropriate in the workplace and against CMCC policy. If the employee does not remove the material, the supervisor will take the responsibility to do so and the employee will be given a written warning advising them that any future breaches of policy will result in formal disciplinary action being taken against them.

All existing and future suppliers and contractors, who wish to make available such material, will be advised of CMCC's policy regarding workplace display material.

**RELATED DOCUMENTS**

- Code of Conduct
- Harassment Policy

Version	Adopted Date	Minute No.	Details of Review
1			



# CASTLEREAGH MACQUARIE COUNTY COUNCIL

## **MODERN SLAVERY POLICY**

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## 1. BACKGROUND

The *Modern Slavery Act 2018 (NSW)* (the MSA) created obligations for councils under the Local Government Act 1993 (the LGA) relating to modern slavery. Local councils are required to take reasonable steps to ensure that the goods and services they procure are not the product of modern slavery, and to report on those steps.

The NSW Anti-Slavery Commissioner has issued *Guidance on Reasonable Steps* to manage modern slavery risks in operations and supply chains, operative from 1 January 2024.

This policy is prepared in accordance with the requirements of the *Modern Slavery Act 2018 (NSW)* and *Guidance on Reasonable Steps*.

## 2. SCOPE

This Policy applies to all persons and entities working for and with Castlereagh Macquarie County Council or on its behalf in any capacity.

## 3. OBJECTIVE

The purpose of this policy is to:

- outline Castlereagh Macquarie County Council's commitment to:
- identifying, managing and minimising the risk of modern slavery in its operations and supply chains; and
- taking steps to ensure that Council suppliers and others it does business with are adequately managing modern slavery risks;
- ensure Council is compliant with its obligations under the Modern Slavery Act; and
- ensure that Council employees are aware of the requirements in relation to Modern Slavery.

## 4. DEFINITIONS

**Employees:** All Castlereagh Macquarie County Council employees including permanent (whether full-time or part-time), temporary, agency contractors (labour hire), casual employees and apprentices.

**Modern Slavery:** As defined by the Modern Slavery Act, including the following types of exploitation:

- Trafficking in people – the recruitment, harbouring and movement of persons for the purposes of exploitation through modern slavery. This includes sexual exploitation, forced labour or services and slavery and practices similar to slavery.
- Slavery – when a person exercises power of ownership over another.
- Servitude – a situation where an individual's freedom is significantly restricted, for example they are not free to stop working or to leave their place of work.
- Forced labour –where violence or other methods (for example accumulation or debt, retention of identity papers) are used to coerce victims to work.



- Forced marriage – where an individual is forced or deceived into marrying.
- Debt bondage – where a victim's services are pledged as security for a debt and the debt is excessive, the length and nature of services are not defined or the value of the services is not applied against the debt.
- The worst forms of child labour - situations where children are subjected to slavery or similar practices, or engaged in hazardous work which could harm their health and safety.

**Modern Slavery Act:** The Modern Slavery Act 2018 (NSW).

**Modern Slavery Laws:** All applicable modern slavery laws, statutes, regulations and codes from time to time in force which prohibit exploitation of workers, human trafficking, slavery, servitude, forced labour, debt bondage or deceptive recruiting for labour or services, or similar (Modern Slavery Laws), including but not limited to the Modern Slavery Act 2018 (Cth) and the Modern Slavery Act 2018 (NSW), which came into effect in 2022.

**Suppliers:** Any entity supplying goods and/or services to Castlereagh Macquarie County Council.

## 5. POLICY STATEMENT

Modern Slavery is a human rights violation and a serious crime. Castlereagh Macquarie County Council is committed to respecting and protecting human rights and identifying, managing and minimising Modern Slavery risks within its supply chains.

Castlereagh Macquarie County Council will strive for collaborative action and continuous improvement in its approach to Modern Slavery and will continue to work with key stakeholders and Suppliers to review and improve its practices and procedures in this area on a regular basis.

## 6. POLICY IN DETAIL

### a) Supply Chain

Castlereagh Macquarie County Council will engage with its Suppliers to identify, manage and minimise risks and instances of modern slavery in their supply chains and business operations. Specifically, Council will:

- identify modern slavery risks in its supply chain, including the extent of those risks and take action to manage or minimise them;
- engage with Suppliers to understand their commitment to minimising the risk of modern slavery in their own supply chains and operations;
- include modern slavery considerations in its procurement processes as guided by legislation, best practice, NSW Anti-Slavery Commissioner *Guidance on Reasonable Steps (GRS)*, and incorporate the GRS Model Tender clauses as applicable;
- ensure Council's standard contracts contain clauses requiring Suppliers to take reasonable steps to identify, assess and address Modern Slavery risks within their

operations and supply chains and comply with Modern Slavery Laws, and incorporate GRS Model Contract Clauses as applicable; where Modern Slavery risks are identified that are outside of Council's direct control, engage with key stakeholders to leverage its influence and encourage positive and permanent change; and

- implement an internal reporting process to enable Council Employees to raise concerns about any potential or suspected instances of Modern Slavery in Castlereagh Macquarie County Council's supply chain.
- ensure Modern Slavery reporting obligations are met, including consideration of the NSW Anti-Slavery Commissioner *Guidance on Reasonable Steps* Reporting Template.

b) Training and Capacity Building

Council will ensure that relevant Employees have the knowledge, tools and capacity to comply with Council's obligations to reduce the risks of Modern Slavery.

c) Reporting

Council will comply with its reporting obligations under the Local Government Act 1993 (NSW) as updated from time to time.

Annual reporting and transactional reporting on certain procurements is required in accordance with the *Guidance on Reasonable Steps*. From 1 July 2024, councils must file an online report with the Office of the Anti-slavery Commissioner within 45 days of the entry into force of any contract:

- arising from a 'heightened' modern slavery due diligence procurement process; and
- with a value of AUD \$250,000 (including GST) or more.
- Reporting will be in accordance with the *Guidance on Reasonable Steps* (noting Annual Reporting Template in Appendix K) as issued by the NSW Anti-Slavery Commissioner.

