



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 25th August 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 **25th August 2025** commencing at **10:30am** to discuss the items listed in the Agenda.

Please Note: The Council Meeting is audio recorded

Michael Urquhart
GENERAL MANAGER

Table of Contents	
1. OPENING OF MEETING	3
2. AUDIO RECORDING OF MEETING	3
3. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	3
4. LEAVE OF ABSENCE	3
5. APPROVAL TO ATTEND MEETING BY AUDIO VISUAL LINK (AVL)	4
6. DECLARATION OF INTERESTS	5
7. MEMBER OATH/AFFIRMATION	5
8. PUBLIC PRESENTATION	6
9. CONFIRMATION OF MINUTES/MATTERS ARISING	7
ITEM 9.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 23 rd JUNE 2025	7
10. REPORTS OF COMMITTEES	16
ITEM 10.1 NSW WEED BIOCONTROL TASKFORCE – 30 th APRIL 2025	17
ITEM 10.2 PARTHENIUM WEED TASKFORCE MEETING No.48	37
11. REPORT OF THE GENERAL MANAGER	46
ITEM 11.1 COUNCIL'S DECISION ACTION REPORT – AUGUST 2025	46
ITEM 11.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT	50
ITEM 11.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30 th JUNE 2025 & 31 st JULY 2025	67
ITEM 11.4 FOURTH QUARTER OPERATIONAL PLAN 2024/2025 & ANNUAL DELIVERY PROGRAM	69
ITEM 11.5 ANNUAL FINANCIAL STATEMENTS 2024/2025	91
ITEM 11.6 PAYMENT OF EXPENSES FOR COUNCILLORS	94
ITEM 11.7 REVISED INVESTMENT POLICY	103
ITEM 11.8 NEW AND REVIEWED POLICIES & PLANS	113
ITEM 11.9 CMCC CHRISTMAS CLOSURE PERIOD 2025/2026	161
ITEM 11.10 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS	162
12. BIOSECURITY REPORT	165
ITEM 12.1 QUARTERLY BIOSECURITY REPORT	165
14. MOVE INTO CLOSED SESSION	190
15. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING	190
16. RETURN TO OPEN SESSION	191
17. ADOPTION OF CLOSED SESSION REPORTS	191
18. QUESTIONS FOR NEXT MEETING	192
19. CONFIRMATION DATE OF NEXT MEETING	192
17. CLOSE OF MEETING	192

1. OPENING OF MEETING

Time: _____am

2. AUDIO RECORDING OF MEETING

Please note that today's meeting, other than any confidential sessions, are being recorded and will be placed on Council's website. All in attendance should refrain from making defamatory statements. Council takes all care when maintaining privacy, however members of the public gallery and those addressing Council should be aware that you are being recorded.

3. 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.

4. LEAVE OF ABSENCE

Leave of Absence
<p>Recommendation:</p> <p>That the leave of absence received from _____ is accepted and a leave of absence is granted.</p> <p><i>Note Member Holcombe absence was approved at the June 2025 Ordinary Meeting of council held on June 23rd 2025.</i></p> <p>Moved:</p> <p>Seconded:</p>

5. APPROVAL TO ATTEND MEETING BY AUDIO VISUAL LINK (AVL)

Members may in accordance with Section 5.20 of the Castlereagh Macquarie County Council Code of Meeting Practice, lodge a request with the General Manager to attend a meeting by Audio Visual Link and the application must state the reason preventing the Member from attending the meeting in person.

Section 5.20 A request by a member for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the member will be prevented from attending the meeting in person.

Section 5.24 A decision whether to approve a request by a member to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:

- a) the meetings the resolution applies to, and*
- b) the reason why the member is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability or caring responsibilities.*

Member G Rumery has lodged a request to attend the 25th August 2025 Ordinary Council meeting due to his travel restrictions, returning from overseas.

Approval to Attend Meeting by Audio Visual Link

Recommendation:

That approval be given to Member G Rumery to attend the 25th August 2025 Ordinary Meeting by Audio Visual Link, due to his travel restrictions.

Moved:

Seconded:

6. 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

7. MEMBER OATH/AFFIRMATION

INFORMATION: Statement of Ethical Obligations (3.23 of the Code of Meeting Practice)
Members are reminded of their oath or affirmation under S.233A Local Government Act 1993.

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

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

8. PUBLIC PRESENTATION

SPEAKER	TOPIC
Todd Pallister	Hudson Pear Programme Update

9. CONFIRMATION OF MINUTES/MATTERS ARISING

ITEM 9.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 23rd JUNE 2025

Minutes of Ordinary Council Meeting – 23 rd June 2025
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 23rd June 2025, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Meeting Minutes – 23rd June 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 23rd
JUNE 2025 COMMENCING AT 10:30AM**

PRESENT: Member D Batten, Member N Kinsey, Member Z Holcombe, Member P Fisher, Member M Garnsey, Member G Rummery and Member M Cooke

ABSENT: Member D Bell, Member G Whiteley, Member G Peart

STAFF MEMBERS: M. Urquhart (General Manager), A. Fletcher (Senior Biosecurity Officer) and R Wilson (Minute Secretary)

WELCOME: Meeting was opened at 10:32am and Chairman Cllr Batten, welcomed all councillors and staff to the meeting.

03/25/01 Leave of Absence

Resolved:

That

1. the leave a leave of absence received from Member G Whiteley, Member G Peart and Member D Bell is accepted and a leave of absence is granted.
2. the leave of absence from Member Z Holcombe for the 25th August 2025 meeting is accepted and a leave of absence is granted.

Moved: Member Kinsey

Seconded: Member Garnsey

Carried

DECLARATIONS OF INTEREST- Nil

03/25/02 Minutes of Ordinary Council Meeting – 28th April 2025

Resolved:

That the minutes of the ordinary Council meeting held 28th April 2025, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Member Garnsey

Seconded: Member Holcombe

Carried

03/25/04 Correspondence for June 2025

Recommendation:

That the correspondence be received and noted.

Moved: Member Kinsey

Seconded: Member Rummery

Carried

03/25/05 Reports of Committees

Recommendation:

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

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

Moved: Member Garnsey

Seconded: Member Holcombe

Carried

03/25/06 Council's Decision Action Report – June 2025

Resolved:

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

Moved: Member Cooke

Seconded: Member Garnsey

Carried

03/25/07 Circulars Received from the NSW Office of Local
<p>Resolved:</p> <p>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.</p> <p>Moved: Member Holcombe Seconded: Member Fisher</p> <p style="text-align: right;">Carried</p>

03/25/08 Cash and Investment Report – 30 th April 2025 and 31 st May 2025
<p>Resolved:</p> <p>That the investment report for 30th April 2025 and 31st May 2025 be received and noted.</p> <p>Moved: Member Holcombe Seconded: Member Kinsey</p> <p style="text-align: right;">Carried</p>

03/25/09 Member Fees, Local Remuneration Tribunal
<p>Resolved:</p> <p>That the Member Fees be set at the minimum level set by the Local Government Remuneration Tribunal for a County Council Category.</p> <ul style="list-style-type: none">a) The member fee for 2025/2026 be fixed at \$2,090.00b) The Chairperson fee for 2025/2026 be fixed at \$4,490.00c) Makes a superannuation contribution payment of 12% to its members in accordance with section 254B of the Local Government Act 1993. <p>Moved: Member Holcombe Seconded: Member Garnsey</p> <p style="text-align: right;">Carried</p>

03/25/10 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.

Resolved:

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.

Moved: Member Garnsey

Seconded: Member Fisher

Carried

03/25/11 Adoption of Model Code of Conduct

Resolved:

That Council now formally adopts the *Model Code of Conduct* document.

Moved: Member Kinsey

Seconded: Member Rummery

Carried

03/25/12 Adoption Of Model Code Of Meeting Practice

Recommendation:

That Council now formally adopts the *Model Code of Meeting Practice* document.

Moved: Member Rummery

Seconded: Member Kinsey

Carried

03/25/13 MOU Internal Audit & Internal Audit Coordinator	
<p>Resolved:</p> <p>That;</p> <p>(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.</p> <p>(b) Council enters into a Memorandum of Understanding (MOU) with Upper Macquarie and Upper Hunter County Councils for the Internal Audit Services.</p> <p>(c) Council formally appoints the Upper Macquarie Council's Biosecurity Administration Manager as the Castlereagh Macquarie County Council Internal Audit Coordinator.</p> <p>(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 1st July 2025.</p> <p>(e) The Chairman and the General Manager be authorised to execute the relevant documents.</p> <p>Moved: Member Garnsey Seconded: Member Kinsey</p>	Carried

03/25/14 New Policies and Plans	
<p>Resolved:</p> <p>That;</p> <p>(a) the report be received</p> <p>(b) Council adopts the following policies and plans</p> <ul style="list-style-type: none"> - 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 <p>Moved: Member Rummary Seconded: Member Cooke</p>	Carried

03/25/15 Important Dates for Members - Upcoming Meetings & Events
<p>Recommendation:</p> <p>That Council receive and note the list of upcoming meetings and events.</p> <p>Moved: Member Kinsey Seconded: Member Garnsey</p> <p style="text-align: right;">Carried</p>

There was discussion regarding the 2025 NSW Weeds Conference. No Members nominated to attend the 2025 Weeds Conference, at such time.

It was noted that the Senior Bio Security Officer, would be presenting at the upcoming 2025 conference, and it was requested by CMCC Members, that the presentation would be also given to Members at the next meeting of Council (August 2025).

03/25/16 Quarterly Biosecurity Report
<p>Resolved:</p> <p>That the report be received and noted.</p> <p>Moved: Member Kinsey Seconded: Member Garnsey</p> <p style="text-align: right;">Carried</p>

03/25/17 Move Into Closed Session
<p>Time: 11.20am</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>Moved: Member Kinsey Seconded: Member Rummery</p> <p style="text-align: right;">Carried</p>

03/25/18 CONFIDENTIAL - General Managers Annual Performance Review	
Recommendation: That; (a) The members note my report in regard to Mr Urquhart's Annual Performance Review. (b) That the Board once again, note Mr Urquhart's current contract to 16 th February 2028. Moved: Member Batten	Carried

03/25/19 Return to Open Session	
Recommendation: That Council return to open session Moved: Member Kinsey Seconded: Member Garnsey	Carried

03/25/20 Adoption of Closed Session Reports	
Recommendation: That Council adopt the recommendations of the Close Committee Reports. Moved: Member Kinsey Seconded: Member Fisher	Carried

Questions for Next Meeting

- Member Batten requested that hard copies of the agenda be posted out to members prior to the Council meeting
- Member Rummery asked if Teams were available for Council Meetings. The General Manager stated that there was legislation which governs requirements for such and that he would investigate.

