



# **AGENDA FOR ORDINARY COUNCIL MEETING**

**Monday, 23<sup>rd</sup> June 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 **23<sup>rd</sup> June 2025** commencing at **10:30am** to discuss the items listed in the Agenda.

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

Michael Urquhart  
**GENERAL MANAGER**

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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

#### Recommendation:

That;

1. the leave of absence received from \_\_\_\_\_ is accepted and a leave of absence is granted.
2. the leave of absence received from Member Z Holcombe for the 25<sup>th</sup> August 2025 meeting is accepted and a leave of absence is granted.

**Moved:**

**Seconded:**

## 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

<b>SPEAKER</b>	<b>TOPIC</b>

## 6. CONFIRMATION OF MINUTES/MATTERS ARISING

### ITEM 6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 28<sup>th</sup> APRIL 2025

Minutes of Ordinary Council Meeting – 28 <sup>th</sup> April 2025
<p><b>Recommendation:</b></p> <p>That the minutes of the ordinary Council meeting held 28<sup>th</sup> April 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>

**Attachments:**

Meeting Minutes – 28<sup>th</sup> April 2025

**CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL  
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 28<sup>th</sup>  
APRIL 2025 COMMENCING AT 11:00AM**

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

**ABSENT:** Member D Bell, Member M Cooke and Member G Rummery

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

**WELCOME:** Meeting was opened at 11:00am 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 M Cooke and Member G Rummery is accepted and a leave of absence is granted.

**Moved:** Member Kinsey

**Seconded:** Member Fisher

**Carried**

**DECLARATIONS OF INTEREST- Nil**

**02/25/02 Minutes of Ordinary Council Meeting – 24<sup>th</sup> February 2025**

**Resolved:**

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.

**Moved:** Member Holcombe

**Seconded:** Member Kinsey

**Carried**

**02/25/03 Reports of Committees**

**Recommendation:**

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.

**Moved:** Member Whiteley

**Seconded:** Member Garnsey

**02/25/04 Council's Decision Action Report – April 2025**

**Resolved:**

That the Resolution Register for April 2025 be received and noted.

**Moved:** Member Holcombe

**Seconded:** Member Fisher

**Carried**

**02/25/05 Circulars Received from the NSW Office of Local**

**Resolved:**

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.

**Moved:** Member Peart

**Seconded:** Member Garnsey

**Carried**

**02/25/06 Cash and Investment Report – 28<sup>th</sup> February and 31<sup>st</sup> March 2025**

**Resolved:**

That the investment report for 28<sup>th</sup> February 2025 and 31<sup>st</sup> March 2025 be received and noted.

**Moved:** Member Garnsey

**Seconded:** Member Kinsey

**Carried**

02/25/07 Adoption of Organisation Structure
<p><b>Resolved:</b></p> <p>That council receives and adopts the Organisation Structure as presented.</p> <p><b>Moved:</b> Member Whiteley  <b>Seconded:</b> Member Garnsey</p> <p style="text-align: right;"><b>Carried</b></p>

02/25/08 Pecuniary Interest Returns – New Members
<p><b>Resolved:</b></p> <p>That the General Managers report be received and noted, with the exception of Member G Rummer's return to be tabled at the June 2025</p> <p><b>Moved:</b> Member Fisher  <b>Seconded:</b> Member Holcombe</p> <p style="text-align: right;"><b>Carried</b></p>

05/25/09 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> Member Peart  <b>Seconded:</b> Member Kinsey</p>

**02/25/10 Adoption of Model Code of Conduct**

**Resolved:**

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:** Member Garnsey

**Seconded:** Member Fisher

**Carried**

**02/25/11 Adoption Of Model Code Of Meeting Practice**

**Recommendation:**

That:

- (a) Council receives the Model Code of Meeting Practice document.
- (b) The Code of Meeting Practice be placed in public exhibition for a period of 28 days calling for comment from the public.

**Moved:** Member Holcombe

**Seconded:** Member Garnsey

**02/25/12 Third Quarter Operational Plan for 2024/2025**

**Recommendation:**

Council accepts the progress made on the 2024/2025 Operational Plan as at 31<sup>st</sup> March 2025.

**Moved:** Member Fisher

**Seconded:** Member Garnsey

**02/25/13 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:** Member Whiteley

**Seconded:** Member Holcombe

**02/25/14 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:** Member Garnsey

**Seconded:** Member Kinsey

**02/25/15 Important Dates for Members - Upcoming Meetings & Events**

**Recommendation:**

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

**Moved:** Member Peart

**Seconded:** Member Fisher

**02/25/16 Draft Operational Plan 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 Plan 22/26 to 34/35 and Workforce Strategy 25/26 to 28/29, be placed on public exhibition for a period of 28 days 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:** Member Whiteley  
**Seconded:** Member Fisher

**0/25/17 Quarterly Biosecurity Report**

**Resolved:**

That the report be received and noted.

**Moved:** Member Garnsey  
**Seconded:** Member Kinsey

**Carried**

Date of the next CMCC Council Meeting to be Monday 23<sup>rd</sup> June 2025 in Coonamble

**Close of Meeting**

The meeting closed at 11:45am

\_\_\_\_\_  
Chairman

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

## 7. CORRESPONDENCE

Correspondence for June 2025
<p><b>Recommendation:</b></p> <p>That the correspondence be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

## ITEM 7.1 CORRESPONDENCE – NSW INDEPENDENT BIOSECURITY COMMISSIONER

**From:** Gill Hay **On Behalf Of** DPI Biosecurity Commissioner Mailbox

**Sent:** Thursday, 15 May 2025 11:31 AM

**To:** DPI Biosecurity Commissioner Mailbox

**Subject:** A message from the NSW Independent Biosecurity Commissioner

Good morning

I am writing to let know that, with some regret, I am ending my term as the NSW Independent Biosecurity Commissioner, with my final day in the role being 8 August 2025. I have made this decision mainly due to some health issues.

I have greatly appreciated your warm welcome into the role and the time and effort you committed to working with me. Together we have made significant progress towards developing a revised approach to optimising the management of pests and weeds, including considering issues that may be creating a perception of an inconsistent enforcement approach to pest and weed management.

I anticipate completing the governance of pest and weed management and compliance and enforcement projects and providing advice and recommendations to relevant Ministers and government prior to completing my term.

It is expected the process of recruitment for my successor will begin soon with the opening of applications to be advertised.

Finally, many thanks for all your insights, suggestions, comments, information and reflections – it has been a pleasure collaborating with you and I will observe with interest further developments in the pest and weed management system.

Warm regards

**Dr Marion Healy PSM**

NSW Independent Biosecurity Commissioner

Email: [biosecurity.commissioner@dpi.nsw.gov.au](mailto:biosecurity.commissioner@dpi.nsw.gov.au)

Web: [www.dpi.nsw.gov.au/dpi/bfs/independent-biosecurity-commissioner](http://www.dpi.nsw.gov.au/dpi/bfs/independent-biosecurity-commissioner)

**NSW Independent  
Biosecurity Commissioner**

## 8. REPORTS OF COMMITTEES

### Reports of Committees

#### Recommendation:

That the reports of the following committees be received and noted.

- Central West Regional Weed Committee Meeting Minutes 11<sup>th</sup> March 2025
- Hudson Pear Taskforce Meeting Minutes 12<sup>th</sup> November 2024
- Hudson Pear Taskforce Meeting Minutes 13<sup>th</sup> May 2025
- North West Regional Weeds Committee Meeting Minutes 15<sup>th</sup> May 2025
- ARIC Meeting Agenda 20<sup>th</sup> February 2025
- ARIC Meeting Agenda 15<sup>th</sup> May 2025

**Moved:**

**Seconded:**

## ITEM 8.1 CENTRAL WEST REGIONAL WEEDS COMMITTEE MEETING MINUTES – 11<sup>th</sup> MARCH 2025

Local Land Services



### Minutes

#### CW Regional Weeds Committee Operations Group Meeting

##### Details

Location: Coonamble Bowling Club

Date/time: 11<sup>th</sup> March 2025  
1:00pm

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

Minutes: Tanya Muccillo (CWLLS)

**People present:** Archie Harding (Narromine Shire Council), Tanya Muccillo (CWLLS), Glenn Sloane (Parkes Shire Council), Andy Fletcher-Dawson and Mat Savage (CMCC), Corey Clark and Jamie Elms (Weddin Shire Council), Damian Wray (Bogan Shire Council), Shannon Hodges, Andrew Cosier (Crown Land)

##### Apologies

Laurie Thompson (Lachlan Shire Council), Des and Matt Croft (Dubbo Regional Council), Ron Milne (Parkes Shire Council), Chalky (Narromine Shire Council), Corey Clark (Weddin Shire Council), Paul Adams (Forbes Shire Council)

#### 1.0 Welcome, acknowledgment to country and apologies

The meeting convened at 1:23pm

Chair, Andy Fletcher-Dawson welcomed all to the meeting.

The above apologies were noted by the committee.

WHS considerations were addressed.

Conflict of Interest- No conflicts of interest were declared.

#### 2.0 Tabled discussion points

##### 2.1 WAP Grant process review

- Support through process was good
- It was good being able to talk with each other while developing application
- Prior experience in navigating the application process helped
- 5-year plan is preferable, especially having the ability to refine activities and priorities each year.
- Have a better understanding of linking priorities to application now after working through the process
- Bring in Council supporting staff who assist with application in the lead up and info sessions so they are aware of what the process involves and understand how they will need to refer to our weeds staff for additional information. It will also help with having a better appreciation of the work the staff do.

##### 2.2 Campaigns and Training

- AQF4 training in Leeton in June (24-25?)

### 2.3 Regional Inspection Plan Development

LCAs will review the info in the Roadside inspection table and add in localised pathways for inspections.

Consider the locations of current populations and which pathways they would likely be spread through. We are wanting to narrow down the inspections to only the highest risk pathways for the species.

Name the inspection points if possible ie name the saleyards/locality of pet shops/nurseries etc

Refer to Atlas of Living Australia to see if any other data that can help

Action: Joel to send through some examples of other region's plans, LGA Map with roads and towns on it, spreadsheet/table for Councils to add their info into.

Action: Group to review and add in pathways and send to Joel by the 8<sup>th</sup> April. Look at other plans and let Joel know if there is any preferred format to present the information.

### 3.0 Timed round table

#### - Bogan

Released bio control on Riverina and Cotton Pear

Went to Bourke to identify unknown plan (native orange) and found some pear that was covered in cochineal so took some samples back

Spraying Blue Heliotrope before it flowers

Too hot to spray boxthorns

Catching up on property inspections

Found a new cactus species in the area

#### - CMCC

Newell Hwy for blackberry control with Transport NSW

Heading back to Western in April for respray

Inspections/targets

Revisiting Parkinsonia in May

#### - Dubbo

Not present

#### - Forbes

Set up new 6m boom which is working well

Doing Sticky Nightshade inspections and have put some signage up and have had enquiries from it. Have found new plants from the enquiries.

Catching up on property inspections

Spraying blackberry

Found potentially Yellow Waterlily

Action: Send any good weed photos to Charlie Mifsud [charlie.mifsud@dpird.nsw.gov.au](mailto:charlie.mifsud@dpird.nsw.gov.au)

- Lachlan

Not present

- Narromine

General spraying and waiting for rain

Inspections before end of financial year

Hudson Pear that was found has all been removed. Will be reinspecting whenever out there.

ARTC are building compound to base supplies of sleepers etc. Sprayed the area last week.

AQF3 training in May

Council have been putting on gov funded trainees. Looking to apply for someone to help with weeds next time.

- Parkes

Prickly Pear and Coolatai Grass work

Contractor doing extension for Solar farm reported sticky nightshade. Inspected and found 300 plants. Some were also found in a neighbouring paddock. Will be reinspecting soon.

No Parthenium since the last walkthrough

- Weddin

Send through misconceptions of the role to

Silverleaf nightshade control

Cemetery spiny burr grass control

Kelly and Jamie were off for a month so catching up on work

Crown Lands

Covered in previous meeting

### 3.0 Discussion arising from round table

- Question regarding how the CWLLS Board were able to overrule the Weed Risk Assessment and add St Johns Wort to the Plan.

Schedule a Teams meeting to look at Sticky Nightshade Risk Assessment

Meeting closed at 3:15pm

Actions

No.	Action	Responsible
1	Joel to send through some examples of other region's Regional Inspection Plans, LGA Map with roads and towns on it, spreadsheet/table for Councils to add their info into.	Joel
2	Group to review and add in pathways and send to Joel by the 8 <sup>th</sup> April. Look at other plans and let Joel know if there is any preferred format to present the information.	All
3	Send weed photos to Charlie Mifsud <a href="mailto:charlie.mifsud@dpird.nsw.gov.au">charlie.mifsud@dpird.nsw.gov.au</a>	All
4	Schedule a Teams meeting to look at Sticky Nightshade Risk Assessment	Joel

## ITEM 8.2 HUDSON PEAR TASKFORCE MEETING – 12 NOVEMBER 2024

Castlereagh Macquarie County Council  
Local Land Services



### Minutes

#### Hudson Pear Taskforce Meeting – 12 November 2024

##### Details

Location: John Murray Room  
1 Agate Street  
Lightning Ridge NSW

Date/time: 12 November 2024  
09.00am

Chairperson: Peter Dawson

10. Royce Holtkamp – Ecological Horizon
11. Pete Turner – NSW DPIRD
12. Deb Bancroft – Landcare
13. Marita Sydes – NSW DPIRD (via Teams)
14. Bill Davidson – NSW DPIRD (via Teams)
15. Michael Mulholland – NPWS
16. Josh Biddle – NPWS
17. Victoria Lugovoy – LROR
18. David Sullivan – LROR
19. Tina Nguyen – NW LLS

##### People present

1. Chairperson: Peter Dawson - NW LLS
2. Hugh Leckie – NW LLS
3. Andrea Fletcher – CMCC
4. Michael Urquhart – CMCC (via Teams)
5. Todd Pallister – NW LLS
6. Claire Bergin – NW LLS
7. Rachael Turner – NW LLS
8. Andrew McConnachie – NSW DPIRD
9. Sonja Stutz – CABI Switzerland

##### Apologies

1. Andy McKinnon – Western LLS
2. Joel Christie-Johnston – CW LLS
3. Matt Davidson - NW LLS
4. Liam Hutchins – NPWS
5. Brendan Nichols - NPWS
6. Skye Phelps – BSC
7. Doug Batten – CMCC
8. Greg Peart - CMCC

##### Actions

No	Action	Responsible	Status
1	Good News stories from the Taskforce to let people know about the work that is going on and include them as articles for the Walgett Shire	LLS & CMCC	On-going
2	A small group of key stakeholder members be formed to review the Terms of Reference and how best to maintain momentum including NWLLS, NW CCC, CMCC, NSW DPI.	RWC & Chair	Completed
3	Write to Member for Barwon Mr Roy Butler, sourcing funding for the grading works to form breaks.	Michael Urquhart	WIP
4	Follow up with emergency services and support services entering Hudson Pear infested areas and provide them with the Take 5 regarding Hudson Pear.	Rachael Turner	WIP
5	Amend Hudson Pear Action Plan Objectives	Hugh Leckie	Completed
6	Write to Regional Weeds Committee requesting a review of the eradication ranking for Hudson Pear in the Action Plan	Geoff Wise	Completed

This Meeting:

No.	Agenda Item
1	Welcome
2	Apologies As noted above
3	Correspondence None
4	Minutes Moved by Andrea Fletcher-Dawson and Seconded by Victoria Lugovoy
5	<b>Business Arising</b> <ol style="list-style-type: none"> <li>1. Radio advertising advising of program.</li> <li>2. ToR endorsed by the NWRWC at their meeting of 6 November 2024.</li> <li>3. Michael Urquhart to write letter.</li> <li>4. Rachael Turner and Todd Pallister have put a Take 5 Toolbox Talk together for Hudson Pear. <b>Action:</b> Rachael to reach out to Fire Control and other Emergency Services and provide Take 5.</li> <li>5. Completed</li> <li>6. The Hudson Pear priority rating was discussed at the NWRWC and it was decided not to change the priority from Eradication.</li> </ol>
6	<b>NW Hudson Pear Program</b> <b>Andrea Fletcher-Dawson – CMCC</b> Contractors were engaged in F23/24 to undertake spraying of Hudson Pear on Privet Properties from 18 March to 27 August. In total 6 properties were treated for Hudson Pear. <b>Todd Pallister – NWLLS</b> <b>Landholder Chemical Program</b> Landholders program is being hampered by expired or lack of AQF3 certification. Those that have received chemical have not asked for more as 20L of herbicide lasts a long time. Some landholders are not using correct rates, we are educating them on this as well as advising them that the entire plant needs to be covered for the chemical to work properly. First AQF3 training was cancelled due to lack of numbers. Another is organised for Feb 25. <b>Action:</b> Get details out to landholders regarding AQF3 training.

#### Discussion

Andrew McConnachie asked if landholders were spraying the entire plant or not? Todd wasn't sure however we do let them know.

Michael Mulholand asked about data sharing for mapping of assets and the Hudson Pear? Pete Dawson said that this would be good. Pete Turner discussed BIS sharing and that it was declined.

**Action:** Hugh to work on data sharing between LLS and NPWS Agencies.

Todd advised that Moordale and Bonanza have Hudson Pear which is close to Warambool NP.

Brown Spine is starting to become a problem and is increasingly taking the place of White Spine. Most people don't realise that there are 2 species of Hudson. The contractors are being told to spray both. Most of the Brown Spine is at Warrengulla, west of the Coocoran.

Pete Turner advised that there are only 28 BIS reports for Brown Spine.

#### F24/25 Control program

NWLLS have engaged 3 contractors to undertake spraying of Hudson Pear on Public and Private Land. Properties include Bonanza, Moordale, Lorne Station, Kigwigil, Mureaban, and others funding depending.

First contractor has started with the others to begin shortly.

#### Lightning Ridge Opal Reserve

Victoria Lugovoy spoke about the work they have undertaken in their reserve. Spraying of roadsides for Hudson Pear along with spraying for Harrisia Cactus. Victoria showed their spray mapping and data which they are willing to share with NWLLS. They have been moving the cochineal around from White Spine field nursery. They have also collected Brown Spine for rearing cochineal at the Mass Rearing Facility with some being released already.

Victoria advised that they will be submitting a CRIF grant for funding to assist with the ongoing control works.

David Sullivan advised that there are a large number of old claims which they do not have details for miners, so this is making it hard to treat Hudson Pear on these Western Lease Land and other claims.

#### Discussion

Pete Dawson asked David Sullivan if they have spoken to MEG to gain details of claim owners? Abandoned mines are a problem.

Michael Urquhart advised that the LGA has provisions for conducting works after notification.

Pete Turner advised that the Biosecurity Act has similar provisions for undertaking works after notification.

**Action:** LLS to Investigate Biosecurity Act to gain access for spraying of Western Lease Land and Mining Leases.

**Answer:** Biosecurity Act, Clause 102, 2(d) provides Authorised Officers access to access land to carry out treatment measures.

#### Michael Mulholand – NPWS

Aerial survey by CMCC was good to find new incursions in the Narran NP. We have now flown those areas with drone to understand the incursions.

Willing to share cultural assets to allow LLS to work in vicinity.

Undertaking drone work to work out the optimal height for flying and still being able to see Hudson Pear.

Josh Biddle – NPWS

Hudson Pear was found at Severn NP. This is an old incursion going back some 25 years. This was discovered after discussions with staff.

A Rapid Response to delimitate the area was undertaken with NPWS and LCA staff. A total of 406 plants found in the paddock.

The road will be diverted, and exclusion fencing will be installed to contain the site.

We do have issues with hunters and fishers damaging gates.

**Andrea-Fletcher-Dawson – CMCC**

#### **Western LLS Region**

CMCC have been contracted to be the LCA for 2 years by NSW DPIRD for the Unincorporated Area.

Stephen's Creek Hudson Pear incursion is growing with 1,000 and 1,000 of plants seen from the air across the 109 different infestations. The origin was from a reservoir garden at the head of the creek having a cacti garden. Floods have been spreading the Hudson Pear. Biocontrol agent has been released at site.

Plan to go back and undertake a further delimitation survey to map extent of the incursion.

#### **Cobar**

Andrew McConachie was holding a Biocontrol Workshop when a couple came up to staff after and advised that they think they have Hudson Pear on their property.

Site inspection with CMCC staff was organised for the next day.

The property is 25km west of Cobar. First area has some 100 large plants. Owner also has a leased property 19km north with Hudson Pear on it as well. Delimitation survey required to establish incursion size. Best to do with helicopter.

#### **Discussion**

Pete Dawson asked how long will it take to do a delimitation survey? Work out aerial survey before a ground survey to confirm density and actions.

Pete Turner advised that the LCA has good records with no Hudson Pear recorded in either 2010 or 2015. NSW DPIRD is working with Cobar Council to get a Weeds officer.

Marita Sydes said it is good to work cross regionally but need to bring Andy McKinnon up to speed with the incursions.

#### **Bourke**

Old Hudson Pear incursion at the tip can be ruled out as none was found.

#### **Central West LLS Region**

Cholla and Hudson Pear at Narromine.

#### **Michael Urquhart – CMCC**

NSW DPIRD need to get LCA's to employ weeds officers in the Unincorporated Area as the findings are concerning. Weeds are always the poor cousin to other services. There are significant gaps in the landscape with Authorised Officers.

Pete Turner advised that any support CMCC could provide would be good to get distribution maps of priority weeds. We are working with LCAs to improve this situation.

### **7 Biocontrol Update**

Andrew McConnachie presented info on the 7 years of monitoring. Longest period of monitoring for any Bio Agent release.

Good Data showing decline of Hudson Pear and increase of Cochineal.

Undertaking drone imagery using NDVI.

Submitting a Drought funding application for Stephen's Creek and Queensland for Bio agent releases.

**8 Hudson Pear Terms of Reference**

Pete Dawson advised that the updated ToR were endorsed by the NWRWC at their meeting on 6 November 2024.

Main changes where that the Taskforce would only invite key stakeholders and agencies involved. No independent Chair, this would be someone from NWLLS.

**9 General business**

Clare Bergin advised that she could list staff in the area who have good weed identification skills and who could help with the delimitation of the Cobar incursion.

-**Action:** Hugh to liaise with Clare to get contact list.

Bill Davidson asked if a calendar of responses could be put together for weeds inspections.

-**Action:** Hugh to put a calendar together with activities/responses/inspections.

-Peter Dawson advised that NWLLS TSR staff had organised an inspection of Colrose TSR tomorrow.

Michael Mulholand said that piggybacking off pest space with aircraft for weeds surveys could be organised if known.

Marita Sydes ability to share knowledge of Hudson Pear with WLLS and NTLLS re responses with processes.

-Pete Dawson said that LLS is one big agency, and we should help each other out. The Hudson Pear Action Plan can be duplicated by other regions.

David Sullivan asked if the Farmers Federation region rep for Broken Hill would be good to have on the taskforce.

-Pete Dawson advised that LLS works closely with Farmers Federation.

Deb Bancroft congratulated NPWS for the response at Severn NP re Hudson Pear.

Rachael Turner we are educating people about the White and Brown Spine Hudson Pear and that the Cochineal is specific to each variety.

-Pete Dawson risk of complacency and weather factors influence bio agents. Bio Control is not a silver bullet. Everyone still has a GBD.

Andrea Fletcher-Dawson is Colrose TSR to be installed to keep stock out?

-**Action:** Hugh to find out if Colrose TSR will be fenced and when.

-**Answer:** Funding has been approved and the fence will be installed in early 2025.

Josh Biddle thanks to all those who helped at the Severn NP rapid response. It was good to show managers that we can work with other agencies.

Michael Mulholand now that Josh is certified if we can help with drone surveys we will. Getting data sharing agreement will help.

Pete Turner thanks to everyone for working together. Working with Andrew shows that the Hudson Pear Cochineal is one of our most successful Bio Agent. Brooke Hooson has just let me know that Cobar is going to get an Authorised Officer for Weeds.

**10 Actions & Close**

**Action:** Get details out to landholders regarding AQF3 training. – Rachael Turner

**Action:** Hugh to work on data sharing between LLS and NPWS Agencies. – Hugh Leckie

**Action:** LLS to Investigate Biosecurity Act to gain access for spraying of Western Lease Land and Mining Leases. – Hugh Leckie

**Action:** Hugh to liaise with Clare to get contact list. – Hugh Leckie

**Action:** Hugh to put a calendar to together of responses/inspections. – Hugh Leckie

**Action:** Hugh to find out if Colrose TSR will be fenced and when.

**Closed** 12pm

**Next Meeting:** Tuesday 13 May 2025

## ITEM 8.3 HUDSON PEAR TASKFORCE MEETING – 13 MAY 2025

Castlereagh Macquarie County Council  
Local Land Services



### Minutes

### Hudson Pear Taskforce – 13 May 2025

#### Details

Location: Barriekneal Community & Housing  
Language Room  
Lot 8 Opal Street, Lightning Ridge

Date/time: 13 May 2025  
09.15am

Chairperson: Pete Dawson – NW LLS

8. Todd Pallister – North West LLS
9. Claire Bergin – North West LLS (via Teams)
10. Rachael Turner – North West LLS
11. Joel Christie-Johnstone – Central West LLS
12. Andy McKinnon – Western LLS
13. Pete Turner – NSW DPIRD
14. Marita Sydes – NSW DPIRD
15. Andrew McConnachie – NSW DPIRD
16. Bill Davidson – NSW DPIRD
17. Skye Phelps – BSC
18. Deb Bancroft – Landcare

#### People present

1. Chairperson: Pete Dawson - North West LLS
2. Andrea Fletcher – CMCC
3. Mathew Savage – CMCC
4. Michael Urquhart – CMCC (via Teams)
5. Cr Doug Batton – CMCC (via Teams)
6. Cr Greg Peart – CMCC (via Teams)
7. Hugh Leckie – North West LLS

#### Apologies

1. David Sullivan - LRAOR
2. Victoria Lugovoy - LRAOR
3. Matt Davidson - NW LLS
4. Jarrod Smith – Crown Lands
5. Michael Mullholand – NPWS
6. Josh Biddle – NPWS
7. Geof Riley – ISC
8. Royce Holtkamp – Horizon Environmental

#### Actions

No	Action	Responsible	Status
1	Good News stories from the Taskforce to let people know about the work that is going on and include them as articles for the Walgett Shire	LLS & CMCC	On-going
2	A small group of key stakeholder members be formed to review the Terms of Reference and how best to maintain momentum including NWLLS, NW CCC, CMCC, NSW DPI.	RWC & Chair	Completed
3	Write to Member for Barwon Mr Roy Butler, sourcing funding for the grading works to form breaks.	Michael Urquhart	Withdrawn
4	Follow up with emergency services and support services entering Hudson Pear infested areas and provide them with the Take 5 regarding Hudson Pear.	Rachael Turner	Completed
5	Amend Hudson Pear Action Plan Objectives	Hugh Leckie	Completed

6	Write to Regional Weeds Committee requesting a review of the eradication ranking for Hudson Pear in the Action Plan	Geoff Wise	Completed
7	Get details out to landholders regarding AQF3 training.	Rachael Turner	Completed
8	Hugh to work on data sharing between LLS and NPWS Agencies.	Hugh Leckie	Completed
9	LLS to Investigate Biosecurity Act to gain access for spraying of Western Lease Land and Mining Leases.	Hugh Leckie	Completed
10	Hugh to liaise with Clare to get contact list.	Hugh Leckie	Completed
11	Hugh to put a calendar to together of responses/inspections.	Hugh Leckie	WIP
12	Hugh to find out if Colrose TSR will be fenced and when.	Hugh Leckie	Completed

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**This Meeting:**

No.	Agenda Item
1	<b>Welcome</b>
2	<b>Apologies</b> As noted above
3	<b>Conflicts of Interest</b> Nil
4	<b>Correspondence</b> Report from Victoria Lugovoy - LRAOR
5	<b>Minutes</b> <i>Moved by Pete Turner and Seconded by Matt Savage</i>
6	<b>Business Arising</b> Actions list updated. AQF3 training was held with 8 participants attending. All 8 are now accessing the free landholder chemical program. <b>Action:</b> Matt Savage to liaise with Todd and Rachael as to when Tafe are holding AQF3 course in Lightning Ridge. Pete Turner advised that NPWS now have access to BIS data. Work is progressing to get the NPWS PWIS data into BIS.
7	<b>NW Hudson Pear Program</b> Todd Pallister provided an overview of the program. Refer <b>Appendices 1</b> .