## 7. FURTHER INFORMATION

Further information about this policy can be obtained by:

- contacting the General Manager
- contacting the Administration Officer
- contacting the Office of the NSW Anti-Slavery Commissioner  
[GRS@dcj.nsw.gov.au](mailto:GRS@dcj.nsw.gov.au) for information updates, newsletters and GRS documentation
- contacting NSW Communities and Justice / anti-slavery commissioner  
website: <https://dcj.nsw.gov.au/legal-and-justice/our-commissioners/anti-slavery-commissioner/due-diligence-and-reporting.html>: for information & documents:
- Guidance on Reasonable Steps (GRS)
- GRS annual reporting – form and reporting templates
- model tender clauses
- model contract clauses

## 8. RELATED DOCUMENTS

Related Council policies include:

- Procurement Policy
- Code of Conduct

Related Legislation includes:

- The Modern Slavery Act 2018 (NSW)
- Local Government Act 1993 (NSW)
- Local Government Regulations 2021
- The *Guidance on Reasonable Steps (GRS)* issued by the NSW Anti-Slavery Commissioner, operative from 1 January 2024 including:
  - Model Tender Clauses (GRS Appendix I)
  - Model contract Clauses (GRS Appendix J)
  - Modern Slavery Reporting Template (GRS Appendix K)
- The *Guidance on Reasonable Steps* issued by the NSW Anti-Slavery Commissioner has been drafted to align with various international standards, notably:
  - ISO 20400:2017 Sustainable Procurement – Guidance.
  - ISO 31000:2018 Risk management – Guidelines.
  - BS 25700:2022 Organisational responses to modern slavery – Guidance.

Nothing in this policy limits any applicable legislation.

## 9. RIGHT TO VARY/TERMINATE

Castlereagh Macquarie County Council reserves the right to vary or terminate this policy at any time.

Version	Adopted Date	Minute No.	Details of Review
1			



## COMPLAINTS MANAGEMENT FRAMEWORK & POLICY

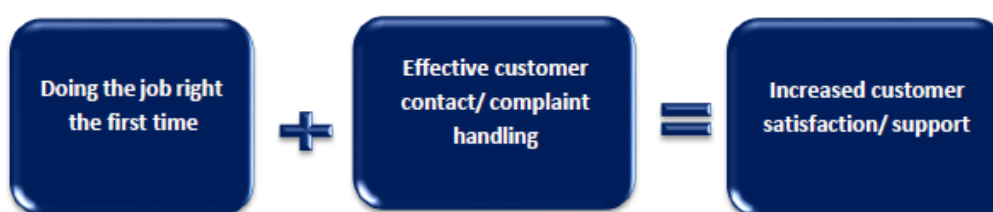
Adoption Date:

Review Date:

Responsible Officer: General Manager

### OBJECTIVE:

Castlereagh Macquarie County Council is committed to delivering quality customer service and to communicating effectively with our five (5) communities. We recognise that:



We realise that sometimes, despite our best efforts, some people may not be happy with the way we have performed a service. These guidelines provide a framework for the management of complaints.

### SCOPE

This policy applies to all staff and Members receiving or managing complaints from the public made to or about council, regarding services, staff or the complaint handling process.

Staff grievances, code of conduct complaints, public interest disclosures, customer service requests and requests for access to information via the *Government Information (Public Access) Act 2009* are dealt with through separate mechanisms and do not form part of the Castlereagh Macquarie County Council Complaints Management policy.

Castlereagh Macquarie County Council expects staff at all levels to be committed to fair, effective and efficient complaint handling. Staff will also consider any relevant legislation and/or regulations when responding to complaints and feedback.

### POLICY

A complaint is an expression of dissatisfaction with a decision, with the level or quality of service, or the behaviour of an employee or agent, which can be investigated and acted upon. Castlereagh Macquarie County Council acknowledges the individual's right to make a complaint if it is considered Council has been remiss in its service provision or actions.

The following are not considered to be complaints, unless it is an expression of dissatisfaction that a previous request has not been responded to:

- a request for council services e.g. treatment of invasive weeds on private properties or roadsides;
- a request for documents, information or explanation of policies or procedures;
- a request for council to exercise a regulatory function; and
- The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy.

Council recognises that complaints are a valuable resource for achieving excellence in customer service. Through the analysis of complaints council can:

- monitor the quality of its services and systems;
- identify recurring problems, issues or trends;
- strengthen community relationships;
- make improvements to systems and customer service; and
- improve its reputation.

#### WE WILL

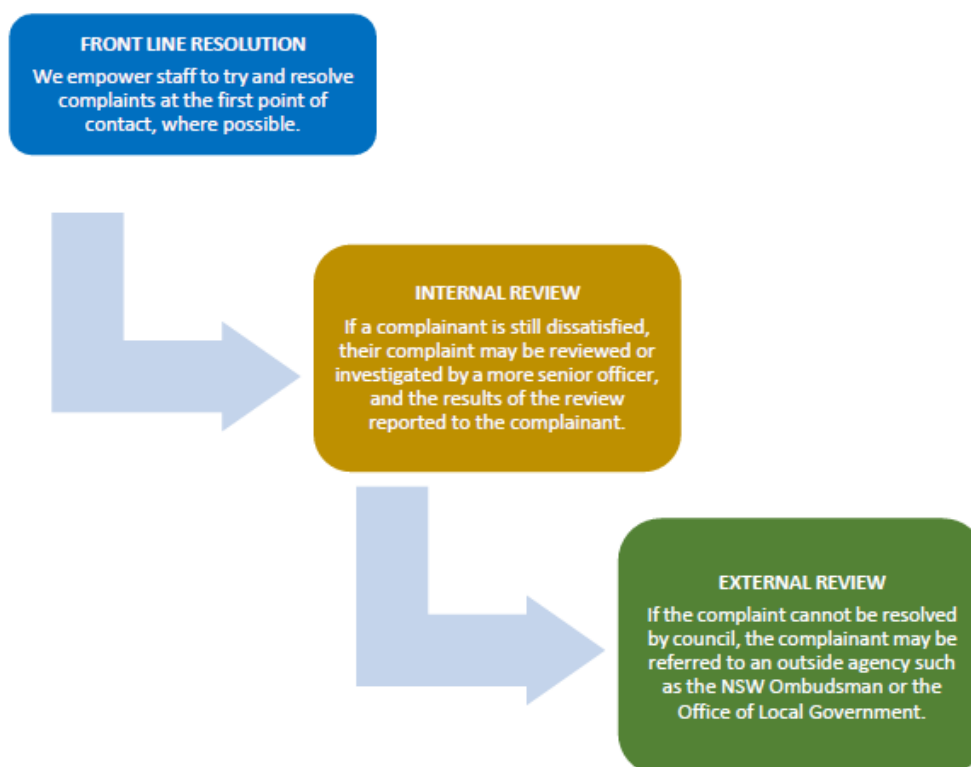


The guiding principles for Castlereagh Macquarie County Councils complaints management policy are;

- **People Focus:** We are committed to seeking and receiving feedback, positive and negative, about our services, systems, practices, procedures and complaints handling processes.
- **Responsiveness:**
  - Matters of safety or that are serious in nature will be actioned promptly;
  - We will acknowledge your complaint within 10 working days; and
  - We will respond to complaints in a timely manner and will keep complainants informed of outcomes.
- **Objectivity and Fairness:** we will
  - address each complaint with integrity and in an equitable, objective and unbiased manner;
  - ensure conflicts of interest, perceived or actual will be managed responsibly;
  - ensure the person handling the complaint will not be the staff member whose service or conduct is being complained about; and

- ensure internal reviews of how a complaint was managed will be conducted by a person other than the original decision maker.  
Generally this will be some more senior to the original decision maker. If the complaint is about the General Manager, the matter will be referred to the Chairperson initially. Independent external legal advice may be sought and the Ombudsman or the Office of Local Government may become involved.
- No Detriment – We will take all reasonable steps to ensure people making complaints are not adversely affected solely because they made a complaint.