Date of the next CMCC Council Meeting to be Monday 25th August 2025 in Coonamble

Close of Meeting

The meeting closed at 11:32am

Chairman

General Manager

DRAFT

10. REPORTS OF COMMITTEES

Reports of Committees
<p>Recommendation:</p> <p>That the reports of the following committees be received and noted.</p> <ul style="list-style-type: none">- NSW Weed Biocontrol Taskforce – 30th April 2025- Parthenium Weed Taskforce Meeting No. 48 – 4 February 2025 <p>Moved:</p> <p>Seconded:</p>

ITEM 10.1 NSW WEED BIOCONTROL TASKFORCE – 30th APRIL 2025



Minutes of the General Meeting of NSW Weed Biocontrol Taskforce 30 April 2025

Cessnock and Online

Meeting opened 9:00 am

Meeting closed 1:00 pm

Attendees

Steering committee	Organisation
Andrew McConnachie (Treasurer)	NSW DPIRD
David Officer (Executive Officer)	NSW DPIRD
Royce Holtkamp (Chair)	Horizon Ecological Consulting
Hillary Cherry	NPWS
Terry Inkson	Cessnock City Council
Michelle Rafter	CSIRO
Andrea Fletcher-Dawson	Castlereagh Macquarie County Council
Hugh Leckie (Secretary)	North-West Local Land Service
Rae Kwong	Agriculture Victoria

Attendees	Organisation
Aaron Cross	Narrabri Shire Council
Alicia Kaylock	South Eastern Local Land Service
Amy Stephens	Newcastle University - PhD student
Aravind Kadali	Narrandera Shire Council
Ashley Donges	North Coast Local Land Service
Beth Brown	Northern Tablelands Local Lands Services
Clare Felton-Taylor	Narrabri Shire Council
Debi Bancroft	Northern Slopes Landcare
Di Taylor	QDPI
Doug Campbell	Upper Hunter Weeds Authority
Fritz Heystek	NSW DPIRD
Ivan Pillay	Central Coast Council
Jack Hill	Clarence Shire Council
Joel Christie-Johnstone	Central West Local Land Service
Josh Biddle	NPWS
Kane Davison	Cabonne Shire Council
Matt Bell	Port Macquarie-Hastings Council
Matt Kennedy	Hunter Local Land Service
Matt Wooden	Berrigan Shire Council
Mel Wilkerson	Riverina Local Land Services
Michael Mulholland	NPWS NIB
Michael Tweedie	Murray Local Land Service



Nathan Pugh	NSW DPIRD
Perry Brown	Central Coast Council
Pete Turner	NSW DPIRD
Rae Kwong	Agriculture Victoria
Robert Ide	Campbelltown City Council
Russell Barrow	Ecoinsects / Charles Sturt University
Shane Landrigan	Clarence Valley Council
Blake Bailey	Hunter Local Land Services

Apologies	Organisation
Andrew Cole	Orange City Council
Ben Gooden	CSIRO
Ben Mott	
Claudia Wythes	Central Tablelands Local Land Service
David Saunders	Murrumbidgee Shire Council
Jason Callander	QDAF
Julia Raymonds	
Kunjithapatham Dhileepan	QDAF
Liam Orrock	NSW Local Land Service
Marita Sydes	NSW DPIRD
Phil Price	NSW Water
Rodney Anderson	Federation Council
Tamara Taylor	QDAF
Tanya Muccillo	NSW Local Land Service
Thomas Pickering	Hill Tops Shire Council
Tim Moodie	Murray River Council

Names in grey highlight attended in person, everyone else was online.

Welcome and apologies.

- Welcome to Country was made by Paul McLachlan (Director Works & Infrastructure, Cessnock City Council)
- Thanks to Terry Inkson for hosting the meeting.
- Apologies read out.
- Previous meeting's minutes (13/11/2024) were confirmed as true and correct. Moved (Terry Inkson) seconded (Andrew McConnachie).
- Permission from attendees to record the meeting for the purpose of Minute taking. There were no objections.

New members:

The chair welcomed new members to the Taskforce, being Murray River Council, Central Tablelands Local Land Services and Hill Tops Shire Council.



Business arising from the last NSW Biocontrol Taskforce Meeting held on 13/11/2024.

Action	Item	Status
1	If you have new WONS please let Stephen Johnston know Update: Processes will run in parallel to the prioritisation, submissions for WONS will happen in the second half of the year.	Completed
2	Deb and Clare to talk to Dhileepan from DAF regarding help with Cats Claw Creeper release agents.	Completed
3	The nomination process for new members to the executive will be completed out of session following due process. Including the unresolved issue of inviting landholders onto the Committee.	Ongoing
4	Pete Dawson asked about a central repository for minutes etc. There was a concern that the DPIRD MS Teams folder may not be accessible for everyone. Resolved that AM, Chair, DO report back to taskforce. Update: Andrew McConnachie to create a OneDrive folder and share with the Steering Committee.	Completed

The action items were noted as to be completed or ongoing.

Reports:

Matt Bell (Port Macquarie-Hastings Council): We performed a madeira beetle release around the time of the last meeting out on Ellenborough River. I've got to go out and check how that's going. Hopefully we're just getting a population started and we can make multiple releases there over a few years. We are trying to get a population established out there because there's a lot of scattered madeira vine along that river.

We did some aerial inspections and went over some dams that we had previously released salvinia weevils with mixed success. We've had a couple of dams that had looked like they have been. They're starting to really clear up and another couple that are not clearing up. There is a problem with those dams being very shallow. Warm lagoons that just don't seem conducive to much. The salvinia can't sink. Most successful sites had a harvester on the dam first.

Shane Landrigan (Clarence Valley Council): Introduced some salvinia weevils in a number of sites across the Clarence. Some flooding and things along those sites. Unfortunately, some of the salvinia was washed out into the main river and we've released some of the jewel beetle in several sites, but we just haven't been able to get in to do some evaluation on how effective it's been just given how wet it is.

Terry Inkson (Cessnock City Council): I've been with Cessnock for eight months. We haven't done any releases, but I've been noticing biocontrol out there already established is for alligator weed on the infestation at Branxton. The lush growth of alligator weed has been totally devastated. Wandering trad smut from Lake Macquarie to Wollombi Creek.

Ivan Pillay (Central Coast Council): Alligator weed flea beetle working well at Avoca and Wyong. Received sagittaria weevil from DPIRD and released at Warnervale Wetlands. Good results at Mangrove Mountain. Received salvinia weevil 1.5yrs ago and released it is doing well and going to use this to move the weevil. Released at Oxbow, Wyong adjacent to milk factory. Smooth tree pear ordered cochineal from DPIRD for the Wyong River, working slowly.

Richard Ide (Campbelltown City Council): Been in the role for 5 months. Recently released salvinia weevil on a small dam nearly clear will release in adjacent dam. Sagittaria weevil released on the Georges River no progress checks. Tiger pear cochineal released years ago can't find but very little pear at site. Smooth tree pear cochineal is working. Cats claw creeper released a few years ago, no progress report.

Clare Felton- Taylor (Narrabri Shire Council): Residents asking for cochineal for tiger pear and tree pear.



Andrea Fletcher- Dawson (Castlereagh Macquarie County Council): Released cochineal on Hudson pear near Broken Hill is doing well. Started another rope pear nursery in Broken Hill.

Doug Campbell (Upper Hunter Weeds Authority): Rope pear cochineal out at Giant Creek area looking at giving some to NPWS for Cameron's Gorge. *Harrisia cactus* mealybug release at Denman.

Matt Kennedy (Hunter LLS): Blake is working with Ben Gooden to release the African boxthorn rust.

Mel Wilkerson (Riverina LLS): The Riverina Region has 7 active and 2 potentials recovered, controlled nursery and harvest sites under management.

1. *Opuntia stricta* - cochineal (*Dactylopius opuntiae* 'stricta' lineage).
2. Velvet tree pear - cochineal *Dactylopius opuntiae* 'ficus' lineage
3. Riverina pear - cochineal *Dactylopius opuntiae* 'ficus' lineage
4. Wheel cactus
5. *Opuntia elata*
6. Wheel cactus (2) and 1 co-site with Murray Snowy Valleys – Cochineal *Dactylopius opuntiae* 'ficus' lineage
7. African boxthorn - rust species *Puccinia rapipes*
8. (Recovering) Bridal creeper rust and leafhopper – status to be confirmed for post fire re-establishment and survival - Rust fungus (*Puccinia myrsiphylli*) and Bridal creeper leafhopper (*Erythroneurini* tribe)
9. (Recovering) St John's wort mite – Snowy Valleys – Post fire survival and re-establishment monitoring - St. John's wort stunt mite (*Aculus hyperici*)

Release sites under monitoring hoping to establish nursery or controlled harvest sites for distribution

1. Wheel cactus – Cochineal *Dactylopius opuntiae* 'ficus' lineage
2. Pencil cactus - *Dactylopius tomentosus* ('*Cylindropuntia*' lineage)
3. Thorn apple - *Lema trivittata* Three lined lema beetle
4. Scotch thistle - *Onopordum acanthium* – *Lixus cardui* and *Onopordum* stem-boring weevil
5. General opuntia - *Cactoblastis*
6. African boxthorn - rust species *Puccinia rapipes*

Looking to source

- Horehound clearwing moth
- St John's wort biocontrol full range

Individual Councils and organisations are included however there may be other isolated biocontrols that are not under current monitoring or management at the LCA regions

Beth Brown (Northern Tablelands LLS): *Harrisia cactus* sites which Geoff Riley is working on.

Hugh Leckie (North-West LLS): Passed on his area reporting to members present.



Michael Tweedie (Murray Local Land Service): We have had a lot of naturalised populations of cochineal appear in the Murray since the last meeting. I have found, cultured and released cochineal for:

- *O. elata*
- *O. microdasys* (Not cultured, just moved as the population of opuntia that I found it on may be destroyed)
- *O. bonarensis*
- *O. aurantiaca*
- *O. anahuacensis*
- *O. robusta* (on going releases at Mt Falcon)

We are looking for dock moths and smut for tradescantia for the Murray region.

Alicia Kaylock (South Eastern LLS): We have 2 LCAs with breeding greenhouses. Smooth tree pear a few releases.

Ashley Donges (North Coast LLS): General inquiries directly towards the LCAs and DPIRD.

Hillary Cherry (NPWS): Greater Sydney area with trad rust releases Ulidarra NP. Salvinia weevil in the Royal NP. Ben Gooden is looking for more conservation areas for African boxthorn rust releases.

Provided an update on the NEWP with 29 species or groups of species have moved through to the detailed assessments. Link: <https://weeds.org.au/national-established-weed-priorities-newp/>

Michael Mulholland (NPWS): St John's wort looking at biocontrol for Coolah Tops, Warrumbungle and Trinkey NP. Cochineal for tiger pear, common pear and tree pear. Interested in the African boxthorn rust and the water hyacinth weevil.

Josh Biddle (NPWS): Can't wait for the ox-eye daisy biocontrol.