Matt Savage: Compliance on properties outside of the core is ongoing and will ramp up once the contractor program finishes.

Todd Pallister: Angledool site is approx. 200Ha. We are still finding small plants. The landholder is to manage the site.

Matt Savage: CMCC sprayed the original incursion and released biocontrol. It is in thick scrub and plants are hard to locate. We have been spraying plants when we are inspecting. This is a mining area and miners have been digging the plants out and throwing them into the mines. We have more inspections to do. At the current time Tasmania is the only state which doesn't have Hudson pear.

Andrea Fetcher-Dawson: Compliance to start once the Hudson Pear Program is complete.

Pete Turner: We need to start with education before PINS. We will gladly help. It would be good to get a list of who has been provided with chemical for CMCC to then follow up with inspections.

Todd Pallister: Seven plants were found near Hebel in Qld the location of these plants was passed onto Balonne Shire Council to treat.

Greg Peart: Can we add an agenda item 'Budget' for the Hudson Pear Control Program.

**Action:** Hugh to add Budget to the Agenda for November 2025 and beyond.

**Hugh Leckie – North West LLS**

Provided an overview of the budget.

Financial Year	Budget	Coordination, Engagement and Inspection	On Ground Component
2024/25	\$500,000	\$320,000	\$180,000
2025/26	\$500,000	\$315,000	\$185,000

Pete Dawson: The HPC Program will conclude on 30 June 2027. Contractors are working on containment around the core infestations. Todd and Rachael undertake rapid responses to new incursions outside of the core, improving the mapping data

#### Action Plan

Objective 1: All outlier infestations of Hudson pear are mapped to establish containment lines.	
1.1 Identify containment line around core infestations.	Ongoing Todd collection information and updating map.
1.2 Infestations are spatially represented.	Ongoing Mapping was established at broad scale. Contract spraying is being mapped accurately. Todd and Rachael are updating mapping as properties are inspected.
Objective 2: All outlier infestations of Hudson Pear are continuously controlled during the life of the plan.	
2.1 Continuously control all outlier infestations.	Ongoing Education and communication

2.2 Implement property inspection program.	CMCC inspecting properties, advising landholders of infestations, tracking landholders work.
2.3 Maintain regular communication with state and cross regional contacts.	Meetings occurring with neighbouring regions being invited.
2.4 Consider the use of new technologies for surveillance of high-risk sites and pathways.	Andrew McC: we still have the 200,000Ha of aerial imagery. Original AI did not work. Additional funding required to have a new attempt using AI. 1 year project requiring \$50-\$60K to train new AI.
2.5 Report new infestations within 5 working days.	CMCC adding new data to BIS when found.
2.6 Undertake delimiting surveys of new incursion sites.	Occurring
Objective 3: Core areas of Hudson Pear are contained within their current areas during the life of the plan.	
3.1 Create a buffer zone around the core areas as defined on the attached maps.	Ongoing. Todd and Rachael are improving the mapping. Good to have time series data.
3.2 All roads and tracks continually controlled.	Miners Association and Crown lands are undertaking control works.  Expansion of Opal Mining with OPM4 opening sometime. Surveying already underway. No notification with potential to spread Hudson pear.  <b>Action:</b> Reach out to MEG to get communication occurring around the release of OPM4.
Objective 4: Hudson pear within core areas is strategically managed during the life of the plan for the benefit of all landholders.	
4.1 Seasonal control programs are implemented by landholders/mangers.	Ongoing
4.2 Hudson pear treated in mining areas within the core areas.	Ongoing
Objective 5: An ongoing multi-media public awareness campaign is run to provide sustained awareness and information to the public on all aspects of Hudson pear and its integrated control methods.	
5.1 Reduction in spread and movement caused by human and machinery vectors.	CMCC have allowed NWLLS to take over education and awareness. There has been media around the Quanda incursion.

5.2 Identify and engage stakeholders to practice hygiene protocols.	Hygiene posters (Come Clean Go Clean), new coaster has been developed and provided to clubs.
5.3 Improve understanding of social factors influencing implementation of biosecurity practices.	Surveys occurring within LLS.
Objective 6: Insuring and maintaining biocontrol agents for Hudson pear	
6.1 Maintain mass-rearing capability of Lightning Ridge facility.	Repairs to occur in June to the damaged skin of the facility.
6.2 Maintain scientific monitoring of Hudson pear cochineal.	Ongoing. Each quarter monitoring is undertaken.
Objective 8: Monitoring and Evaluation	
8.1 Ongoing monitoring, evaluation, reporting and improvement (MERI) and adaptive management across programs.	Important for LLS and to monitor / measure good value for future.

**8 Biocontrol Update**

**Andrew McConnachie – NSW DPIRD**

We have 8 years of quarterly monitoring data. There is talk that we may not have *Cylindropuntia pallida*. DPIRD shared the Biocontrol with South Africa and it did not work. South Africa went back to Mexico and got new Biocontrol which did work. Further work is needed to confirm this.

**9 Delegate Reports**

**Andy McKinnon – Western LLS**

Good Neighbours Project for the Hudson pear on Stephen’s Creek. Contract works to undertake major knockdown. Survey of extent by CMCC. Properties Eureka and Kars will be mapped by a contractor in June.

Ark sites to be set up as nurseries for Cochineal. These sites will be fenced to prevent animals entering.

Darton Weeds Officer inspecting site since mechanical removal and has been treating some small plants found.

**Matt Savage – CMCC**

Biocontrol is doing well even with the wet weather. The distribution is looking good and we are looking at doing another 150 tubs. The Skin of the Mass Rearing facility was damaged in a storm and will be replaced in June under insurance.

**Andy Fletcher-Dawson – CMCC**

Stephen’s Creek biocontrol release is doing well, the Hudson pear has spread over some 100,000Ha due to rain events and flooding.

The Cobar incursion was inspected by air and found to be some 50 acres. Todd Pallister has supplied the property owner with chemical to treat the incursion.

There is room for more education out in Western. Broken Hill is full of all sorts of different Cacti species.

**Action:** Hugh to share the Hudson pear Action Plan with Andy McKinnon and Marita Sydes for their use.

**Deb Bancroft – Northern Slopes Landcare**

Severn NP

Another inspection completed with more very small plants found using a blower to lift and move the tea tree leaves. Also, a single large piece was found which leads to most likely a larger plant somewhere in the area. A further inspection is required to locate this large plant or another site in the area.

**Andy Fletcher-Dawson – CMCC**

Colrose Road TSR has now been fenced. 23 Plant found at the last inspection.

LRAOR report refer to Appendices 2.

**Joel Christie-Johnstone – Central West LLS**

Quanda inspection had 18 people and small plants were found which have been sprayed.

Narromine incursion has been sprayed and burnt. This is not yet in BIS.

**Skye Phelps – Brewarrina Shire Council**

Angledool site was treated by NWLLS staff.

Inspecting roads for Hudson pear.

Goodoga site to be inspected shortly.

**10 General business**

**Claire Bergin – North West LLS**

It will be 20 years since the 1<sup>st</sup> meeting of the Hudson pear Taskforce in November 2025. It is good to hear about all the good work that is occurring in this space.

**Doug Batton - CMCC**

Congratulation to Andrew McConnachie on the 8 years of work.

Andrew McConachie: Thanks also to Royce Holtkamp and the Queensland Government.

**Pete Turner – NSW DPIRD**

There have been some workshops for the cost evaluation of Hudson pear, Parthenium weed and Tropical Soda Apple to help develop a 5 year WAP program. The final report will be shared with all who attended. Thanks to NWLLS and CMCC for taking part.

**Matt Savage – CMCC**

Good to see 4 LLS regions collaborating about Hudson pear.

**Todd Pallister – North West LLS**

Happy with the Hudson pear Program. We are providing the landholders with maps of the areas treated by the contractors.

**Rachael Turner – North West LLS**

Original Come Clean Go Clean signs are looking old and faded. Can these be replaced?

Deb Bancroft: NSLA has the artwork.

**Andrew McConnachie – NSW DPIRD**

These meetings are good and we are at a critical point in time and we need to keep pushing on.

**Pete Dawson – North West LLS**

Good news stories are needed to tell the story of where we are at.

**Deb Bancroft – Northern Slopes Landcare**

The Yellow HP sign artwork is available from NSLA. Need more Cacti Quarterly stories.

**Andy Fletcher-Dawson – CMCC**

We need to focus on the Pilliga for Hudson pear. Pete D: Recreational hunting parks are a high risk area.

**11 Actions**

1. Matt Savage to liaise with Todd and Rachael as to when Tafe are holding AQF3 course in Lightning Ridge.
2. Hugh to add Budget to the Agenda for November 2025 and beyond.
3. Hugh to share the Hudson pear Action Plan with Andy McKinnon and Marita Sydes for their use.

Closed 11.50am

## Appendices 1

**Hudson Pear Control Program**  
HPTF Update  
13<sup>th</sup> May 2025  
Presented by Todd Polakovic

### Contents

On Ground Control	1
Outlier Incursions	2
Chemical Supply	3
Media & Engagement	4

## On Ground Control

1

### On Ground Control

**Contractors**

- From November 2024, LLS had employed 3 contractors to target Hudson pear within the Lightning Ridge, Grawin Opal Fields Area, and Cumborah Village.
- 11 Properties have been treated for Hudson pear.
- 1<sup>st</sup> Contractor carried work from 11<sup>th</sup> November 2024 to 13<sup>th</sup> December 2024.
- 2<sup>nd</sup> Contractor carried out work from 30<sup>th</sup> January 2025 to 21<sup>st</sup> March 2025.
- 3<sup>rd</sup> Contractor started on the 3<sup>rd</sup> March 2025 and is currently still in location and is due to finish up soon.

**NWLLS**

- 13 Properties have been identified and treated for Hudson pear.
- From August 2024 to 31<sup>st</sup> May 2025, treated approximately 847 Hectares.

**Total treated area from start of program is approximately 65,743.58 Hectares.**

**Hudson Pear - Contractor and LLS Treatment Areas (Grawin & Cumborah)**

**Hudson Pear - Contractor and LLS Treatment Areas (Lightning Ridge Area)**

**Hudson Pear - Contractor and LLS Treatment Areas (Angledwood Area)**

## Outlier Incursions

2

**Hudson Pear - Treated Outlier Incursions (Grawin and Cumborah Area)**

**Hudson Pear - Treated Outlier Incursions (Lightning Ridge)**



Appendices 2.



Lightning Ridge Area  
Opal Reserve

**Lightning Ridge Area Opal Reserve HPTF Report – May 2025**

**SPRAY REPORT**

- Roadside spraying throughout the Reserve – focus on White spined Hudson Pear (*Cylindropuntia pallida*), Brown spined Hudson Pear (*Cylindropuntia tunicata*) and Harrisia (*Harrisia martinii*). Navigating all the Car Door Tour Rds and tertiary tracks on the Reserve, sometimes spraying out smaller infestations.
- Also added to our Weed Management Plan is spraying out High Spread Areas (HSAs) which includes spraying around water sources such as around dams. We are noticing heavy infestations of small plants, probably due to wildlife movements around these water sources.
- Finding large pockets of *Harrisia martinii* throughout the Reserve in Lightning Ridge, and with lots of new growth and seed development, also new plants popping up.
- *Harrisia pomanensis* is quite prevalent at Grawin, as seen in spray reports #25, 26, 29 and 30. (the key showing Harrisia is for *H. pomanensis* in Grawin, not *H. martinii*).
- Use of the UFT devices has been proving extremely helpful, especially to help deliver reports to CMCC for Property Inspection Reports of work completed.
- Outlying infestations identified at:
  - o Wandella – follow-up spray completed.
- LLS provided support to spray out the Grawin Golf Course. One of the golf course has been sprayed out. Large numbers of Brown spined HP, many small plants.
- LLS contacted us to engage contractors on the Reserve. A shared boundary to where contractors were spraying will be sprayed as well support on creating a containment up Castlereagh Hwy, which will be a follow spray to the original spray job of the CMCC contractors.

**COCHINEAL RELEASE REPORT**

- Monitoring of release sites, some good results across the Reserve.
- Locations that have had releases over the past 3-5 years are showing populations present, with some plants fully deceased, some plants fully loaded with cochineal and others with small collections starting to breed.
- We have made the decision to spray any small plants with small amounts of cochineal on them that are on the road sides, to support the restriction of movement of plants, as some cladodes with cochineal on the plant may not be on all cladodes. If a plant is large and covered with cochineal on the side of the road, we are collecting/removing all cladodes from the plant and distributing them to other plants, that will not be sprayed.
- We target to collect and breed over 100 tubs of cochineal for *C. pallida* and 100 tubs of cochineal for *C. tunicata* this year.

**FUNDING**

- Awaiting Crown Reserve Improvement Fund announcement to determine how much funding we will have for the upcoming year.

## ITEM 8.4 HARRISIA CACTUS TASKFORCE – 13 MAY 2025

Local Land Services



### Minutes

### Harrisia Cactus Task Force – 13 May 2025

#### Details

Location: Barriekneal Community & Housing  
Language Room  
Lot 8 Opal Street,  
Lightning Ridge NSW

Date/time: 13 May 2025  
1.00pm (AEST)

Chairperson: Pete Dawson - NW LLS

7. Matthew Savage - CMCC
8. Damien Sykes - MPSC
9. Skye Phelps - BSC
10. Pete Turner - NSW DPIRD
11. Marita Sydes - NSW DPIRD
12. Andrew McConnachie - NSW DPI
13. Royce Holtkamp - Horizon Ecological
14. Clare Felton-Taylor - NSC (via Teams)
15. Chris Crafter - SQL (via Teams)
16. Tamara Taylor - QDPI (via Teams)
17. Bill Davidson - NSW DPIRD (via Teams)
18. Luke Creighton GwydirSC (via Teams)

#### People present

1. Peter Dawson - NW LLS
2. Hugh Leckie - NW LLS
3. Todd Pallister - NW LLS
4. Rachel Turner - NW LLS
5. Deb Bancroft - NSLA
6. Andrea Fletcher-Dawson - CMCC

#### Apologies

1. Geoff Riley - Inverell Shire Council
2. Mike Mulholland - NPWS
3. Josh Biddle - NPWS
4. Aaron Cross - NSC
5. Michael Urquhart - CMCC

#### Actions

No	Action	Responsible	Status
1	Contact Inland Rail community engagement team to ensure sub-contractors are aware of spread and implications risk	NW LLS	Completed
2	Reinstate Expo steering committee	NW LLS	Withdrawn
3	Follow up Horizon Ecological re reports and article for CQ	Peter Dawson	Completed
4	Marita Sydes to send info to Hugh to Collect information required for the NEWP application.	Marita Sydes	Completed
5	Hugh to Update Contact List for meeting	Hugh Leckie	WIP

#### This Meeting:

No.	Agenda Item
1	Welcome

	Meeting opened at Acknowledgement of Country
<b>2</b>	<b>Apologies</b> As noted above
<b>3</b>	<b>Conflicts of Interest</b> None
<b>4</b>	<b>Previous Minutes</b> Moved that the previous minutes are a true and accurate record of meeting <i>Accepted Andrew McConnachie and Seconded Pete Turner</i>
<b>5</b>	<b>Business Arising</b> Actions <ol style="list-style-type: none"> <li>1. Hugh emailed Inland Rail representative. All maintenance should be referred to UGL Regional Linx.</li> <li>2. Withdrawn as priorities have changed.</li> <li>3. NSLA have received the report from Royce.</li> <li>4. NEWP application information sent.</li> <li>5. WIP</li> </ol>
<b>6</b>	<b>New Incursions</b> <b>Clare Felton-Taylor – Narrabri Shire Council</b> <ul style="list-style-type: none"> <li>• In March 2025 received a call from a property owner in Baan Baa who found some HC on their property.</li> <li>• In April 2025 received a call from the same farmer who found HC on their property on Harparary Road, Baan Baa.</li> <li>• In May 2025 received some photos of HC on Lara Killarney Gap Rd (Wheat Research Station). Inspected the property adjacent due to bushland and have found a large number of HC plants. In June we will do a workshop in the area about HC. Signs to be installed.</li> </ul> <b>Deb Bancroft – NSLA</b> Mosquito Creek Rd east of Pallamallawa inspection undertaken in December 2024. Found some plants along the roadside along with an incursion on the southern side of the road in a TSR which has been sprayed now. Found a large number of plants on private property on the southern side of the road. Undertook a Cacti Catch Up at the Pallamallawa pub where 30 people attended. The private property to with the large number of HC plants was using a Bulldozer to remove the HC. <b>Pete Turner – NSW DPIRD</b> BIS shows 2 new incursions of HC near Denman. <b>Andrea Fletcher-Dawson – CMCC</b> Sent a sample to the Herbarium which is being grown out and it appears to be <i>Harrisia tortuosa</i> .
<b>7</b>	<b>Distribution Mapping</b>

**Deb Bancroft – NSLA**

Working on mapping the extent of the core in the Gwydir and Moree Plains Shire Council areas. We have finished doing Gwydir SC. Working with Lachlan Biddle in May 2025 to map the extent of HC in Moree Plains SC.

**Andrea Fletcher-Dawson – CMCC**

The incursion at Warren is in BIS. It is on 2 properties and spilling out onto Hwy and Rail corridor.

**Pete Turner – NSW DPIRD**

29 weeds listed in the NEWP with Harrisia cactus being one of them. Next step is the detailed assessment. The mapping is critical to this as it provides data around the issue.

**Andrew McConnachie – NSW DPIRD**

It appears that HC density is increasing rather than the distribution due to the weather.

**Tamara Taylor – QDPI**

The HC density is increasing along with distribution in Qld. The high rainfall in recent times is providing good growing conditions.

**8 Biocontrol Release**

**Andrew McConnachie – NSW DPIRD**

As of April 2025 we have spread 2560 mealy bug infected HC segments at 9 sites covering 306Ha.

Deb is finding new sites and collecting cladodes for the HC mealy bug breeding. This is a great partnership.

**Andrea – Fletcher-Dawson – CMCC**

Rain has affected the mealy bug. We are now spraying the HC as the biocontrol is not working.

**Tamara Taylor – QDPI**

The biocontrol is out in the environment.

**Chris Crafter – SQL**

The biocontrol is out in the environment. We are waiting to get out after the floods to see the effects. There has been some erosion due to the flood waters.

**9 NSW Reports**

**Department of Primary Industries – Andrew McConnachie**

Provided an overview of the work around the Weevil which appears to eat 5 varieties of Dragon Fruit. We will continue to finish the work around the weevil. If people can keep a eye out to see if they can find the Weevil in the landscape this would be good and would help.

**Northern Slopes Landcare – Deb Bancroft**

Community Engagement activities with attendance at the Belarah Grasses workshop, Cacti Catch Up at Pallamallawa and North Star. Garah has been booked for 26 May 2025.

Mapping of MPSC will be undertaken in Late May 2025.

Collected more cladodes for Mealy bug breeding. Monitoring release sites.

Inspection of HC on Mosquito Road, Pallamallawa with plants found and a significant incursion on a private property.

**North West LLS – Peter Dawson**

The TSR team is spraying HC within their allocated budget. This work helps to strengthen the containment lines. With the drought in the southern part of NSW and into Vic we will see significant numbers of cattle being brought up and grazing on the TSRs.

**Inverell Shire Council – Geoff Riley**

Report from Geoff. Harrisia cactus chemical trials review, wants to know where this is up to?

**Castlereagh Macquarie County Council – Andrea Fletcher-Dawson**

Incursion at Warren is growing.

**Moree Plains Shire Council – Damien Sykes**

Spraying HC along roadsides prior to inspections of private property, installed signs. I have been mapping the spraying work. Attended the Cacti Catch Up at the Pallamallawa pub. I have received 3 calls since which all turned out to be Tiger pear.

**Gwydir Shire Council – Luke Creighton**

Organising an inspection of the North Star village. Need to complete our 50km of roadside spraying. Monitoring Mosquito Creek Road incursion.

**Narrabri Shire Council – Clare Felton-Taylor**

Completing 3-6 month inspections and we are now busy with the new incursion in Killarney Gap Road. In July we will be inspecting our core locations of, Baan Baa and Yarrie Lake.

## **10 QLD Reports**

**Queensland Department of Primary Industries - Tamara Taylor**

Presentation around research being conducted with Argentina for biocontrol agents. See **Appendices 1**.

Written a paper on Harrisia cactus thermal tolerance.

Envu are testing a new herbicide for HC. This is in early trials. There is a minor use permit for QLD.

**South Queensland Landscapes - Chris Crafter**

HC are spread beyond the current mapping and new mapping is in progress. We are looking for biocontrol on HC. Education to landholders around HC. Floods have been a big concern due to erosion. It is good to see what is happening across the landscape with regards to HC.

## 11 General business

### NW LLS – Pete Dawson

It is time we develop a Harrisia Action Plan similar to Hudson pear.

**Action:** Hugh to pull together an Action Plan with a small group of members of the HCTF.

### NSW DPIRD – Pete Turner

NEWP for new WONS list has 29 species moving to detailed assessment with Harrisia cactus being in the list.

Supporting Communities – Federal Funding is currently open and closes 6 June 2025. This is a 1 year grant which has a short application to fill in.

Tamara Taylor has several applications for this funding.

NSW DPIRD will pull together an application with support from members of the HCTF.

Clare Felton-Taylor raised concern around Buffle Grass being on the NEWP list.

Pete Turner advised that all 29 species in the NEWP will not get through as only 8 species will move to the WONS list.

Pete Dawson said that a 12 month program is really a 8 month project. An application should enhance the biocontrol pipeline.

Andrew McConnachie said that this could help the release application costs.

## 12 Actions & Close

**Action:** Hugh to pull together an Action Plan with a small group of members of the HCTF.

Meeting closed 3:00pm

Next Meeting: 1pm 11 November 2025 (Lightning Ridge Bowling Club)

## Appendices 1



### Queensland Harrisia cactus projects

Research update – Queensland Department of Primary Industries

Tamara Taylor  
May 2023

**Target: *Harrisia martinii* - Argentina**

- *Dactylopusia* spp. (Hemiptera: Coreidae: Dactylopusiini) found to be very damaging to *Harrisia martinii* in Argentina.
- *Dactylopusia* spp. and *D.* (genus) found in Camanadante Fortuna, Formosa, present exclusively in the host plant *Harrisia martinii*, absent in *H.* (genus).
- UMRIC have been investigating mating requirements. So far, lab rearing has failed.
- Failure possibly attributed to issues with requirement for swarm mating.
- Potential new method devised can't be tested until larvae are present in the field – from October 2025
- UMRIC to keep trying various methods
- QDPI to target larvae to try as well – November 2025



Tamara Taylor  
tamara.taylor@dpi.qld.gov.au



**Neorhizid cereicola – stem boring beetle**

- Neorhizid cereicola prepared for release in Australia
- UNNE unable to feed these cerambycid beetles during the 2024/2025 summer season
- They will keep looking for them in 2025/2026 season



**Tamara Taylor**  
tamara.taylor@qld.gov.au

**Summer 2025-2026**  
**Further investigation of other damaging insects in Argentina**



During summer 2024/2025 UNNE collected 15 different insects that could potentially be feeding on *Harmisia maritima*.

These have been sent for identification

During summer of 2025-2026 a follow up collection will be conducted, with gut content analysis to determine if any potential herbivores collecting during light trapping feed on *Harmisia* cactus.