### OUR COMPLAINT HANDLING MODEL





Complaints will immediately move from one tier to the next if:

- the complaint is about the staff member's own conduct or the staff member has a real or perceived conflict of interest, and it is not appropriate that they deal with it;
- the complaint is outside the staff member's delegation or area of expertise;
- a public official is alleged to have committed a criminal offence, acted corruptly or engaged in other serious or controversial conduct.

### COMPLAINTS THAT WILL NOT BE INVESTIGATED

In rare circumstances, Council may decide that a complaint will not be investigated where the complaint:

- is considered frivolous, vexatious or not made in good faith

Occasionally Council may receive complaints that it deems to be frivolous or vexatious. Frivolous or vexatious complaints are complaints that are considered to be trivial or senseless and are usually made with the intention of causing a nuisance, annoyance or harm to the subject being complained about.

This will be a judgement call made by the General Manager, which is based on the nature of the complaint and any supporting information. The complainant will be notified.

- is considered to be an unreasonable or persistent complaint that is being dealt with in accordance with Council's Unreasonable Conduct by Customer Policy
- is a second request for service within a reasonable service level timeframe
- involves a matter where an adequate remedy or right of appeal exists
- is a matter that is subject to existing mediation processes
- relates to a matter awaiting determination by the Council
- relates to a matter before a court or tribunal
- relates to the appointment or dismissal of an employee, or an industrial or disciplinary issue
- involves threats against Council or its staff and the police will be notified.

Castlereagh Macquarie County Council's Complaint Management Policy is intended to:

- Ensure that we handle complaints fairly, efficiently and effectively;
- Increase the level of community satisfaction with council's services;
- Provide a clear and transparent system for dealing with complaints;
- Enable us to respond to issues raised by complainants in a timely and cost-effective way;
- Boost public confidence in our administrative process and customer service;
- Provide information that can be used by us to deliver quality improvements in our services, staff and complaint handling.

## OUR COMPLAINT MANAGEMENT SYSTEM IS MADE UP OF 6 STAGES



### **Receive and acknowledge**

Council will record the complaint and its supporting information within our records management system. You will receive written acknowledgment of your complaint and advising you of the expected timeframe for completion.

### **Address and investigate**

We will confirm the parameters of the complaint to be investigated and whether the issues raised within the complaint are within our control. We will also consider the outcomes sought by the person making the complaint and, where there is more than one issue raised, determine whether each issue needs to be separately addressed. We may need to contact you for further information.

After assessing the complaint, we will investigate the claims made in the complaint. If there are any delays, we will keep the complainant up to date on progress.

### **Provide reasons for decisions:**

Following consideration of the complaint and its investigation we will contact the complainant to advise them:

- The outcome of the complaint and any action we took;
- The reason/s for our decision;
- The remedy/resolution/s that we have proposed or have put in place; and
- Any options for review that may be available to the complainant, such as internal review, external review or appeal.



**Close the complaint:**

Once the complaint has been finalised we will keep comprehensive records about

- how we managed the complaint
- the outcome/s of the complaint
- any outstanding actions that need to be followed up,

We will ensure that outcomes are properly implemented, monitored and reported to senior management.

**WHO WILL INVESTIGATE MY COMPLAINT?**

Specific complaint management responsibilities are set out below and may be altered at the discretion of the General Manager.

**General Manager**

The General Manager has a leadership role in the management of complaints. The General Manager may allocate responsibility for dealing with particular complaints as deemed necessary.

The General Manager is also responsible for:

- accepting complaints;
- resolving complaints referred to the General Manager for review ;
- receiving complaints that allege corruption and for referral to the Independent Commission Against Corruption (the ICAC); and
- receiving complaints in relation to the conduct of staff.

**Supervisors**

Supervisors are responsible for:

- accepting complaints;
- ensuring complaints are promptly filed in the electronic record keeping system;
- are referred to the General Manager
- assisting the General Manager in dealing with complaints as deemed necessary by the General Manager.

**DO I HAVE TO PUT MY COMPLAINT IN WRITING?**

No, you can lodge your complaint verbally, however we encourage you to provide your complaint in writing to ensure we have all the information we require to properly investigate the matter.

- Council will respond to complaints whether they are provided in writing or verbal;
- Council officers will help customers lodge complaints where necessary.  
This may include providing reasonable assistance to put a complaint in writing. If a customer is unable to write a complaint and a staff member is unable to assist the customer in writing the complaint, staff should accept the complaint verbally and make a record of the complaint
- Castlereagh Macquarie County Council accepts anonymous complaints and will carry out an investigation of the issue/s raised where there is enough information provided. However, due to the complaint's anonymity this may mean that the complainant will not receive any feedback on the complaint.

### WILL MY IDENTITY REMAIN CONFIDENTIAL?

Yes. It is Council's policy not to disclose confidential information, including names and addresses, without a person's consent, to anyone outside Council, unless required to by law.

You may remain anonymous but please be aware that Council may need to contact you for further details to properly investigate the complaint. Council may refuse to investigate an anonymous complaint if insufficient information is provided.

### HOW CAN I LODGE MY COMPLAINT?

#### Written Complaints can be

- Posted to: PO Box 664 WALGETT NSW 2832
- Delivered in person to: 55 Fox Street WALGETT NSW 2832
- Emailed to: cmcc@cmcc.nsw.gov.au

#### Verbal complaints can be made:

- By telephone: 0427598577
- In person at: 55 Fox Street WALGETT NSW 2832

### CAN I COMPLAIN TO THE CHAIRPERSON OR MEMBERS?

Yes, the Chairperson and **Members** have a responsibility to accept complaints. They must ensure the matter is referred to the General Manager or delegated officer promptly, either verbally or in writing.

### RELATED DOCUMENTS

Complaints Management Procedure  
Code of Conduct

*Local Government Act 1993*

*Government Information (Public Access) Act 2009*

Practice Note No.9 – Complaints Management in Councils, DLG and NSW Ombudsman, August 2009  
Effective Complaint Handling Guidelines, NSW Ombudsman, 3rd Edition February 2017

### RIGHT TO VARY

Council may vary this policy at any time.

Version	Adopted Date	Minute No.	Details of Review
1			



## GIFTS, BENEFITS AND BRIBES POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

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### BACKGROUND

Council recognises that gifts and benefits of nominal value, as prescribed in this policy, are frequently offered and accepted. This policy recognises that on occasions, gifts and benefits of more than a nominal value may be specifically offered to influence the attitudes or decisions of Members, Employees and Volunteers in favour of the giver. In this case, the gifts or benefits must be regarded as bribes and the giving and acceptance of them is a criminal offence.