Debi Bancroft (NSLA): supplied extra cladodes to NSW DPIRD Grafton, new release with DPIRD at Boggabilla. North Star Cactus Catchup meeting. Cactus Quarterly about to be sent out. Found new sites in core infestation, plus North Star (eradication plans), Pallamallawa Mosquito Creek (eradication plans). Mapping of harrisia cactus nearing completion. Getting calls for large incursions of rope pear.

Rae Kwong (Vic Update): Presented a PowerPoint update. See appendices for the PowerPoint slides.

Andrew McConnachie and **Fritz Heystek** (NSW DPIRD) see attached detailed report.

Di Taylor (QDPI): See Appendices for PowerPoint slides.

Michelle Rafter (CSIRO) Summary: Phase 1: Flaxleaf fleabane (stem-galling fly, leaf-galling fly); Phase 2: Stinking passionflower leaf-sucking mirid (release application upcoming, stem-galling weevil (ex Colombia) under testing, *Egeria densa* leaf-mining fly host-specificity testing initial looking good, stem-boring weevil for parrots feather (one non-target species completed lifecycle); flaxleaf fleabane stem-boring weevil (host-specificity testing). CSIRO European Laboratory to close mid next-year. Cabomba release project; Phase 3: fleabane rust fungus, (optimisation of culture); African boxthorn release and post-release evaluation. Parkinsonia UU2 releases (184,000 establishment at 70%). See appendices for PowerPoint slides.

Pete Turner (NSW DPIRD): Update on Biocontrol pipeline (CSIRO) in general business. Encouragement to attendees to become a member of the Taskforce.



Treasurer's report

Andrew McConnachie (NSW DPIRD) Moved (AM), seconded Matt Kennedy. Accepted.

NSW Weed Biocontrol Taskforce Financial Report November 2024 to April 2025

Opening Balance			\$153,865
	Adjustment (alignment with UHWA)	(\$951)	\$152,914
Income			\$4,000
Membership	Murray River Council (Silver)	\$1,000	
	Central Tablelands LLS (Silver)	\$1,000	
	Hilltops (Silver)	\$2,000	
Expenditure			(\$200)
	Administration	(\$200)	
Closing Balance			\$156,714

Amy Stephens (PhD Student, University of Newcastle): See Appendices for PowerPoint slides.

Russell Barrow (Ecoinsects, Charles Sturt University): See Appendices for PowerPoint slides.

Matt Bell (Port Macquarie-Hastings Council): Update regarding the NSW Weeds Conference 2025. A few changes and these will be updated on the website.

General Business:

- 1) Action: Matt Bell to speak to Nikki regarding sponsorship opportunity for the NSW Weeds Conference 2025.
If the NSW Biocontrol Taskforce is to sponsor the NSW Weeds Conference then the Steering Committee will meet to discuss and ratify any sponsorship.
- 2) NSW Biocontrol Taskforce stand at the NSW Weeds Conference. We need members to help run the stand once it has been confirmed that we can have a stand. Steering Committee to ratify this once availability is confirmed.
- 3) Only 1 nomination for the NSW Biocontrol Taskforce prize. We are wanting 6 to choose from.
- 4) Pete Turner asked if anyone was interested in taking the opportunity to be on the border crossing inspection stations in October 2025 for Spring and Summer.
- 5) Pete Turner with Nic Dixon moving to another position there is a Talent Pool for State Priority Weed Coordinators. The Talent Pool will go for 12 months.
- 6) Pete Turner the NRC will be placing the final report on their website next week.
- 7) Doug Campbell asked if there was any LCA who wishes to host the next NSW Weeds Conference. There is a company engaged who will assist in the organisation. If interested, please contact Doug Campbell or Pete Turner.

Next Meeting date: Hosted by DPIRD at Grafton for 18th November 2025 Taskforce meeting

Meeting closed: 1:00 pm

Actions arising from this meeting held on 30/4/2025




Action	Item	Status
1	Matt Bell to talk to Nikki regarding sponsorship for NSW Weeds Conference 2025. Steering Committee to ratify if available.	

Appendix 1: Agriculture Victoria presentation

Agriculture Victoria Research

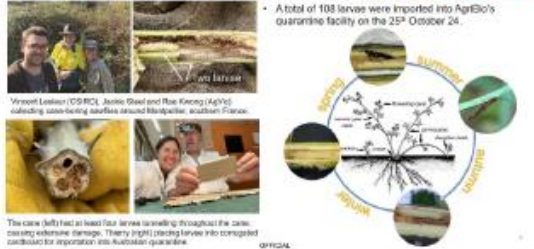
Raelene Krong
Investigative & Weed Sciences



AGRICULTURE VICTORIA

Blackberry

A total of 103 larvae were imported into AgriBio's quarantine facility on the 25th October 24.



Two cane types (green and cut canes)

Three diapause treatments


- No diapause
- Truncated diapause
- Fraser conditions

The cane (left) had at least four larvae travelling throughout the cane, causing extensive damage. Thierry (right) placing larvae into conical cardboard for importation into Australian quarantine.

OFFICIAL

Blackberry

A total of 103 larvae were imported into AgriBio's quarantine facility on the 25th October 24.



Two cane types (green and cut canes)

Three diapause treatments

- No diapause
- Truncated diapause
- Fraser conditions

Blackberry canes damaged by the cane-boring larvae. These canes had at least four larvae travelling throughout the cane, causing extensive damage.


OFFICIAL

Blackberry

Sagittaria

2024-25 season:

- Releases of fruit-feeding weevils continued at Cobram and Deniliquin, but not at Griffith and Stanhope due to site destruction.
- Monitoring for establishment from previous year's releases has been disappointing, with no signs of weevil present, despite attack noted at two sites in previous year.
- Combination of flooding, drought, human disturbance.
- New sites required for future releases.
- Effect of herbicides on weevil (beetle) survival, conducted.



Griffith nursery site, April 25

Stanhope nursery site, April 25

Gumbowee Forest - horehound


Horehound has become a major problem in the Gumbowee Forest on the Murray River.

Parks Victoria and the North Central Catchment Management Authority want to implement a biological control program against horehound in Gumbowee.

The horehound plume moth was common, but no signs of the horehound cleaning moth were found.

Not present

- We are planning a horehound cleaning moth redistribution program.
- Are there known sites in NSW where the cleaning moth is established?
- If so, please let me know.




Horehound plume moth larva of Gumbowee

Horehound cleaning moth

None: Gumbowee field day

Boring insect on English (Scotch) broom in Victoria

Many longicorn beetles, strong/very common





Appendix 2: NSW DPIRD report

Updates on NSW DPI Weed Biocontrol research, mass-rearing, release and evaluation activities

A report for the NSW Weed Biocontrol Taskforce meeting on 30 April 2025, Cessnock.

Contributions by: Andrew McConnachie, Muhammad Nawaz, Asad Shabbir, Heather Smith, Willie Heimoana, Fritz Heystek, David Officer, Nathan Pugh & Paddy Stanton

NSW DPIRD continues to invest and develop its biocontrol agent delivery pipeline, linking research with mass-rearing, release, and evaluation. This report covers the current progress and future directions.

Host-range testing, pre- and post-release evaluations (13 Nov 2024 to 30 April 2025)

Project	Candidate agent/output	Update
Blue heliotrope <i>(Heliotropium amplexicaule)</i> <i>Supported by NSW DPIRD</i>	Root-feeding flea beetle <i>Longitarsus</i> sp.	<ul style="list-style-type: none"> Adult no-choice trials (quarantine) and field host-range studies underway in Argentina. Further importation of Australian native test species seed (June 2025).
Harrisia cactus <i>(Harrisia martinii)</i> <i>Supported by NSW DPIRD</i>	Harrisia cactus weevil <i>(Eriocereophaga humeridens)</i>	<ul style="list-style-type: none"> Quarantine culture – OAI (120 F1 adults). Host-range testing underway (OAI). Molecular work underway (OAI). Host-range testing in native range (Brazil) complete.
African love grass <i>(Eragrostis curvula)</i> <i>Supported by the Australian Government RR&D4P Rnd 4 with a co-investment from the taskforce and the NSW Environmental Trust</i>	African lovegrass wasp <i>(Tetramesa</i> sp. 4)	Seeking funding to establish a PhD project to investigate the distribution, field host range and impact of <i>Tetramesa</i> sp. 4
Hudson pear <i>(Cylindropuntia pallida)</i> <i>Supported by the Australian Government RR&D4P Rnd 4 with a co-investment from the taskforce and the NSW Environmental Trust</i>	Hudson pear cochineal <i>(Dactylopius tomentosus</i> 'californica var. parkeri' lineage)	<ul style="list-style-type: none"> Castlereagh Macquarie County Council (CMCC) and partners continue to release the cochineal in Lightning Ridge and surrounding areas. Long-term monitoring sites continue to be assessed every three months (assessed March 2025) at Cumborah & Grawin, monitoring the dispersal and impact of the Hudson pear cochineal. >150,000 infected cladodes released to date throughout the invaded range in North-West NSW.
Other <i>Cylindropuntia</i> spp. targets <i>Not currently funded</i>	Cochineal (<i>Dactylopius tomentosus</i>) various lineages	<ul style="list-style-type: none"> <i>D. tomentosus</i> lineages (six) are available for all eight species of invasive <i>Cylindropuntia</i> spp. Recent request and shipment of <i>D. tomentosus</i> ('cholla' lineage) for <i>C. fulgida</i> var. <i>mamillata</i> in NT.