**delight.gov.au**

## ITEM 8.5 NORTH WEST WEEDS OFFICER MEETING MINUTES – 14<sup>th</sup> MAY 2025

Local Land Services



### Minutes

#### NW Weeds Officer Meeting – 14 May 2025

##### Details

Location: Barriekneal Community & Housing  
Language Room  
Lot 8 Opal Street, Lightning Ridge

Date/time: 14 May 2025  
1.00pm

Chairperson: Hugh Leckie (NWLLS)

3. Andrea Fletcher-Dawson (CMCC)
4. Jason Williams (CMCC)
5. Lee Amidy (Gunnedah Shire Council)
6. Scott Revell (Gwydir Shire Council)
7. Luke Creighton (Gwydir Shire Council)
8. Mike Whitney (Liverpool Plains Shire Council)
9. Joannah Taylor (Liverpool Plains Shire Council)
10. Damien Sykes (Moree Plains Shire Council)
11. Aaron Cross (Narrabri Shire Council)
12. Clare Felton-Taylor (Narrabri Shire Council)
13. Todd Pallister (NWLLS)
14. Debi Bancroft (Northern Slopes Landcare Association)

##### People present

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

##### Apologies

Ross White (Tamworth Regional Council)

##### Actions

Action	Responsible	Status
Gwydir River Inspection for aquatic weeds.	Hugh	WIP September
WRA for Cereus spp once the species are Identified	Hugh/Clare	WIP
Develop a 5 yr WAP plan for each LCA. Through Bill will there be any changes to the guidelines/activities for 2530 Workshop with Snr Weed Officer's to discuss regional priorities and individual LCA priorities Prior to end of 24/25	Hugh	WIP

##### This Meeting:

No.	Issue
1	Welcome
2	Apologies
3	Minutes of the previous meeting

	Moved by Scott Revell and seconded by Mike Whitney Amend item 7 – Change ‘Applethorn’ to ‘Thorn Apple’
4	Business Arising
	Update on actions
5	<p>WAP</p> <p>Hugh asked for feedback on the WAP application process.</p> <p>Overall application easier</p> <p>Conflicting in some areas</p> <p>It took a long time to write and submit as had to merge last years application into this years.</p> <p>GOAL 1</p> <p>Are you meeting your targets?</p> <p>GOAL 2</p> <p>Activities associated with Eradication and Containment species is available in the grant for areas outside of the core infestation areas.</p> <p>GOAL 4</p> <p>Extension /Education activities</p> <p>Chris Wicks from TforNSW have asked about Parthenium weed toolbox talk</p> <p>What have you planned or have funding for through your WAP funding?</p>
	<p>BIS Data</p> <p>Reporting of all inspections needs to go into BIS even if no priority weeds are identified.</p>
	<p>Rapid Responses</p> <p>Who is looking at conducting a rapid response soon?</p> <p>This is an identified activity in the WAP.</p> <p>Responses could include additional inspections of Parthenium in your LGA. This would be on top of DPIRD’s responses. Assistance with Harrisia cactus inspections.</p>
	<p>Inspection Plans</p> <p>How is everyone tracking with their inspections?</p> <p>Do you understand your inspection plan? If not, I am here to assist and go through your plan.</p> <p>Inspections are the first part of compliance (evidence). These are important especially adjacent to core infestation areas, to check what is occurring.</p> <p>The Regional Inspection Plan will need to be updated. Addition of new Parthenium weed sites and Harrisia cactus sites.</p>
6	LCA Reports
	CMCC – Andy Fletcher-Dawson

<p>Parthenium weed inspections. Some sites on Castlereagh Highway have had there guideposts moved as new plants have grown outside of the areas.</p> <p>Parkinsonia inspection and treatment about to occur.</p> <p>Riverina pear biocontrol experiment using Tiger pear and Wheel cactus cochineal working well with the Wheel cactus cochineal being the best.</p> <p>ALC (Aboriginal Land Council) added to Crown Land in mapping.</p>
<p>LPSC – Mike Whitney</p> <p>Parthenium weed inspection occurring.</p> <p>Fireweed going crazy.</p> <p>TforNSW set up traffic control to assist with spraying in hard areas on the New England Highway. This was brilliant.</p> <p>Chilean Needle grass at Warrah being controlled.</p> <p>Attended the NRC event in Sydney.</p> <p>African Boxthorn at Werris Creek.</p> <p>St John's Wort and Blackberry control.</p>
<p>Gunnedah SC – Lee Amidy</p> <p>Alligator weed inspection of the Namoi River.</p> <p>Parthenium weed inspections occurring plants being found.</p> <p>Dam inspection.</p> <p>Parthenium weed ad ran on TV.</p> <p>Attended the NRC event in Sydney.</p>
<p>NW LLS – Todd Pallister</p> <p>Contractors working on spraying Hudson pear.</p> <p>Rachael and myself have also been spraying incursions.</p> <p>Brown Spine Hudson pear is becoming a bigger problem with more growing.</p>
<p>NSC – Clare Felton-Taylor</p> <p>New Parthenium weed sites on the Newell Highway between Narrabri and Coonabarabran found.</p> <p>Found another Sticky Florestina plant at Baan Baa. We have sent this plant to CSIRO in Brisbane. DPIRD are doing a Weed Risk Assessment.</p> <p>Harrisia cactus found on 2 properties at Baan Baa with another site being at Killarney Gap Rd at the Wheat Research Station.</p>

	<p>Gwydir SC – Scott Revell</p> <p>Parthenium inspections have been challenging throughout this period with ongoing rain and local flooding causing heavy vegetation covering Parthenium weed.</p> <p>Rawdon crossing, Bristol East and Merrivale all having low numbers of plants, Baroma Downs no plants found at this time with Death Adder Hill after nearly 3 years has produced 2 plants. Wyellan Park Parthenium with extreme flooding has spread into adjacent paddock.</p> <p>Inspections ongoing.</p> <p>Urban inspections at North star to commence early June.</p> <p>Training completed Cert 4 in gov investigations, grass Id.</p> <p>Control work on Yellow Bells, Honey locust tree, green cestrum.</p> <p>Our team is under new management and are now using new software no longer with Chartis.</p> <p>Had the weeds trailer at both Bingara and Warialda shows.</p>
	<p>MPSC – Damien Sykes</p> <p>Harrisia cactus inspections and control around Boomi, Garah, Weemelah, Pally and Terry Hie Hie. Also erected signage along roads in those areas.</p> <p>We have broken down the shire map into smaller areas so we can pinpoint exactly where we have been controlling. This will help when working with other interested parties.</p> <p>Common cactus control in the Boomi area with spraying and drilling and injecting the larger ones which cannot not be sprayed because of size and position in trees and other natives.</p> <p>Been doing a lot of work on council assets being landfills, sporting fields, laneways.</p> <p>Highway inspections for Parthenium and working with Brett Gould from NSW Transport so they can do their tar patching throughout the shire.</p> <p>There where 2 Parthenium plants located at Mungindi wash down pad which were pulled out and area sprayed.</p> <p>Cap and Bonnet Green Cestrum project, working with landowners along Gravesend Road.</p>
7	<p>New or Emerging Weeds</p> <p>Clare Felton-Taylor</p> <p>Sticky Florestina is a weed of concern with another plant found. We are assisting CSIRO.</p> <p>We have had Harrisia tortuosa confirmed by the herbarium so now we have 2 of the Harrisia species within the Narrabri LGA&gt;</p>
8	<p>General Business</p> <p>Lee Amidy</p> <p>We have the Parthenium weed dogs coming next week.</p>

	<p>Weeds Officer and Regional Weed Committee hosts for 2025/26.</p> <p>27/28 August or 3/4 September 2025 – Narrabri SC</p> <p>5/6 November 2025 – Gwydir SC</p> <p>4/5 February 2026 – Gunnedah SC</p> <p>13/14 May 2026 - CMCC</p>
	<p>AG Quip 19-21 August 2025</p> <p><b>Action:</b> Snr Weeds Officers to email Hugh with the availability of your staff to attend.</p>
<b>9</b>	Key Actions & Outcomes
	Snr Weeds Officers to email Hugh with the availability of your staff to attend Ag Quip 2025.
<b>10</b>	Close
	3.15pm

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**Next Meeting:**

27 August or 3 September 2025 To be confirmed by Narrabri.

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## ITEM 8.6 NORTH WEST REGIONAL WEEDS COMMITTEE MEETING MINUTES – 15<sup>th</sup> MAY 2025

Local Land Services



### Minutes

### NW Regional Weed Committee

#### Details

Location: Barriekneal Housing & Community  
Language Room  
8 Opal Street  
Lightning Ridge

Date/time: 15 May 2025  
9.15am

Chairperson: Michael Whitney, (Liverpool Plains Shire Council)

Minutes: Hugh Leckie

#### People present:

Andrea Fletcher-Dawson (CMCC)  
Matt Savage (CMCC)  
Lee Amidy (Gunnedah Shire Council)  
Scott Revell (Gwydir Shire Council)  
Luke Creighton (Gwydir Shire Council)  
Mike Whitney (Liverpool Plains Shire Council)  
Joannah Taylor (Liverpool Plains Shire Council)  
Clare Felton-Taylor (Narrabri Shire Council)  
Aaron Cross (Narrabri Shire Council)

Damien Sykes (Moree Plains Shire Council)  
Deb Bancroft (Northern Slopes Landcare)  
Pete Dawson (NWLLS)  
Todd Pallister (NWLLS)  
Chris Wicks (Transport for NSW)  
Clr Rachel Sherman (Gwydir Shire Council)  
Bill Davidson (NSW DPIRD)  
Thomas McAlister (UGL Regional Linx)  
David Lightowler (Tamworth Regional Council)  
Neal Glastonbury (Transport for NSW)

#### Apologies

Nicola Dixon (NSW DPIRD)  
Matt Davidson (NW LLS)  
Mick Collins (NSW Farmers)  
Pete Turner (NSW DPIRD)  
Clr Brendan North (Tamworth regional Council)  
Clr Brett Nolan (Narrabri Shire Council)  
Lester Piggot (Transport for NSW)  
Luke Raveneau (NW LLS)  
Phil Price (NSW Water)  
Phil Sparks (Nature Conservation Council)  
Ben Martin (Whitehaven)  
Clr Ken Cudmore (Liverpool Plains Shire Council)  
Michael Mulholland (NPWS)

#### 1. Morning Tea on Arrival

#### 2. Welcome and Acknowledgment of Country

#### 3. Apologies

*Moved by Clare Felton-Taylor and Seconded by Scott Revell*

#### 4. Conflicts of Interest

No

#### 5. Previous Minutes

*Moved by Lee Amidy and Seconded by Matt Savage*

#### 6. Business Arising

No.	Action	Responsible	Status
1	Get regular email from TforNSW for Narrabri, Moree and Walgett areas	Hugh Leckie	WIP
2	New Terms of Reference for the RWC.	Hugh Leckie	WIP

**7. Terms of Reference**

Hugh provided an overview of the updated Terms of Reference.

- The draft ToFR moves away the current outdated Constitution.
- The draft moves away from an elected Chair to one which is appointed by NW LLS.
- It lists the people and organisations to be invited to attend the RWC.

Michael Whitney: Can we remove the names on the list due to changes in the positions. LLS Act does not list who the chair should be. I would like to see it remain as an elected chair.

Pete Dawson: You are correct about the LLS Act. The idea was to standardise committee ToFR. The NWLLS Board have the final decision on the ToFR.

Matt Savage: It has always been an elected chair.

Clare Felton-Taylor: Members get to choose who they want as the Chair. It could be anyone on the committee.

Lee Amidy: I would like to see an elected chair.

Pete Dawson: The draft ToFR has 2 people listed. The RWC is a committee under the NW Board. The Regional Weed Coordinator is the Executive Officer for the RWC. An option could be a rotating Chair? If the NW Board has an issue, we will bring it back to the RWC.

Bill Davidson: An independent chair makes it fair and equitable.

Motion: Amend the Draft ToFR to have an elected chair and if no nominations are received then the selection of a chair will be appointed by NW LLS.

*Moved by Lee Amidy and Seconded by Clare Felton-Taylor*

Pete Dawson: Can we remove the requirement for 50% of the membership to be present for a meeting to occur.

**Action:** Hugh to review the Draft ToFR and send back out to the RWC for endorsement with minor amendments.

**8. MERI Plan**

Hugh Leckie: Provided an overview of the Draft MERI Plan.

Michael Whitney: How did you work out the target for 1.1.3? Hugh: This was based on 1 per LCA for the term of the plan. Items 1.2.1 and 1.2.3 appear to be duplicates? Hugh the mid-term review of the NWRSWMP can identify these for removal or amalgamation.

Bill Davidson: Good to see the Data Collection Plan.

Michael Whitney: WRA, why are Firethorns on the list? Hugh: This was identified by Ag&Bio as we do not have approved WRAs in WIDX. It is about updating these to match our NWRSWMP.

Hugh Leckie: Asked for the Draft MERI Plan to be endorsed by the RWC.

*Moved by Clare Felton-Taylor and Seconded by Lee Amidy.*

**9. Regional Weed Coordinator Report**

- Delivery of the WAP contracts, Purchase Order and receipt of the tax invoices.
- Update of the MERI Plan into a new LLS template.
- Organised and ran the Hudson pear and Harrisia cactus Task Force meeting for May 2025.
- Collection of quarterly inspection data from LCAs and reported into LLS's BERT.
- Developed a new Terms of Reference for the Regional Weed Committee.

- Undertook Cert IV in Government Investigations for LLS staff.
10. **NW Sub Regional WAP**
- Hugh Leckie: Thanks to all the LCA's for actioning their components through the process of getting the WAP finalised. The full allocation to the NW was delivered to all LCA's
- Bill Davidson: If you have queries around the proposed 5yr WAP application please talk to Jodie Lawler.
- Action:** Invite Jodie Lawler to the next RWC to provide an overview of where the next WAP application process is up to.
- Pete Dawson: It is good to develop a 5yr plan. The Senior Weed Officers need to talk to your Finance staff to understand your budget.
11. **NSW DPIRD Biosecurity update**
- Bill Davidson provided and update. Refer to **Appendices 1.**
12. **State and Regional Priority Species & Incursions**
- Clare Felton-Taylor – Narrabri Shire Council**
- We have 2 additional Parthenium weed sites on the Newell Highway south of Narrabri. We have found 2 more Sticky Florestina plants. We have 2 new Harrisia cactus sites at Baan Baa along with a significant incursion on the Killarney Gap Rd. We have had some of the Harrisia cactus identified by the Herbarium as Harrisia tortuosa.
- Andrea Fletcher-Dawson – CMCC**
- We have a few Parthenium weed sites on the Castlereagh Highway which have expanded and we have realigned the guidepost markers to suit
- Damien Sykes – Moree plains Shire Council**
- We have found 2 Parthenium weed plants at the washdown pad at Mungindi.
- Lee Amidy – Gunnedah Shire Council**
- Regular inspections occurring at the Parthenium weed sites.
- Scott Revell – Gwydir Shire Council**
- We have found a new Parthenium weed plant at Death Adder Hill. It has been 3.5yrs since the last plant was found here. Wyellan Park, Parthenium weed has spread due to flooding.
- Deb Bancroft – NSLA**
- Severn NP, Hudson pear incursion inspection occurred with more small plants found along with a new single cladode. Another inspection is scheduled. A fence will be installed to stop the spread.
- Michael Whitney – Liverpool Plains Shire Council**
- Parthenium weed inspections occurring. Chilean Needle Grass found in the Warrah area, we have stopped mowing it and are now spraying it out.
- Pete Dawson – NW LLS TSR**
- The TSR team undertook an inspection for Parthenium weed in Croppa Creek. No Parthenium was found in the TSR however they did find some large plants upstream from the TSR in the neighbouring property.
- Transport for NSW**
- Chris Wicks (TforNSW)**
- Working with Michael Whitney to assist with providing access for an Armco program for the Kamilaroi Highway. Michael: Will we see plans of the design. Chris: Yes through your engineering section they will get 20% and 80% complete designs for comment.

Michael Whitney: Would like to thank Chris for assisting with spraying of difficult areas along the New England Highway and we hope that we can work together into the future.

**Clare Felton-Taylor (Narrabri Shire Council)**

Undertook a Toolbox meeting with TforNSW staff at the Narrabri depot after finding more Parthenium weed plants on the Newell Highway. The meeting was good.

**Damien Sykes – Moree Plains Shire Council**

I provided Brett Gould with all the Parthenium weed GPS locations for the highways in my LGA.

**Neal Glastonbury – Transport for NSW**

If you have any issues please contact myself or call anytime. We are developing a constraints layer in our GIS system so that we know where we need to talk to the LCA.

Pete Dawson: A data sharing from our DPIRD BIS system would help or using the information in the Atlas for Living Australia. MOU for data sharing with LLS and Ag&Bio is needed.

Neal Glastonbury: Do we use Seed.nsw.gov.au this has all the development work on it. The 3<sup>rd</sup> party developers use this.

Pete Dawson: We need to share the Priority species data with TforNSW.

**Action: NSW DPIRD Ag & Bio to investigate the sharing of Prohibited Matter and Regional Priority Weed (Prevention, Eradication) data for roadside weeds with Transport for NSW.**

**13. Delegate Reports**

**Bonnie Miller – Crown Lands**

Follow up control on Harissia at Bohenia Creek, identified by NSC last year, ongoing control.

Inspect vacant Crown land parcel for weeds, Act on reports from landowners / Council when weeds are identified, Educate lease / licence holders on their responsibility to control weeds.

**Kristen Coady – Forestry Corporation**

Recent rains have led to a large amount of Mother of Millions appearing around Pilliga & Gunnedah. Tree pear – spraying new populations, re-spraying previously treated areas, trialling stem Injection treatments on individuals of different sizes within Breeza & Jacks Creek SF. MoM – spraying prior to winter flowering to prevent seeding.

**Mick Collins – NSW Farmers**

No new but have had an increase in people calling about Harrisia Cactus concerns in the Border region of Boggabilla, North Star, Croppa Creek, Moree and Gwydir Shires.

**Andrew Wright – Whitehaven Coal**

Seasonal woody/broadleaf priority and environmental weed spraying during Autumn: such as Box Thorn, Blackberry & Pear species. Routine assessments/inspections for weeds and schedule control programs accordingly. Ongoing treatment of priority weeds.

**Phil Sparks – Nature Conservation Council**

Infestations of Broadleaf Privet, and Pyracantha at Lake Inverell, Tiger Pear and Blue Heliotrope at Bective Reserve. Honey Locust emerging weed at Bective Reserve. Tree Pear, Broadleaf Privet and St John's Wort in Prisks Reserve at Woolomin. Madera vine, Broadleaf Privet, and Balloon vine continuing to spread along Peel River at Dungowan. Continue cut stump control of African Olive and Broadleaf Privet in Oxley Park Tamworth behind Golf Street.

**14. New Strategic Business**

**Pete Dawson – NW LLS**

#### Good Neighbour Program

This is targeting pests and weeds on Crownland, NPWS, Forestry adjoining private land. In the NW we have the Tamworth Peri Urban Pest Program along with the Croppa Creek Parthenium Weed in the TSRs.

In Western LLS they have a project for Boxing Glove Cactus.

The big part of this program is the education side for land managers.

There is a second round coming as the funding has not been fully expended.

Chris Wicks: Transport for NSW would be happy to be a joint partner for GNP projects.

#### 15. General Business

##### David Lightowler – Tamworth Regional Council

We have engaged contractors to inspect for Alligator and Parthenium weed. We are getting closer to recruitment for new Weed Officers.

##### Pete Dawson – NW LLS

Be aware of an issue with security around DropBox at the present time.

Due to the drought in the south of NSW and into Vic the TSR Space will be seeing thousands of cattle coming north with the drovers. This is a high risk for weeds to be transported.

##### NSW Weeds Conference 2029

If the conference is to come to the NW we will need assistance from all the LCAs, LLS and the RWC. This is normally held in Aug to Sept.

Pete moved that the NWRWC bring together a proposal for the NSW Weeds Conference for 2029. Seconded by Michael Whitney. All members present were in favour of this.

##### Bill Davidson – NSW DPIRD

More BIS records are slowly coming through so thanks to all for getting this done.

##### Clare Felton-Taylor – Narrabri Shire Council

With the recent Harrisia cactus find at the Wheat Research Station we placed some media on Facebook and so far, we have had 110,000 views, 78 comments and these are still growing. We also had a story run on the local tv news.

#### 16. Actions & Close

##### Meeting closed 12:00 pm

This Meeting:

No.	Action	Responsible
1	Hugh to review the Draft ToFR and send back out to the RWC for endorsement with minor amendments	Hugh Leckie
2	Invite Jodie Lawler to the next RWC to provide an overview of where the next WAP application process is up to.	Hugh Leckie
3	NSW DPIRD Ag & Bio to investigate the sharing of Prohibited Matter and Regional Priority Weed (Prevention, Eradication) data for roadside weeds with Transport for NSW.	Bill Davidson

ITEM 8.7 ARIC MEETING AGENDA – 20<sup>th</sup> FEBRUARY 2025



**CASTLEREAGH MACQUARIE COUNTY  
COUNCIL**

**AUDIT, RISK & IMPROVEMENT COMMITTEE  
MEETING**

**AGENDA**

**Thursday 20<sup>th</sup> February 2025**

Michael Urquhart  
GENERAL MANAGER

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Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.

## 1. WELCOME & OPENING OF MEETING

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

## 2. APOLOGIES

## 3. DECLARATION OF INTERESTS

*Committee Members/County Council 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.*

*Committee Members/County Council 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.*

*Committee Members/County Council Members must state their reasons in declaring any type of interest.*

Member	Item No.	Pecuniary/ Non-Pecuniary	Reason

Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.

#### 4. CONFIRMATION OF MINUTES/MATTERS ARISING

##### 4.1 MINUTES OF CMCC ARIC COMMITTEE HELD 15<sup>th</sup> AUGUST 2024

Minutes of CMCC ARIC Committee Meeting – 21 <sup>st</sup> November 2024
<p><b>Recommendation:</b></p> <p>That the minutes of the CMCC ARIC Committee meeting held 21<sup>st</sup> November 2024, 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>

**Attachments:**

Meeting Minutes – 21<sup>st</sup> November 2024.

Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.

**CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC MINUTES**

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

**PRESENT:**

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

**ABSENT:** Nil

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

**2.0 Apologies**

NIL

**3.0 Declaration of Interest**

NIL

**4.1 Confirmation of Minutes of the ARIC Meeting Held**

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

Resolved

**5.1 Business Arising**

NIL

**6.1 ARIC Terms of Reference**

NIL

**6.2 RISK MANAGEMENT POLICY**

NIL

**6.3 RISK REGISTER**

NIL

Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.

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

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

**6.5 UPDATE FROM GENERAL MANAGER ON RISK MANAGEMENT**

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

Resolved

**6.6 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2024**

The ARIC adopted the quarterly Budget Review for 30<sup>th</sup> September 2024.

Resolved

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

**6.7 FINANCIAL PERFORMANCE – CMCC EOY FINANCIALS 2023/2024\***

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

Resolved.

**7.1 NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTIGATIONS INVOLVING COUNCIL**

NIL

**7.2 NSW OMBUDSMAN'S REPORT**

NIL

Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.

<b>7.3 ICAC ENQUIRIES INVOLVING COUNCIL</b>
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NIL
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<b>7.4 OFFICE OF LOCAL GOVERNMENT</b>
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NIL
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<b>8.0 RISK PROFILING (REPORT ON ANY ACTUAL OR LIKELY EVENTS IMPACTING ON COUNCILS RISK PROFILE)</b>
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NIL
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<b>9.0 GENERAL BUSINESS</b>
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NIL
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Date of the next CMCC ARIC Meeting to be 20th February 2025 via teams.

Close of Meeting

The meeting closed at 4.44pm

*Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.*

## **5. BUSINESS ARISING**

5.1 BUSINESS ARISING FROM CMCC ARIC COMMITTEE MEETING HELD 20<sup>th</sup> NOVEMBER 2024.

## **6. REPORTS**

ITEM 6.1 ARIC TERMS OF REFERENCE - NIL

ITEM 6.2 RISK MANAGEMENT POLICY NIL

Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.

### ITEM 6.3 RISK REGISTER NIL

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

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023

<b>REPORTING SECTION:</b>	Executive Services
<b>AUTHOR:</b>	Michael Urquhart – General Manager

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#### **Summary:**

This report is presented to the Castlereagh Macquarie County Council (CMCC) ARIC for information and approval of various undertakings, in order for compliance with the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023.

#### **Background:**

It is a requirement under the ARIC legislation for Council to implement an Internal Audit program, appoint an Internal Auditor and appoint an Internal Audit Co-ordinator. Councils are not required to appoint a member of staff to direct and coordinate their internal audit activities if the council has entered into an agreement with other councils to share the internal audit function and one of the participating councils has appointed a member of staff to direct and coordinate internal audit activities on behalf of all the participating councils (section 216P).

#### **Current Position:**

The County Council Network Councils of Upper Hunter, Upper Macquarie and Castlereagh County Council have all agreed to seek a quotation as a group for Internal Audit services. It is a requirement that Council has an Internal Audit program.

It is hoped that a common internal audit program and common auditor to service all three (3) Councils will result in cost advantages for the group.

On 5<sup>th</sup> February 2025 the Network General Managers met with representatives of LG Procurement to discuss a Request for Quotation via Vendor Panel platform for Internal Audit Services for the three (3) Councils. It was agreed the UMCC Administration Officer be the Vendor Panel (VP) point of contact for the RFQ and undertake appropriate VP training.

Discussions also included the Standing Offer Deed (SOD) which is the Agreement between LGP and the approved supplier. Details of schedule "D" of the SOD were also discussed, and this is the agreement between Council and the approved supplier.

#### **Relevant Reference Documents/Policies:**

Local Government Act 1993

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023

OLG NSW Guidelines for Risk Management and Internal Audit

#### **Governance issues:**

Compliance with the abovementioned documents and policies.

#### **Financial Implications:**

Council has made a small provision in its annual budget for an Internal Audit Services in addition to the cost of the ARIC.

*Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.*

**Alternative Solutions/Options:**

Not Applicable

**Conclusion:**

The General Manager recommends Council participate in this arrangement to reduce internal audit costs.

General Risk Management Update
<p><b>Recommendation:</b></p> <p>That;</p> <p>(a) The CMCC ARIC receives the General Managers report on Internal Audit (b) The CMCC ARIC endorses the actions of the General Manager in progressing a quotation for Internal Audit Services in conjunction with Upper Macquarie and Upper Hunter County Councils. (c) Council enters into and agreement with Upper Macquarie and Upper Hunter County Councils for the internal audit and the appointment of the Upper Macquarie County Council Administration Officer as the Internal Audit Co-ordinator for all three (3) Councils.</p> <p><b>Moved:</b> <b>Seconded:</b></p>



**Attachments**

Nil

Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.

## ITEM 6.5 UPDATE FROM THE GENERAL MANAGER ON RISK MANAGEMENT

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

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### Summary:

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

### Background:

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

### Current Position:

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

1. Provide general WH&S training update for all staff which was conducted at Coonamble on the 14<sup>th</sup> March 2024.
2. Operational Risk register consultation exercise at Baradine on the 29<sup>th</sup> July 2024.
3. Inspection of Council depots by the General Manager and WH&S consultant to assess general compliance with relevant legislation will be conducted in May and June 2024. Mr. Ringland has inspected the Gilgandra depot and was pleased with what he saw. A detailed report will be provided in due course
4. The General Manager and WH&S Consultant shall in the coming months review current policies.
5. Mr. Ringland has commenced work on the operations risk register.
6. The General Manager tabled the draft Legislative Compliance Register at the November 2024 meeting.
7. Conflict training for staff to be re-scheduled for April 2025.

### Relevant Reference Documents/Policies:

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

### Governance issues:

Compliance with the abovementioned documents and policies.

### Financial Implications:

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

### Alternative Solutions/Options:

Not Applicable

### Conclusion:

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

*Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.*

General Risk Management Update
<p><b>Recommendation:</b> That the CMCC ARIC receives and notes the General Managers report on Risk Management Update.</p> <p><b>Moved:</b> <b>Seconded:</b></p>

**Attachments:**

**NIL**

Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.

## ITEM 6.6 QUARTERLY BUDGET STATEMENT – DECEMBER 2024

**REPORTING SECTION:** Executive Services  
**AUTHOR:** Michael Urquhart – General Manager  
**FILE NUMBER:**

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### Summary:

The General Manager reports to the CMCC ARIC 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 \$7,002 for the quarter. The forecast cash result for the year is a deficit of \$4,804.

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

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

Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.

	with additional training undertaken for accreditation		
Other variations	Net of all other variations for the quarter	0	752
	<b>Totals of adjustments</b>	64,000	71,002
	Net adjustment for quarter		(\$7,002)

**Relevant Reference Documents/Policies:**

Local Government Act 1993

Local Government (General) Regulation 2021

Integrated Planning and Reporting Framework

**Governance issues:**

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

**Financial Implications:**

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

**Alternative Solutions/Options:**

Not Applicable

**Conclusion:**

The QBRS as at 31<sup>st</sup> December 2024 provides the CMCC ARIC with information relating to the status of the budget after six (6) months of operation.