### SCOPE

This policy aims to provide guidelines for Members, Employees and Volunteers in dealing with offers of gifts, benefits and bribes.

### OBJECTIVE

The policy is designed to provide guidance to Members, Employees and Volunteers on the issue of gifts, benefits and bribery.

Council is committed to preventing corruption in all its forms. One form of corruption that can seriously damage the credibility of an organisation is bribery.

### DEFINITIONS

#### **Gifts**

For the purpose of this policy, "gifts" made to individuals in the course of a business relationship are usually given for commercial purposes, such as to create a feeling of obligation in the receiver. Some examples of gifts include:

- a) money;
- b) alcohol;
- c) clothes;
- d) products;
- e) caps and hats;
- f) tickets.

#### **Benefits**

For the purpose of this policy, the term "benefit" is used to refer to something which is believed to be of value to the receiver, such as a service. Some examples include:

- a) tickets to sporting events or other entertainment;
- b) use of facilities such as a gymnasium or holiday home;
- c) free or discounted travel, Frequent Flyer points;
- d) free meals, etc.

**Bribery**

"Bribery" is defined as receiving or offering any undue reward by, or to, any person in public office in order to influence his or her behaviour in that office, and to incline that person to act contrary to the known rules of honesty and integrity.

**Nominal Value**

Gifts and benefits of nominal value usually do not create a sense of obligation in the receiver that will influence, or appear to influence, the exercise of his or her official duties. Under the policy the nominal value is set at \$50 for Council Employees or Volunteers and \$100 for Members.

Examples of gifts and benefits that could be regarded as having a nominal value include cheap marketing trinkets or corporate mementos that are not targeted specifically at the business of Council, such as:

- a) inexpensive pens and pencils;
- b) notepads and calendars;
- c) key rings and confectionary;
- d) modest hospitality, such as tea or coffee, but not three course meals or alcohol; and
- e) caps and hats.

**RESPONSIBILITIES**

Corruptly receiving a gift, benefit or bribe is an offence under both the common law and legislation.

**Crimes Act 1900**

Section 249B of the *Crimes Act 1900* creates an offence if any employee corruptly receives or solicits (or corruptly agrees to receive or solicit) from another person any benefit as an inducement to do, or not do, something in relation to their official duties. This also pertains to receiving benefits for showing favour or disfavour to any person in relation to their official duties.

**Local Government Act 1993**

Section 440 of the Act requires that councils adopt a code of conduct. The code states that serious corrupt conduct, of which bribery is an example, may lead to the dismissal or temporary suspension from office of a Member or of a staff member.

**GENERAL RULES**

Council's general advice to staff is that gifts of any kind (including those less than nominal value) should be declined wherever possible. You must not:

- a) seek or accept a bribe;
- b) seek gifts or benefits of any kind;
- c) accept any gift of more than nominal value;
- d) accept an offer of money, regardless of the amount;
- e) accept any gift that may create a sense of obligation on your part or may be; or perceived to be intended or likely to influence you in carrying out your public duty.

The recipient is responsible for completing a Gift and Benefits form for inclusion in Council's Gifts and Benefits Register. The General Manager's Administration Officer is responsible for maintaining and updating the Gifts and Benefits Register.

**Gifts and Benefits – Members**

A reference to a gift or benefit for Members under this policy does not include the below as per Part 6 of the Code of Conduct for Members:

- a) items with a value of \$10 or less;
- b) a political donation for the purposes of the *Electoral Funding Act 2018*;
- c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them;
- d) a benefit or facility provided by the council to an employee or Member;
- e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
- f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
  - i) the discussion of official business
  - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
  - iii) conferences
  - iv) council functions or events
  - v) social functions organised by groups, such as council committees and community organisations.

**REPORTING OF OFFERING OF GIFTS OR BENEFITS**

If a Member, Employee or Volunteer is offered a gift or benefit that is more than of nominal value, the following procedure must be followed:

- a) politely decline to accept the gift or benefit;
- b) make notes immediately after the approach has been made setting out as clearly as possible what occurred, including:
  - 1) date, time and place of the incident;
  - 2) to whom the offer was made;
  - 3) who offered the possible bribe;
  - 4) the response to the offer;
  - 5) any other relevant details of the offer, and;
  - 6) sign and date the notes. The informant should keep a copy of the notes for their own records.
- c) inform either the Chairperson (in the case of Members) or the General Manager (in the case of employees and volunteers).

**REPORTING OF OFFERING OF BRIBES**

Any Member, employee or volunteer who believes that they have been offered a bribe must:

- a) refuse the bribe;
- b) make notes immediately after the approach has been made setting out as clearly as possible what occurred, including:
  - 1) date, time and place of the incident



- 2) to whom the offer was made;
- 3) who offered the possible bribe;
- 4) the response to the offer;
- 5) any other relevant details of the offer, and;
- 6) sign and date the notes. The informant should keep a copy of the notes for their own records.

- c) inform either the Chairperson (in the case of Members) or the General Manager (in the case of employees and volunteers).

The General Manager must inform the:

- a) The Independent Commission Against Corruption (ICAC);
- b) NSW Police.

Once the matter has been reported and it is apparent that an extended investigation is not likely, the following will occur:

- a) Council will make the person who offered the bribe aware that bribery is a serious offence and that such behaviour will not be tolerated by Council;
- b) if any further contact with the person who offered the bribe is required, a supervisor or colleague will accompany the employee who was subject of the offer;
- c) if any threats are made towards the employee concerned, every effort will be made to ensure their safety, including informing the NSW Police and the ICAC.

## **REPORTING OF TAKING OF BRIBES**

Council recognises that it may not always be successful in its efforts to prevent bribery. Council encourages employees and members of the public to report incidences where they believe that bribery has occurred.

## **INTERNAL REPORTING**

In general, the process of reporting bribery is the same as for other corrupt or fraudulent conduct, as per Councils Internal Reporting Policy.

## **EXTERNAL COMPLAINT**

Complaints regarding bribery received from the general public should be referred to the General Manager. Should the complaint concern the General Manager, then it should be referred to the Chairperson.

## **NON-COMPLIANCE WITH THIS POLICY**

Failure to comply with the terms of this policy may result in one or more of the following:

- a) disciplinary action;
- b) dismissal;
- c) criminal prosecution;
- d) investigation by ICAC.

## REVIEW

This policy shall be reviewed annually to ensure it meets the requirements of legislation and the needs of Council.

## RELATED LEGISLATION AND DOCUMENTS

Code of Conduct Gifts and Benefits  
Register and form Internal Reporting  
Policy  
Crimes Act 1900  
Local Government Act 1993

Version	Adopted Date	Minute No.	Details of Review
1			



## FRAUD AND CORRUPTION POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

### SCOPE

This policy applies to all Council delegates, being - Member, Council employees (including temporary employees and work experience placements), contractors, consultants, suppliers, volunteers, committee members and other delegates.