Mother-of-millions <i>(Kalanchoe delagoensis)</i> <i>Currently funded by the taskforce and the Australian Government (FFA)</i>	MoM weevil <i>(Osphilia tenuipes)</i>	<ul style="list-style-type: none"> Rajaonera, T.E., Ravaomanarivoa, L.H., Razafindranaivoa, V., McConnachie, A.J. 2024. Native range host-specificity and impact studies of <i>Osphilia tenuipes</i> Fairmaire (Coleoptera, Curculionidae): A potential biocontrol agent for <i>Kalanchoe delagoensis</i> (Crassulaceae) in Australia. <i>Biocontrol Science and Technology</i>, 1–14. https://doi.org/10.1080/09583157.2024.2379436. Release application: 2025 submission to DAFF.
	Long-term seedbank and plant population dynamic studies	<ul style="list-style-type: none"> Currently sites established at Wee Waa, Turravan and Cumborah. Monitoring: 15 November (Cumborah), December (Wee Waa & Turravan).
Leaf cactus <i>(Pereskia aculeata)</i> <i>Supported by the NSW Environmental Trust</i>	Pereskia stem-wilter <i>(Catorhintha schaffneri)</i>	<ul style="list-style-type: none"> Adult survival tests – 5th replicate completed. Higher survival of <i>C. schaffneri</i> on some species of dragon fruits compared to <i>P. aculeata</i>. Complete testing, publish and terminate culture.
	Pereskia leaf-feeding beetle (<i>Phenrica guerini</i>)	<ul style="list-style-type: none"> Host-range testing completed. Release application currently being prepared.
Ox-eye daisy <i>(Leucanthemum vulgare)</i> <i>Supported by the NSW Environmental Trust</i> <i>Originally supported by the Australian Government RR&D4P Rnd 4 with a co-investment from the taskforce and the NSW Environmental Trust. Currently funded by the NSW and Australian Governments (FFA)</i>	Root-feeding weevil <i>(Cyphocleonus trisulcatus)</i>	<ul style="list-style-type: none"> Quarantine culture currently being maintained. Collection and importation of new genetic stock from France & Switzerland – May 2025.
	Rhizome-feeding moth <i>(Dichrorampha aeratana)</i>	<ul style="list-style-type: none"> Quarantine culture currently being maintained. Collection and importation of new genetic stock from Switzerland – May 2025. Release application currently being prepared.
Narrow-leaf privet <i>(Ligustrum sinense)</i> <i>Supported by the NSW Environmental Trust</i>	Privet lace bug <i>(Leptophya hospita)</i>	<ul style="list-style-type: none"> Culture imported from NZ in February 2025. Host-range testing to resume shortly.
Sticky nightshade <i>Solanum sisymbriifolium</i> <i>Funded by Newmont (Cadia)</i>	Leaf-feeding beetle <i>(Gratiana spadiceae)</i>	<ul style="list-style-type: none"> MSc. Student (Rhodes University). Host-range testing of native <i>Solanum</i> spp. (20), and key potato and eggplant cultivars.
	Flower-feeding weevil <i>(Anthonomus sisymbrii)</i>	<ul style="list-style-type: none"> PhD. Student (Rhodes University). Host-range testing of native <i>Solanum</i> spp. (20), and key potato and eggplant cultivars. FUEDEI: Native range surveys and modelling
Chilean Needle Grass <i>Nasella nesiana</i> <i>Funded by NSW DPI</i>	Leaf rust (<i>Uromyces pencanus</i>)	<ul style="list-style-type: none"> Ex. Argentina (currently in Landcare Research's quarantine, NZ) Test Australian native <i>Austrostipa</i> spp. (<i>A. compressa</i> & <i>A. macalpinei</i>). Initial host-specificity testing completed.
Lantana	Genetic biocontrol	<ul style="list-style-type: none"> Sequence the entire genome of diploid (<i>Lantana depressa</i>).



<i>Lanata camara</i>		<ul style="list-style-type: none"> • Parent plants in culture USDA (Fort Lauderdale lab). • Awaiting importation of leaf samples into Australia.
<i>Supported by NSW DPI</i>		

Mass-rearing, release and evaluation (13 Nov 2024 to 30 April 2025)

<p>Mass-rearing facility – Grafton</p> <p><i>Supported by the NSW and Federal Governments</i></p>		<ul style="list-style-type: none"> • Facilities are fully operational and continually being optimised. • Mass-rearing, release, and evaluation techniques are continually being refined and implemented.
<p>Online agent request form</p> <p><i>Supported by NSW DPI and the taskforce</i></p>	Registration of new sites and agent requests	<ul style="list-style-type: none"> • A weed biocontrol agent and site registration form provides NSW DPI with the ability to plan and prepare biocontrol agents in a timely manner and follow up on establishment. • Use the following link: https://forms.office.com/Pages/ResponsePage.aspx?id=IYvjkgHEe4mmewgz3TuQVjHzY1UilGI0SuCiEtb4FUOFVBR1FOQ1ZaQIBNOFFNSIFUV0JIT1BQTI4u or contact the team at GPII for further information.
<p>Delta arrowhead (<i>Sagittaria platyphylla</i>)</p> <p><i>Supported by the NSW and Federal Governments.</i></p> <p><i>Collaboration with Agriculture Victoria</i></p>	Fruit-feeding weevil (<i>Listronotus appendiculatus</i>)	<ul style="list-style-type: none"> • Since November 2024 there have been nine releases of the fruit feeding weevil made. • Post release assessments at sites (Brogo, Bucca, Bowraville, Wyong, 2 at Mangrove creek dam and Byron Bay) has found adult weevils established and seed damage at five of the seven sites evaluated.
<p>Harrisia cactus (<i>Harissia martinii</i>)</p> <p><i>Supported by the NSW and Federal Governments</i></p>	Harrisia cactus mealybug (<i>Hypogeococcus festerianus</i>)	<ul style="list-style-type: none"> • 24 boxes of mealybug-infested segments (min 960 cladodes) have been released on three occasions, since November 2024. • The long term transects near twin rivers was evaluated. In general, field populations of the mealybug are increasing and impacting the early release sites, despite predation by lacewings.
<p>Smooth tree pear (<i>Opuntia monacantha</i>)</p> <p><i>Supported by the NSW and Federal governments</i></p>	Smooth tree pear cochineal (<i>Dactylopius ceylonicus</i>)	<ul style="list-style-type: none"> • Five additional releases have been made in the Northern rivers' region and Bega shire since November 2024. • The mass-rearing culture is healthy, and some post-release assessments have been conducted to evaluate long term changes.
<p>Salvinia (<i>Salvinia molesta</i>)</p> <p><i>Supported by the NSW and Federal governments, and the taskforce</i></p>	Salvinia weevil (<i>Cyrtobagous salviniae</i>)	<ul style="list-style-type: none"> • Releases of more than 12,800 adults have been made at 47 sites since November 2024. • A biocontrol augmentation site for long-term evaluation was set up in December 2022 at the Byron Bay sewerage treatment plant and is still being assessed monthly. Additional chemical integrated control was implemented here. Additional weevil releases are now planned for spring.



<p>Cat's claw creeper (<i>Dolichandra unguis-cati</i>)</p> <p><i>Supported by the NSW and Federal governments, and the taskforce</i></p>	<p>Cats claw Jewel beetle (<i>Hylaeogena jureceki</i>)</p>	<ul style="list-style-type: none"> Releases were made at nine sites (2,200 adults) since November 2024. Due to its general wide occurrence, however at low population levels were established in NSW, this agent will no longer be reared at Grafton for distribution.
	<p>Cats claw leaf-tying moth (<i>Hypocossia pyrochroma</i>)</p>	<ul style="list-style-type: none"> Releases of larvae and pupae late 2024 at a site at Lanitza, NSW resulted in at least five leaf ties were observed approximately 30m away from the release site on 10 February 2025. Approximately 90% of pupae placed in the field seemed to have emerged, based on proportion empty pupal cases recovered. Additional releases of 600 larvae and 218 adults at Lanitza, Whiteman creek, and Kyogle were made since November 2024.
<p>Madeira vine (<i>Anredera cordifolia</i>)</p> <p><i>Supported by the NSW and Federal governments, and the taskforce</i></p>	<p>Madeira vine beetles (<i>Plectonocha correntina</i>)</p>	<ul style="list-style-type: none"> 1,800 beetles were released at seven sites between 26 November 2024 and 1 April 2025.
<p>Water hyacinth (<i>Pontederia crassipes</i>)</p> <p><i>Supported by the NSW and Federal governments, and the taskforce</i></p>	<p>Water hyacinth weevils (<i>Neochetina eichhorniae</i> and <i>Neochetina bruchi</i>)</p>	<ul style="list-style-type: none"> Two releases of 200 weevils each, were made since late November 2024.
<p>Cabomba (<i>Cabomba caroliniana</i>)</p> <p><i>Supported by the NSW Environmental Trust In collaboration with CSIRO</i></p>	<p>Cabomba weevil <i>Hydrotimetes natans</i></p>	<ul style="list-style-type: none"> Released 315 adults, over six occasions at four sites, between December 2024 and February 2025 Establishment has been confirmed at three of four sites evaluated. A re-release was since made at the site where no establishment was detected. The first release site (Mooball) lost most of the weed following high levels of insect damage and a flood. Two release sites were not evaluated yet. Another imminent release is planned, that will bring the number of sites this weevil was released at in NSW to seven.
<p>Giant Rats Tail (<i>Sporobolus pyramidalis</i>)</p> <p><i>Supported by the taskforce</i></p>	<p>the leaf smut, <i>Ustilago sporoboli-indici</i></p>	<ul style="list-style-type: none"> Experiments to evaluate collection methods, storage and infection methodologies of new sites of this smut disease on GRT commenced as combination of field and lab trials. Poor infection rates were achieved with the first pot trials, highlighting the need for finding effective methodologies to introduce this disease to GRT infestations.
<p>Biocontrol best practice</p> <p><i>Supported by LLS, NSW DPI, the taskforce and Federal Government</i></p>	<p>Hard copy Web-enabled PDF</p>	<ul style="list-style-type: none"> "Biological control of weeds: a practitioner's guide for south-east Australia" is actively being distributed via hardcopy and PDF download https://www.dpi.nsw.gov.au/biosecurity/weeds/

	Workshops	<p>weed-control/biological-control/biological-control-of-weeds-manual</p> <ul style="list-style-type: none"> Sections on <i>Cabomba caroliniana</i>, <i>Sagittaria platyphylla</i>, <i>Euphorbia paralias</i>, <i>Conyza bonariensis</i>, <i>Tradescantia fluminensis</i> and <i>Lycium ferrocissimum</i> are being drafted to update the guide; Agent rearing and distribution methodologies are not finalized yet. The last of a series of Biocontrol Best Practice workshops was held in Cobar in October 2024.
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Department of Primary Industries and Regional Development

Weed biocontrol mass-rearing, release & evaluation, GPII

10th Weed Biocontrol Taskforce Meeting
30 April 2025

John Hegarty, David Offiers, Nathan Pugh, Paddy Stanton, Andrew McDonald

Releases: Cactus weeds

Weed	Agent	# insects @ sites
<i>Parthenocissus</i>	<i>Phaeogenes coccinellus</i>	950 infected stalks @ 5 locations
<i>Cylindropuntia</i>	<i>Phaeogenes coccinellus</i>	850 infected stalks @ 5 locations

Releases: Creepers

Weed	Agent	# insects @ sites
<i>Abutilon</i>	<i>Phaeogenes coccinellus</i>	1800 @ 7 sites
<i>Conyza</i>	<i>Phaeogenes coccinellus</i>	2000 @ 9 sites
<i>Tradescantia</i>	<i>Phaeogenes coccinellus</i>	500 @ 7 locations / 13 sites

Releases: Water weeds

Weed	Agent	# insects @ sites
<i>Phalaris</i>	<i>Phaeogenes coccinellus</i>	400 @ 2 sites
<i>Conyza</i>	<i>Phaeogenes coccinellus</i>	12 000 @ 47 sites
<i>Sagittaria</i>	<i>Phaeogenes coccinellus</i>	1 000 @ 5 locations / 5 sites
<i>Cabomba</i>	<i>Phaeogenes coccinellus</i>	315 @ 6 locations / 5 sites

Post release evaluation: *Cyrtobagous salviniae*

- Byron Bay STP wetlands
- Monthly searching since 2023
- Treated Flumeoxin tablets January
- Doose sprayed Flumeoxin February

Post release evaluation: *Listronotus appendiculatus*

- Post release assessments at sites: Wingo, Bucca, Glenview, Wyong, 2 at Mangrove creek dam & Barton lake
- Weeds established and seed damage at five of the seven sites evaluated.