**Quarterly budget review statement – December 2024**

**Recommendation:**

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

**Moved:**

**Seconded:**

**Attachments:**

December 2024. Quarterly Budget Review Statement

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 31st December 2024.									
	Year ended	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>INCOME</b>									
<b>Administration</b>									
DPI - NW LLS WAP Grant		\$116,754		\$116,754		\$116,754	\$0	\$116,754	0%
DPI - CW LLS WAP Grant		\$233,833		\$233,833		\$233,833	\$0	\$233,833	0%
LLS Hudson Pear		\$0	\$60,952	\$60,952		\$60,952	\$60,952	\$0	100%
Parkinsonia Control Grant		\$30,000	\$12,350	\$42,350		\$42,350	\$42,350	\$0	
Rubber Vine Project		\$0	\$58,800	\$58,800		\$58,800	\$58,800	\$0	
Constituent Council Contribs		\$616,856		\$616,856		\$616,856	\$616,856	\$0	100%
Interest on Investments		\$35,700		\$35,700	\$7,000	\$42,700	\$21,211	\$21,489	50%
Lease office space		\$18,952		\$18,952	\$1,848	\$20,800	\$2,800	\$18,000	13%
WH&S Incentive Rebate - Unspent grants		\$5,000		\$5,000		\$5,000	\$5,000	\$0	100%
<b>Administration - Total</b>		<b>\$1,057,095</b>	<b>\$132,102</b>	<b>\$1,189,197</b>	<b>\$8,848</b>	<b>\$1,198,045</b>	<b>\$807,969</b>	<b>\$390,076</b>	<b>67%</b>
<b>Private Works</b>									
Private Works Income		\$95,455		\$95,455	(\$25,000)	\$70,455	\$29,279	\$41,176	42%
DPI Unincorporated Area		\$150,000	(\$540)	\$149,460		\$149,460	\$149,460	\$0	100%
DPI Bio Contraol Unit		\$90,000	(\$50,493)	\$39,507		\$39,507	\$39,507	\$0	100%
<b>Private Works - Total</b>		<b>\$335,455</b>	<b>(\$51,033)</b>	<b>\$284,422</b>	<b>(\$25,000)</b>	<b>\$259,422</b>	<b>\$218,246</b>	<b>\$41,176</b>	<b>84%</b>
<b>Other Income</b>									
Plant Income		\$163,782		\$163,782	(\$10,000)	\$153,782	\$94,951	\$58,831	62%
profit on sale of plant		\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
<b>Other Income - Total</b>		<b>\$168,782</b>	<b>\$0</b>	<b>\$168,782</b>	<b>(\$10,000)</b>	<b>\$158,782</b>	<b>\$94,951</b>	<b>\$63,831</b>	<b>60%</b>
<b>Revenue Income - Total</b>		<b>\$1,561,332</b>	<b>\$81,069</b>	<b>\$1,642,401</b>	<b>(\$26,152)</b>	<b>\$1,616,249</b>	<b>\$1,121,166</b>	<b>\$495,083</b>	<b>69%</b>
<b>EXPENDITURE</b>									
<b>Administration Costs</b>									
General Manager's Salary		\$77,249	\$2,751	\$80,000		\$80,000	\$40,000	\$40,000	50%
Contract Administrative Support		\$12,610		\$12,610		\$12,610	\$9,900	\$2,710	79%
Administration Salaries		\$62,100		\$62,100		\$62,100	\$30,934	\$31,166	50%
Contribution by HP, Park and UA		(\$46,000)		(\$46,000)		(\$46,000)	(\$23,000)	(\$23,000)	50%
WH&S Risk Management		\$19,000		\$19,000		\$19,000	\$1,875	\$17,125	10%
Administration travelling and meeting expenses		\$2,000		\$2,000	\$2,600	\$4,600	\$2,332	\$2,268	51%
Audit Fees		\$21,028	(\$2,328)	\$18,700	(\$6,000)	\$12,700	\$8,700	\$4,000	69%
Audit Risk Improvement Committee		\$9,315		\$9,315		\$9,315	\$1,711	\$7,604	18%
Advertising		\$4,500		\$4,500		\$4,500	\$1,210	\$3,290	27%
Printing & Stationary		\$3,500		\$3,500		\$3,500	\$1,030	\$2,470	29%
Postage & Freight		\$1,325		\$1,325		\$1,325	\$540	\$785	41%
Telephone		\$9,669		\$9,669		\$9,669	\$4,513	\$5,156	47%
Bank Charges		\$753		\$753		\$753	\$165	\$588	22%
Legal Expenses		\$1,000		\$1,000		\$1,000	\$0	\$1,000	0%
sundry admin expenses		\$12,000		\$12,000		\$12,000	\$9,947	\$2,053	83%
lease fee expense Walgett		\$15,000		\$15,000		\$15,000	\$8,981	\$6,019	60%
Office maintenance and running expense		\$5,300	\$2,500	\$7,800		\$7,800	\$4,623	\$3,177	59%
IT purchases expensed in year		\$0	\$5,000	\$5,000		\$5,000	\$4,494	\$506	90%
Computer & office equipment maintenance		\$26,000		\$26,000	\$6,250	\$32,250	\$19,111	\$13,139	59%
web site costs		\$1,500		\$1,500		\$1,500	\$0	\$1,500	0%
<b>Administration Costs - Total</b>		<b>\$237,849</b>	<b>\$7,923</b>	<b>\$245,772</b>	<b>\$2,850</b>	<b>\$248,622</b>	<b>\$127,066</b>	<b>\$121,556</b>	<b>51%</b>

*Castlereagh Macquarie County Council Agenda –23<sup>rd</sup> June 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 Guarantee		\$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	\$1,670	\$2,480	40%
Councillors' Meeting Fees		\$19,271		\$19,271		\$19,271	\$7,777	\$11,494	40%
Councillors' Travelling		\$10,278		\$10,278		\$10,278	\$3,717	\$6,561	36%
Councillors' Subsistence - CMCC Mtgs		\$2,745	\$761	\$3,506		\$3,506	\$546	\$2,960	16%
Subscription - Shires Assoc		\$3,815	(\$761)	\$3,054		\$3,054	\$3,054	\$0	100%
Delegates Expenses		\$1,601		\$1,601		\$1,601	\$0	\$1,601	0%
Councillors Superannuation		\$1,024		\$1,024		\$1,024	\$281	\$743	27%
<b>Governance Costs - Total</b>		<b>\$42,884</b>	<b>\$0</b>	<b>\$42,884</b>	<b>\$0</b>	<b>\$42,884</b>	<b>\$17,045</b>	<b>\$25,839</b>	<b>40%</b>
<b>Employee Overheads</b>									
ToolBox Meetings		\$1,441		\$1,441		\$1,441	\$382	\$1,059	27%
Annual Leave		\$42,891		\$42,891		\$42,891	\$16,520	\$26,371	39%
Long Service Leave		\$15,020		\$15,020		\$15,020	\$0	\$15,020	0%
Sick Leave		\$26,902		\$26,902	\$13,000	\$39,902	\$28,880	\$11,022	72%
compassionate leave		\$1,744		\$1,744		\$1,744	\$0	\$1,744	0%
Employee Overheads distributed to works		(\$188,524)	(\$3,000)	(\$191,524)	(\$29,000)	(\$220,524)	(\$114,507)	(\$106,017)	52%
Union Picnic Day		\$1,031		\$1,031		\$1,031	\$0	\$1,031	0%
Public Holidays NEI		\$16,792		\$16,792		\$16,792	\$10,179	\$6,613	61%
Superannuation		\$61,533		\$61,533	\$7,000	\$68,533	\$34,616	\$33,917	51%
Workers Compensation		\$10,868		\$10,868		\$10,868	\$6,432	\$4,436	59%
Protective Clothing		\$2,486		\$2,486		\$2,486	\$610	\$1,876	25%
Staff travel to meetings CCMC 61218		\$0		\$0	\$4,000	\$4,000	\$2,266	\$1,734	57%
Allowances Disability/Climatic		\$692		\$692		\$692	\$0	\$692	0%
Staff Training		\$7,124	\$3,000	\$10,124	\$5,000	\$15,124	\$14,197	\$927	94%
<b>Sub -Total - Employee Overheads</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$425)</b>	<b>\$425</b>	<b>#DIV/0!</b>
<b>Sub Total Administrative Overheads</b>		<b>\$358,490</b>	<b>\$8,408</b>	<b>\$366,898</b>	<b>\$2,850</b>	<b>\$369,748</b>	<b>\$221,928</b>	<b>\$147,820</b>	<b>60%</b>
<b>Employee Overheads - Total</b>									
<b>Destruction of Weeds</b>									
WAP CW		\$434,915		\$434,915		\$434,915	\$176,812	\$258,103	41%
WAP NW		\$214,757		\$214,757		\$214,757	\$73,638	\$141,119	34%
WAP Council roads		\$120,000	(\$30,000)	\$90,000		\$90,000	\$71,557	\$18,443	80%
Parkinsonia project		\$0	\$42,350	\$42,350		\$42,350	\$0	\$42,350	0%
Rubber Vine Project		\$0	\$58,800	\$58,800		\$58,800	\$39,469	\$19,331	67%
Unincorporate Area		\$150,000	(\$540)	\$149,460		\$149,460	\$102,936	\$46,524	69%
Contribution Administration UA		(\$15,000)		(\$15,000)		(\$15,000)	(\$7,500)	(\$7,500)	50%
<b>Destruction of Weeds - Total</b>		<b>\$904,672</b>	<b>\$70,610</b>	<b>\$975,282</b>	<b>\$0</b>	<b>\$975,282</b>	<b>\$456,913</b>	<b>\$518,369</b>	<b>47%</b>
<b>Private Works</b>									
DPI - Biocontrol and Quanda		\$90,000	(\$50,493)	\$39,507		\$39,507	\$11,151	\$28,356	28%
DPI - Hudson Pear containment project		\$0	\$60,952	\$60,952		\$60,952	\$40,408	\$20,544	66%
Cost of Private Works		\$57,267		\$57,267	(\$12,000)	\$45,267	\$22,653	\$22,614	50%
<b>Private Works -Total</b>		<b>\$147,267</b>	<b>\$10,459</b>	<b>\$157,726</b>	<b>(\$12,000)</b>	<b>\$145,726</b>	<b>\$74,212</b>	<b>\$71,514</b>	<b>51%</b>

Castlereagh Macquarie County Council Agenda –23<sup>rd</sup> June 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	\$5,029	\$5,805	46%
Storage Rental		\$4,681		\$4,681		\$4,681	\$2,080	\$2,601	44%
Plant Expenses		\$83,782		\$83,782	(\$10,000)	\$73,782	\$52,492	\$21,290	71%
Depreciation		\$80,000		\$80,000		\$80,000	\$40,000	\$40,000	50%
<b>Other Expenses - Total</b>		<b>\$179,297</b>	<b>\$0</b>	<b>\$179,297</b>	<b>(\$10,000)</b>	<b>\$169,297</b>	<b>\$99,601</b>	<b>\$69,696</b>	<b>59%</b>
<b>Revenue Expenses - Total</b>		<b>\$1,589,726</b>	<b>\$89,477</b>	<b>\$1,679,203</b>	<b>(\$19,150)</b>	<b>\$1,660,053</b>	<b>\$852,653</b>	<b>\$807,400</b>	<b>51%</b>
<b>Net Operating Surplus/(Deficit) after Depreciation</b>		<b>(\$28,394)</b>	<b>(\$8,408)</b>	<b>(\$36,802)</b>	<b>(\$7,002)</b>	<b>(\$43,804)</b>	<b>\$268,513</b>	<b>(\$312,317)</b>	<b>-613%</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		\$5,000	\$0	\$5,000	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>\$0</b>	<b>\$129,000</b>	<b>\$0</b>	<b>\$129,000</b>	<b>0%</b>
<b>Net Capital Surplus/(Deficit)</b>		<b>(\$41,000)</b>	<b>\$0</b>	<b>(\$41,000)</b>	<b>\$0</b>	<b>(\$41,000)</b>	<b>\$0</b>	<b>(\$41,000)</b>	
<b>Summary</b>									
Total Income		\$1,649,332	\$81,069	\$1,730,401	(\$26,152)	\$1,704,249	\$1,121,166	\$583,083	
Total Expenditure		\$1,718,726	\$89,477	\$1,808,203	(\$19,150)	\$1,789,053	\$852,653	\$936,400	
<b>Net Total Surplus/(Deficit)</b>		<b>(\$69,394)</b>	<b>(\$8,408)</b>	<b>(\$77,802)</b>	<b>(\$7,002)</b>	<b>(\$84,804)</b>	<b>\$268,513</b>	<b>(\$353,317)</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	\$5,000	
<b>Net cash result for year Surplus (Deficit)</b>		<b>\$10,606</b>	<b>(\$8,408)</b>	<b>\$2,198</b>	<b>(\$7,002)</b>	<b>(\$4,804)</b>	<b>\$288,638</b>	<b>(\$293,442)</b>	

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Quarterly Budget Review 31st December 2024

**Income Statement**

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

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Statement of Comprehensive Income

	24-25
Net operating result for the year as per the Income Statement	<b>-44</b>
<b>Total Comprehensive Income for the year</b>	<b>-44</b>

**CASTLEREAGH MACQUARIE COUNTY COUNCIL**

Quarterly Budget Review 30th September 2024

**Statement of Financial Position**

<b>ASSETS</b>	<b>24-25</b>
<b>Current Assets</b>	
Cash and cash equivalents	488
Investments	500
receivables	108
Inventories	79
<b>Total Current Assets</b>	<b>1,175</b>
<b>Non-current assets</b>	
Infrastructure, property, plant and equipment	556
Right of use assets	65
<b>Total non-current assets</b>	<b>621</b>
<b>Total Assets</b>	<b>1,796</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	<b>80</b>
Payables	25
Lease liabilities	25
Provisions	175
<b>Total Current Assets</b>	<b>225</b>
<b>Non-current liabilities</b>	
Lease liabilities	40
Provisions	0
<b>Total non-current liabilities</b>	<b>40</b>
<b>Total Liabilities</b>	<b>265</b>
<b>NET ASSETS</b>	<b>1,530</b>
<b>EQUITY</b>	
Accumulated surplus	1,093
Revaluation Reserve	437
Council equity interest	1,530
<b>Total equity</b>	<b>1,530</b>

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

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

*Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.*

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

TABLED AT NOVEMBER 24 MEETING

7. NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTGATIONS  
INVOLVING COUNCIL

ITEM 7.1 INCIDENTS OF FRAUD - NIL

ITEM 7.2 NSW OMBUDSMAN's REPORT - NIL

ITEM 7.3 ICAC ENQUIRIES INVOLVING COUNCIL – NIL

ITEM 7.4 OFFICE OF LOCAL GOVERNMENT - NIL

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

NIL

*Castlereagh Macquarie County Council ARIC – Agenda 20<sup>th</sup> February 2025.*

## 9. GENERAL BUSINESS

## 10. CONFIRM DATE OF NEXT MEETING

**Date: 15<sup>th</sup> MAY 2025**

## 11. CLOSE OF MEETING

**Time: .....**

ITEM 8.8 ARIC MEETING AGENDA – 15<sup>th</sup> MAY 2025



**CASTLEREAGH MACQUARIE COUNTY  
COUNCIL**

**AUDIT, RISK & IMPROVEMENT COMMITTEE  
MEETING**

**AGENDA**

**Thursday 15<sup>th</sup> May 2025**

Michael Urquhart  
GENERAL MANAGER

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Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

## 1. WELCOME & OPENING OF MEETING

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

## 2. APOLOGIES

## 3. DECLARATION OF INTERESTS

*Committee Members/County Council 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.*

*Committee Members/County Council 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.*

*Committee Members/County Council Members must state their reasons in declaring any type of interest.*

Member	Item No.	Pecuniary/ Non-Pecuniary	Reason

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

#### 4. CONFIRMATION OF MINUTES/MATTERS ARISING

##### 4.1 MINUTES OF CMCC ARIC COMMITTEE HELD 20<sup>th</sup> February 2025

Minutes of CMCC ARIC Committee Meeting – 20 <sup>th</sup> February 2025
<p><b>Recommendation:</b></p> <p>That the minutes of the CMCC ARIC Committee meeting held 20<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>

**Attachments:**

Meeting Minutes – 20<sup>th</sup> February 2025.

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

**CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC MINUTES**

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC  
COMMITTEE  
HELD VIA TEAMS ON THURSDAY 20<sup>th</sup> FEBRUARY 2025 COMMENCING AT 4:00PM**

**PRESENT:**

Interim Chair Ms Liz Jeremy  
Committee members Mr. Ron Gillard  
CMCC Delegate Cllr, Noel Kinsey (phone), and General Manager Mike Urquhart.

**ABSENT:** Nil

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

The Chairperson acknowledged the Traditional Owners.

**2.0 Apologies**

NIL

**3.0 Declaration of Interest**

NIL

**4.1 Confirmation of Minutes of the ARIC Meeting Held**

That the Minutes of the ARIC Meeting held on 21<sup>st</sup> November 2024 having been circulated to be confirmed as a true and correct record of that meeting.

Resolved

**5.1 Business Arising**

NIL

**6.1 ARIC Terms of Reference**

NIL

**6.2 RISK MANAGEMENT POLICY**

NIL

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

**6.3 RISK REGISTER**

NIL

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

That;

- (a) The CMCC ARIC receives the General Managers report on Internal Audit
- (b) The CMCC ARIC endorses the actions of the General Manager in progressing a quotation for Internal Audit Services in conjunction with Upper Macquarie and Upper Hunter County Councils.
- (c) Council enters into an agreement with Upper Macquarie and Upper Hunter County Councils for internal audit services, appoints the Upper Macquarie County Council Administration Officer as the Internal Audit Facilitator, and appoints the Castlereagh Macquarie County Council (CMCC) Administration Officer as Internal Audit Co-ordinator for CMCC.

**6.5 UPDATE FROM GENERAL MANAGER ON RISK MANAGEMENT**

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

Resolved

**6.6 QUARTERLY BUDGET REVIEW STATEMENT – DECEMBER 2024**

The ARIC adopted the quarterly Budget Review for 31<sup>st</sup> December 2024.

Resolved

There was some discussion on the long-term financial sustainability of Council given the uncertainty of the WAP funding.

The General Manager advised the Committee that the Minister for Agriculture staff had advised CMCC at its November 24 Ordinary meeting that consideration would be given to a return of the rolling five (5) year funding model for invasive weed control.

This will give some certainty to annual grant funds when Council is compiling its annual budget document.

Committee Member Ron Gillard also mentioned that Council had a sound financial position as shown on its June 24 balance sheet that was presented to the CMCC ARIC by the NSW Auditor General at its November 24 meeting.

**6.7 FINANCIAL PERFORMANCE – CMCC EOY FINANCIALS 2023/2024**

NIL

**7.1 NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTIGATIONS INVOLVING COUNCIL**

NIL

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

**7.2 NSW OMBUDSMAN's REPORT**

NIL

**7.3 ICAC ENQUIRIES INVOLVING COUNCIL**

NIL

**7.4 OFFICE OF LOCAL GOVERNMENT**

NIL

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

NIL

**9.0 GENERAL BUSINESS**

NIL

The Chair pointed out this was the last meeting for Committee Member Ron Gillard as he had taken up a position at Wedin Shire Council. The Chair thanked Ron for his valuable input and dedication to the progress of the CMCC ARIC.

Date of the next CMCC ARIC Meeting to be 15<sup>th</sup> May 2025 via teams.

**Close of Meeting**

The meeting closed at 4.45pm

*Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.*

## **5. BUSINESS ARISING**

5.1 BUSINESS ARISING FROM CMCC ARIC COMMITTEE MEETING HELD 20<sup>th</sup> February 2025.

## **6. REPORTS**

ITEM 6.1 ARIC TERMS OF REFERENCE - NIL

ITEM 6.2 RISK MANAGEMENT POLICY NIL

ITEM 6.3 RISK REGISTER NIL

*Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.*

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

**The General Managers of CMCC, UHWA and CTWA are progressing the appointment of an Internal Auditor to the three (3) County Councils. It is proposed another ARIC meeting be held prior to the 23<sup>rd</sup> June 2025 to appoint the successful applicant.**

**The draft MOU is attached for consideration.**

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

ITEM 6.5 UPDATE FROM THE GENERAL MANAGER ON RISK MANAGEMENT

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

---

**Summary:**

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

**Background:**

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

**Current Position:**

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

1. Provide general WH&S training update for all staff which was conducted at Coonamble on the 14<sup>th</sup> March 2024.
2. Operational Risk register consultation exercise at Baradine on the 29<sup>th</sup> July 2024.
3. Inspection of Council depots by the General Manager and WH&S consultant to assess general compliance with relevant legislation will be conducted in May and June 2024. Mr. Ringland has inspected the Gilgandra depot and was pleased with what he saw. A detailed report will be provided in due course
4. The General Manager and WH&S Consultant shall in the coming months review current policies.
5. Mr. Ringland has commenced work on the operations risk register.
6. The General Manager tabled the draft Legislative Compliance Register at the November 2024 meeting.
7. Conflict training for staff to be re-scheduled for April 2025.
8. New policies adopted by Council at its April 2025 Ordinary meeting.
  - a. Grievance
  - b. Modern Slavery
  - c. Complaints Management
  - d. Fraud & Corruption
  - e. Gifts, Benefits and Bribes
9. The CCMC in conjunction with the Upper Hunter Weeds Authority and Central Tablelands Weeds Authority are progressing the appointment of a joint Internal Auditor with the Internal Audit Co-ordinator based at CTWA.
10. The General Manager shall have an Internal Audit Charter available at the next ARIC meeting.
11. An MOU for the Internal Audit is attached to the agenda.

**Relevant Reference Documents/Policies:**

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

**Governance issues:**

Compliance with the abovementioned documents and policies.

**Financial Implications:**

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

**Alternative Solutions/Options:**

Not Applicable

*Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.*

**Conclusion:**

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

<b>General Risk Management Update</b>
<b>Recommendation:</b>  That the CMCC ARIC receives and notes the General Managers report on Risk Management Update.  <b>Moved:</b> <b>Seconded:</b>

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

The policies below were adopted by Council at its 28<sup>th</sup> April 2025 Ordinary Council meeting.

#### ITEM 6.6 NEW POLICIES

<b>REPORTING SECTION:</b>	Executive Services
<b>AUTHOR:</b>	Michael Urquhart – General Manager

---

**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.

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

New Policies
<p><b>Recommendation:</b></p> <p>That;</p> <ol style="list-style-type: none"><li>1. the report be received</li><li>2. Council adopted the following policies;<ol style="list-style-type: none"><li>(a) Grievance</li><li>(b) Modern Slavery</li><li>(c) Complaints Management</li><li>(d) Fraud &amp; Corruption</li><li>(e) Gifts, Benefits &amp; Bribes</li></ol></li></ol> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

ITEM 6.7 QUARTERLY BUDGET STATEMENT – MARCH 2025

**REPORTING SECTION:** Executive Services  
**AUTHOR:** Michael Urquhart – General Manager  
**FILE NUMBER:**

**Summary:**

The General Manager reports to the CMCC ARIC on the status of the March 2025 Quarterly Budget Review (QBR) Statement. The report outlines the third 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 3 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
	<b>Net adjustment for quarter</b>		(\$4,166)

**Relevant Reference Documents/Policies:**

Local Government Act 1993

*Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.*

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
<p><b>Recommendation:</b></p> <p>That CMCC ARIC adopt the attached Quarterly Budget Review Statement for 31<sup>st</sup> March 2025 as tabled.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

March 2025. Quarterly Budget Review Statement

*Castlereagh Macquarie County Council Agenda –23<sup>rd</sup> June 2025 – Ordinary Council Meeting*

CASTLEREAGH MACQUARIE COUNTY COUNCIL									
Quarterly Budget Review as at 31st March 2025.									
	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>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 –23<sup>rd</sup> June 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 –23<sup>rd</sup> June 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>	

<b>CASTLEREAGH MACQUARIE COUNTY COUNCIL</b>	
Quarterly Budget Review 31st March 2025	
<b>Income Statement</b>	
	<b>24-25</b>
<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	
Net operating result for the year before contributions provided for capital purposes	<b>-399</b>

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

<b>CASTLEREAGH MACQUARIE COUNTY COUNCIL</b>	
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>
Opening balance	1,684
Net operating result for the year	-399
Equity - balance at end of the reporting period	<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>	<b>-316</b>
<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>	<b>-69</b>
<b>Cash flows from financing</b>	
Principal component of lease payments	-25
<b>Net cash flows from financing activities</b>	<b>-25</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>-360</b>
<b>Plus: cash and cash equivalents - beginning of year</b>	<b>916</b>
<b>Cash and cash equivalents - end of year</b>	<b>556</b>
plus: investments on hand - end of year	500
<b>Total cash, cash equivalents and investments</b>	<b>1,056</b>

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

ITEM 6.8 FINANCIAL PERFORMANCE – CMCC EOY FINANCIALS 2023/2024  
AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT

**Tabled at the November 2024 Council meeting.**

**The following report was presented to the County Council on the 28<sup>th</sup> April 2025.**

**The associated documents are attached to the agenda.**

ITEM 6.9 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 22/26 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.

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

**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*

*Delivery Program 2025/26 to 2028/29*

*Operational Plan and Statement of Revenue Policy 2025/26*

*Long Term Financial Plan 202/26 to 2034/25*

*Asset Management Plan 2022/26 to 2034/35*

*Workforce Strategy 2025/26 to 2028/29*

Castlereagh Macquarie County Council ARIC – Agenda 15<sup>th</sup> May 2025.

## 7. NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTGATIONS INVOLVING COUNCIL

ITEM 7.1 INCIDENTS OF FRAUD - NIL

ITEM 7.2 NSW OMBUDSMAN's REPORT - NIL

ITEM 7.3 ICAC ENQUIRIES INVOLVING COUNCIL – NIL

ITEM 7.4 OFFICE OF LOCAL GOVERNMENT - NIL

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

NIL

## 9. GENERAL BUSINESS

## 10. CONFIRM DATE OF NEXT MEETING

**Date: 21<sup>st</sup> August 2025**

## 11. CLOSE OF MEETING

**Time: .....**

## 9. REPORT OF THE GENERAL MANAGER

### ITEM 9.1 COUNCIL'S DECISION ACTION REPORT – JUNE 2025

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

---

**Summary:**

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

**Background:**

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

**Current Position:**

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

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

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

**Relevant Reference Documents/Policies:**

Resolution Register.

**Governance Issues:**

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

**Environmental Issues:**

Nil.

**Stakeholders:**

CMCC Council

**Alternative Solutions/Options:**

Nil.

**Conclusion:**

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

<b>Council's Decision Action Report – June 2025</b>
---

**Recommendation:**

That the Resolution Register June 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.  2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices	GM	Flyers to quarterly rate notices. Information to be advertised in constituent Council newsletter  Media releases have been issued for Harrisia Cactus, St Johns Wort and Hudson Pear, African Box Thorn Filed Days.	Continuing  Continuing
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. May 2025 Requesting Mr. Pallister attend every second Council Meeting.	Continuing
28.04.25	02/25/10	That; (a) Council received 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.	GM	Documents uploaded to website for public access. Advertisement of documents placed with Western Plains App. After the 28 day public exhibition period a Report to June 2025 for adoption.	Completed
28.04.25	02/25/11	That; (a) Council received the Model Code of Meeting Practice document (b) The Model Code of Meeting Practice be placed on public exhibition for a period of 28 days calling for comment from the public.	GM	Documents uploaded to website for public access. Advertisement of documents placed with Western Plains App. After the 28 day public exhibition period a Report to June 2025 for adoption.	Completed
28.04.25	02/25/16	That Council after having considered the Draft Operation Plan for 2025/26, Delivery Program 25/06 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 be placed on public exhibition for a period of 28 days from 5 <sup>th</sup> May 2025 until 4.30pm on 1 <sup>st</sup> June 2025, inviting submission from the public during this time.	GM	Documents uploaded to website for public access. Advertisement of documents placed with Western Plains APP After the 28 day public exhibition period a report to Council for adoption.	Completed

## ITEM 9.2 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:

- 25-05 Onsite Wastewater Management Guidelines
- 25-07 Misuse of council resources – 3 May 2025 Federal election
- 25-08 Local Government Code of Accounting Practice and Financial Reporting 2024/25
- 25-09 PSUP Evaluation 2025
- 25-10 2025/26 Determination of the Local Government Remuneration Tribunal
- 25-11 Free speech in local government in NSW Guideline

### **Governance Issues:**

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

### **Stakeholders:**

Members  
Castlereagh Macquarie County Council staff

### **Financial Implications:**

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

### **Conclusion:**

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

### **Circulars Received from the NSW Office of Local Government**

#### **Recommendation:**

That the information contained in the following Departmental circulars 25-05 to 25-11 from the Local Government Division Department of Premier and Cabinet be received and noted.

#### **Moved:**

#### **Seconded:**

### **Attachments:**

Circulars 25-05 – 25-11

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

Subject/title	Onsite Wastewater Management Guidelines
Circular Details	25-05 / 9 April 2025 / A949851
Previous Circular	<u>23-07 Draft update of the Environment and Health Protection Guidelines: Onsite Sewage Management for Single Households (Silver Book)</u>
Who should read this	General Managers / Environmental Health Officers / Council Water Utilities
Contact	Policy Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Information / Council to implement

### What's new or changing?

The Onsite Wastewater Management Guidelines (the Guidelines - previously known as the Environment & Health Protection Guidelines: On-site Sewage Management for Single Households or Silver Book) have been updated.

The updated Guidelines follow extensive sector consultation and constitute a technical update to capture technological advancements, the latest scientific literature and emerging trends in land use.

### What will this mean for council?

- Councils regulate the installation and operation of onsite wastewater management (OWM) systems and rely heavily on the resources provided in the Guidelines.
- The updated Guidelines will provide councils with increased confidence that their approval processes achieve desired public health and environmental outcomes.

### Key points

- The Guidelines remain the primary reference document for OWM in NSW. They are also referenced by other industry participants, including wastewater consultants, environmental engineers, suppliers, installers and service technicians.

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)



- Feedback on the update was obtained through a survey carried out in late June 2022 and a consultation draft in 2023. This information and feedback helped shape the development of this update.
- The revised Guidelines were developed under the direction of the Office of Local Government (OLG), NSW Health, the Department of Climate Change, Environment, Energy and Water (Town Water Risk Reduction Program) and WaterNSW.
- The update includes a new model OWM strategy that councils may wish to refer to and/or adapt when next reviewing their strategies. It is based on a desktop review of several councils' current strategies to come up with a best practice approach.
- The regular review and updating of OWM strategies is encouraged to ensure they remain relevant and useful tools for operational management of new and existing OWM systems.