### OBJECTIVES

Castlereagh Macquarie County Council (Council) aims to ensure a robust and sustainable ethical culture across the organisation. Council recognises the importance of implementing and maintaining an integrity framework, including preventative systems, to eliminate and prevent fraud and corruption against Council, be it by internal or external parties.

Fraudulent and corrupt behaviour are inevitable risks to any organisation, including Council, and can have detrimental consequences such as:

- Financial loss,
- Waste or misuse of resources
- Reputational damage,
- Impact on staff morale, productivity, management objectives, and
- Loss of community confidence in the integrity of Council

In cases where such preventative systems fail it is important to detect instances of fraud and corruption through constant monitoring, risk assessment, and a confidential reporting mechanism. Responding to instances in a timely manner will assist in upholding Council's reputation, minimise financial losses, instill confidence amongst staff, Member and the community on the integrity and governance frameworks of Council.

### POLICY

This policy aims to protect Council's revenue and assets, protect the integrity, security and reputation of Council and maintain a high level of services to the community by limiting Council's exposure to fraudulent or corrupt activities of any nature. This policy complements NSW government legislation, council policies, guidelines and controls as described in section 3.

Castlereagh Macquarie County Council has adopted values that reflect who we are, what we do and what we promote as an organisation.

- **Cooperative** – Team work is the key, all working together toward a common goal.
- **Responsive** – Committed to the needs of the Organisation and the Community.
- **Respect** – We treat others with kindness, fairness and tolerance in all our professional and personal interactions.
- **Effective** – we accomplish a purpose, we produce the expected result and are effective workers without wasting time and effort.



- **Proud** – we take pride in our work and doing the best job we can. We are proud of Council and its achievements.

## 1. Principles

- 1.1. Fraud and corruption control is one of the integral parts of Council's integrity framework. The existence of a comprehensive fraud and corruption policy is critical in mandating Council's position on fraud and corruption. As per Council's *Code of Conduct/s* adopted by Council, Council is committed to maintaining high standards of legal, ethical and moral behavior and has a zero tolerance to fraud and corruption. Council officials are required to comply with the standards of conduct expected of them, fulfill their statutory duty, and act in a way that enhances public confidence in local government. Any act of fraud or corrupt behavior will be dealt with accordingly by the Council and disciplinary action may be taken against anyone who engages in such activity.
- 1.2. Council's principles and frameworks established to control and prevent corruption are intended to achieve:
  - Staff awareness,
  - Prevention and deterrence,
  - Detection mechanisms to monitor fraud and corruption and an easily accessible and confidential reporting system for internal & external parties,
  - Response and report approach through investigations and actions taken, and
  - Deliver confidence in the integrity of the Council.
- 1.3. Whilst fraud and corruption can occur anywhere or at any time, identified high risk areas include:
  - Financial operations,
  - Property and resources,
  - Customer interactions,
  - Staffing, and
  - Information and documentation
- 1.4. Council officials are expected to complete and maintain accurate records of all business dealings and ensure they are recorded in the appropriate Information Management System, use Council resources in an acceptable manner, maintain transparency and act with probity and accountability during procurement of goods and services, declare conflicts of interest in order to manage them appropriately, respect confidentiality, and use information and Council resources for work related purposes only.
- 1.5. All staff, Member, consultants, contractors or volunteers for Council have a responsibility to refrain from any form of fraudulent and corrupt behavior. It is also their responsibility to report any such activity, if detected within Council premises or external works associated with Council.

## 2. Definitions

- 2.1. For the purpose of this policy **Fraud** is defined in *AS 8001-2008 Fraud and Corruption Control, 2008* as:

*"Dishonest activity causing actual or potential financial loss to any person or entity including*

*theft of moneys or other property by employees or persons external to the entity where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit".*

2.2. For the purpose of this policy **Corruption** is defined in AS 8001-2008 *Fraud and Corruption Control*, 2008 as:

"Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of 'corruption' within this standard can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly".

### **3. Related legislations, policies, controls and guidelines**

- Local Government Act 1993 No. 30
- Local Government Amendment (Governance and Planning) Act 2016
- Government Information (Public Access) Act (GIPA Act)
- Public Interest Disclosures Act 1994 No. 92 (PID Act)
- Independent Commission Against Corruption Act 1988 No. 35
- A 8001-2008 Fraud and Corruption Control
- NSW Audit Office Fraud Control Improvement Kit, 2015
- Code of Conduct for Council 2020
- Internal Reporting Policy
- Corporate Credit Card Policy
- Procurement and Disposal Policy
- Gifts, Benefits and Bribes Policy
- Payment of Expenses and provision of Facilities to Councillors Policy
- Complaints Management Framework

### **4. Roles and Responsibilities**

#### **4.1. All Employees/Member and Council staff** (referred to as employees)

- a. The Code of Conduct is fundamental in establishing an ethical framework whereby employees acknowledge and adhere to the Code at all times by acting '*lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out functions*' (Section 439 of the *Local Government Act*).
- b. It is the responsibility of all employees to adhere to this policy and execute their work with integrity, accountability and transparency in order to prevent incidences of fraud

or corruption in areas within their workplace. This will promote awareness amongst other colleagues as such and will consequently act as a deterrence.

- c. It is also the responsibility of all employees to report any alleged or actual incidences of fraud and corrupt behavior using relevant mechanisms in accordance with the *Internal Reporting Policy*.
- d. All employees must ensure they undertake any relevant training relating to prevention, detection and action on fraud and corruption. Training is provided to employees during the onboarding process. For employees working in high risk areas such as procurement, payroll, accounts – ongoing fraud and corruption awareness training is provided.

#### 4.2. **Managers**

Managers are responsible for implementing Code of Conduct and ensuring prevention of fraud and corruption in areas within their control. This must be achieved through:

- a. Completing training as and when required,
- b. Promoting awareness of ethical conduct,
- c. Leading by example,
- d. Providing guidance and support to staff as necessary,
- e. Ensuring access to relevant policies and procedures,
- f. Ensuring reports of fraud and corruption are referred appropriately and without any delay,
- g. Maintaining confidentiality in accordance with *Public Disclosure Act 1994*,
- h. Ensuring staff who report are protected from reprisal, and
- i. Complying with actions taken by or required by investigating parties.