Post release evaluation: *Hydrotimeles natans*

- Reared around 800 at GPII this season
- Released 315 (approx. 400 left)
- Thus far released at 6 sites in NSW
- Preliminary found established at 3

Smut fungus on *Sporobolus pyramidalis* (GRT)

- Evaluate inoculation methodologies (colours, chart) times of smut onto GRT and impact on plants
- 50 plots (GRT, BPG & other spp), 4x7m size, mulched vs undisturbed. Plant cover, biomass and fecundity measured. Inoculated
- Plot trials: inoculated seedlings

Appendix 3: QDAF report

QDPI project update

Research update – NSW Taskforce Meeting

DI Taylor
30th April 2025

QDPI project update

Research update – NSW Taskforce Meeting

DI Taylor
30th April 2025

Harrisia cactus (*Harrisia martinii*)

- Identified agents from Argentina
 - Dasipops gnoti
 - Dasipops bosqui
- Importation delayed until late 2025
 - CONICET – UNNE are still developing rearing methods

Phase 1
Exploration

Singapore daisy (*Sphagneticola trilobata*)

- Native range surveys in Mexico
 - collections made on target and related Asteraceae species
 - molecular barcoding to rule out nonspecific insects
- Prioritised eriophyid mite sent to Serbia for identification
- Awaiting identification for exportation to Australia

Phase 1
Exploration

Madeira vine (*Anredera cordifolia*)

- Population genetics
 - analysis of Australian and overseas samples 2025/2026
- Determine target native range and commence contracting an organisation to conduct surveys 2026/2027
- Existing agent: *Plectonocha corentina*
 - Map long-term establishment and impact
 - Lab and field temperature studies
 - Investigate the impact of predation on long-term establishment

Phase 1
Population genetics

African Tulip Tree (*Spathodea campanulata*)

- Colomerus spathodeae* – gall mite
 - Host tested by Manaaki Whenua – Landcare Research, New Zealand
 - Released and established in some Pacific Ocean island territories
- Imported into quarantine for testing on native Bignoniaceae
 - Results to date are promising

Phase 2
Quarantine testing

Koster's curse (*Miconia crenata*)

- Liothrips urichi* – *Clidemia* thrips
 - Established in Hawaii, Fiji, Palau, American Samoa
 - Developed on 3 native Australian Melastomataceae species under quarantine conditions
 - Agent discarded
- Colletotrichum clidemiae* – leaf-spot pathogen
 - Released and established in Hawaii
 - Imported into CABI quarantine for host testing

Phase 2
Quarantine testing


Lanata (*Lanata camara*)

- Eutreta xanthochaeta* – Lantana gall fly
 - Released in Australia in 1970's but didn't establish
 - Quarantine host testing to confirm specificity for re-release
 - Promising results
- Puccinia lantanae* – lantana blister rust
 - Released in New Zealand and South Africa
 - Additional testing by CABI
 - Import release application submitted to DAFF

Phase 2
Quarantine testing

Snake cactus (*Cylindropuntia imbricata* ssp. *spinosior*)

- *Coenopæus palmieri* – cactus longhorn beetle
 - Survey conducted in Arizona, USA
 - Colony established in quarantine
 - Testing to commence 2025/26 if funding is secured




Phase 2
Quarantine testing

Jason Callander: jason.callander@daf.qld.gov.au

Cat's claw creeper (*Dolichandra unguis-cati*)

- *Neoramulariopsis unguis-cati* – leaf-spot pathogen
 - Accidentally introduced to South Africa
 - Host testing completed by CABI on 35 species
 - Release application being considered by DAFF
- Three agents; all established
 - Leaf-sucking ringid, leaf-tying moth, jewel beetle
 - Honours project – impact of temperature on jewel beetle




Phase 2
Approval for release

Dr Taylor: dr.taylor@daf.qld.gov.au

Opuntia & Cylindropuntia species

- *Dactylopius* spp. & 'lineages' and *Cactoblastis cactorum*
 - Monitoring establishment and impact of agents
 - ID of *Dactylopius* species and lineages
 - ID of cactus species
 - Coordinating *Dactylopius* spp. redistribution
 - Advice to community groups, landholders and councils
 - Supply 'starter' colonies to stakeholders




Phase 4
Technology transfer

Jason Callander: jason.callander@daf.qld.gov.au

Sticky florestina (*Florestina tripteris*)

- Feasibility of biological control
 - Literature review
 - Climate modelling
 - Genetic work



Sticky florestina records (JLH)
1990-2020

Dr Taylor: dr.taylor@daf.qld.gov.au

For more information contact project leaders

Jason Callander jason.callander@daf.qld.gov.au <ul style="list-style-type: none"> • <i>Neoramulariopsis</i> • African Fairy Tree • Golden Cocks • Lantana • Nettle leaves • Opuntia & Cylindropuntia spp. 	Dr Taylor dr.taylor@daf.qld.gov.au <ul style="list-style-type: none"> • Cat's claw creeper • Sticky florestina 	Tereasa Taylor teresa.taylor@daf.qld.gov.au <ul style="list-style-type: none"> • <i>Neoramulariopsis</i> • <i>Stink bug</i>
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Thank-you 😊


Appendix 4: CSIRO report



CSIRO biocontrol projects – Phase 3


- African boxthorn – Project # 1**
- November 2023-June 2026.
- Release of the fungus *Puccinia ruginis* at 17 food monitoring plots (central-west to Riverina).
- Post-release monitoring and evaluation undertaken every 6 months.






CSIRO biocontrol projects – Phase 3


- African boxthorn – Project # 2**
- March 2024-June 2026.
- Supply of fungus and release instructions to community stakeholders (all are welcome).
- eOily registrations by email to boxthornbiocontrol@csiro.au
- Discuss workshop opportunities with Ben Gooden and Caroline Delaisse by email.














Thank you


Ben Gooden
Korinna Rappington
Gavin Hunter
Louise Monte
Rajha Sathyanarthy












Australia's National Science Agency


Appendix 5: Amy Stephens (PhD Student, University of Newcastle)

<p>Overview of study</p> <ul style="list-style-type: none"> • 3 growth habits <ul style="list-style-type: none"> ◦ Present in the Hunter ◦ Biocontrol agents • Invasion triangle 		<p>Free-floating: Salvinia (<i>Salvinia molesta</i>)</p> <ul style="list-style-type: none"> • Problem in still or slow-moving waterways • Reproduction: fragments • Biocontrol: Salvinia weevil (<i>Cyrtobagous salviniae</i>), released 1980 	
<p>Emergent: Sagittaria (<i>Sagittaria platyphylla</i>)</p> <ul style="list-style-type: none"> • Problem in streams, wetlands, irrigation channels • Reproduction: daughter plants, tubers, seeds • Biocontrol: Sagittaria fruit-feeding weevil (<i>Listronotus appendiculatus</i>), released 2023 		<p>Submerged: Cabomba (<i>Cabomba caroliniana</i>)</p> <ul style="list-style-type: none"> • Problem in lakes, dams, slow-moving rivers • Reproduction: fragments, seeds • Biocontrol: Cabomba weevil (<i>Hydrotimetes natans</i>), released 2021 <p><small>Image: NSW DPI WeedWise</small></p>	
<p>Salvinia and biocontrol responses to increasing water salinity</p> <ul style="list-style-type: none"> • Coastal freshwater <ul style="list-style-type: none"> ◦ Muddy Lake • Components: <ul style="list-style-type: none"> ◦ Field measurements ◦ Salvinia salt tolerance ◦ Salvinia weevil salt tolerance ◦ Salvinia weevil preferences <ul style="list-style-type: none"> ▪ Adult feeding ▪ Oviposition • How will salinity affect salvinia, and what effect will this have on salvinia weevils? 		 <p>48 hours</p>	<p>2, 10, 25 ppt</p>
	<p>Sagittaria seed dynamics and the impact of the fruit-feeding weevil on seed dispersal</p> <ul style="list-style-type: none"> • Seed bank not well understood • Components: <ul style="list-style-type: none"> ◦ Seed bank ◦ Dispersal distance ◦ Germination ◦ Biocontrol • What are the seed dynamics, and what effect will the fruit-feeding weevil have? 	<p>Biotic resistance candidates for cabomba and sagittaria</p> <ul style="list-style-type: none"> • Biotic resistance: biodiverse habitats are more resistant to invasion <ul style="list-style-type: none"> ◦ Restoration = weed prevention • Components: <ul style="list-style-type: none"> ◦ Vegetation surveys ◦ Competitive species ◦ Density vs species/functional group • Are native plant species effective at excluding or outcompeting cabomba and sagittaria? 	

	<p>Nutrient analysis of the plant parts consumed by biocontrol species</p> <ul style="list-style-type: none"> • Cabomba stems and sagittaria fruits • Establishment • Nutrient analysis: Field and lab • Biocontrol <ul style="list-style-type: none"> ◦ Establishment ◦ Fecundity ◦ Development • How do nutrients affect biocontrol success?
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Appendices 6: Russell Barrow (Ecoinsects, Charles Sturt University)


 <p>russ.barrow@ecoinsects.com www.ecoinsects.com</p>  <p>Charles Sturt University Guilbali Institute Agriculture Water Environment rubarrow@csu.edu.au</p>	 <p><i>Dolichandra unguis-cati</i></p>  <p><i>Hedwigella jureceki</i> (reclassified 2014)</p>
 <p><i>Lantana camara</i></p>  <p><i>Uroplate girardi</i></p>  <p><i>Octotoma scabripennis</i></p>	 <p><i>Chrysomelids</i> (G.S.W.S.)</p>
<p><i>Hypericum perforatum</i> distribution</p> <p>Occurrence records map (51,083 records)</p> 	<p><i>Hypericum perforatum</i> opportunity</p> <p>Research program examining</p> <ul style="list-style-type: none"> - Has climate change impacted hypericin levels (cf 1990 data)? - Is there a stress response to hypericin production? - Monitor the occurrence of different strains of St John's wort (broad versus narrow leaf) - Monitor the differential establishment of Chrysomelid beetles on these strains - Replicate trials conducted in the ACT examining reduction in flower production and seed count with beetle activity <p>Phytobenthos Vol. 36, No. 3, pp. 475-485, 1995 Printed in Great Britain</p> <p>0167-6369/95 \$10.00 + 0.00 © 1995 Progress Press plc</p> <p>HYPERICIN CONTENT VARIATION IN <i>HYPERICUM PERFORATUM</i> IN AUSTRALIA</p> <p>by A. SOUTHWELL and MURIEL H. CONNELL*</p> <p>North Coast Agriculture Institute, Wollagatta, NSW, 2445, Australia. *NSW Agriculture and Fisheries, Treen Road, Orange, NSW, 2800, Australia</p>



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Nagoya Protocol

Example : St John's wort



Host In Species	Scientific Name	Imported From	Imported To Australia	Purpose
St John's wort	Hypericum perforatum L.	England	1995, 1996	Biological control of St John's wort
St John's wort	Hypericum perforatum L.	France	1995, 1996	Additional biological control of St John's wort



**In accordance with international law
Nagoya IS NOT applied retroactively**

Article 28 of the Vienna Convention on the Law of Treaties states the general rule that treaties are not retroactive. It specifies that a treaty's provisions do not bind a party regarding acts or facts occurring, or situations ceasing to exist, before the treaty's entry into force, unless a different intention is expressed in the treaty itself or is otherwise established.