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### Where to go for further information

- A copy of the updated Onsite Wastewater Management Guidelines is available on the OLG website at <https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/guidelines-codes-and-practice-notes/>.
- For further information, contact OLG's Policy Team on (02) 4428 4100 or by emailing [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

A blue ink signature of Brett Whitworth.

Brett Whitworth  
Deputy Secretary  
Office of Local Government  
8 April 2025

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

Subject	Misuse of council resources – 3 May 2025 Federal election
Circular Details	Circular No 25-07 / 15 April 2025 / A947232
Previous Circular	22-11 Misuse of Council Resources – May 2022 Federal Election
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Information / Council to implement

### What's new or changing?

- In the lead up to the Federal election on 3 May 2025, councillors, council staff, and other council officials should be aware of and comply with their obligations under the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct) in relation to the use of council resources.

### What will this mean for council?

- It is important that the community has confidence that council property and resources are only used for official purposes.
- Councils are encouraged to ensure that councillors, council staff, and other council officials are aware of their obligations regarding the use of council resources.

### Key points

- The Model Code of Conduct states that council officials must not:
  - use council resources (including council staff), property or facilities for the purpose of assisting their election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for the use of the resources, property or facility.



- use council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material for the purpose of assisting their election campaign or the election campaign of others.
- These obligations apply to all election campaigns including council, State and Federal election campaigns.
- Councils should also ensure that they exercise any regulatory powers in relation to election activities such as election signage in an impartial and even-handed way and in accordance with established procedures and practices.
- Failure to comply with these requirements may result in disciplinary action under the code of conduct.

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#### Where to go for further information

- For more information, contact the Office of Local Government's Council Governance team on 02 4428 4100 or via [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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

Brett Whitworth  
Deputy Secretary  
Office of Local Government

## Circular to Councils

Subject/title	Local Government Code of Accounting Practice and Financial Reporting 2024/25
Circular Details	Circular No 25-08 / 15 April 2025 / A944963
Who should read this	General Managers / Joint Organisation (JO) Executive Officers / Financial accounting business areas
Contact	Policy Team / 4428 4100 / <a href="mailto:code@olg.nsw.gov.au">code@olg.nsw.gov.au</a>
Action required	Council / JOs to implement

### What's new or changing?

- The final Code of Accounting Practice and Financial Reporting (Code) is available to guide the preparation of councils' 2024/25 financial statements.
- A JO supplement to the Code is also available for preparing JO 2024/25 financial statements.

### What will this mean for council/JO?

- The Code must be used by councils and JOs to prepare their annual financial statements in accordance with the *Local Government Act 1993* (LG Act) and the Local Government (General) Regulation 2021.

### Key points

- The Code has been prepared in accordance with the LG Act, the Australian Accounting Standards and other requirements.
- The JO supplement to the Code supports the preparation of JO financial statements.
- Councils and JOs should carefully review the key changes in this year's Code, which are highlighted in yellow and are also detailed within the Summary of Key Changes to the Code 2024/25.
- Notable changes include:
  - A subheading separating depreciation has been included to show results prior



to depreciation, amortization and impairment on the Income Statement.

- Performance indicators have been removed from the 2024/25 Code while they are under review. Please note, OLG will continue to collect and report ratios using data from the Financial Data Return (FDR). Councils may still include these ratios in their annual reports provided they use the existing methodology. In 2025, OLG will consult with councils as part of the performance ratio review process.
- The Code has been developed in consultation with the Code Working Group, which involves key stakeholders, including a range of council representatives, Local Government NSW, the NSW Audit Office, and external auditors.

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### Expressions of interest

- Expressions of Interest are now sought from council financial professionals to join the annual Code Working Group to provide technical input on accounting issues for the 2025/26 Code update.
- The expected commitment schedule is:
  - an initial discussion session (up to 3 hours) in July to address feedback on the existing Code and discuss proposed refinements;
  - a follow-up commentary window (4-6 weeks) in September/October to provide feedback on a draft Code update; and
  - a final meeting (3 hours) in November to confirm final changes and suggestions. Please note that these dates are provisional and subject to confirmation.
- Council financial professionals interested in joining the Code Working Group and have the capacity and technical expertise to participate are encouraged to email [code@olg.nsw.gov.au](mailto:code@olg.nsw.gov.au) by COB 30 May 2025. Final membership of the group will be determined by OLG.

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### Where to go for further information

The 2024/25 Code is available on the Office of Local Government (OLG) website and includes the:

- General Purpose Financial Statements (Section 1)
- Joint Organisations Supplement (Section 2)
- Special Purpose Financial Statements (Section 3)
- Special Schedules (section 4)



- Appendices (Section 5)
- Summary of Key Changes to the Code 2024/25

OLG's Accounting Practice page can be found here:

<https://www.olg.nsw.gov.au/councils/council-finance/financial-reporting/local-government-code-of-accounting-practice-and-financialreporting/>.

OLG also provides a range of finance and accounting training videos, slides, template documents and guidance material on the 'Accounting Guidance' tab of the Council Portal, including webinars for a range of audience including councillors, general managers and finance staff.

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

Brett Whitworth  
Deputy Secretary  
Office of Local Government

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

Subject/title	PSUP Evaluation 2025
Circular Details	Circular No 25-09 / 16 April 2025 / A955489
Previous Circular	<u>23-14 Public Spaces (Unattended Property) Act 2021 – Commencement of Special arrangements for stock animals in emergencies</u> <u>22-31 Commencement of the Public Spaces (Unattended Property) Act 2021.</u>
Who should read this	Councillors / General Managers / Regulatory and Public Space management staff
Contact	Sector Policy and Frameworks Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Response to OLG

### What's new or changing?

- The Office of Local Government (OLG) is evaluating the *Public Spaces (Unattended Property) Act 2021* and the *Public Spaces (Unattended Property) Regulation 2022* (PSUP laws) to assess:
  - the effectiveness of the laws in meeting their objectives
  - the effectiveness of the implementation of the new laws.

### What will this mean for council?

- Councils, other public land managers, industry stakeholders and members of the public are invited to provide feedback on the questions posed in the evaluation survey by **Friday, 13 June 2025**.
- Feedback received will be considered by OLG to inform the identification of short-term or longer-term improvements or additions to tools, activities, or regulation needed to improve operation of the PSUP laws.



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### Key points

- The PSUP laws commenced on 1 November 2022 to help keep our public places safe, accessible, and enjoyable for communities in NSW, now and into the future.
- The laws place the responsibility on property owners to collect items such as bikes, trolleys, vehicles, and animals left in public spaces.
- Councils and other authorities have the power to take a risk-based approach to move or remove unattended property from public spaces, direct owners to collect their property, and issue fines.
- After 2 years of implementing the laws, it's important to ensure that unattended property can be appropriately dealt with to keep public spaces safe and enjoyable.
- OLG is seeking feedback from community, operators, councils and other public land management authorities to evaluate the effectiveness of the PSUP laws since they commenced.
- The evaluation will carefully consider where the laws are working well, any key concerns with the laws, and what measures may be taken to support effective implementation into the future.
- Key issues such as timeframes and definitions in the laws, powers available to authorities and their use, and the nature and impact of offences and penalties, will be addressed.
- Outcomes of the evaluation will include identification of short-term or longer-term improvements or additions to tools, activities, or regulation needed to improve operation of the PSUP laws.

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### Where to go for further information

- Further information on the evaluation, including access to the online survey and an editable submission form, is available on OLG's website – <https://www.olg.nsw.gov.au/public/about-councils/laws-and-regulations/public-spaces-unattended-property-act-2021/>, or by contacting the Sector Policy and Frameworks team on 02 4428 4100 or via email at [unattendedproperty@olg.nsw.gov.au](mailto:unattendedproperty@olg.nsw.gov.au).

A handwritten signature in black ink, appearing to read 'Erica van den Honert'.

Erica van den Honert  
Executive Director, Sector Delivery  
Office of Local Government

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

Subject/title	2025/26 Determination of the Local Government Remuneration Tribunal
Circular Details	Circular 25-10 / 21 May 2025 / A958620
Previous Circular	<u><a href="#">Council Circular 24-08 2024/25 Determination of the Local Government Remuneration Tribunal - Office of Local Government NSW</a></u>
Who should read this	Councillors / General Managers
Contact	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement

### What's new or changing?

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 3% to mayoral and councillor fees for the 2025-26 financial year, with effect from 1 July 2025.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2023 determination and will next review these categories in 2026.
- The Tribunal found that the allocation of most councils into the current categories continued to be appropriate having regard to the 2023 review, the current category model and criteria, and the evidence put forward in the submissions received.
- However, the Tribunal has reclassified Mid Coast Council from a Regional Centre to Regional Strategic area with effect from 1 July 2025, as a result of its meeting the required criteria.



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### What will this mean for council?

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2025 based on the Tribunal's determination for the 2025-26 financial year.

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### Key points

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

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### Where to go for further information

- The Tribunal's report and determination is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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

Brett Whitworth  
Deputy Secretary, Office of Local Government

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

Subject/title	Free speech in local government in NSW Guideline
Circular Details	Circular No 25-11 / 03 June 2025 / A963853
Previous Circular	N/A
Who should read this	Councillors / General Managers / Council Governance Staff / Complaints Coordinators / Conduct Reviewers
Contact	Council Governance/ (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement

### What's new or changing?

- The Office of Local Government (OLG) has issued a guideline on free speech in local government in NSW (the Free Speech Guideline). The Free Speech Guideline is available on OLG's website [here](#).
- The Free Speech Guideline provides practical guidance to councils on what free speech means in the context of NSW local government.

### What will this mean for council?

- The Free Speech Guideline has been adopted as a guideline under section 23A of the *Local Government Act 1993* (the Act).
- Councils and council officials must take the Free Speech Guideline into consideration when exercising their functions.
- The Free Speech Guideline is also to be considered by conduct reviewers when dealing with code of conduct matters that have been referred to them.

### Key points

The Free Speech Guideline provides guidance on the following:

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)



- the implied freedom of political communication under the Australian Constitution and how free speech is regulated in Australia
- why the ability to engage freely with the community is central to a councillor's role as an elected representative prescribed under the Act
- the relevant provisions of the Model Code of Conduct for Local Councils in NSW that recognise the importance of public comment by councillors and how they should be applied by councils to ensure they do not unduly inhibit free speech
- the protections available to councillors in relation to civil liability for defamation
- the meeting rules constraining what can be said at council and committee meetings, how they can be applied and the relationship between these and the enforcement mechanisms available under councils' codes of conduct
- how council media and social media policies should be applied so as not to unduly constrain councillors' ability to engage with the community via the media and online.

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### Where to go for further information

- The Free Speech Guideline is available on OLG's website [here](#).
- For further information please contact the Council Governance Team on 02 4482 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

Brett Whitworth  
Deputy Secretary, Office of Local Government

## ITEM 9.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30<sup>th</sup> APRIL 2025 & 31<sup>st</sup> MAY 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> May 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> May 2025 are compliant with the Relevant Reference Documents and Policies listed later in this report.

### Current Position:

Council at 31<sup>st</sup> May 2025 held a total of \$1,332,067.85 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.

### 30<sup>th</sup> April 2025

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$38,885.09	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>\$1,038,885.09</b>				

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

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$332,067.85	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>\$1,332,067.85</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> May 2025, Council's available cash and invested funds totalled \$1,332,067.85

**Cash and Investment Reports – 30<sup>th</sup> April 2025 and 31<sup>st</sup> May 2025**

**Recommendation:**

That the investment report for 30<sup>th</sup> April 2025 and 31<sup>st</sup> May 2025 be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Nil

## ITEM 9.4 MEMBERS FEES, LOCAL GOVERNMENT RENUMERATION TRIBUNAL

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

### Summary:

This report sets out the Local Government Remuneration Tribunals range of fees for Councillors/Members and Mayor/Chairperson within each category for 2025/2026. The County Council section includes Castlereagh Macquarie County Council.

### Background:

The Remuneration Tribunal in accordance with section 239 and 241 of the Local Government Act 1993 each year makes its determination for the annual fees payable to Chairperson's and Members of County Council's. Under sections 248 (4) and 249 (4) of the Act a Council that does not fix its fees must pay the appropriate minimum fee determined by the Remuneration Tribunal.

### Current Position:

The tribunal has increased the fees for the forthcoming year by 3.00% in the minimum and maximum fees applicable to each category.

The table below sets out the new fee structure applicable for 2025/2026 and 2024/2025. Council must now formally adopt fees within the range as shown in Table 1.0. The Chairperson fee is paid in addition to the Member fee.

**Table 1.0**  
**2025/2026**

<b>Category "County Councils" Fees</b>	<b>Category Minimum</b>	<b>Category Maximum</b>
Chairperson	<b>4,490</b>	<b>12,670</b>
Member	<b>2,090</b>	<b>6,930</b>

**Table 2.0**  
**2024/2025**

<b>Category "County Councils" Fees</b>	<b>Category Minimum</b>	<b>Category Maximum</b>
Chairperson	<b>4,360</b>	<b>12,300</b>
Member	<b>2,030</b>	<b>6,730</b>

Castlereagh Macquarie County Council has traditionally set the fees at a minimum for both Chairperson and Member. Currently the annual fees payable to Members and the Chairperson for the 2024/2025 financial year are the minimum fee fixed at \$2,030 per annum for a Member, and an additional fee of \$4,360 for the Chairperson.

### Determination

In making its determination, the Remuneration Tribunal reviewed the key economic indicators, including:

• *Consumer Price Index for the 12 months to December each year* • *Wage Price Index for the 12 months to December each year* • *Full-time average weekly ordinary time earnings for the 12 months to November each year* • *NSW Public Sector Salaries increases* • *Local Government State Award increases* • *IPART Rate Peg Base Cost Change* • *Public Service Senior Executive remuneration determinations, by the Statutory and Other Offices Remuneration Tribunal, and* • *State Members of Parliament Basic Salary remuneration determinations by the Parliamentary Remuneration Tribunal.*

101. On this occasion the Tribunal has determined that a 3% increase will apply to the minimum and maximum fees applicable to existing categories.

Superannuation contribution payments

*An amendment to the Local Government Act 1993 permits Council to resolve on superannuation contribution payments to Councillors/Members, effective from 1 July 2022. This would be payable at the same frequency as the Councillor/Member fees (monthly) at the current rate of 11.0%, which is equivalent to amount under the Commonwealth superannuation legislation if the Councillor/Member were an employee of the Council. The rate will increase by 0.5% percent each year until 1 July 2025 when it reaches 12%. This payment is in addition to Councillor/Member fees.*

In order to make a superannuation contribution payment, Council in June 2023 formally resolved to pay the superannuation contribution to its members, effective the 1<sup>st</sup> July 2022.

A Councillor who does not wish to receive a superannuation contribution payment, may agree in writing to forgo or reduce the payment.

**Relevant Reference Documents/Policies:**

Local Government Act 1993

Local Government Tribunal Annual Report and Determination 17<sup>th</sup> April 2025.

**Governance issues:**

Council is obliged to adopt a Chairperson and Member fee for the forthcoming financial year in accordance with the provisions as set out in the Local Government Act 1993.

**Environmental issues:**

Nil

**Stakeholders:**

Castlereagh County Council

Castlereagh County Council Members'

**Financial Implications:**

The 2025/2026 Operational Plan has made provision for the Member fees of \$19,734 (\$1,166 adjustment required at September QBR) and a Chairperson fee of \$4,250 pa (Adjustment of \$240 required at September QBR). A superannuation allocation of \$1,049 has been made for 25/26.

**Alternative Solutions/Options:**

Council may adopt an alternate fee.

**Conclusion:**

The report recommends that Council adopt the minimum fee for Members and Chairperson for 2025/2026.

**Member Fees, Local Renumeration Tribunal**

**Recommendation:**

That the Member fees be set at the minimum level set by the Local Government Renumeration Tribunal for a County Council Category.

- a) The Member fee for 2025/2026 be fixed at \$2,090
- b) The Chairperson fee for 2025/2026 be fixed at \$4,490
- c) Makes a superannuation contribution payment of 12% to its Members in accordance with section 254B of the Local Government Act 1993.

**Moved:**

**Seconded:**

## ITEM 9.5 DRAFT 2025/26 OPERATIONAL PLAN, 2025/26 to 2034/35 BUSINESS STRATEGIC PLAN, 2025/26 to 2028/29 DELIVERY PROGRAM AND LONGTERM FINANCIAL PLAN 2025/26 to 2034/35 INCLUDING ASSET MANAGEMENT & WORKFORCE PLAN

**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, LTFP 25/26 to 34/35, Asset Management Plan & Workforce Plan be formally adopted as required under the Local Government Act 1993 after considering any submissions.

### **Background**

The abovementioned Plans were placed on exhibition on 5th May 2025, and public comment invited with submissions closing at 4.30pm on the 1st June 2025.

### **Current Position**

There were no submissions received during the exhibition period.

### **Relevant Reference Documents/Policies**

Local Government Act 1993 and Integrated Planning and Reporting legislation.

Local Government Act 1993

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

Land Managers in the Castlereagh County Council area

### **Financial Implications**

Provision is made in the 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, LTFP 25/26 to 34/35, Asset Management Plan & Workforce Strategic Plan. The Operational Plan 2025/26 (Scenario 1) have been on display for the statutory 28 days, and it is now recommended they be formally adopted.

### **Recommendation:**

That Council not having received any submissions by the 1st June 2025 now formally adopts the Operational Plan for 2025/26 (Scenario 1), 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 25/26 to 34/35 and Workforce Strategy 25/26 to 28/29.

**Draft Operational Plan 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 25/26 to 34/35 and Workforce Strategy 25/26 to 28/29.**

**Recommendation:**

That Council not having received any submissions by the 1<sup>st</sup> June 2025 now formally adopts the Operational Plan for 2025/26 (Scenario 1, 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 25/26 to 34/35 and Workforce Strategy 25/26 to 28/29.

**Moved:**

**Seconded:**

**Attachments:**

Nil

## ITEM 9.6 ADOPTION CODE OF CONDUCT

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

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**Summary:**

This report presents the *CMCC Model Code of Conduct for Local Councils in NSW* and Procedures for adoption after the 28 day display period.

**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. Council at its April 2025 meeting resolved to place the Model Code of Conduct on public display calling for comment from the public.  
Council has not received any submissions during the exhibition period.

**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 having not received any submissions from the public now formally adopt the Model Code of Conduct.

Adoption of Model Code of Conduct
<p><b>Recommendation:</b></p> <p>Council now formally adopts the <i>Model Code of Conduct</i> document.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

**Attachments:**

Nil

## ITEM 9.7 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 adoption after the 28 day public display period.

### **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 Meeting Practice within 12 months of a new term of Council. Council at its April 2025 meeting resolved to place the Model Code of Meeting Practice on public display calling for comment from the public. Council has not received any submissions during the exhibition period.

### **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 having not received any submissions from the public now formally adopts the Model Code of Meeting Practice.

Adoption of Model Code of Meeting Practice
<p><b>Recommendation:</b></p> <p>Council now formally adopts the <i>Model Code of Meeting Practice</i> document.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p>

## ITEM 9.8 MOU INTERNAL AUDIT & INTERNAL AUDIT CO-ORDINATOR

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

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### **Summary:**

This report is presented to the Council for approval of various undertakings, in order for compliance with the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023.

### **Background:**

It is a requirement under the ARIC legislation for Council to implement an Internal Audit program, appoint an Internal Auditor and appoint an Internal Audit Co-ordinator. Councils are not required to appoint a member of staff to direct and coordinate their internal audit activities if the council has entered into an agreement with other councils to share the internal audit function and one of the participating councils has appointed a member of staff to direct and coordinate internal audit activities on behalf of all the participating councils (section 216P).

### **Current Position:**

The County Council Network Councils of Upper Hunter, Upper Macquarie and Castlereagh County Council have all agreed to seek a quotation as a group for Internal Audit services as it's a legislative requirement that Council has an Internal Audit program.

It is hoped that a common internal audit program and common Internal auditor service for all three (3) Councils will result in cost savings for the group.

On 5<sup>th</sup> February 2025 the Network General Managers met with representatives of LG Procurement to discuss a Request for Quotation via Vendor Panel platform for Internal Audit Services for the three (3) Councils. It was agreed the UMCC Administration Officer be the Vendor Panel (VP) point of contact for the RFQ and undertake appropriate VP training.

Discussions also included the Standing Offer Deed (SOD) which is the Agreement between LGP and the approved supplier. Details of schedule "D" of the SOD were also discussed, and this is the agreement between Council and the approved supplier.

In order for the joint arrangement to work seamlessly, it was agreed by all three (3) parties that a Memorandum of Understanding (MOU) was required to identify a workable process and assign various obligations to each of the stakeholders including the Internal Audit firm. All three (3) County Council ARIC's have reviewed the MOU, and the attached document is the final version issued to LG Procurement. The term of this appointment is for three (3) years commencing 1<sup>st</sup> July 2025.

UMCC has lodged the Quotation Request with LG Procurement, and it's anticipated a panel of applicants will be available in the coming weeks with appointment of a successful Internal Audit firm before the 30<sup>th</sup> June 2025.

### **Relevant Reference Documents/Policies:**

Local Government Act 1993

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023

OLG NSW Guidelines for Risk Management and Internal Audit

### **Governance issues:**

Compliance with the abovementioned documents and policies.

### **Financial Implications:**

Council has made a small provision in its annual budget for an Internal Audit Services in addition to the cost of the ARIC.

**Alternative Solutions/Options:**

Not Applicable

**Conclusion:**

The General Manager highly recommends Council participate in this joint venture arrangement and that CMCC appoints the UMCC Biosecurity Administration Manager as its Internal Audit Coordinator. The assessment panel shall firstly consider the quotations, then the General Manager will consult with the Chairman to discuss the panel and preferred applicant prior to appointment.

**MOU Internal Audit & Internal Audit Coordinator**

**Recommendation:**

That;

- (a) Council endorses the actions of the General Manager in progressing a quotation for Internal Audit Services in conjunction with Upper Macquarie and Upper Hunter County Councils.
- (b) Council enters into a Memorandum of Understanding (MOU) with Upper Macquarie and Upper Hunter County Councils for the Internal Audit Services.
- (c) Council formally appoints the Upper Macquarie Council's Biosecurity Administration Manager as the Castlereagh Macquarie County Council Internal Audit Coordinator.
- (d) The Chairman and General Manager be authorised to appoint on Councils behalf, an appropriately qualified Internal Audit Firm for the shared Internal Audit arrangement for a three (3) year period commencing 1<sup>st</sup> July 2025.
- (e) The Chairman and the General Manager be authorised to execute the relevant documents.

**Moved:**

**Seconded:**

**Attachments:**

Memorandum of Understanding

## **Memorandum of Understanding**

Castlereagh Macquarie County Council

and

Upper Hunter County Council

and

Upper Macquarie County Council

for the

## **Shared Internal Audit Function**

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## 1. Interpretations

### 1.1 Headings

All headings throughout this Memorandum of Understanding have been inserted for the purpose of ease and reference only and shall not define, limit or affect the meaning or interpretation of this Memorandum of Understanding or any instrument created pursuant to or in accordance with it.

### 1.2 Definitions

In this Memorandum of Understanding and any instrument created pursuant to or in accordance with it, unless the context otherwise requires:

**ARIC means** Audit Risk and Improvement Committee.

**CMCC** means the Castlereagh Macquarie County Council, being a party to this MoU.

**Council** means Local Government Councils proclaimed under the Local Government Act 1993.

**County Council** means Local Government County Councils proclaimed under the Local Government Act 1993.

**EIAP** means the External Internal Audit Provider(s) engaged by the parties to the agreement.

**General Managers** means the General Managers of the Parties of the agreement listed in Clause 4.

**Host Council** means the Upper Macquarie County Council.

**Internal Audit Coordinator (IAC)** means the shared audit coordinator for the Parties.

**MoU** means this Memorandum of Understanding and all Annexures.

**Partners** means CMCC and UHCC as parties to the agreement.

**Parties** means councils that are a party to the MoU as listed in Clause 2.

**Shared Internal Audit Function (SIAF)** means the contracted Internal Auditor(s) and Internal Audit Coordinator shared by the Parties.

**UHCC** means the Upper Hunter County Council, being a party to this MoU.

**UMCC** means the Upper Macquarie County Council, being a party to this MoU.

### 1.3 General

In this MoU and any instrument created pursuant to or in accordance with it, unless the context otherwise requires:

- a) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under, that legislation or legislative provision.
- b) the singular includes the plural and vice versa.
- c) where an expression is defined, another grammatical form of that expression has a corresponding meaning.
- d) where an expression is defined anywhere in the MoU it has the same meaning throughout.
- e) for the purposes of this MoU a reference to a “partner” or “alliance”, or any variation including but not limited to “partnering” and “partnership” does not create, refer to or imply a legally binding partnership between the Parties; and
- f) the parties acknowledge and agree that this MoU does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of any Party.

## 2. The Parties

The Parties of this Memorandum of Understanding are:

- Castlereagh Macquarie County Council
- Upper Macquarie County Council
- Upper Hunter County Council

## 3. Purpose of the Memorandum

The purpose of this MoU is to document the agreement between the **Parties** to share an Internal Audit Coordinator and jointly contract for Internal Audit Services. The activities that each of the entities will be undertaking in relation to this MoU are outlined in Clause 5 of the agreement.

This document sets out the principles that the **Parties** wish to adopt in undertaking the **Shared Internal Audit Function (SI AF)**. This includes the implementation of activities undertaken individually or in collaboration by the **Parties** to the MoU.

## 4. Background

The *Local Government Act 1993* ('**Act**') and *Local Government (General) Regulation 2021* ('**Regulation**') require each council (including county councils) in NSW to have an independent internal audit function that reports to their respective ARIC and is consistent with current international standards for internal audit.

The role of the internal audit function is to provide independent advice as to whether the council is functioning effectively and the council's internal controls to manage risk are working. The governing body and General Manager of a council must ensure that the council's internal audit function is sufficiently resourced to carry out its work effectively.

The *Risk Management and Internal Audit for local government in NSW Guidelines* (**Guidelines**) instructs how councils appoint and manage their internal audit functions. The internal audit function can be fulfilled in-house from within a council's existing organisational structure by appointing a council employee with sufficient skills, knowledge, experience and integrity to undertake and/or coordinate the audit activities and report to council's ARIC.

The staff member performing an in-house internal audit function is required to have the skills and functional independence necessary to independently assess and report on the way the council operates. The role must not be combined with the role of the General Manager or chief financial officer as it will create unresolvable conflicts of interest.

The **Guidelines** allows councils with limited resources to share an internal audit function. Councils can also outsource the function to an internal audit or accounting firm or firms, or an individual practitioner. Where councils outsource their internal audit function, the in-house coordinator is not directly involved in the conduct or supervision of the audit with their role limited to the coordination and administration of the function. Although the coordinator must be a council employee, the coordinator can undertake the role for other councils within a shared internal audit function.

The **Parties** to this **MoU** have agreed to enter into a **SIAP** including funding and employing a shared internal audit coordinator and contracting external provider(s) to perform internal audits.

## 5. Roles and Responsibilities

### 5.1 Host Council

The Parties agree to appoint the Upper Macquarie County Council as the **Host Council** of the **SIAF**.