#### 4.3. **Disclosures Coordinator and Disclosures Officers**

The **Disclosures Coordinator** has a central role in the Council's internal reporting system. The Disclosures Coordinator can receive and assess reports and is the primary point of contact in the Council for the reporter. The Disclosures Coordinator has a responsibility to:

- a. Assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the general manager).
- b. Deal with reports made under the Council's code of conduct,
- c. Coordinate the Council's response to a report,
- d. Acknowledge reports and provide updates and feedback to the reporter,
- e. Assess whether it is possible and appropriate to keep the reporter's identity confidential,
- f. Assess the risk of reprisal and workplace conflict related to or likely to arise out of the report, and develop strategies to manage any risk identified,
- g. Where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any person who is the subject of a report,
- h. Provide advice to Disclosure Officer/s, where the reporter has opted for the Disclosures Officer/s to be the point of contact
- i. Ensure the Council complies with the *PID Act*, and
- j. Provide any required reports in accordance with section 6CA of the *PID Act*.

**Disclosures Officers** are additional points of contact within the internal reporting system. They can provide advice about the system and the *Internal Reporting Policy*, receive reports of wrongdoing and assist employees in making reports.

Disclosures Officers have a responsibility to:

- a. Document in writing any reports received verbally, and have the document signed by the reporter,
- b. Make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary, away from the workplace,
- c. Discuss with the reporter any concerns they may have about reprisal or workplace conflict,
- d. Carry out preliminary assessment and forward reports to the Disclosures Coordinator or General manager for full assessment, and
- e. Remain the point of contact for the reporter, should the reporter so request.

#### 4.4. Internal Audit

While fraud and corruption control is a management responsibility, an Internal Audit acts as an effective mechanism in identifying indicators of fraud and corruption using systematic and disciplined approaches including:

- a. Evaluating the potential for the occurrence of fraud and how the Council manages fraud and corruption risks, and
- b. Keeping the General Manager and the ARIC informed on any significant matters relating to potential occurrences of fraud and corruption, how such risks can be managed within Council and its external entities, and any investigations into suspected fraudulent or corrupt behavior.

In instances where fraud or corruption is detected, the Internal Auditor and line management will reassess the control measures in place to identify adequacy and effectiveness of such control measures. The Internal Auditor will then consider whether improvements are required and ensure suggested recommendations are implemented as soon as possible and reported back to the ARIC.

#### 4.5. Audit, Risk and Improvement Committee (ARIC)

As set in the ARIC Charter the objective of the Committee is to promote good corporate governance at Castlereagh Macquarie County Council. This is achieved by ensuring the services provided to people of Castlereagh Macquarie County Council LCA are executed effectively, efficiently and delivered with integrity.

Fraud and corruption prevention is one of the key areas for which the Committee provides independent assurance and assistance to Council in accordance with the *Local Government Amendment Act 1993*. The Committee oversees at a high level the Council's fraud and corruption prevention strategies.

#### 4.6. General Manager

Under Section 11 of the *Independent Commission Against Corruption Act 1988* the General Manager is "under a duty to report to the Commission any matter that the person suspects on reasonable grounds concerns or may concern corrupt conduct".

It is also the responsibility of the General Manager to:

- a. Encourage ethical culture by promoting zero tolerance to any form of fraudulent and



- corrupt behavior,
- b. Endorse policies, strategies and procedures pertaining to the prevention of fraud and corruption,
- c. Maintain legislative and regulatory compliance,
- d. Have oversight of the risk assessments and mitigations,
- e. Represent Council values and image, and
- f. Respond to Stakeholders on behalf of the Council.

## **5. Fraud & Corruption Prevention and Regular Risk Assessments**

Whilst internal controls such as policies and procedures act as the first line of defence in preventing fraud and corruption, regular risk assessments will act as second line defence. Conducting regular risk assessments will also enable Council to identify new areas of risk that may not previously existed.

Council will regularly monitor and review changes to the risk environment to identify any risks challenging the effectiveness and efficiencies of the prevention control measures currently in place and implement further preventive controls as required.

Council ensures robust risk assessments are conducted where fraud and corruption risks together with other risks are identified and addressed promptly.

## **6. Reporting Mechanisms**

### **6.1. Internal reporting system**

Any fraudulent or corrupt act whether alleged or actual must be reported immediately in accordance with the *Code of Conduct* and provisions of the *Public Interest Disclosures Act 1994 (PID Act)* for staff and Member to report any alleged or actual wrongdoing without fear of reprisal. The Internal reporting Policy provides information on the purpose and context, who can make a report, Council's complaint handling mechanisms, what will be dealt under this policy, and any exceptions.

### **6.2. Who can report?**

The Internal Reporting Policy applies to:

- a. Council staff,
- b. Members,
- c. Consultants,
- d. Contractors working for council,
- e. Employees of contractors working for council,
- f. Volunteers, and
- g. Public officials of another Council or public authority.

### **6.3. What should be reported?**

There are five categories of actual and alleged wrongdoing that should be reported. These are:

- a. Serious misconduct or corrupt conduct,
- b. Maladministration,
- c. Serious and substantial waste of public money,
- d. Breach of the *Government Information (Public Access) Act (GIPA Act)*, and
- e. Local government pecuniary interest contravention

Complaints that do not fall under the above category should be reported to your Supervisor in order to be dealt with under relevant internal policies and procedures.

**6.4. How to report?**

Unlike general complaints that can be reported to your Supervisor, reports of alleged or actual fraudulent or corrupt behavior must be reported to the General Manager, Chairperson (for reports about the General Manager only), the designated Disclosures Coordinator or Disclosures Officer/s. Staff are encouraged to report such behavior in writing using the Internal Reporting Form. Details of Disclosures Coordinator and Disclosures Officer/s and other reporting methods, as outlined below, can be found within the Internal Reporting Policy, available on the Council website.

- a. Verbal reports,
- b. By email,
- c. By phone
- d. Anonymous reports. In situations where the reporter decides to remain anonymous, reports can still be submitted. Although these reports will still be dealt with, it is recommended that staff or Member identify themselves in order to provide necessary protection and support under the *PID Act*.

**7. Investigation Protocols**

Council is committed to acting promptly and has policies and procedures to deal with fraud and corrupt behavior either by detection mechanisms or reporting. Once identified the primary objective is to assess the allegations, establish an investigation plan and make recommendation in accordance with the procedures under the Code of Conduct or any other Council policy such as a disciplinary policy. Further objectives may include:

- a. Identifying fraud and corruption vulnerabilities and initiate corrective action, and
- b. If necessary, initiate recovery action through insurance or through criminal courts on behalf of Council.

Investigations are conducted by qualified and experienced staff and at times may result in Council engaging external resources.

The Fraud and Corruption register captures all detections and reports of wrongdoing, progress of investigations, outcomes, and actions taken. This register is maintained by the Administration Officer and information will be submitted to the ARIC.

Council's conduct policies can be found on Council's website.

**7.1. Feedback to Staff and Member who report**

Staff and Members who report alleged or actual fraudulent or corrupt behavior will be provided with an acknowledgement within ten business days by the Disclosures Coordinator or Designated Officer. If the report fits the criteria of a public interest disclosure, then the statutory time frames under the legislation will be adhered to.