Regardless of Australia ratifying the protocol any biocontrol agent imported prior to 12 October 2014 is not subject to the Nagoya protocol

Vienna Convention on the Law of Treaties, opened for signature 23 May 1969, entered into force 27 January 1980, 1155 UNTS 331.

ITEM 10.2 PARTHENIUM WEED TASKFORCE MEETING No.48

Department of Primary Industries
and Regional Development



Meeting

Parthenium Weed Taskforce Meeting No. 48

Details

Location: The Living Classroom, Bingara, or
online via Microsoft Teams

Date/time: 4 February 2025
1.00 pm – 4.00 pm

Chairperson: Nicola Dixon, DPIRD

People present

1. Nic Dixon, DPIRD
2. Bill Davidson, DPIRD
3. Scott Revell, Gwydir Shire Council
4. Luke Creighton, Gwydir Shire Council
5. Doug Campbell, Upper Hunter Weeds Authority
6. Michael Whitney, Liverpool Plains Shire Council
7. Glenn Sloane, Parkes Shire Council
8. Ron Milne, Parkes Shire Council
9. Lee Amidy, Gunnedah Shire Council
10. Scott Graham, NW LLS/DPIRD
11. Pete Dawson, NW LLS/DPIRD
12. Rachael Turner, NW LLS/DPIRD
13. Damien Sykes, Moree Plains Shire Council

People on MS Teams

1. Rod Ensbey, DPIRD
2. Pete Turner, DPIRD
3. Andy Fletcher-Dawson, Castlereagh Macquarie CC
4. Ashely Donges, North Coast LLS
5. Rhett Patrick, Rous County Council
6. Tony Martin, Illawarra District Weeds Authority
7. Erin Fardy, Shoalhaven City Council

Apologies

1. Hugh Leckie, NW LLS
2. David Pomery, Illawarra District Weeds Authority
3. Geoffrey Riley, Inverell Shire Council
4. Ivan Pillay, Central Coast Council
5. Perry Brown, Central Coast Council
6. Gavin O'Connor, Biosecurity Queensland
7. Mel Stockman, NW LLS/DPIRD

Department of Primary Industries
and Regional Development



Previous meeting/s:

Action	Responsible	Status
1. IP12 – TRC to work with AELEC to develop an event kit that includes information about hay from QLD and parthenium weed risk	Dixon/TRC	On hold until TRC recruitment processes completed
2. TRC to revisit tracing campers with addresses provided to infested sites	TRC	On hold until TRC recruitment processes completed
3. eDNA project- Members to send images of insects observed on parthenium weed plants	All members	Project on hold indefinitely. No further action required.
4. IP47 - Detector dogs to be deployed at IP47 Gournama in autumn 2025	Revell/Davidson	Booked for 25 Feb 2025
5. Detector dogs to be deployed at IP10a, IP10f, IP12, IP31, IP32 May 2025	Campbell/Amidy/ TRC/Davidson	Tate Animals has confirmed dates
6. Border inspectors to receive training on new digital certification system	Dixon/Davidson	Completed Sept/Oct 2024
7. IP22d and IP42 – human surveillance exercise to be held Feb 2025	Davidson	Scheduled for 5-6 Feb 2025

This meeting:

No.	Issue	Action	Responsible
1	IP28 – delimitation required	Detector dogs to be deployed May 2025	Davidson/Whitney
2	IP31 – Mookhi River delimitation required	IP31 surveillance exercise to be held May 2025	Davidson/Amidy
3	Truck wrapping stats unknown	Follow up with provider about kms and routes travelled by wrapped trucks	Davidson

4	Need to investigate additional options for raising awareness about parthenium weed	Seek quotes for signage on NW trains, buses and other public transport, NRMA magazines, caravan lifestyle magazines and potentially add into Communication Plan	Davidson
5	LCAs to work with their media and comms staff to get a tile out, tiles available on the extranet	All members to post on social media or create an e-newsletters, Seen this? Call us, as key message	Members
6	Gwydir Shire Council seeking information about locations of Bristol TSR stock quarantine paddocks	List of holding paddocks to be send to Gwydir Shire Council	Graham/Revell
7	Councils carrying out highway inspections may require a Road Occupancy Licence	Check TfNSW ROL requirements for highway inspections or reach out to Clare NSC for more information	All LCA members with IPs on highways
8	All Taskforce members are responsible for delivering actions under the Parthenium Weed Communication and Awareness Plan	Routinely reassess the communication plan and deliver actions according to the agreed timelines	All members
9	TRC Biosecurity plan provisions unknown	Nic to share TRC Biosecurity Plan with Hugh and Bill	Dixon
10	LLS TSR Biosecurity Plan is under review. Potential opportunity for provisions relating to prohibited matter to be included	Ag&Bio to send follow up an email seeking involvement into the Plan	Dixon

Upcoming surveillance exercises February – August 2025

Davidson

- IP12 - Detector dogs have been scheduled to be deployed May 2025
- IP10a, IP10f Detector dogs have been scheduled to be deployed May 2025. Delimitation survey around the edge of the paddocks. If time permits survey IP5 Muswellbrook

- IP24 Palmvale surveillance response planned for 11 March. Detector dogs surveyed site October 2024, with focus around the main area from years ago, a few seedlings were found, and later identified as ragweed.
- IP28 – ACTION Detector dogs to be deployed May 2025
- IP31, IP32 detector dogs have been scheduled to be deployed May 2025
- IP31 – ACTION Mookhi River surveillance exercise to be scheduled for May 2025 (4-6 people only)

Media and Communications

Dixon

- Parthenium weed signage on trucks – truck company has provided monthly reports on areas and number of kms travelled
- North West LLS – printed landholder bulletin goes out to rate payers with a parthenium weed book in each
- Narrabri Shire Council – new sign sticker for Parthenium at rest stop.

Member Reports

Castlereagh Macquarie County Council

Andy Fletcher-Dawson

- In December Castlereagh Macquarie County Council staff detected 4 new parthenium sites in the Walgett Shire Council area within 20 km of each other. 308 plants were found, being mature and in flower, plants have been treated. Red awareness signpost have been put in place. Soil has been traced back to Narrabri and further investigations are underway
- Road works undertaken by Walgett Shire Council and RMS contractors along Collarenebri Rd brought in dawn apple on both sides of the road, prevalent to where work has been done and in a number of locations
- On the 8th of January, two plants were found at the same site
- Plants found since May 2024 - plants found on the Castlereagh Hwy site IP33
- Regular inspections underway with no new plants found at known locations.

Central Coast Council

Ivan Pillay (by correspondence)

- Monthly inspections of known site connected to contaminated organic chicken feed that came from QLD, no new plants found, four years since plants were found.

Gunnedah Shire Council

Lee Amidy

- Inspections at IP32 Stock Road, noticed an increase of plants with hot weather, 15-20 plants found on last 3 inspections
- IP31 Dunroamin recent inspection found 3 plants on one side and 14 plants found on the eastern side
- IP45 Waterways Wildlife Park no plants found on recent inspection
- Look into dates for response in May

North West Local Lands Services

Scott Graham

- Focus on 2 areas for inspections. Croppa Creek holding paddock, associated with moisture since November with a lot of vegetation growth and found a number of plants on the creek, these areas have been sprayed
- Spraying of known areas in Bristol West. Plans to inspect outside of the known areas. 40 plants found in December 2024 and sprayed. Next inspection planned for March, ground is dry and minimal rain in this area, and lots of pigs that assist in the spread
- Paddock near TSA, possible holding paddock with 60 cattle held for a month which kept vegetation manageable, planning to inspect.

Gwydir Shire Council

Scott Revell

- Ongoing inspections at Croppa Creek. Most blocks are fairly clean
- Merrivale IP22c is a hot spot, finding 50-100 plants on inspections, the Bristol East end is worse than Middle Crossing only finding one off plant when inspected, no plants found on Baroma Downs IP22d for 6 or so months
- Small number of plants found monthly at Gournama, infestation has not spread out of the original site
- Death Adder Hill – one small rosette found a month ago
- Wyellan Park IP 42 is biggest threat and will be targeted through the response tomorrow
- Cooperation from some landholders
- Detector dogs at the end of the month.

Forbes Shire Council

Nic Dixon on behalf of FSC

- One plant found on roadside a few years ago and no plants found since.

Inverell Shire Council

Nic Dixon on behalf of Geoffrey Riley

- One site associated with birdfeed. Inspected each month and no plants found in years.

Illawarra District Weeds Authority

Tony Martin

- IP 26 Broughton Village, no plants found since April 2024, inspections monthly with no plants found. Chickens were moved from the infested area to the orchard area
- Potential for detector dogs during autumn.

Narrabri Shire Council

Clare Felton-Taylor

- Inspections of highways and local roads monthly. Plants last found on the Newell Hwy April 2023 and the Kamilaroi Hwy from Narrabri to Wee Waa April 2021, Wee Waa to Burren Junction April 2023, Narrabri to Baan Baa February 2023 and Baan Baa to Goolhi
- No plants detected since April 2021 on Doreen Lane, February 2022 on Grain Valley Rd, April 2021 Pilliga Rd and May 2021 Yarrie Lake Rd.

Liverpool Plains Shire Council

Mike Whitney

- No ROL for New England Hwy, need to check Councils for state roads

- No new plants found since last taskforce meeting, very dry at the moment
- BIS records have been entered
- Detector dogs to go out to a few sites.

Nambucca Valley Council

Tim Bekis

- No plants found since response in March 2024
- Detector dogs have been deployed
- Property not sold yet still on the market and somewhat neglected, chicken been stolen from site and since recovered.

Moree Plains Shire Council

Damien Sykes

- Continuing to inspect and control 28 sites along the Newell Hwy and Carnarvon Hwy, and around Goondiwindi and Mungindi
- One new site at on Boonangar Rd between Garah and Boomi, 13 plants found and sprayed. Since then, inspected the whole road and found no more. 2 weeks ago found 2 plants, pull them out and sprayed again
- Plants found since May 2024 - IP27 Garah (old Garah site) – no plants found, IP43 Gwydir Highway – no plants found, IP44 Manildra Grain – no plants found, IP48 Mungundi DPI header inspection facility - 12 plants found in July, IP50 Boonangar Road – Plants found November 2024
- Inspections tomorrow along Buckie Rd in the Gwydir Shire, looking for plants downstream
- Parthenium weed signs get good feedback from community
- Council is recruiting for a new weed officer.