As **Host Council** for the **SIAF**, **UMCC** agrees to:

- a) Appoint or dismiss the internal audit coordinator (**IAC**) only after consultation with the **Partners'** General Managers and respective **ARIC Chairs**.
- b) Provide the internal audit coordinator with the necessary resources to fulfil the role.
- c) Facilitate the appointment of the shared external internal audit provider(s)
- d) Provide access and supply requested information to **EIAP**.
- e) Provide **Partners** to the MoU an estimate of the next financial year's administration costs of **SIAF** by 1 February each year of the term of the agreement.
- f) Invoice each partner their share of the next financial year's **SIAF** budget by 1 June each year of the term of the agreement

### 5.2 Partners Roles

As partners in the **SIAF**, **CMCC** and **UHCC** agree to:

- a) Provide access and supply requested information to **EIAP** and **IAC**
- b) Ensure **IAC** is supplied with the Party's annual and four-year strategic audit plan
- c) Ensure that each partner's respective **ARIC** has independent access to **IAC**
- d) Provide the **Host Council** with agreed funding associated with **IAC** administration of their respective internal audit function.

### 5.3 Internal Audit Coordinator

The internal audit coordinator's role is to:

- a) manage contracts with external provider(s) on behalf of all Parties in the shared arrangement

- b) liaise with the **ARICs** and General Managers of the Parties
- c) coordinate the completion of audits by the external provider in line with each **Party's** annual and four-year strategic work plans
- d) provide audit reports by the external provider to the relevant **ARIC** and General Manager
- e) monitor implementation by each **Party's** corrective actions arising from the findings of audits and report progress to the relevant **ARIC**
- f) assist each **Party's ARIC** to ensure their internal audit activities comply with the Local Government Regulation and these Guidelines, and
- g) maintain separate and confidential information for each **Party**.

The **IAC** reports administratively to the General Manager (or their delegate) of the host council.

The **IAC** will arrange for a meeting to be held (online or in person) each year in February during the term of the agreement of the parties' Audit Risk and Improvement Committee Chairs. The purpose of the meeting will be for the Chairs to discuss **ARIC** Internal Audit Plans, the previous year's performance of **IA**, and to put forward performance improvement suggestions.

## 6. Allocation of Costs

The **Parties** agree to each pay one third of the total cost of **SIAP** providing:

- a) Each **Party's** annual audit plan contains the same number of annual internal audit hours and dollars spent
- b) Annual audits are conducted on similar functions of each of the **Parties**
- c) In the event where a **Party** decides to vary their agreed audit plan, the **Party** will pay any additional costs incurred by the **Host Council** and **Shared Internal Audit Provider(s)**.

## 7. Term of Agreement

The term of this MoU is for a period of three years commencing 1 July 2025.

## 8. Termination of Agreement

If one of the parties decides to remove themselves from the **SIAF**, they must give each of the other parties at least six months' notice, in writing, prior to 30 June of each year of the term of the agreement, and their exit date may not be before 31 December of subsequent financial year.

## 9. Insurances

Each party agrees to be responsible for effecting and maintaining its own insurances.

## 10. Dispute Resolution

Should a dispute arise, Parties will negotiate in good faith. If a resolution of the dispute is not reached after negotiation between the parties, the matter will be referred to the **Parties'** respective ARICs. The **ARIC** will then make recommendations to the General Managers. In the event of a dispute that cannot be settled, NSW Office of Local Government will be asked to advise on the appropriate course of action and the **Parties** agree to act reasonably in adopting that course of action.

## 11. Governing Law

This MoU will be governed by the laws of the State of New South Wales and the Parties agree to submit to the non-exclusive jurisdiction of the courts having jurisdiction in New South Wales.

## ITEM 9.9 NEW POLICIES & PLANS

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

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### **Summary:**

Council from time to time must introduce new policies or plans 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 and ARIC legislation 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. Staff Travel & Related Expenses Policy
2. Cyber Security and Incident Response Policies x 3
3. ICT System Change Policy
4. Risk Management Framework
5. Internal Audit Charter
6. Disaster Recovery and Business Continuity Plan

### **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 and Plans**

### **Recommendation:**

That;

(a) the report be received

(b) Council adopts the following policies and plans

- Staff Travel and Related Expenses Policy
- Cyber Security and Incident Response policies x 3
- Risk Management Framework
- Internal Audit Charter
- Disaster Recovery and Business Continuity Plan
- ICT System Change Policy

**Moved:**

**Seconded:**

### **Attachments:**

- Staff Travel and Related Expenses Policy
- Cyber Security and Incident Response policies x 3
- Risk Management Framework
- Internal Audit Charter
- Disaster Recovery and Business Continuity Plan
- ICT System Change Policy



## Staff Travel & Related Expenses Policy

Adoption Date:

Review Date:

Responsible Officer: General Manager

### SCOPE

This policy applies to all permanent, temporary or casual employees requiring to travel for Castlereagh Macquarie County Council (CMCC) in the normal course of their day to day activities while incurring expenditure on Council's behalf.

### OBJECTIVES

The purpose of this policy is to outline the entitlements for staff when travelling on behalf of the Council for training, conference or other work related activity (meeting etc) approved by the General Manager. The policy seeks to ensure consistency, accountability and transparency when incurring the expense for Council and any re-imbursement of travel and related expenses.

### COMMENCEMENT OF POLICY

This Policy will commence on adoption by Council. It replaces all other Staff Travel expenses policies (whether written or not).

### POLICY

#### **Approval**

Prior to booking or embarking on travel for the purpose of training, conference, meeting or other work related activity where travel or related expenses are likely to be incurred, officers must first gain written approval from the General Manager. Where travel is required to attend training or a conference, a *Staff Training Approval* form must be completed.

#### **Booking**

All travel bookings are to be made through the Administration Officer (purchasing procedures must still be followed). A copy of the approved *Staff Training Approval* form must be supplied.

All registration, travel and accommodation will be pre-booked by the Administration Officer and pre-paid by Council's Purchase Order/Corporate Credit Card.

#### **Travel**

Employees are to travel via the most practical and direct route, using the most economical and efficient mode of transport.

Where possible Council owned vehicles should be used for travel. Personal vehicles may be used with the prior approval of the General Manager where a Council owned vehicle is unavailable. Officers are encouraged to car pool where practical. In the case of the use of a private vehicle, employees shall be reimbursed a kilometer rate as per the Local Government State Award.

Travel outside of ordinary working hours will be in the employee's time unless specifically approved otherwise by the General Manager. This includes travel on a weekend, early morning or evening for

a conference / meeting / training during working hours.

Any travel transfer expenses associated with employees' travel will be reimbursed on production of receipts e.g. public transport fees, parking fees.

Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending to Council business, will be the responsibility of the employee incurring the fine.

#### ***Interstate Travel***

Interstate travel is to be approved by the General Manager.

#### ***Accommodation***

Council will pay for reasonable expenses incurred for overnight accommodation. Where possible the maximum standard for accommodation should be four star rating however where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical.

#### ***Private Accommodation***

Should an officer choose to stay in private accommodation (e.g. with friends or family) the officer is not entitled to claim costs for accommodation.

#### ***Meals***

If meals (breakfast, lunch or dinner) are not supplied to employees attending training and approved functions or as part of the accommodation package, employees are entitled to reimbursement of actual meal expenses. If an officer is staying at accommodation where meals, for example breakfast, can be included in the accommodation package it is acceptable to book and prepay for meals at the same time as booking accommodation. Meal costs will be reimbursed upon provision of receipts. Maximum reimbursement for each meal will be as follows in accordance with the ATO determination for County Areas.

- Breakfast \$30.35
- Lunch \$34.65
- Dinner \$59.75

**Council shall NOT incur the cost of any alcoholic beverages whilst staff are travelling on Council business or attending meetings/conferences.**

#### ***Exclusions***

Should a meal/s be provided to the officer as part of their duties, for example a meal at a conference the officer is not entitled to claim for meal expenses.

Reimbursement will only be provided for beverages/snacks between meals in extreme cases on approval from the General Manager.

Tipping expenses will not be reimbursed.

#### ***Payment of Travel Expenses***

Reimbursement of meal expenses and travel will occur upon completion of the travel and the submission of an approved *Staff Travel Expense Reimbursement* form including receipts to Accounts Payable. The funds will be paid directly into the officer's bank account.

#### ***Overtime/TOIL***

Payment of any overtime for attendance or travelling to a conference or training will not be eligible. Accrual of TOIL for travelling is also not eligible. Accrual of TOIL for attendance will not be eligible unless the training or event is outside normal working hours e.g. on a Saturday or Sunday. In that instance TOIL may be accrued for the actual duration of the event up to a maximum of standard daily hours.

#### AUDIT AND REVIEW

This policy shall be reviewed every three years or as required due to changes in legislation.

Version	Adopted Date	Minute No.	Details of Review
1			



## **Incident Response Plan: Ransomware**

Incident Response Plan: Ransomware  
Security Policy

Contents

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Incident Response Plan: Ransomware  
Security Policy

## 1 Introduction

Ransomware is an increasingly common form of malware which typically encrypts files, so preventing them being used. Many forms of ransomware will do this on the infected computer and then attempt to spread across the network to other computers, encrypting as they go. The files cannot be decrypted without a specific key, which is held by the attacker who demands a ransom to be paid, usually in cryptocurrency, before the key may be released to the infected organisation.

In addition to those forms of ransomware that encrypt files, other forms may do one or more of the following:

- Steal data that the attacker then demands a ransom not to release or publicise
- Render computers inoperable by encrypting vital system files
- Restrict access to files without encrypting them

A ransomware attack typically begins by a single computer becoming infected with the malware, often via a phishing email (containing a link or an attachment) or a compromised website. Once the malware is installed on the infected computer, it calls base across the Internet to obtain an encryption key from the attacker. It then uses this key to start encrypting data and attempts to spread itself to other computers and network storage. At some point after sufficient data has been encrypted (which could be several months after first infection), the malware issues a ransom demand with basic information about what has happened and how to pay.

This incident response plan describes the steps that must be taken to manage a ransomware attack and attempt to limit its impact.

This control applies to all systems, people and processes that constitute the organisation's information systems, including board members, directors, employees, suppliers and other third parties who have access to Castlereagh Macquarie County Council systems.

The following policies and procedures are relevant to this document:

- *Information Security Incident Response Procedure*

Incident Response Plan: Ransomware  
Security Policy

## 2 Responding to a ransomware attack

There are a number of steps that must be carried out by Castlereagh Macquarie County Council to respond to a ransomware attack, so that the impact on the organisation is minimised and recovery may take place as quickly as possible. These steps must be coordinated with the actions set out in the *Information Security Incident Response Procedure* which provides an overall framework for the management of such incidents. The steps below are organized to fit in with this framework.

### 2.1 Detection and analysis

This plan begins from the point at which it has been confirmed that an incident is a ransomware attack. This confirmation is likely to result from a ransom demand being made, either by the malware itself or by a third party, for example via email. However, the plan may also be invoked if there is a reasonable belief that a ransomware attack is underway, as an early response is key to limiting the impact.

### 2.2 Containment

Since ransomware will attempt to spread to other computers and devices, it is important to disconnect those that are known to be infected from the network. This will involve removing network cables from the hardware and turning off any Wi-Fi or other wireless connections (such as Bluetooth) as soon as possible. Any other storage devices attached to the infected machines must also be removed.

If the extent of the infection is unclear, it may be appropriate to remove connections between network segments in order to prevent spread. If possible, remove connections to important data that has not been affected, for example key database servers or network attached storage.

In parallel with containment activities, efforts must be made to identify the ransomware involved. If a ransom request has already been received, this may include information about the malware. Various resources are available to help organisations that have been affected by ransomware, including obtaining encryption keys, but they rely upon a clear definition of the malware involved.

Our Managed Service Provider, vendors of anti-malware software and external consultants available via our cyber-insurance company may also have resources available to help.

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## 2.3 Eradication

Once the identity of the ransomware has been established, there are three main options to eradicate the infection:

1. Pay the requested ransom
2. Attempt a clean-up to remove the ransomware
3. Perform a full recovery from backup

**In agreement with the recommendations of law enforcement agencies, it is Castlereagh Macquarie County Council's Policy that ransoms will not be paid in these circumstances.** Although there are publicised cases of ransoms being paid, there is no guarantee that a solution will be provided by the attacker, and there have been cases where a ransom was paid shortly before the attacker was brought down by law enforcement, resulting in no encryption keys being issued. However, paying the ransom remains an option which top management may consider.

There are websites which make software available to attempt to remove ransomware, but these are very dependent on the specific strain of malware involved. Ransomware is also becoming increasingly sophisticated and resistant to removal, so it is unlikely (although not impossible) that this option will be available.

The safest option can be to wipe and reinstall all affected systems from backup. However, an assessment should be made as soon as possible of the extent to which backups may have been infected by the malware. Our Managed Service Provider will be contacted as soon as a ransomware attack is suspected to being the process of checking backups and restoring from the latest unimpacted version. However, an assessment should be made as soon as possible of the extent to which backups may have been infected by the malware.

The Castlereagh Macquarie County Council incident response team will decide which option is preferable, based on the prevailing circumstances and priorities.

## 2.4 Recovery

Based on an assessment of the systems and data affected by the ransomware attack, the availability and completeness of backups must be established. This will include:

- The data covered by the backups
- Whether backups have been infected
- The reliability of the backups
- When the most recent backup was taken
- The business and technical implications of restoring from backup

If uninfected backups are available, the recommended approach is to completely restore all affected systems, hardware where necessary and application software and data from backup media.

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Note – if backups are found to be incomplete, or the consequences of restoring from backup are felt to be unacceptable, then options 1 or 2 from section 2.3 above may be reconsidered.

Once the identity of the ransomware has been established, appropriate investigation must be conducted into the software vulnerabilities exploited by the specific malware involved. Available patches to address these vulnerabilities must then be installed to prevent recurrence. If no appropriate patches are available (for example if it was a zero-day attack), management must consider the best approach to protecting the organisation until the software vendor addresses the relevant vulnerabilities. This may include taking systems off-line temporarily.

## 2.5 Notification

It is recommended that relevant law enforcement agencies are notified of the ransomware attack as soon as possible. Depending on the scope of the infection, it may also be appropriate to inform partner organisations, such as suppliers who have network connections, about the attack.

Given that this type of attack may also involve the theft of data, the need to notify in compliance with regulations (such as the GDPR and Australian Privacy Act) must be carefully considered.

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Security Policy

## Revision history

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## **Incident Response Plan: Denial of Service**

Incident Response Plan: Denial of Service  
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## 1 Introduction

A denial of service (DoS) attack occurs when a (usually Internet-connected) service is flooded with network traffic or service requests, making it unavailable to legitimate users. This traffic may originate from a small number of systems or, more commonly, from a huge number of devices that are under the attacker's control – this latter situation is known as distributed denial of service (DDoS) attack.

Attacks may vary in length from minutes or hours to (more unusually) days and may come in several waves. Depending on the target of the attack, the motive of the attacker could be political, purely malicious or financial (for example as a form of extortion). It is important however, to be able to recognise the difference between a DoS attack and legitimate demand for the service, for example during a scheduled sales event, and this relies upon good communication between the business and the IT provider.

At the technical level, various methods may be used to attack a target by overloading one or more of the resources of the system, for example the network, the processor or the application itself. Each of these has its own methods of mitigation that may be considered.

This incident response plan describes the steps that must be taken to manage a DoS attack and attempt to limit its impact.

This control applies to all systems, people and processes that constitute the organisation's information systems, including board members, directors, employees, suppliers and other third parties who have access to Castlereagh Macquarie County Council systems.

The following policies and procedures are relevant to this document:

- *Information Security Incident Response Procedure*

Incident Response Plan: Denial of Service  
Security Policy

## 2 Responding to a denial of service attack

There are a number of steps that must be carried out by Castlereagh Macquarie County Council to respond to a denial of service attack, so that the impact on the organisation is minimised and recovery may take place as quickly as possible. These steps must be coordinated with the actions set out in the *Information Security Incident Response Procedure* which provides an overall framework for the management of such incidents. The steps below are organized to fit in with this framework.

### 2.1 Detection and analysis

Understanding more about its source and method are key to containing a DoS attack. Investigations must be made via available software tools to clarify answers to the following questions:

- Is it a DoS attack? Could it be a result of legitimate interest in the website for some unexpected reason, for example unplanned publicity?
- What is the source of the attack? Is it a single IP address or multiples, and where do they appear to originate from?
- How is the denial of service being achieved? Is it at the network level, application level or via some other method?
- Is any other suspicious activity taking place at the same time, for example unauthorised access attempts?

### 2.2 Containment

Depending on the answers to the above questions, a number of actions may be available to help to contain the attack, such as:

- Scaling up capacity to cope with the increased demand, for example network bandwidth or cloud server capacity
- Restrict access to the IP address under attack, if multiple IP addresses are used to provide the service
- Deliberately degrade the level of service available, for example by disabling computationally intensive features such as search
- Use a Content Delivery Network (CDN) provider to make static versions of the website available at multiple locations (although this may not be available at short notice)

Records must be maintained of the actions taken, so that they may be restored once the attack is over.

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## 2.3 Eradication

The specific actions required to eradicate the attack will depend on the method it uses, although containment may be all that is possible. The attack may cease of its own accord, but further waves are certainly possible. Typically, no malicious software is installed in a DoS attack, although care must be taken to check whether the attack was a cover for other activities which might include exploiting software vulnerabilities to obtain access to the network.

Log files may need to be reset, and storage space freed up if these were affected.

## 2.4 Recovery

In most cases, restore from backup will not be required, unless the attack has resulted in some form of data loss. Any vulnerabilities that were exploited as part of the attack will need to be addressed, ideally via patching or reconfiguration.

A review of the incident may identify weaknesses in the current infrastructure and applications that could be fixed to prevent reoccurrence.

## 2.5 Notification

It is recommended that relevant law enforcement agencies are notified of the denial of service attack as soon as possible. Depending on the scope of the attack, it may also be appropriate to inform partner organisations, such as suppliers who have network connections, about the incident.

Given that this type of attack does not typically involve the theft of data, the need to notify in compliance with regulations (such as the GDPR/Australian Privacy Act) must be carefully considered.

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## **Information Security Event Assessment Procedure**

Information Security Event Assessment Procedure

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## Information Security Event Assessment Procedure

### 1 Introduction

An information security event is an occurrence that may indicate that an incident has occurred or is in progress. Effectively, events are clues that need to be assessed to decide if they need further investigation. Most events will probably not result in an incident being raised.

An event is commonly defined as “any change of state that has significance for the management of information security”.

Examples are:

- Notification of a change of an admin password
- Login and logout information at an unusual time
- An unrecognized device having joined the network
- Poor performance of a website
- A device detected as being down when it should be up
- A threshold is breached (or nears being breached), for example disk space capacity
- Messages from security software, for example host-based intrusion detection systems (HIDS)
- SNMP traps from network devices
- Unauthorised logon attempts to key servers or domains
- Failover devices becoming active

It is important that events are recognised as potential incidents so that no such clues are missed. Events can occur from many sources, both automated and human and can be of many different types. Often events are captured in logs which are then reviewed to spot any areas for further attention.

This document provides guidelines concerning how information security events are recognized within Castlereagh Macquarie County Council and a decision made about whether they should be considered to be incidents and managed accordingly.

This control applies to all systems, people and processes that constitute the organisation's information systems, including board members, directors, employees, suppliers and other third parties who have access to Castlereagh Macquarie County Council systems.

The following policies and procedures are relevant to this document:

- *Information Security Incident Response Procedure*

Information Security Event Assessment Procedure

## 2 Information security event management principles

In general, the following principles will be adopted regarding the management and assessment of information security events:

- The approach taken to information security event management should be to ensure that business critical services are addressed first
- Event management will attempt to detect potential information security incidents before they occur and prompt appropriate action to be taken so that they are avoided
- The management of events should be centralized as far as possible so that consistency can be achieved in their processing
- Events should be classified as informational, warning or exception and processed according to their classification
- Events that require action to be taken will be logged as incidents and handled according to the information security incident management procedure
- Responses to events will be automated where possible to reduce the need for human intervention and minimize support requirements and cost
- All events will be logged and retained in accordance with the relevant record retention Policy
- Where possible, appropriate responses to events should be defined in advance and documented. This documentation should be available to support staff at all appropriate times, including out of hours
- Appropriate filtering should be put in place as close to the source of event generation as possible so that events that do not require attention are suppressed and do not use up network capacity
- Where practical, a single event processing engine will be used which is integrated with the incident management system

Events will occur continuously on most types of devices and software. The process of event management is intended to determine which of these require attention and then to route the event appropriately. Events will be detected via a variety of means, including local software running on the affected device (such as Windows event logging) and remote software monitoring devices for certain conditions (for example network intrusion detection systems). They may also be recognized by people, including employees, suppliers and customers.

Once an event has been detected it may be assessed automatically by software according to pre-set rules to determine whether it is informational, a warning or an exception. This assessment may take place on a variety of technical platforms in a range of locations (that is to say it is not necessarily centralised). Informational events will be filtered out but may be kept for later analysis. Warning events will be assessed to see if an automated response is required, or it needs to be brought to the attention of a technical analyst or operator.

Exception events may be escalated from the detecting agent and handled as an incident.

#### Information Security Event Assessment Procedure

In some cases (particularly for more significant events) the event will then be reviewed to ensure that the correct action has been taken and, if so, it will be closed.

This is a general process which will vary widely in its implementation according to the types of devices and software platforms from which events will be generated, however the principles will remain the same. Where possible, monitoring will be localised in order to make use of specialised software appropriate to that device and to minimise network traffic.

In all cases, attention will need to be paid initially and on an ongoing basis to fine tune the suppression, routing and automation of events on the various platforms so that a useful balance is achieved between maintaining information security and avoiding excessive support requirements.

Events recognised by people may be reported to the IT service desk and logged accordingly for review by the information security team.

## Information Security Event Assessment Procedure

### 3 Procedure for assessing information security events

The following procedures describes how information security events arise and how they are assessed, either automatically or manually to determine whether they should be treated as incidents.

#### 3.1 Event occurs

Events will occur in all areas of our infrastructure and applications and may affect the confidentiality, integrity and availability of many services. Castlereagh Macquarie County Council has a wide range of technology platforms, networks and systems (including physical and cloud-based) from many vendors, each of which has its own techniques and conventions for generating events related to information security.

Effective planning and design will help to reduce the number of exception and warning events that are generated, and informational events will be restricted to those that assist in the management of information security. Excessive generation of events that are not required for warning, exception or audit purposes will be avoided and systems configured as such.

#### 3.2 Event notification and detection

Once an automated event has occurred it will be communicated to the associated monitoring software. In some cases, this will be a module within the system that has generated the event, or it may be an agent running on the same platform or a remote monitoring tool that performs information security “health checks” on a regular basis.

Events may also be notified manually by the users of IT systems or other interested parties.

#### 3.3 Event logged

The event will be logged in order to act as an original record of the event that occurred. This may take place in several places, for example where an event is logged on a local system and then the record is also forwarded to a central monitoring point. This is particularly relevant in security breach situations where the remote log may be taken as more trustworthy than the original which is on the compromised system.

Manually reported events may also be logged in the service desk system.

## Information Security Event Assessment Procedure

### 3.4 First-level event correlation and filtering

The event will then be assessed to determine its type, which may be one of:

- Informational – no action is necessary
- Warning – action may be required soon, or now in order to prevent an exception
- Exception – action is required to address an out of line situation

This assessment may be carried out automatically in several locations according to the way in which the component generating the event is monitored. For components that have built in event logging the first-level event correlation will take place on the device itself. For devices monitored remotely it is likely to happen on the remote monitoring system.

Where possible, events generated automatically will give a standard indication of their severity, that is whether they are informational, warnings or exceptions. This standard will be defined and used in all areas in which messages can be tailored to comply with it and will include:

- Message type – informational, warning, exception
- Impact and Urgency of the event
- Event description in terms understandable by the intended recipient
- Normal resolution actions if appropriate
- Escalation information

### 3.5 Informational events

Informational events will be automatically closed (although this may not involve any explicit action) and kept for a period of time according to the record retention Policy. Although not forwarded, informational events may still be required for operational purposes to provide an audit trail as part of later investigations.

### 3.6 Warning events

Those events that are classified as warnings will be subject to further review. Ideally this will be automated via a correlation engine, but this may also be a manual activity carried out by operations staff.

If it is determined that no further action is required at the time, the event will be closed. For those events that need action to be taken, an automated response may be triggered by the correlation engine, for example to increase table size in a database. If an automated response is not possible then a member of the support team will need to decide about what to do next. The information contained in the event message may help in deciding this.

#### Information Security Event Assessment Procedure

If appropriate, the warning message may be automatically escalated to support staff. This may often be the case if the event occurs outside of normal support hours when an on-call person may need to be emailed, paged, or contacted via some other means. The individual contacted will then decide upon further action to be taken.

### 3.7 Exception events

For events that are deemed to be exceptions, an incident will be raised, and the event will then be managed via the information security incident management procedure with appropriate diagnosis, investigation and escalation. This may be done automatically or manually.

Key considerations in deciding whether an event represents an incident will include situations where:

- There is evidence of deliberate human interaction for malicious purposes
- The information involved is of a high classification level
- The circumstances are unusual in some way
- There is a clear breach of information security Policy
- There is obvious potential for the situation to worsen if not addressed
- The actual or potential impact on the organisation is significant
- There is evidence of a control not working effectively
- A set of behaviours known to be malicious is displayed
- There is any other reason to be suspicious

If there is doubt about whether an information security incident should be raised, employees should err on the side of caution. Such situations should then be reviewed after the completion of investigations to decide whether similar events in the future should be raised as incidents.

### 3.8 Review actions

For those events that are more significant (for example because they have a bigger impact on services) a review will be undertaken to ensure that the process has worked effectively and that all required actions have been taken. If this is found not to be the case, a repeat of earlier activities in the procedure may be needed.

### 3.9 Close event

If the event has been handled satisfactorily it is then closed. Exception events that result in an incident being raised will be subject to the incident management procedure and may be closed under the control of that procedure.

Information Security Event Assessment Procedure

## Revision history

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# **CASTLEREAGH MACQUARIE COUNTY COUNCIL**

## **Risk Management Framework Policy 2025**

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## 1. Introduction

The County Council is concerned with successfully implementing its weed biosecurity and governance functions and delivering the objectives set out in its Business Activity Strategic Plan.

There are always unknown factors and influences that might or might not impact the Council business and the effect of uncertainty is known as 'risk'. Risk is inherent and unavoidable in all of the Council's activities, and *best practice* requires it to take action to manage these risks.

To manage risk, Council must create an environment where it makes informed decisions about the risks affecting its activities in an open and transparent manner. It is this principle that requires Council to establish and maintain an appropriate risk management process. The risk management process should be consistent with the current Australian and New Zealand standard on risk management.

## 2. Scope

This policy establishes and sets out the framework for the risk management process within which risk management decisions of the council are to be considered.

Strategic corporate risks that alone or together, uncontrolled, could undermine the solvency or operational viability of the County Council enterprise are dealt with in detail within the Council's Risk Register; while routine Governance and Operational risk matters that pose no particular strategic risk are dealt with individually in relevant operational policies as applicable.

The Council recognises that risks are an integral part of normal everyday life that are usually unavoidable, and that taking control of risk is part of good business practice, and allows for risk to be appropriately identified, analysed, evaluated and treated.

This policy sets out a systematic risk management process, based on the Australian International Risk Management Standard AS/NZS ISO 31000:2018).

## 3. Policy Position

The Council recognises that while 'good' weed biosecurity risk management is achieved through a shared responsibility between government, industry and the community – it is the County Council's own responsibility to manage risk for its own business activities.

The Council takes a proactive approach to identifying, analysing, evaluating and treating both operational and strategic risks.

The Council objective is for the systematic application of a *Risk Management* approach - implementing appropriate controls, whilst ensuring that the Council is not so averse to risk that it stifles initiative and misses opportunities. Management will pursue this objective by:

- ✓ Understanding the Council's total risk exposure;

- ✓ Ensuring risk management is an integral part of all strategic and operational decision- making processes,
- ✓ Using a structured risk management methodology to minimise reasonably foreseeable disruption to operations, harm to people and damage to the environment and property; and
- ✓ Identifying and taking advantage of opportunities while minimising adverse effects.