**7.2. Maintaining Confidentiality**

The identity of the person who is making a public interest disclosure will be dealt with confidentially and will be protected where possible during and after an investigation to any matter disclosed by that person. Where possible these same protections will be provided to any reporter/discloser of fraud and corruption regardless if the matter is considered a public

interest disclosure.

It is therefore imperative the person making a report of fraudulent and corrupt behavior under public interest disclosure only report such information to the designated bodies.

**7.3. Protection against reprisal and detrimental action**

It is an offence under the *PIC Act 1994* to take *“detrimental action by a person against another person that is substantial in reprisal for making public interest disclosure”* and is guilty of engaging in conduct that *“constitutes misconduct in the performance of the duties as public official”*. Such offence(s) will result in:

- a. Disciplinary action taken against any public official who takes detrimental action against another person,
- b. Compensation for reprisal, and
- c. Injunctions to prevent reprisals.

**7.4. Support for those reporting**

In addition to protection from reprisal and detrimental action, staff and Members who report actual or alleged fraudulent or corrupt behavior will also have access to any professional support if in need. These options can be discussed with the Disclosures Coordinator or Disclosures Officers at any stage of the investigation process.

Staff and Members can also seek support from a Council appointed Employee Assistance Program (EAP) that provides free and confidential counselling to all staff.

**7.5. Rights of the persons who are the subject of a report**

Council is committed to extend fair and reasonable treatment to those who are subjects of reports of actual and alleged fraudulent or corrupt behavior. This includes maintaining confidentiality of any person or report where appropriate and applicable. Any public official who is subject of a report will be advised of:

- a. The details of the allegations made,
- b. The rights and obligations under relevant policies and procedures,
- c. Progress during an investigation,
- d. Reasonable opportunity to respond to allegations,
- e. Outcomes to any investigation including decision, and
- f. Further action if necessary.

**7.6. Actions**

Council will ensure the reports are handled and investigated according to the *Internal Reporting Policy* and *PID Act* and in accordance with the procedures of the Code of Conduct. If allegations are substantiated or evidence of fraud is detected, Council has the power to discipline staff (including summary dismissal).

Furthermore, Council will initiate recovery action where necessary and there is clear evidence of fraud or corruption and benefits obtained.

More serious matters will also be reported to relevant regulatory bodies such as the Independent Commission Against Corruption (ICAC), NSW Ombudsman, Office of the Local Government (OLG), NSW Audit Office, and Information Commissioner. Substantial fraudulent and corrupt acts that also constitute criminal behavior will be reported to police and any other regulatory body.

**8. External Reporting**

Whilst the above listed reporting mechanisms are internal in nature, anyone can report alleged/

actual fraudulent or corrupt behavior to the below external investigation agencies:

- a. **Independent Commission Against Corruption (ICAC)** Section 10 of the *ICAC Act* states that “Any person may make a complaint to the Commission about a matter that concerns or may concern corrupt conduct”. Furthermore, according to section 11 of the Act the General Manager is under a duty to report to the Commission suspected corrupt conduct.
- b. **NSW Ombudsman** has jurisdiction over local councils, Member and council staff to:
  - a. Look into the conduct of Member and council employees and the administrative conduct to the council,
  - b. Promote awareness of PID Act and monitor its operations,
  - c. Provide advice and guidance to public sector staff who are contemplating reporting maladministration.
- c. **Office of the Local Government** has authority to examine:
  - a. Complaints on breaches of the pecuniary interest provisions within the *Local Government Act 1993*,
  - b. Public interest disclosures made to the General Manager under the *Public Interest Disclosures Act 1994*, and
  - c. Complaints of alleged misconduct by Member
- d. **NSW Audit Office** has the power to investigate disclosures made under *PID Act* by a public official regarding serious and substantial waste of public money.
- e. **Information Commissioner** can look into non-compliance with the *Government Information (Public Access) Act (GIPA)*.
- f. **Members of Parliament or Journalist** staff and Member can make a public interest disclosure to a Member of Parliament or a journalist only in limited circumstances as outlined in Council’s *Internal Reporting Policy* and *PID Act*.

Version	Adopted Date	Minute No.	Details of Review
1			



## ITEM 8.12 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

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

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**Summary:**

A list of upcoming meetings and events is provided for 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><b>Recommendation:</b></p> <p>That Council receive and note the list of upcoming meetings and events.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Calendar of events 2024/2025

### **IMPORTANT DATES - Upcoming Meetings and Events –2025**

<b>DATE</b>	<b>MEETING/FUNCTION</b>	<b>LOCATION</b>	<b>NOTES</b>
30 <sup>th</sup> April 2025	NSW Biological Control Meeting	TBC	Senior Biosecurity Officer
10 <sup>th</sup> May 2025	Gilgandra Show	Gilgandra	Bio security officer
13 <sup>th</sup> May 2025	Hudson Pear Taskforce & Harrisia Taskforce	Lightning Ridge	Senior Biosecurity Officer
14 <sup>th</sup> May 2025	North West Regional & Weedo Meeting	Lightning Ridge	Senior Biosecurity Officer/ Biosecurity Officer x 2
15 <sup>th</sup> May 2025	ARIC Meeting	Online	Deputy Chairperson and General Manager
14 <sup>th</sup> June 2025	Warren Show	Warren	Bio security officer
23 <sup>rd</sup> June 2025	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
4 <sup>th</sup> – 7 <sup>th</sup> August 2025	NSW Weeds Conference	Port Macquarie	Councillor x1, General Manager/Senior Biosecurity Officer/Biosecurity Officers x 2
12 <sup>th</sup> August 2025	Macquarie Valley & Lachlan Weeds Meeting	Dubbo	Senior Biosecurity Officer
21 <sup>st</sup> August 2025	ARIC Meeting	Online	Deputy Chairperson and General Manager
25 <sup>th</sup> August 2025	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer * Administration Officer
27 <sup>th</sup> October 2025	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
1 <sup>st</sup> December 2025	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
2 <sup>nd</sup> December 2025	Parthenium Meeting	Teams	Senior Biosecurity Officer

## ITEM 8.13 DRAFT 2025/26 OPERATIONAL PLAN, LONG TERM FINANCIAL PLAN 25/26 to 34/35, BUSINESS ACTIVITY STRATEGIC PLAN 25/26 TO 34/35, ASSET MANAGEMENT PLAN 25/26 TO 34/35 AND WORKFORCE STRATEGY 25/26 TO 28/29

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

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### Summary

This report recommends the Operational Plan 2025/26, Delivery Program 25/26 to 28/29, Business Activity Strategic Plan 25/26 to 34/35, Resourcing Strategy (Asset Management Plan & Workforce Strategic Plan) be presented to Council for consideration and then display for a period of 28 days.