Parkes Shire Council

Glenn Sloane

- 2 plants found prior to detector dogs in May. Inspecting twice a month and spraying twice a month
- Team of 2 weeds officers and a new trainee.

Rous County Council

Rhett Patrick

- 7 plants found since last meeting, 5 plants found in October and 2 in December
- May 2024 to March 2025, records indicate approximately 30 plants found and treated, majority of plants were found in previously infested locations, within the old chicken compound and a now fenced off area above it in an ex-banana plantation.
- 31 October 2024 a detection dog deployed at Palmvale property to search and areas surrounding the known sites. During that activity the dog indicated to a spot just outside of a relatively new compound the owner uses to grow vegetables. Some small seedlings were found which were highly suspected of being parthenium, though there was a degree of slight doubt as some seedlings appeared to resemble small ragweed and there were no flowers at the time. The site was treated accordingly at the time as if it were parthenium weed and the

location continuously checked. Since the discovery of this location by the dog the plants have now been positively identified as being parthenium weed.

- Re: detection dogs, the last use of the dog was 31 Oct 2024. The dog should be used minimum every 12 months and utilised through the active growing seasons. Probably looking at using the dog in Spring but open to suggestions.
- A planned multi agency search involving Rous, DPIRD and LLS planned for 11th March 2025, but will see how this cyclone Alfred situation eventuates. Extensive searches of the entire property and identified high risk areas will be covered. The last multiagency search was conducted in October 2023
- Sites on the Palmvale property are inspected/treated every 2-3 weeks and landowner is cooperative

Shoalhaven City Council

Erin Fardy

- One IP is inspected monthly, no plants found since 2020.

Tamworth Regional Council

Report by Bill Davidson

- No authorised officers since before Christmas
- Bill Davidson is undertaken parthenium inspections
- Inspection at Halls Creek, waiting for owner to call back
- No plants found
- Detector dogs to be organised

Upper Hunter Weeds Authority

Doug Campbell

- Muswellbrook IP5 – no plants found since August 2021
- Blandford – 33 plants found at Timor Rd on the 6th of January. Inspecting again on Tuesday
- IP10a – 30 plants found mostly mature age, May 2024
- IP10s – detector dogs deployed and no plants found recently
- Summary of plants found since May 2024 - IP10b Bowmans Creek, IP10a Sandy Ck Rd - 9-05-2024, IP10b Bowmans Creek, IP10c Isis Parish- 04-05-2020, IP10d Timor Parish UH66014- 15-01-2021, IP10e Timor Parish UH65814- 12-05-2020, IP10f Scotts Creek- 18-02-2025 100+ plants, IP10g Murulla Parish UH56653- 19-05-2021, IP10h Murulla Parish UH56687- 7-05-2020, IP10i Murulla Parish UH 56912- 15 -03-2021, IP10j Henry St Murrurundi- 18-05-2020
- Initiated contact with New England Energy Link, due to close proximity to historic sites

Queensland update

Gavin O'Connor

- Parthenium is well established in parts of QLD, with management systems are in place to varied levels
- Due to high summer rainfall and humidity along the east coast, reports of good growth of parthenium from North Queensland to South East Queensland

- Low rainfall levels and high summer temperatures inland, west of the Great Dividing Range has seen inhibited progress of growth, especially in SW QLD.
- Reports of large established infestation of parthenium found in areas with no previous infestations, between Mitchel Saint George. Spraying commenced by councils although ongoing management will be difficult due to terrain and isolation
- Contractors employed by Transport and Main Roads in Southern and Central QLD, spraying parthenium as a priority along roadsides, funding ceases end of this financial year
- Biosecurity Queensland has attempted to source biological control agents to spread in the southern districts. This has been difficult due to poor moisture levels inland, agents such as rust are better performing agents in the south areas but need redistributing due to environmental conditions
- Several Shire Councils, including Shires on the NSW, changed their management direction from containment to strategic control with target on roadside and adjacent table drains to reduce vehicle movement, seed and spraying around water courses
- Large established parthenium incursion in North East sections of Quilpie Shire of 500 acres, has reduced by approximately half since 10 years ago due to good management from council and land owners of strategic spraying on water courses and periphery reduce footprint, ongoing management concentrated on long lived seed bank

Border Inspection program

Nic Dixon

- Hard to compare numbers from previous years, and change in price of a carrier biosecurity certificate from \$5.50 to \$75 with minimal complaints. 2022 – 405 carrier biosecurity certificates issued and 2024 seeing 222 certificates issued for full machine
- The Tallwood inspection facility is no longer operational, due to no office facility, the program was not justified with only 10% of certificates issued there
- Recruitment will recommence to fill 7 regulatory officer positions for 8 weeks

General Business

- North West LLS - Notification of walking stock. Focus on improving communication channels between TSR Rangers and Local Control Authorities
- LLS Biosecurity management project on TSRs – Action for Nic to follow up an email - DPIRD seeking involvement into development of the review going forward
- Notify LLS of locus activity if noticed. Swarm activity spotted across western NSW
- New Weed Incursion funding to be available soon, LCA to have WIDX BIS records up to date for the past 2 years. DPIRD to notify once available
- Strategic Management Plan amendments – 4.5 reinspecting incursion sites every 28 days, 4.6 reinspect incursion sites every 28 days ongoing until 7 years have past with no plants being found, 7-10 years no plants found, reinspect incursion sites at least once per quarter throughout the 3 year period until proof of freedom declared, then move to reinspecting sites once per year as a high risk previous incursion site. Taskforce members – agree

Next Meeting: Online, Tuesday 2nd September 2025

11. REPORT OF THE GENERAL MANAGER

ITEM 11.1 COUNCIL'S DECISION ACTION REPORT – AUGUST 2025

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

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

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

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

Relevant Reference Documents/Policies:

Resolution Register.

Governance Issues:

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

Environmental Issues:

Nil.

Stakeholders:

CMCC Council

Alternative Solutions/Options:

Nil.

Conclusion:

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

Council's Decision Action Report – August 2025

Recommendation:

That the Resolution Register August 2025 be received and noted.

Moved:

Seconded:

Attachment:

Action Resolution Register.



CMCC ACTION RESOLUTION REGISTER

27.06.2022	06/22-11	<p>1. That the report be received and noted.</p> <p>2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices</p>	GM	<p>Flyers to quarterly rate notices. Information to be advertised in constituent Council newsletter</p> <p>Media releases have been issued for Harrisia Cactus, St Johns Wort and Hudson Pear, African Box Thorn Filed Days.</p>	<p>Continuing</p> <p>Continuing</p>
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
23.06.2025	03/25/13	<p>That;</p> <p>(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 Council.</p> <p>(b) Council enters into a Memorandum of Understanding (MOU) with Upper Macquarie and Upper Hunter County Councils for the Internal Audit Services.</p> <p>(c) Council formally appoints the Upper Macquarie Council's Biosecurity Administration Manager as the Castlereagh Macquarie County Council Internal Audit Coordinator.</p> <p>(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 1st July 2025.</p> <p>(e) The Chairman and the General Manager be authorised to execute the relevant documents.</p>	GM	With only three (3) expressions of interest (EOI) received it was decided to issue another EOI with additional data supplied to assist Audit firms better assess the internal audit needs of the three (3) County Council. In addition to this, each Council has undertaken a review of operations identifying and prioritising high and medium risk activities before controls are applied.	Continuing

Castlereagh Macquarie County Council Agenda –25th August 2025 – Ordinary Council Meeting

23.06.2025		Action Request; That the General Manager investigate if there is legislation that governs Teams Meetings for Council meetings, following the request from Member Rummery to participate in the August Council meeting via Team Link	GM	CMCC Code of Meeting Practice stipulates the procedure for a Member to apply for approval. Recommendation to Council to be included in the August 2025 Business Paper.	Complete
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ITEM 11.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

- 25-12 Annual CPI adjustment to companion animal fees for 2025/26
- 25-13 Council de-amalgamations – amendments to the Local Government Act 1993
- 25-14 Publication of the updated Local Government Filming Protocol
- 25-15 Annual Reporting of Labour Statistics
- 25-16 End of Year Reporting Requirements

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 25-12 to 25-16 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved:

Seconded:

Attachments:

Circulars 25-12 – 25-16

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Annual CPI adjustment to companion animal fees for 2025/26
Circular Details	Circular No 25-12 / 16 June 2025 / A959437
Previous Circular	<u>24-12 Annual CPI adjustment to companion animal fees for 2024/25</u>
Who should read this	Councillors / General Managers / Council finance staff / Companion Animal Enforcement and Administration Officers
Contact	Companion Animals - Pet Helpline – (02) 4428 4100 or 1300 134 460 pets@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

Annual CPI Adjustment

- The 2025/26 fees payable for registration and permits for companion animals have been adjusted for inflation under clauses 18 and 27 of the Companion Animals Regulation 2018 (CA Regulation) (based on the Consumer Price Index or CPI).
- The new fees are effective from 1 July 2025.

Fee categories

- Category names have been amended to reflect the implementation of current legislation relating to registration that has been enabled by the new functionality of the Companion Animals Register (CAR) and new NSW Pet Registry, which allows for the individual payment of registration fees under the CA Regulation, being:
 - Dog – Registration fee (by 12 weeks or when sold if earlier than 12 weeks of age)
 - Registration fee due at 12 weeks of age or when first sold (even if it is less than 12 weeks (clause 14 - CA Regulation)
 - Dog – Additional Fee (dog not desexed by 6 months)
 - Additional fee for a dog that is not desexed and not exempt from desexing by 6 months (clause 18 - CA Regulation)
 - Cat - annual fee for a permit for a cat not desexed and not exempt from desexing by 4 months (clause 27 - CA Regulation)

Department of Planning, Housing and Infrastructure Office of Local Government



- A Registration late fee will apply to an animal not registered by 12 weeks of age (plus 28 days).

Online and in person payments

- While we work to expand the new NSW Pet Registry, the following fees must be paid at council:
 - Dog – Additional Fee (dog not desexed by 6 months)
 - Cat (not desexed by four months of age)
 - Dangerous dog permit
 - Restricted dog permit
- The fees above will incur a late fee if not paid after an additional 28 days.

What will this mean for council?

- Councils are to apply the adjusted 2025/26 financial year companion animal registration, additional fee and annual permit fees from 1 July 2025.
- Council staff need to be aware of the new payment categories.
- Councils must continue to register eligible pound/shelter and approved rehoming organisation animals through the CAR. Free registration for these animals does not mean that registration is not required. The established process of 'flagging' an animal as being purchased from an eligible pound/shelter is required to validate a free registration.
- Councils can encourage members of the public to establish a NSW Pet Registry account via Service NSW to pay registration fees and receive push notifications.
- Councils must enter the registrations in a two-stage process as all combined fees are no longer available due to the implementation of the fee structure.