#### **4. Risk Management Framework**

The risk management framework operates at two levels Strategic and Operational

- Strategic risks can impact how Council achieves its business objectives. Risks are reviewed annually and monitored by Councils ARIC.
- Operational risks occur as part of the day-to-day operations of Council and link to the strategic risks.

It facilitates consistent application of risk management processes and articulates how risk management is integrated into the organisation.

#### **5. Strategic Risk**

The Council has identified aspects of the Council business that have certain inherent risks attached to them that if not suitably treated will pose an unacceptable risk to the functional or financial viability of the organisation. These key strategic risks are included in the Council's Risk Register.

#### **6. Operational Risk**

The Council has identified aspects of the Council business that have certain inherent risks attached to them that if not suitably treated will pose an unacceptable risk to the effectiveness or efficiency within which biosecurity and management functions are performed. These key operational risks contribute where applicable to the Council's strategic risk profile; however they are more usually dealt with routinely in operational policies, procedures and operating guidelines.

#### **7. Periodic Risk Review**

The General Manager will routinely re-assess and take into account the key strategic risks set out in the Risk Register in conjunction with the scheduled review of governance policies and key documents and from time to time when major changes or redesign of work programs take place.

The Council will receive and consider an annual report in relation to the Risk Register – including whether any new risks have emerged, whether any risk ratings have

changed and whether any new or different treatments are required. Where a significant change in strategic risk is identified or anticipated, at any point in time that matter will be promptly brought to the attention of the Council. Council may also, by request, receive additional strategic risk reports as and when required.

#### **8. Risk Elements – Consequence & Likelihood**

The key elements of risk are typically defined in terms of the Likelihood (Table 1) of something happening, and the Consequence (Table 2) if that something actually occurs. The County Council has refined the definition of the most important components of these risk elements, in order to represent the scale, nature and priorities of the County Council in its capacity as a local weed control authority.

The Likelihood and Consequence Tables will be used in combination during every formal risk assessment exercise to support a consistent risk assessment process. When identifying the appropriate consequence and likelihood of a particular risk it may often be that more than a single consequence component is affected – dealing with this aspect is just one of many risk management situations requiring 'considered estimation'.

**Table 1: Definition of Consequence (examples).**

Value	Strategic Objectives	Legislative /Legal	Environment	Asset Loss / Financial	Safety	Business Operations
Extreme	The impact threatens the survival of the Organisation.	OLG or DPI enquiry. Regulator prosecution.	Breach of Licence/ Permit or Fine issued or Serious public reaction.	Loss of assets / damage > \$30,000.	One or more deaths or permanent disabilities to staff or public.	Operational disruption > 5 days.
Major	The impact threatens achievement of the Principle Business Activity in the medium term.	Investigation by regulatory authority. OLG or DPI briefing paper needed.	Breach of Licence/ Permit. Significant harm to environment. Complaints.	Loss of assets / damage > \$10,000 < \$30,000.	Serious near miss or injury to staff or public hospitalised.	Operational disruption >2 <5 days.
Moderate	The impact threatens one strategic objective in the short term. At least one operational objective not to be met.	Report to regulatory authority needed. Management intervention needed to resolve.	Localised breach of Licence / Permit. Quick recovery period. Few Complaints.	Loss of assets / damage > \$5,000 < \$10,000	Unexpected injury with absence > 3 months.	Operational disruption > 24 hours < 48 hours.
Minor	The impact is seen as a minor threat to strategic objectives but may impact on operational objectives.	Breach can be resolved by routine management intervention.	Transient harm to the Environment. Complaints.	Loss of assets / damage > 2,000 < \$ 5,000.	Injury with absence < 3 months.	Operational disruption >1 hour < 24 hours.
Insignificant	The impact is seen as a negligible threat to strategic objectives.	Breach of subordinate internal procedure.	Minor incidental harm to Environment. No Complaints.	Loss of assets / damage < \$2000.	No injury.	Operational disruption < 1 hour or Scheduled downtime.

**Table 2: Definition of Likelihood.**

Value	Description
Almost Certain	Is expected to occur in nearly all circumstances – At least once per month
Likely	Will probably occur in most circumstances – less than once every month but more than once per annum
Possible	May occur at some time – Less than once every month but more than once in 5 years
Unlikely	Could occur but not often – Less than once in 5 years but more than once in 20 years
Rare	May occur in exceptional circumstances – Less than once in 20 years

## 8. Risk Assessment

Risk assessment is a key part of the risk management process of thinking systematically about all possible risks, problems or disasters before they happen, and setting operational procedures, or other control measures that will avoid unacceptable risks or minimise their impact. Documenting the details and decisions for managing risk is important.

The RISK ASSESSMENT MATRIX (**Table 3**) is used for assessing both strategic and operational risks.

In practical terms, the overall cyclic process of risk assessment involves well-informed estimation to:

- Identify risks and make a realistic evaluation of the risk level (what could go wrong, how could it happen, what and how serious would the consequences be), then
- Identify and implement treatments that will reduce the risk to a level that is acceptable to Council (what controls can be implemented to prevent or mitigate the effects of this happening or to reduce its impact), then periodically as appropriate.
- Assess the status of the risks and the effectiveness of the treatments IN THE CONTEXT OF THE RISK ASSESSMENT MATRIX and where necessary upgrade risk treatments; and finally.
- Be aware that new risks might emerge, or old risks may subside, with an appropriate response required in either case.

**Table 3**

	RISK RATING TABLE		LIKELIHOOD VALUE				
			A	B	C	D	E
			Almost Certain	Likely	Possible	Unlikely	Rare
CONSEQUENCE VALUE	1	Extreme	Very High	Very High	Very High	High	Medium
	2	Major	Very High	Very High	High	Medium	Low
	3	Moderate	High	High	Medium	Medium	Low
	4	Minor	Medium	Medium	Medium	Low	Low
	5	Insignificant	Medium	Medium	Low	Low	Low

## 9. Risk Appetite

Total elimination of risk in an activity is generally not possible unless the activity ceases completely, however accepting all risks is not advisable either (especially when they are accepted by default i.e. without knowing they even exist). Accepting risk can be appropriate so long as it has been identified, properly quantified, is understood and the risk level is acceptable.

The target *level of acceptable risk* - the level of residual risk (or impact) that the Council is comfortable in dealing with (without any further controls being implemented) is set out in the following **Table 4**.

The Target Residual Risk Rating has been established to ensure nominal standards are in place to highlight potentially excessive exposure to risks whilst also flagging the likely need for additional treatment activity or at least initiate review of risk appetite for the applicable risk subject.

**Table 4:**

Target Residual Risk Ratings				
Risk Category	Level of Acceptable Risk			
	Very High	High	Medium	Low
Governance	XX	X	✓	✓✓
Biosecurity	XX	X	✓	✓✓

Once a risk subject has been assigned a residual risk rating, that risk rating needs to be compared with the Target Residual Risk Rating in Table 4 – to check whether or not that risk rating is at an acceptable level of risk and respond according to the mandates set out in Table 5.

**Table 5:**

Mandatory Initial Response to a Risk Rating	
Risk Rating	Response Definition (Based on Level of acceptable risk at Table 4)
Very High	<i>Intolerable, stop work, and immediately introduce further control measures using the risk reduction guide</i>
High	<i>Review and introduce additional controls using the risk reduction guide</i>
Medium	<i>Monitor and maintain strict control measures in line with the risk reduction guide</i>
Low	<i>Tolerable monitor and Review in line with Council policy</i>

## 10. Risk Reduction Guide

Risk reduction treatments can be either in the form of *preventative controls* - designed to reduce the likelihood of the risk occurring, or *corrective controls* - to be implemented if the risk does occur. Risk treatment options are not necessarily mutually exclusive or appropriate in all circumstances. Risk managers should elect the best options in terms of feasibility and cost effectiveness.

In order to reduce unacceptable risks to an acceptable level, treatment may include adopting control mechanisms that act to eliminate or reduce the potential likelihood of something occurring or reduce the consequence of an unwanted event that occurs.

Typically this involves a combination of one or more of risk acceptance, risk avoidance, risk reduction, risk treatment, or risk transfer tactics as follows:

- Accepting the risk. If the risk is minor or the cost to avoid it is beyond your capacity to finance you may need to consider accepting the risk if it is core to your very existence. Being mindful of the consequences and not just ignoring them in the hope that they will never happen.
- Avoiding the risk. Decide whether or not to proceed with any unacceptable risk or choose an alternative with acceptable risks that still meets organisational aims.
- Reducing the risk. Look at alternative solutions that reduce risk. Initially focus on "engineering" solutions rather than those changes that require people to change their behaviour. Other solutions such as rules, policies or training can then be looked at to reduce risk. Other options such as protective equipment could also assist.
- Transferring the risk. Risk transfer or risk sharing usually occurs through insurance, use of contractors, leases, personnel contracts, disclaimers and warning signs.

#### **11. Risk Management Responsibilities**

Everyone that is a part of the County Council manages or impacts in some way on elements of enterprise and operational risk to a greater or lesser extent on an ongoing basis, whereas some have more specific and more formal risk management responsibilities as follows:

- A. The Council is ultimately responsible for overseeing and monitoring the governance, risk, internal control framework and external accountabilities. Given the nature of the County Council, in practice the delegates from the constituent councils as members of the County Council are responsible for overseeing and monitoring the governance, risk and control framework and external accountability requirements of the Council.
- B. The General Manager is accountable to the Council for the development and implementation of the risk management process and ultimately responsible (subject to Council providing adequate resources) for the management of risks in the business, including responsibility for legislative obligations and the implementation of risk management strategy and processes.
- C. The Senior Biosecurity Officer is the administrative 'Risk Manager' responsible for overseeing risk management associated with the biosecurity office, its physical environment, the associated governance and administration functions, and assisting the General Manager to reduce the overall exposure to risk and the 'Cost of Risk' to the Council through:
  - a. Monitoring the effectiveness of policies and procedures;
  - b. Providing input and advice in relation to risk matters;
  - c. Assisting to develop Risk Management procedures, analysis

- and management of risks;
  - d. Ensuring that all Standard Operating Procedures incorporate risk management concepts; and
  - e. Managing activities for which they are responsible, in a manner that reduces Council's overall exposure to risk and the Cost of Risk.
  - f. Promoting active communication and increasing the awareness of risk amongst Biosecurity Officers
- D. The Biosecurity Officers are operational 'Risk Managers' responsible for overseeing risk management associated with their own activities and assisting the Senior Biosecurity Weeds Officer and Administration Officer to reduce the overall 'Cost of Risk' to the Council through:
- a. Taking reasonable care for the health and safety of others at the worksite or who may be affected by their actions.
  - b. Cooperating with any directions and procedures and processes required to ensure the health and safety of themselves and others.
  - c. Undertaking operational activities in accordance with any directions and procedures and processes required to ensure controlled risks remain so controlled.
  - d. Identifying and reporting hazards, damage, incidents, breaches of procedures and other issues they come across.
  - e. Assisting in the supervision and monitoring of contractor activities and including WHS compliance and work quality, and
  - f. Identifying and reporting new or changing risk situations and highlighting opportunities for improving other risk issues they come across.
- E. The Audit, Risk & Improvement Committee (ARIC) is responsible for providing independent assurance and assistance on risk management, control, governance and external accountability responsibilities.

#### **RELATED LEGISLATION / POLICIES / PROCEDURES**

The Local Government Act 1993  
Work Health & Safety Act 2011  
Work Health & Safety Regulation 2017

#### **POLICY AUTHORITY**

Council / General Manager

#### **REVIEW**

This policy to be reviewed once per term of Council.  
Next review date is June 2026

**ADOPTED BY COUNCIL**

DATE:

RESOLUTION NO:

**VERSION CONTROL TABLE**

DATE	VERSION	RES NO.	KEY CHANGES	AUTHOR



## **CASTLEREAGH MACQUARIE COUNTY COUNCIL**

### **INTERNAL AUDIT CHARTER**

Castlereagh Macquarie County Council (CMCC) has established an internal audit function as a key component of its governance and assurance framework, in compliance with the Local Government (General) Regulation 2021 and the Office of Local Government's Guidelines for risk management and internal audit for local government in NSW. This charter provides the mandate for the conduct of the internal audit function at CMCC and has been approved by the governing body considering the advice of the Audit, Risk and Improvement Committee (ARIC).

#### **1. Purpose of Internal Audit**

Internal audit strengthens the organisation's ability to create, protect and sustain value by providing CMCC with independent, risk-based, and objective assurance, advice, insight, and foresight.

It achieves this by providing advice to the governing body, General Manager and ARIC about CMCC's governance processes, risk management and control frameworks and its external accountability obligations. It also assists CMCC to improve its business performance.

Internal Audit services may include:

- Assurance Services – objective examination of evidence for the purpose of providing an independent assessment of risk management, control and governance processes.
- Advisory Services – advisory and related client activities, the nature and scope of which are agreed upon with the client and which are intended to add value and improve business operations.

#### **2. Independence**

CMCC's internal audit function is to be independent of CMCC so that it can provide an unbiased assessment of CMCC's operations and risk and control activities.

The internal audit function reports functionally to CMCC's ARIC on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the General Manager to facilitate day-to-day operations. Internal audit activities are not subject to direction by CMCC and CMCC's management has no role in the exercise of its internal audit activities.

The ARIC is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the ARIC Chairperson by resolution. The ARIC Chairperson is only required to provide the information requested by the governing body where the ARIC Chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Council Members are not entitled to request or receive information from the Internal Audit Coordinator or the ARIC.

The General Manager must consult with the ARIC Chairperson before appointing or making decisions affecting the engagement of the Internal Audit Coordinator. If the Internal Audit Coordinator is dismissed, the General Manager must report the reasons for their dismissal to CMCC. The ARIC, through the Chairperson, will contribute to the annual performance assessment of the Internal Audit Coordinator (in relation to their internal audit role only).

Where the ARIC Chairperson has any concerns about the independence of the Internal Audit Coordinator, or any action taken that may compromise their ability to undertake their ability to undertake their functions independently, they should report their concerns to the General Manager and/or governing body.

The Internal Audit Coordinator is to confirm at least annually to the ARIC the independence of internal audit activities from CMCC.

### **3. Authority and Confidentiality**

CMCC authorises the internal audit function to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Internal Audit Coordinator considers necessary for the internal audit function to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The Internal Audit Coordinator and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation, including external service provider working papers, will remain the property of CMCC.

Information and documents pertaining to the internal audit function are not to be made publicly available. The internal audit function may only release CMCC information to external parties that are assisting the internal audit function to undertake responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention and is a legal requirement.

### **4. Role**

The internal audit function is to support CMCC's ARIC to review and provide independent advice to CMCC in accordance with Section 428A of the Local Government Act 1993. This includes conducting internal audits of council and monitoring the implementation of corrective actions.

The internal audit function is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in CMCC functions or activities (except in carrying out its own functions).

## **5. Internal Audit Coordinator**

Day to day management of CMCC's internal audit function is to be led by a member of Central Tablelands Weeds Authority (CTWA) with sufficient skills, knowledge and experience to ensure it fulfils the internal audit function's role and responsibilities to CMCC and the ARIC. The Internal Audit Coordinator must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the Internal Audit Coordinator include:

- contract management of the external provider
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the ARIC's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the ARIC
- acting as a liaison between the external provider and the ARIC
- monitoring CMCC's implementation of corrective actions that arise from the findings of audits and reporting progress to the ARIC, and
- assisting the ARIC to ensure CMCC's internal audit activities comply with the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*.

Within CTWA's structure, the Internal Audit Coordinator is also be responsible for a range of non-audit functions and in this regard the following safeguards apply:

- when performing those duties, they are not acting in their internal audit role and the reporting lines specified in this Charter do not apply, and
- if an internal audit is required of one of the non-audit functions for which the Internal Audit Coordinator is responsible, the external service provider will report directly to the General Manager and the ARIC on the results of the audit.

## **6. Outsourced Internal Audit (External Service Provider)**

CMCC is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the Internal Audit Coordinator will ensure that the external provider:

- does not conduct any audits on specific CMCC operations or areas that the external service provider has provided consulting services on in the last two years (excluding the conduct of internal audits in these areas);
- is not the same provider conducting CMCC's external audit;
- is not the auditor of any contractors of CMCC that may be subject to the internal audit, and

- can satisfy the requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*.

The Internal Audit Coordinator must consult with the ARIC and General Manager regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged by CMCC.

## **7. Performing Internal Audit Activities**

The work of the internal audit function is to be thoroughly planned and executed.

The internal audit function must also develop an Annual Work Plan to guide the work of internal audit over the forward year.

The Internal Audit Coordinator will:

- Provide the findings and recommendations of internal audits to the ARIC at the end of each audit. Each report is to include responses from the relevant senior manager(s).
- Establish an ongoing monitoring system to follow up CMCC's progress in implementing corrective actions.
- Develop and maintain policies and procedures to guide the operation of CMCC's internal audit function. These should be reviewed and approved by the ARIC as appropriate.
- Ensure that the ARIC is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

## **8. Conduct and Standards**

Internal audit personnel (including external providers) must comply with CMCC's Code of Conduct. Complaints about breaches of the code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with CMCC's ARIC before any disciplinary action is taken against the Internal Audit Coordinator in response to a breach of the Code of Conduct. Declaration and management of conflicts of interest will occur in line with the requirements of CMCC's Code of Conduct.

Internal audit personnel will govern themselves by adherence to mandatory guidance contained in the International Professional Practices Framework ("IPPF") issued by the Institute of Internal Auditors ("IIA"), including the Global Internal Audit Standards.

This mandatory guidance constitutes the fundamental requirements for the professional practice of internal auditing and the principles against which to evaluate the effectiveness of the internal audit function's performance.

The internal audit function, including external service providers, will perform their work in accordance with the IPPF. While the IPPF applies to all internal audit work, technology audits may also apply the ISACA standards contained in the Information Technology Assurance Framework ("ITAF"). Where relevant, the current Australian risk management standard may also be applied.

## **9. Administrative arrangements**

### **Audit, Risk and Improvement Committee Meetings**

The Internal Audit Coordinator:

- Will attend ARIC meetings as an independent non-voting observer. The Internal Audit Coordinator can be excluded from meetings by the committee at any time.
- Must meet separately with the ARIC at least once per year.
- As necessary, should meet with the Chairperson of the ARIC at any time, as necessary, between committee meetings.

### **Other Assurance Providers**

The activities of the internal audit function and other assurance providers (including but not limited to external audit) will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between the internal audit function and other assurance providers shall be held to discuss matters of mutual interest and to facilitate coordination.

Internal audit plans, working papers and reports, will be made available to other assurance providers as required.

### **Dispute Resolution**

The internal audit function should maintain an effective working relationship with CMCC and the ARIC and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the internal audit function and CMCC, the dispute is to be resolved by the ARIC. Disputes between the internal audit function and the ARIC are to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

### **Review Arrangements**

CMCC's ARIC will review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the governing body.

This charter is to be reviewed annually by the ARIC and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

## **SCHEDULE 1 – INTERNAL AUDIT FUNCTION RESPONSIBILITIES**

### **Audit**

#### **Internal audit**

- Conduct internal audits as directed by the CMCC's ARIC.
- Implement CMCC's annual internal audit work plan.
- Monitor the implementation by CMCC of corrective actions.
- Assist CMCC to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

#### **External audit**

- Review all external plans and reports in respect of planned or completed audits and monitor CMCC's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

### **Risk**

#### **Risk management**

Review and advise:

- if CMCC has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard.
- whether CMCC's risk management framework is adequate and effective for identifying and managing the risks CMCC faces, including those associated with individual projects, programs and other activities.
- if risk management is integrated across all levels of CMCC and across all processes, operations, services, decision-making, functions and reporting.
- of the adequacy of risk reports and documentation, for example, CMCC's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if CMCC has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within CMCC and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how CMCC's risk management approach impacts on CMCC's insurance arrangements
- of the effectiveness of CMCC's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

### **Internal controls**

Review and advise:

- whether CMCC's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective.
- whether CMCC has in place relevant policies and procedures and that these are periodically reviewed and updated.
- whether appropriate policies and procedures are in place for the management and exercise of delegations.
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with.
- if CMCC's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

### **Compliance**

Review and advise of the adequacy and effectiveness of CMCC's compliance framework, including:

- if CMCC has appropriately considered legal and compliance risks as part of CMCC's risk management framework
- how CMCC manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

### **Fraud and corruption**

Review and advise of the adequacy and effectiveness of CMCC's fraud and corruption prevention framework and activities, including whether CMCC has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

### **Financial management**

Review and advise:

- if CMCC's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
  - appropriate authorisation and approval of payments and transactions
  - adequate segregation of duties
  - timely reconciliation of accounts and balances
  - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of CMCC are adequate, and
- if CMCC's grants and tied funding policies and procedures are sound.

### **Governance**

Review and advise of the adequacy of CMCC governance framework, including CMCC's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure

- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

## **Improvement**

### **Strategic planning**

Review and advise:

- of the adequacy and effectiveness of CMCC's Integrated, Planning and Reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether CMCC is successfully implementing and achieving its IP&R objectives and strategies.

### **Service reviews and business improvement**

Review and advise:

- if CMCC has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how CMCC can improve its service delivery and CMCC's performance of its business and functions generally

### **Performance data and measurement**

Review and advise:

- if CMCC has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators CMCC uses are effective, and
- of the adequacy of performance data collection and reporting.

Adopted:	Date: XX/XX/XXXX	Minute: XXXX/XXX
Lasted Reviewed:	Date: XX/XX/XXXX	Minute: XXXX/XXX
Next Reviewed:	Date: XX/XX/XXXX	



# **Castlereagh Macquarie County Council**

## **Disaster Recovery & Business Continuity Plan**

Date Prepared: 31 May, 2025

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### **Information Technology Statement of Intent**

This document delineates our policies and procedures for technology disaster recovery, as well as our process-level plans for recovering critical technology platforms, telecommunications infrastructure and incorporates the disaster 'recovery associated with property. This document summarises the recommended procedures. In the event of an actual emergency, modifications to this document may be made to ensure physical safety of our people, our systems, and our data.

Our mission is to ensure information system up-time, data integrity and availability, and business continuity.

### **Policy Statement**

- Castlereagh Macquarie County Council shall develop a comprehensive IT and property disaster recovery plan.
- A formal risk assessment shall be undertaken to determine the requirements for the disaster recovery plan.
- The disaster recovery plan should cover all essential and critical infrastructure elements, systems and networks, in accordance with key business activities.
- The disaster recovery plan should be periodically tested in a simulated environment to ensure that it can be implemented in emergency situations and that the management and staff understand how it is to be executed.
- All staff must be made aware of the disaster recovery plan and their own respective roles.
- The disaster recovery plan is to be kept up to date to take into account changing circumstances.

### **Objectives**

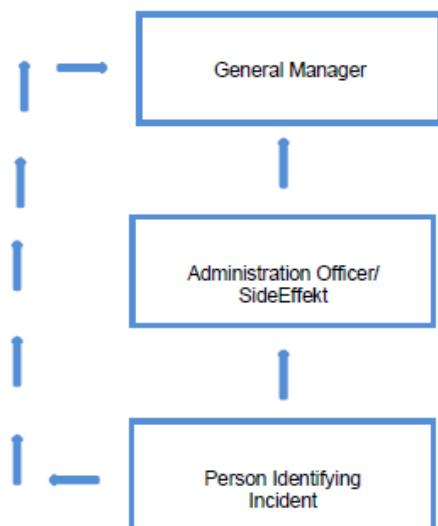
The principal objective of the disaster recovery program is to develop, test and document a well-structured and easily understood plan which will help the Council recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts information systems and business operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications on other Council sites
- Disaster recovery capabilities as applicable to key customers, vendors and others

**Key Personnel Contact Info**

<b>Name, Title</b>	<b>Contact Option</b>	<b>Contact Number</b>
<b>Sydney Data Centre</b>		
SideEffekt P/L	Work	1300 737 899
Michael Terlich	Mobile	0423 366 340
Kathy Terlich	Mobile	0402 525 752
	Email Address	support@sideeffekt.com
	Alternate Email	michael@sideeffekt.com
<b>Walgett Office</b>		
Michael Urquhart	Mobile	0448050563
Rebecca Wilson	Mobile	0427598577
Andrea Fletcher-Dawson	Mobile	0428462060

**Notification Calling Tree**

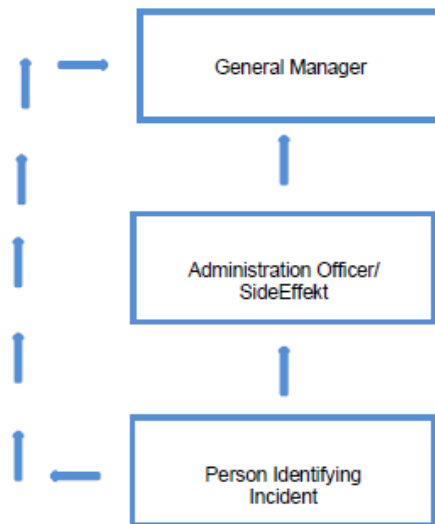


If SideEffekt or Administration Office is unavailable, the person identifying the incident should contact the General Manager directly.

## External Contacts

Name, Title	Contact Option	Contact Number
<b>Landlord / Property Manager</b>		
Kellys Real estate	Work	02 6828 0145
	Mobile	0408 281 428
	Email Address	<a href="mailto:dianne@kellyspropertysales.com.au">dianne@kellyspropertysales.com.au</a>
<b>Electricity Companies</b>		
Origin	Work	132080
	Email Address	
	Website Address	<a href="http://www.origin.com.au">www.origin.com.au</a>
<b>Telecom Carrier (Phones)</b>		
Telstra	Work	132000
	Email Address	
	Website Address	<a href="http://www.telstra.com">www.telstra.com</a>
<b>IT Suppliers</b>		
SideEffekt P/L	Work	1300 737 899
	Email Address	<a href="mailto:support@sideeffekt.com">support@sideeffekt.com</a>
	Alternate Email	<a href="mailto:michael@sideeffekt.com">michael@sideeffekt.com</a>
<b>Office Supplies</b>		
Office Works	Work	02 6883 4700
	Website Address	<a href="http://www.officeworks.com.au">www.officeworks.com.au</a>
	Email Address	
<b>Insurance – Name</b>		
Jardine Lloyd Thompson	Work	0417 898 185
	Website Address	<a href="http://www.jltpublicsector.com">www.jltpublicsector.com</a>

**External Contacts Calling Tree**



If SideEffekt or Administration Office is unavailable, the person identifying the incident should contact the General Manager directly.

## **1 Plan Overview**

### **1.1 Plan Updating**

It is necessary for the DRP/BCP updating process to be properly structured and controlled. Whenever changes are made to the plan they are to be fully tested, and appropriate amendments should be made to the training materials. This will involve the use of formalised change control procedures under the control of the General Manager.

### **1.2 Plan Documentation Storage**

Copies of this Plan, USB drive, and an external cloud copy will be stored in secure locations to be defined by the organisation. Michael Terlich, CMCC General Manager and Administration Officer (ERT/DRT/BRT) will be issued a USB drive to be filed at home. A master protected copy will be stored on specific resources established for this purpose.

### **1.3 Backup Strategy**

Servers and data are held in SideEffekt's private cloud in a Tier III data centre in Sydney. Backups of these servers are completed nightly and further images are stored at a secondary, secure site.

### **1.4 Risk Management**

There are many potential disruptive threats which can occur at any time and affect the normal business process. We have considered a wide range of potential threats, and the results of our deliberations are included in this section. Each potential environmental disaster or emergency situation has been examined. The focus here is on the level of business disruption which could arise from each type of disaster.