### Background

Council in accordance with section 403 of the Local Government Act 1993 must prepare a Resourcing Strategy having consideration to Council Asset Management Plan 2025/26 to 2034/35 and Workforce Strategy for the period 2025/26 to 2028/29. In accordance with section 404 (2) of the Local Government Act 1993 Council must prepare a Delivery Program for the ensuing four (4) year period 2025/26 to 2028/29. The Operational Plan for the forthcoming financial year 25/26 is prepared in accordance with section 405 of the Local Government Act 1993.

County Councils do not prepare Community Strategic Plans, instead they must prepare a ten (10) year Business Activity Strategic Plan in accordance with section 219 of the Local Government (General) Regulation 2021.

### Current Position

The abovementioned Plans, Program and Strategies have been prepared in accordance with the relevant legislation and are tabled for Council consideration.

### Relevant Reference Documents/Policies

Local Government Act 1993 and Integrated Planning and Reporting legislation.  
Local Government General Regulation 2021

### Governance issues

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

### Stakeholders

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

### Financial Implications

Provision is made in the Draft 2025/26 Operational Plan and LTFP 25/26 to 34/35 to resource the control of Invasive Weeds in the County area in accordance with the Bio Security Act 2015.

### Conclusion

The Operational Plan 2025/26, Delivery Program 25/26 to 28/29, Business Activity Strategic Plan 25/26 to 34/35, Resourcing Strategy (Asset Management Plan 25/26 to 34/35 & Workforce Strategic Plan 25/26 to 2028/29) after Council consideration must be placed on public display for a period of 28 days calling for public comment.

**Draft Operational Place 2025/26, Delivery Program 25/26 to 28/29, Long Term Financial Plan 25/26 to 34/35, Business Activity Strategic Plan 25/26 to 34/35, Asset Management Plan 22/26 to 34/35 and Workforce Strategy 25/26 to 28/29.**

**Recommendation:**

That Council after having considered the Draft Operation Plan for 2025/26, Delivery Program 25/26 to 28/29, Long Term Financial Plan 25/26 to 34/35, Business Activity Strategic Plan 25/26 to 34/35, Asset Management Place 22/26 to 34/35 and Workforce Strategy 25/26 to 28/29, be placed on public exhibition for a period of 28days from the 5<sup>th</sup> May 2025 until 4:30pm on 1<sup>st</sup> June 2025, inviting submission from the public during this time.

**Moved:**

**Seconded:**

**Attachments:**

*Business Activity Strategic Plan 2025/26 to 2034/25 – Attachment Three*

*Delivery Program 2025/26 to 2028/29 – Attachment Four*

*Operational Plan and Statement of Revenue Policy 2025/26 – Attachment Five*

*Long Term Financial Plan 202/26 to 2034/25 – Attachment Six*

*Asset Management Plan 2022/26 to 2034/35 – Attachment Seven*

*Workforce Strategy 2025/26 to 2028/29 – Attachment Eight*

## 9. BIOSECURITY REPORT

### ITEM 9.1 QUARTERLY BIOSECURITY REPORT

**REPORTING SECTION:** Biosecurity Control Works  
**AUTHOR:** Andrea Fletcher

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**Summary:**

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

**Background:**

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

**Current Position:**

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

**Governance issues:**

Biosecurity Act 2015  
Local Government Act 1993

**Environmental issues:**

Any environmental issues are detailed in the attached update.

**Stakeholders:**

Castlereagh Macquarie County Council  
Constituent Councils  
County Council LGA Ratepayers

**Financial Implications:**

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

**Alternative Solutions/Options:**

There are no alternate options.

**Conclusion:**

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

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

**Attachments:**

Senior Biosecurity Officer Information on control activities.

Coonamble Times Wednesday 19<sup>th</sup> March 2025 Parthenium article Cr Paul Fisher and Andy Fletcher a printed copy will be handed out.

**Hudson Pear mapping** – Andrew McConnachie has been working with Infarm. The machine d is learning algorithm developed by Infarm did not deliver anything meaningful. They are now revisiting this process using the high resolution imagery data set .

When the Hudson Pear spray contractors have completed spray work Todd Pallister, Hudson Pear Coordinator will provide a map showing all the sprayed areas.

**11/3/2025 Calrose TSR Walgett Shire** – Castlereagh Macquarie County Council & Local Land Services staff meet again onsite at the Calrose TSR to do a walkthrough inspecting Hudson Pear. 32 plants were found. The plants are GPS and treated at the time.

Local land Services have erected a fence around the infestation area so the road can be open for stock movement. However, at this stage there is no date for when the area will be open as there were 2 plants found on the eastern side of the road that is not fenced. We need a couple of inspections, finding no plants before a date can be decided.

**12/3/2025 Quanda Coonamble Shire** – We had 17 attendees from Crown Lands, Central West Local Land Services, Northwest Local Land Services, DPIRD Ag and Biosecurity, Castlereagh Macquarie County Council, Bogan Shire Council, Forbes Shire Council, Parkes Shire Council, and Weddin Shire Council.

We hope to continue the walkthroughs as an annual event as they are a good opportunity to work collaboratively to treat a weed species that is a regional priority for eradication in the Central West region. It's also a great opportunity field staff from other LCAS to learn more about the species so they can be keeping an eye out for it in their own patches.

Approximately 1000 small plants were found averaging in size from .5cm to 15cm. Compared to 15,000 last year. Plants are counted and sprayed as they are found. Each attending carries a backpack.

We also did a 50m x 20m survey and within that area counted 40 plants sprayed. The majority of these were less than 15cm in height.



(Quanda site)



**15/03/2025 Baradine Show – Warrumbungle Shire** Castlereagh Macquarie County Council Officers attended the Baradine Show with our Weeds and Education display. The day was a successful event with numerous community and landowners visiting the stand for information and discussion of weeds. Castlereagh Macquarie County Council had previously sprayed the show ground for the Showground Trust. The entire site was clean, organised and well maintained. Credit to all of the show volunteers.





**Harrisia Cactus – Central West Regional Priority Eradication & North West Regional Priority Eradication.**

**Castlereagh Macquarie have 3 species of Harrisia Cactus.**

Warren Shire - Cathedral , Bogan Road & Mitchell Highway area – Harrisia Tortusa

Warren Shire – Marthaguy Road area – Harrisia Martinii

Gilgandra Shire – Newell Highway – Harrisia Martinii

Coonamble Shire – Harrisia Martinii

Walgett Shire - Lightning Ridge / Grawin – Harrisia Martinii & Pomanensis



*Warren Shire – Harrisia Martinii*



*Warren Shire – Harrisia Tortusa*



## 10. QUESTIONS FOR NEXT MEETING

## 11. CONFIRMATION DATE OF NEXT MEETING

**Date:** 23<sup>rd</sup> June 2025, in Coonamble

## 12. CLOSE OF MEETING

**Time:** .....