Potential disasters have been assessed as follows:

Potential Disaster	Probability Rating	Impact Rating	Brief Description Of Potential Consequences & Remedial Actions
<b>Data Centre</b>			
Flood	3	1	Loss of equipment. sideEffekt to arrange temporary restoration in data centre and subsequent replacement
Fire	2	1	Loss of equipment. sideEffekt to arrange temporary restoration in data centre and subsequent replacement
Cyclone	5	1	Loss of equipment. sideEffekt to arrange temporary restoration in data centre and subsequent replacement
Electrical storms	2	2	Loss of equipment. sideEffekt to arrange temporary restoration in data centre and subsequent replacement
Act of terrorism	5	4	Loss of equipment. sideEffekt to arrange temporary restoration in data centre and subsequent replacement
Act of sabotage	5	4	Loss of equipment. sideEffekt to arrange temporary restoration in data centre and subsequent replacement
Electrical power failure	2	2	Redundant UPS together with auto standby generator. UPSs remotely monitored.
<b>CMCC Office 55 Fox Street Walgett</b>			
Flood	4	1	Loss of equipment. Administration Officer & sideEffekt to arrange replacement
Fire	2	1	Loss of equipment. Administration Officer & sideEffekt to arrange replacement
Electrical Storm	2	2	Loss of equipment. Administration Officer & sideEffekt to arrange replacement
Act of terrorism	5	4	Loss of equipment. Administration Officer & sideEffekt to arrange replacement
Act of sabotage	5	4	Loss of equipment. Administration Officer & sideEffekt to arrange replacement
Electrical power failure	2	2	Redundant UPS. UPSs remotely monitored.
Loss of communications network services	1	2	Only internet connection is a single ADSL. No 3G redundancy in place

Probability: 1=Very High, 5=Very Low

Impact: 1=Total destruction, 5=Minor annoyance

## **2 Emergency Response**

### **2.1 Alert, escalation and plan invocation**

#### **2.1.1 Plan Triggering Events**

Key trigger issues at all locations that would lead to activation of the DRP are:

- Total loss of all communications
- Total loss of power
- Flooding of the premises
- Loss of the building

#### **2.1.2 Assembly Points**

Where the premises need to be evacuated, the DRP invocation plan identifies two evacuation assembly points:

##### **Walgett Office**

- Primary – Car Park Emergency Assembly Point.
- Alternate – Car Park Emergency Assembly Point.

#### **2.1.3 Activation of Emergency Response Team**

When an incident occurs the Emergency Response Team (ERT) must be activated. The ERT will then decide the extent to which the DRP must be invoked. All employees must be issued a Quick Reference card containing ERT contact details to be used in the event of a disaster. Responsibilities of the ERT are to:

- Respond immediately to a potential disaster and call emergency services;
- Assess the extent of the disaster and its impact on the business, data centre, or Walgett Office
- Decide which elements of the DR Plan should be activated;
- Establish and manage disaster recovery team to maintain vital services and return to normal operation;
- Ensure employees are notified and allocate responsibilities and activities as required.

### **2.2 Disaster Recovery Team**

The team will be contacted and assembled by the ERT. The team's responsibilities include:

- Establish facilities for an emergency level of service within 8 business hours;
- Restore key services within 16 business hours of the incident;
- Recover to business as usual within 24 to 48 hours after the incident;
- Coordinate activities with disaster recovery team, first responders, etc.
- Report to the emergency response team.

### **2.3 Emergency Alert, Escalation and DRP Activation**

This policy and procedure has been established to ensure that in the event of a disaster or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating disaster recovery.

The DR plan will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve a smooth technology and business recovery. Suppliers of critical goods and services will continue to support recovery of business operations as the County Council returns to normal operating mode.

### **2.3.1 Emergency Alert**

The person discovering the incident calls a member of the Emergency Response Team in the order listed:

Emergency Response Team (ERT)/Disaster Recovery Team (DRT)/Business Recovery Team (BRT)

- Michael Terlich - SideEffekt P/L\_\_\_\_
- Michael Urquhart – General Manager, Castlereagh Macquarie County Council
- Rebecca Wilson – Administration Officer, Castlereagh Macquarie County Council

The Emergency Response Team (ERT) is responsible for activating the DRP for disasters identified in this plan, as well as in the event of any other occurrence that affects the County Councils capability to perform normally.

The General Manager will be responsible for taking overall charge of the process and ensuring that the County Council returns to normal working operations as early as possible.

### **2.3.2 DR Procedures for Management**

Members of the management team will keep a hard copy of the names and contact numbers of each employee. In addition, management team members will have a copy of the company's disaster recovery and business continuity plans on USB in their homes in the event that the headquarters building is inaccessible, unusable, or destroyed.

### **2.3.3 Contact with Employees**

The General Manager will call other employees to discuss the crisis/disaster and the Council's immediate plans.

### **2.3.4 Disaster Updates**

For the latest information on the disaster and the organisation's response, staff members can visit Council's website [www.cmcc.nsw.gov.au](http://www.cmcc.nsw.gov.au) . Included in messages will be data on the nature of the disaster, assembly sites, and updates on work resumption.

### **2.3.5 Alternate Recovery Facilities / Backup Site**

#### **Sydney Data Centre**

If necessary, the backup site in Sydney at SideEffekt's data centre will be activated and notification will be given via SMS messages or through communications with the ERT.

#### **Walgett Office**

Should the Walgett office be severely damaged or lost through a disaster, an alternate office location will be established at Walgett CWA hall.

### **2.3.6 Personnel and Family Notification**

If the incident has resulted in a situation which would cause concern to an employee's immediate family such as hospitalisation of injured persons, it will be necessary to notify their immediate family members quickly.

### **3 Media**

#### **3.1 Media Contact**

The General Manager shall coordinate with the media on post disaster communications.

#### **3.2 Media Strategies**

1. Avoiding adverse publicity
2. Take advantage of opportunities for useful publicity
3. Have answers to the following basic questions:
  - What happened?
  - How did it happen?
  - What are you going to do about it?

#### **3.3 Media Team**

- Chairperson
- General Manager
- Administration Officer

#### **3.4 Rules for Dealing with Media**

**Only** the media team is permitted direct contact with the media; anyone else contacted should refer callers or in-person media representatives to the media team.

### **4 Records**

As part of the organisation's disaster recovery and business continuity strategies Council has its old paper records stored off site. More recent documents are electronic or have been scanned and are held electronically on the sideEffekt servers at the Sydney data centre.

### **5 Stationery**

All stationery templates are held electronically in the CMCC Records Management System on the sideEffekt servers at the Sydney data centre. A copy of these is also loaded to the sideEffekt, General Manager and Administration Officers USB's that contains the Disaster Recovery Plan & Business Continuity Plan.

### **6 Insurance**

Council risk management strategy includes the insurance portfolio with several policies having been put in place. These include errors and omissions, directors & officers' liability, general liability, and business interruption insurance.

**See table below**

*If insurance-related assistance is required following an emergency out of normal business hours, please contact: General Manager Mobile 0448050563*

Policy Name	Coverage Period	Amount Of Coverage	Person Responsible For Coverage	Next Renewal Date
Property	July to June	In no event will the total Limit of Liability exceed \$100,000,000 as a result of any one occurrence	General Manager	July 2025
Public Liability- Professional Indemnity	July to June	Public Liability (excluding Products) any one occurrence \$600,000,000 Products Liability any one occurrence and in the aggregate any one period of protection \$600,000,000 Professional Indemnity any one claim and in the aggregate any one period of protection \$600,000,000	General Manager	July 2025
Councillors and Officers Liability	July to June	Any one claim \$250,000 Aggregate any one period of protection \$2,000,000	General Manager	July 2025
Motor Vehicle	July to June	\$35,000,000,	General Manager	July 2025
Crime	July to June	\$300,000	General Manager	July 2025
Personal Accident	July to June	up to a maximum of \$1,000,000	General Manager	July 2025

## **7 Financial and Legal Issues**

### **7.1 Financial Assessment**

The emergency response team shall prepare an initial assessment of the impact of the incident on the financial affairs of the organisation. The assessment should include:

- Loss of financial documents
- Loss of revenue
- Loss of cash

### **7.2 Financial Requirements**

The immediate financial needs of the Council must be addressed. These can include:

- Cash flow position
- Temporary borrowing capability
- Upcoming payments for taxes, payroll taxes, Superannuation, etc.
- Availability of County Council credit cards to pay for supplies and services required post-disaster

### **7.3 Legal Actions**

The General Manager and ERT will jointly review the aftermath of the incident and decide whether there may be legal actions resulting from the event; in particular, the possibility of claims by or against the Council for regulatory violations, etc.

## **8 DRP Exercising**

Disaster recovery plan exercises are an essential part of the plan development process. In a DRP exercise no one passes or fails; everyone who participates learns from exercises – what needs to be improved, and how the improvements can be implemented. Plan exercising ensures that emergency teams are familiar with their assignments and, more importantly, are confident in their capabilities.

Successful DR plans launch into action smoothly and effectively when they are needed. This will only happen if everyone with a role to play in the plan has rehearsed the role one or more times. The plan should also be validated by simulating the circumstances within which it has to work and seeing what happens.

**Appendix A – Technology Disaster Recovery Plan**

**Disaster Recovery Plan for key Server resources**

As all servers are held within a secure private cloud, in the event of a local disaster, all staff can continue to work from any site with an internet connection or via mobile data from their mobile devices.

In the event of a disaster in the private cloud, sideEffekt will switch over to the secondary site allowing Castlereagh Macquarie County Council staff to continue working, potentially at a reduced speed.



# **CASTLEREAGH MACQUARIE COUNTY COUNCIL**

## **ICT Systems Change Control Procedure – Policy**

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### **Introduction**

Council requires an ICT change control procedure to ensure effective management, security, and stability of its information and communication technology systems, safeguarding data, minimizing disruptions and promoting compliance with regulations.

### **Scope**

For organisations to remain efficient and effective they need to continually adapt and evolve systems to meet business objectives. This ICT change management procedure ensures that new technology and changes to existing systems are smoothly implemented without disrupting daily operations.

This procedure provides a brief outline of the current ICT operating model. An ICT Operating model is a framework that dictates how an IT department effectively manages and delivers ICT Services. It provides a structure and strategic approach to managing technology within an organisation. The goal of this procedure is to enhance operational efficiency and align technology initiative with business objectives through appropriate management of changes to business systems.

This policy/procedure sets out a framework that applies to all Council employees and the Council ICT systems that must be approved by the General Manager before any changes are made.

### **Model Overview**

#### **Technology Owner - SideEffekt**

- Primarily responsible for the management and oversight of technology-related assets, systems, and resources.
- Focus on the technical aspects of systems or projects, such as infrastructure, applications, data management, security, and IT operations.

#### **Business Owner – General Manager**

- Responsible for business operations and outcomes realised through the user of ICT Technology and systems.
- Responsible for ensuring a system meets its business needs and is embedded into processes.

### **Business Owner Responsibilities**

#### **New Systems**

- Provide high level business requirements
- Ensure appropriate budget and resourcing is in place for initiative
- Work with delivery team (internal or consultant) on the design
- Accountable for ensuring User Acceptance Testing is completed
- Before launch, they ensure the solution meets the expected business outcomes
- Responsible for change management, including communications plan
- Responsibly for updating / adjusting processes

### **Existing Systems**

- Responsible for the strategic direction of a system, specifically whether its meeting business needs, and owning and prioritising remediation and enhancement plans, including seeking budget for them
- Champion that system for the organisation, including for any new use cases and integrations with other systems
- Ensure user documentation is kept up to date and is aligned to business process
- Ensure appropriate and ongoing training for staff on the system
- Set the guidelines on who can access the system for what purpose
- Point of escalation for system administrators and users
- The Business Owner does not need to be an expert of SME of the system. It is likely there will be people in their teams, or elsewhere in the organisation, who have a deeper operational understanding of the system. The business owner is responsible for the 'big picture' of the system.

### **Technology Owner Responsibilities**

#### **New Systems**

- Understand and validate the project need
- Ensure solution is aligned to strategy and ICT Digital roadmap
- Architect solution – meaning, look at how system fits within eco-system and interacts with other systems. Review infrastructure requirements including protocols and integration
- Responsible for testing underlying platform meets system requirements.
- Responsible for provisioning users and ensuring solution adheres to ICT controls
- Ultimate approval or veto of vendor (on behalf of GM, typically based on critical security issues with platform)

#### **Existing Systems**

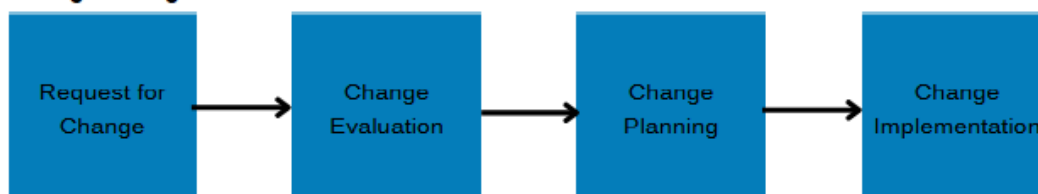
- Responsible for user access management; provisioned in-line with policy and procedures and guidelines established by the Business Owner
- Oversees administration of system, including cyber security, upgrades and configuration changes in line with industry best practices
- Infrastructure uptime and redundancy (including liaising with vendor or reseller where support agreements are in place)
- Version currency and upgrade path, including implementing and testing upgrades (for applications this would include process for testing of vendor-initiated upgrades)
- Remediation of system errors and outages
- Facilitate and implement configuration changes to systems
- Own relationship with vendor, including service level agreements and escalation process.
- The Technology Owner may change based on maturity of product, and the role will differ for on-premises versus cloud hosted products in terms of infrastructure accountability.

### **ICT Systems Change Management**

1. Implementation of any system either on premises or cloud based is by approval from the General Manager only.

- 1.1. No system or web application is to be implemented within Council without first discussing with sideEffekt and the General Manager.
2. All substantial changes to systems must go through a change management process
  - 2.1. Requests for change must be emailed to the General Manager
  - 2.2. The request will be evaluated by the General Manager and sideEffekt
  - 2.3. This process designed to enable efficient changes to systems while not being onerous to staff requesting changes.

#### Change Management Process



#### Change Request

- 1.1. Via email to General Manager. Typically, by the IT user.
- 1.2. The change request must contain at a minimum the name of the system, a basic description of the change, a change plan and a list of impacted stakeholders

#### Change Evaluation

- 1.3. Conducted by the General Manager & SideEffekt. Depending on the breadth of impact staff will be consulted.
- 1.4. Changes that are low in terms impact upon current systems may be deemed to fall outside this process
- 1.5. At this stage a decision may be made that the change falls outside the scope of this change management process and the change request would need to be.

This could be due to a number of reasons:

  - Large impact across most or all of Council
  - Emergency situations that require urgent changes
  - The cost, time and effort to implement the change is considered too high for a simple change request.
  - The scope of the change falls into another project or is impacted by another project.

#### **Change Planning**

- 1.6. Once the change request is approved by the General Manager, SideEffekt will work together to carry out the change plan. At this stage Owners will confirm:
- A rollback or exit process in case of a failed change process. Including estimated timing to trigger and complete the rollback.
  - Outage windows if required
  - Impacted users
  - Communication requirements for the change

#### **Change Implementation**

- 1.7. Implementation is dependent on individual change requests. However, the following will be completed for all changes:
- Notification of outages starting
  - Following of the change plan for the implementation
  - Testing of the implementation once completed
  - Notification of the end of the outage window

Version	Adopted Date	Minute No.	Details of Review
1			

## ITEM 9.10 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**

DATE	MEETING/FUNCTION	LOCATION	NOTES
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
21 <sup>st</sup> August 2025	Aq Quip	Gunnedah	2 x CMCC Staff
25 <sup>th</sup> August 2025	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer * Administration Officer
2 <sup>nd</sup> September 2025	Parthenium Meeting	Online	Senior Biosecurity Officer
27 <sup>th</sup> October 2025	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
18 <sup>th</sup> November 2025	NSW Bio Control Meeting	Online	Senior Biosecurity Officer
20 <sup>th</sup> November 2025	ARIC Meeting	Online	Deputy Chairperson and General Manager
24 <sup>th</sup> November 2025	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
2 <sup>nd</sup> December 2025	Parthenium Meeting	Teams	Senior Biosecurity Officer

## 10. BIOSECURITY REPORT

### ITEM 10.1 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.

**Gilgandra Agricultural Show** – CMCC staff attended the Gilgandra Show on Saturday 10<sup>th</sup> May with our Weeds Education Trailer. It was an eventful day with landowners coming in for weed identification, advice and weed reporting. Credit to the show committee for the organizing and the wonderful, maintained grounds.

**Walgett Shire - Parkinsonia** aerial surveillance and control was conducted W/C 19<sup>th</sup> May 2025. **A total of 1890 plants were treated. 82 Barwon, 638 Narran, Brewarrina Narran 1170.** Some of these plants were detected in May 2024 during surveillance and control, however, were not able to be accessed as they were on islands surrounded by water.

Plant size varies from seedlings 1cm to 10 cm, juvenile up to 6 meters and mature trees. The terrain is extremely rough and would not be achieved or accessible without a helicopter. Even landing with a helicopter 30km (40169 steps) on foot was covered to reach infestations. Although flooding over the past couple of years has made a huge impact with growth stages and new germinations, we are seeing progress with reducing plant numbers and plant size.

**Since starting this program in 2023 a total of 5808 plants have been treated. 1414 Barwon, 2892 Narran, 1482 Narran Brewarrina Shire and 20 Moree Plains Shire. There is an historic site on the Namoi River approximately 10 km from Walgett that is monitored and to date have managed eradication.**

The final report has been submitted to DPIRD and we have been granted new funding to continue the program 2025/2026. This funding is for Walgett Shire and the Unincorporated area where we have detected 3 sites. Brewarrina Shire Council will be engaging CMCC to do surveillance and control Parkinsonia on the Narran. The next aerial surveillance and control has been scheduled for W/C 13<sup>th</sup> October 2025.

Jill McGrady from DPRD and I completed a Strategic Plan for Parkinsonia which is now waiting for approval and to be signed off by DPI.





### Good Neighbours Program

Local Land Services is delivering the Good Neighbours Program (GNP) to increase pest and weed management at the boundaries between privately owned land and publicly managed land.

As part of this program, LLS is enhancing pest and weed management efforts through coordinated, multi-agency control activities in priority areas, by fostering collaboration between public and private land managers to improve pest and weed management across boundaries.

With successful Round 1 projects now underway, the GNP is seeking additional project proposals that deliver a best practice, cross-tenure approach to pest and/or weed management that regions and public land managers have the capacity to deliver with GNP project support before 30 June 2026.

#### What makes a good GNP project?

- demonstrates cross-tenure cooperation, benefiting both public and private landholders
- incorporates a best practice approach to pest and weed management
- is additional to any expected BAU (business as usual) work across pest and weed management
- shows data/ metrics of problem and potential positive impacts of project implementation or negative impacts if no action is taken
- demonstrates a plan for delivery of project, not just a problem.

**Castlereagh Macquarie County Council has submitted applications for the following.**

**Warren Shire – Private Properties Harrisia Cactus**

**Warrumbungle Shire – Mendooran Common African Box Thorn, Rope Pear and Green Cestrum and the Castlereagh River covering 30 properties for Green Cestrum.**

**Coonamble Shire – Quambone Common Green Cestrum and Tiger Pear.**

## Applications close 23<sup>rd</sup> June 2025.

If successful with funding through the program it will help reduce infestations in size and therefore allow landowners / managers and stakeholders to manage these infestations easier in the future by reducing costs and time to control.

**African Box Thorn Biological Control** – I have been speaking with Ben Godden from CISRO. Ben has advised the season of workshops has finished, and will recommence in late spring this year, around September-October. He also needs to balance this with knowing the fungus needs to be released into the environment, which is April-June in NSW. The sequence is usually workshop in October to canvas participant interest in the program and then sending the fungus to those participants for release in the following autumn of 2026. Ben would like to do the next Workshop in Coonabarabran. We will be discussing this at the Weeds Conference in August.

## **Castlereagh Macquarie County Council Weed List**

Management Categories Objective Characteristics of Weeds in this category

**Regional Priority Weeds**

**Regional Priority - Eradication**

**State Priority – Prevention / eradication**

### **Central West - Warrumbungle Shire**

Common name Scientific name Management priority

African Box Thorn	<i>Lycium ferocissimum</i>	Regional priority - Asset Protection
African Olive	<i>Oleo europaea sub sp. cuspidata</i>	Regional Priority - Containment
Blackberry	<i>Rubus Fruiticus</i>	Rgional priority - Containment
Blue heliotrope	<i>Heliotrope amplexicaule</i>	Regional priority - Asset Protection
Bridal Creeper	<i>Asparagus asparagoides</i>	Regional Priority - Prevention
Cats Claw Creeper	<i>Dolichandra unguis-cati</i>	Regional Priority - Asset protection
Coolatai Grass	<i>Hyparrhenia</i>	Regional Priority - Asset protection
Fire Weed	<i>Senecio madagascariensis</i>	Regional Priority - Eradication
Firethorn	<i>Pyracantha spp.</i>	Regional Priority - Containment
Giant Reed	<i>Arundo donax</i>	Regional Priority - Eradication
Green Cestrum	<i>Cestrum parqui</i>	Regional Priority - Asset protection
Harrisia	<i>Harrisia spp.</i>	Regional Priority - Eradication
Honey Locust	<i>Gleditia triacanthos</i>	Regional Priority - Eradication
Hudson Pear	<i>Cylindropuntia palliada</i>	Regional Priority - Eradication
Johnsons Grass	<i>sorhum halepense</i>	Regional Priority - Asset protection
Mother of Millions	<i>Bryophyllum delagoense</i>	Regional Priority - Containment
Maderia Vine	<i>Andera cordifolia</i>	State priority - Containment
Parthenium Weed	<i>Parthenium hysterophorus</i>	State priority - Prevention
Prickley Pears	<i>Cylindropuntia species</i>	Regional Priority - Eradication
Prickley Pears	<i>Opuntia species</i>	Regional Priority - Asset protection
Silverleaf Night Shade	<i>Solanum elaeagnifolium</i>	Regional Priority - Containment
Serrated Tussock	<i>Nassella trichotoma</i>	Regional Priority - Containment
Spiny Burr Grass	<i>Cenchrus longispinus</i>	Regional Priority - Containment

St Johns Wort *Hypericum perforatum* Regional Priority - Asset protection  
Sticky Nightshade *Solanum sisymbriifolium* Regional Priority - Eradication  
Sweet Briar *Rosa rubiginosa* Regional Priority – Containment

#### **Central West - Gilgandra**

Common name Scientific name Management priority

African Box Thorn *Lycium ferocissimum* Regional priority - Asset Protection  
Blue heliotrope *Heliotrope amplexicaule* Regional priority - Asset Protection  
Cats Claw Creeper *Dolichandra unguis-cati* Regional Priority - Asset protection  
Coolatai Grass *Hyparrhenia* Regional Priority - Asset protection  
Giant Reed *Arundo donax* Regional Priority – Eradication  
Green Cestrum *Cestrum parqui* Regional Priority - Asset protection  
Harrisia *Harrisia* spp. Regional Priority - Eradication  
Hudson Pear *Cylindropuntia palliada* Regional Priority - Eradication  
Johnsons Grass *sorghum halepense* Regional Priority - Asset protection  
Mother of Millions *Bryophyllum delagoense* Regional Priority - Containment  
Prickly Pears *Cylindropuntia* species Regional Priority - Eradication  
Prickly Pears *Opuntia* species Regional Priority - Asset protection  
Silverleaf Night Shade *Solanum elaeagnifolium* Regional Priority - Containment  
Spiny Burr Grass *Cenchrus longispinus* Regional Priority - Containment  
St Johns Wort *Hypericum perforatum* Regional Priority - Asset protection  
Sticky Nightshade *Solanum sisymbriifolium* Regional Priority - Eradication  
Sweet Briar *Rosa rubiginosa* Regional Priority – Containment

#### **Central West - Coonamble**

Common name Scientific name Management priority

African Box Thorn *Lycium ferocissimum* Regional priority - Asset Protection  
Blue heliotrope *Heliotrope amplexicaule* Regional priority - Asset Protection  
Coolatai Grass *Hyparrhenia* Regional Priority - Asset protection  
Giant Reed *Arundo donax* Regional Priority - Eradication  
Green Cestrum *Cestrum parqui* Regional Priority - Asset protection  
Harrisia *Harrisia* spp. Regional Priority - Eradication  
Hudson Pear *Cylindropuntia palliada* Regional Priority - Eradication  
Johnsons Grass *sorghum halepense* Regional Priority - Asset protection  
Mother of Millions *Bryophyllum delagoense* Regional Priority - Containment  
Prickly Pears *Cylindropuntia* species Regional Priority - Eradication  
Prickly Pears *Opuntia* species Regional Priority - Asset protection  
Silverleaf Night Shade *Solanum elaeagnifolium* Regional Priority - Containment  
Spiny Burr Grass *Cenchrus longispinus* Regional Priority - Containment  
St Johns Wort *Hypericum perforatum* Regional Priority - Asset protection

### Central West - Warren

Common name Scientific name Management priority

African Box Thorn *Lycium ferocissimum* Regional priority - Assett Protection  
 Blue heliotrope *Heliotrope amplexicaule* Regional priority - Assett Protection  
 Cats Claw Creeper *Dolichandra unguis-cati* Regional Priority - Asset protection  
 Coolatai Grass *Hyparrhenia* Regional Priority - Asset protection  
 Giant Reed *Arundo donax* Regional Priority - Eradication  
 Green Cestrum *Cestrum parqui* Regional Priority - Asset protection  
 Harrisia *Harrisia* spp. Regional Priority - Eradication  
 Johnsons Grass *sorhum halepense* Regional Priority - Asset protection  
 Mesquite *Prosopis* spp Regional Priority - Eradication  
 Mother of Millions *Bryophyllum delagoense* Regional Priority - Containment  
 Prickley Pears *Cylindropuntia* species Regional Priority - Eradication  
 Prickley Pears *Opuntia* species Regional Priority - Asset protection  
 Spiny Burr Grass *Cenchrus longispinus* Regional Priority – Containment

### North West - Walgett

Common name Scientific name Management priority

African Box Thorn *Lycium ferocissimum* Regional priority - Assett Protection  
 Coral Cactus / Boxing Glove *Cylindropuntis fulgida* var *mamillata* Regional Priority -  
 Containment  
 Harrisia *Harrisia* spp. Regional Priority - Containment  
 Hudson Pear (White Spine) *Cylindropuntia palliada* Regional Priority - Eradication excluding  
 core infestations  
 Hudson Pear (Brown Spine) *Tunicata* Regional Priority - Eradication excluding core infestations  
 Mesquite *Prosopis* spp Regional Priority - Eradication  
 Mother of Millions *Bryophyllum delagoense* Regional Priority - Assett Protection  
 Parthenium Weed *Parthenium hysterophorus* State priority - Prevention / eradication  
 Parkinsonia *Parkinsonia aculeata* State Priority \_ Eradication  
 Prickley Pears *Cylindropuntia* species Regional Priority - Eradication excluding core infestations  
 Prickley Pears *Opuntia* species Regional Priority - Assett Protection  
 Rope Pear *Cylindropuntia imbricata* Regional Priority - Assett Protection  
 Tiger Pear *Aurantia* Regional Priority - Assett Protection  
 Velvety Tree Pear *Opuntia tomentosa* Regional priority - Assett Protection



## **AGENDA FOR CLOSED COUNCIL MEETING**

**Monday, 23<sup>rd</sup> June 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 **23<sup>rd</sup> June 2025** to discuss the items listed in the Agenda

Michael Urquhart  
**GENERAL MANAGER**

## **AGENDA**

### 11. MOVE INTO CLOSED SESSION

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

### 12. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

**12.1**      **Chairperson**

### 13. RETURN TO OPEN SESSION

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

### 14. ADOPTION OF CLOSED SESSION REPORTS

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

## 15. QUESTIONS FOR NEXT MEETING

## 16. CONFIRMATION DATE OF NEXT MEETING

**Date:** 27<sup>th</sup> October 2025, in Coonamble

## 17. CLOSE OF MEETING

**Time:** .....