Key points

- The NSW Pet Registry will be updated to include the new fees for online registration and permit payments made by pet owners from 1 July 2025.
- Both the old and new fee structures will be maintained on the CAR to allow councils to correct registration details for existing records and catch up on data entry backlogs (i.e. where fees have been receipted before 1 July 2025 but not entered on the Register).

Registration Category	New fee
Dog – Registration fee (by 12 weeks or when sold if earlier than 12 weeks)	\$80
Dog – Additional Fee (dog not desexed by 6 months)	\$189
Dog – Registration (by eligible pensioner)	\$35
Dog – Desexed (sold/ transferred from pound/shelter or rehoming Organisation)	\$0
Dog – Registrations (desexing not recommended)	\$80
Dog – Registration (desexing not recommended eligible pensioner)	\$35
Dog – Registration (recognised breeder)	\$80

Department of Planning, Housing and Infrastructure
Office of Local Government



Dog – Working	\$0
Dog – Service of the State	\$0
Assistance Animal	\$0
Cat – Registration fee (by 12 weeks or when sold if earlier than 12 weeks)	\$70
Cat – Registration (eligible pensioner)	\$35
Cat – Desexed (sold/ transferred from pound/shelter or rehoming Organisation)	\$0
Cat – Registration (desexing not recommended)	\$70
Cat – Registration (desexing not recommended - eligible pensioner)	\$35
Cat – Registration (recognised breeder)	\$70
Registration late fee	\$23
Annual permit category	New fee
Cat (not desexed by four months of age)	\$99
Dangerous dog	\$236
Restricted dog	\$236
Permit late fee	\$23

Where to go for further information

- A list of registration categories, current fees and the new fees for 2025/26 is provided on the Office of Local Government's (OLG) website at <https://www.petregistry.olg.nsw.gov.au/registration-and-permit-fees/pet-registration-fees#registration-fees-for-dogs-and-cats>
- Information relating to the processing of registration fees is available in Companion Animals Guideline 1 – Registration Agents, available on OLG's website at <https://www.olg.nsw.gov.au/wp-content/uploads/2020/07/Guidelines-for-Registration-Agents-June-2020.pdf>
- Information on the new functionality and separate payments for registration and the additional fee for non-desexed animals that are not exempt can be found by contacting Pet Helpline 1300 134 460.
- Contact pets@olg.nsw.gov.au for information about the fees.

Brett Whitworth
Deputy Secretary, Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Council de-amalgamations - amendments to the <i>Local Government Act 1993</i>
Circular Details	Council Circular 25-13 / 18 June 2025 / A900336
Who should read this	Councillors / General Managers
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

What's new or changing?

- Amendments to the *Local Government Act 1993* (the Act) relating to council de-amalgamations have commenced, effective 22 May 2025.
- The amendments replace existing provisions within the Act with new provisions setting out a clearer pathway for councils to seek to de-amalgamate.
- The legislation provides the following in relation to the new de-amalgamation pathway:
 - councils must develop a business case for de-amalgamation with community input so that residents are adequately informed of potential implications upfront
 - the business case must include detailed information about the proposed de-amalgamation, as prescribed by the legislation, such as:
 - details of the estimated financial impacts of de-amalgamation including an estimate of rates and charges following de-amalgamation and any assumed NSW Government funding assistance,
 - details of the future sustainability, long-term strategic plans, and capacity of the newly formed councils to provide services and infrastructure; and
 - proposed governance and operational arrangements including transitional arrangements.
 - the Minister must refer a business case to the Local Government Boundaries Commission for independent review and assessment

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- if the Minister is satisfied by a recommendation from the Local Government Boundaries Commission that a proposal is sound, the council may hold a de-amalgamation constitutional referendum to enable the community to vote on whether they wish to
 - de-amalgamate. Voting in the referendum is compulsory
 - the majority of the community must vote in support of the proposal for the de-amalgamation to proceed
 - the Government may make arrangements to offset the financial costs of de-amalgamation via a grant of up to \$5 million and/or a TCorp loan.
- Any council that has been formed by the amalgamation of 2 or more former areas may pursue de-amalgamation under the new pathway.

What will this mean for council?

- Local councils and communities have a new pathway to explore voluntary de-amalgamations.
- The new provisions include transitional arrangements to ensure that the new process can be applied, as necessary, to in-train de-amalgamation proposals that were submitted to the Minister under former de-amalgamation provisions before the commencement of the legislative amendments.
- The new process does not apply to the Cootamundra-Gundagai Regional Council de-amalgamation proposal which is being progressed via an alternate legislative pathway.

Key points

- The legislative amendments provide a new pathway for councils and communities to pursue de-amalgamation.
- The new pathway requires engagement with the community throughout the entire process to ensure communities understand the consequences of de-amalgamating and can make an informed decision about their future.



Where to go for further information

- The *Local Government Amendment (De-amalgamations) Act 2024* is available on the Legislation Register at [Local Government Amendment \(De-amalgamations\) Act 2024](#).
- A flowchart outlining the new de-amalgamation pathway is available [here](#).

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	Publication of the updated Local Government Filming Protocol
Circular Details	Circular No 25-14 / 25 June 2025 / A963664
Previous Circular	
Who should read this	Councillors / General Managers / Council Film Contact Officers
Contact	OLG Sector Policy and Frameworks / olg.olg.nsw.gov.au / (02) 4428 4100
Action required	Information / Council to Implement

What's new or changing?

- The Local Government Filming Protocol (Protocol) has been updated replacing the 2009 version. The Protocol is issued under Section 119D of the *Local Government Act 1993* and sets out requirements for both councils and filmmakers associated with filming related activity approvals. The Protocol also prescribes filming related fees and forms and provides guidance relevant to filming activities.
- The updated Protocol incorporates recent legislative changes to the *Local Government Act 1993* and updates to maximum fees a council may charge for filming related activities and approvals with fees now adjusted annually in line with the Consumer Price Index (CPI).
- The updated Protocol introduces a new 'no impact' category reducing the administrative burden on councils and incorporating other updates to reflect changes to filming activities and technology since the last update.
- The updated Protocol introduces non-mandatory 'best practice' timeframes for determination of filming proposals and details of a new 'production friendly' accreditation to promote filming activity across local government areas.
- The updated Protocol follows consultation undertaken in 2024 and aligns with the NSW Government Screen and Digital Games Strategy.

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What will this mean for council?

- The Local Government Filming Protocol is issued under Section 119D of the *Local Government Act 1993* and sets out requirements for both councils and filmmakers associated with filming related activity approvals.
- The Protocol prescribes the maximum fees a council may charge for film related activities, a model form for councils to use and provides guidance relevant to council management of filming activities and approvals.
- The updated Protocol includes changes to maximum fees that a council may levy in relation to filming related activities which are now adjusted annually in line with CPI. Councils should review these changes for development of relevant sections of Operational Plans and Revenue Policies.

Key points

- The Local Government Filming Protocol has been updated replacing the 2009 Protocol.
- Council staff who manage or process film proposals and activity applications staff should review the updated Protocol for implementation.
- The updated Protocol includes changes to prescribed maximum fee structures and annual adjustments in line with CPI.

Where to go for further information

- A copy of the updated Protocol is available on the OLG website at: [Filming Protocol 2025](#).
- For further information, contact OLG's Sector Policy and Frameworks Team on (02) 4428 4100 or by emailing 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	Annual Reporting of Labour Statistics
Circular Details	25-15/ 17 July 2025 / A968418
Previous Circular	24-13 Annual Reporting of Labour Statistics
Who should read this	Councillors / General Managers / Human Resources
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- **Wednesday, 4 December 2024** has been chosen as the "relevant day" for councils to report on their labour statistics in their annual reports under section 217 of the Local Government (General) Regulation 2021 (the Regulation).

What will this mean for council?

- In their 2024/25 annual reports, councils must publish a statement of the total number of persons who performed paid work for them on **Wednesday, 4 December 2024** including, in separate statements, the total number of the following:
 - the number of persons directly employed by the council:
 - on a permanent full-time basis
 - on a permanent part-time basis
 - on a casual basis
 - under a fixed-term contract
 - the number of persons employed by the council who are "senior staff" for the purposes of the *Local Government Act 1993*
 - the number of persons engaged by the council, under a contract or other arrangement with the person's employer, that is wholly or principally for the labour of the person

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- the number of persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee.

Key points

- The “relevant day” for the purpose of reporting labour statistics under section 217 of the Regulation is required to be fixed, under delegation, by the Deputy Secretary, Office of Local Government after the end of each financial year. This date is to be a different day to the one fixed by the Deputy Secretary for the previous year.
- This information assists in the compilation of labour force data across the sector, including understanding the numbers of apprentices and trainees.
- The data will also assist in developing and evaluating programs to deliver on the Government's election commitment of increasing the numbers of apprentices and trainees.

Where to go for further information

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at 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	End of Year Reporting Requirements
Circular Details	Circular 25-16 / 31 July 2025 / A970834
Previous Circular	24-07
Who should read this	Councillors / General Managers / All council staff
Contact	Council Performance Team – 02 4428 4142 – olg@olg.nsw.gov.au
Action required	Councils and Joint Organisations to implement

What's new or changing?

- End of year reporting information for the 2024-25 financial year
- Updated Financial Data Return (FDR) for 2024-25 financial year
- Updated Annual Report checklist for 2024-25 financial year
- Calendar of Compliance for 2025-26 financial year
- Local Government Grants Commission annual returns

What will this mean for council?

- 2024-25 end of year reporting information is now available for Councils and Joint Organisations (JOs). This should be returned by:
 - 29 August 2025 - Financial Assistance Grants general return
 - 31 October 2025 – Financial Statements and FDR
 - 28 November 2025 - The National Local Roads Return
 - 30 November 2025 - Annual Report
- Councils and JOs should familiarise themselves with the reporting timeframes when submitting their 2024-25 financial statements, FDR, and Financial Assistance Grant returns.



- Councils can access and download the FDR 2024-25, Financial Assistance Grant returns, the 2024-25 Annual Report Checklist, and the 2025-26 Calendar of Compliance from the Office of Local Government (OLG) website.
- Councils and JOs can use the respective annual report checklists to ensure that the information required under the *Local Government Act 1993* (Act), the Local Government (General) Regulation 2005, and other relevant legislation and guidelines, is included within their annual report and annual performance statement.
- Councils should use the Calendar of Compliance and Reporting Requirements 2025-26 to assist in planning strategic and operational tasks throughout the year.

Key points

Financial Statements and FDR

- The financial statements and FDR are to be sent electronically to OLG by **31 October 2025**.
- Annexure 1 provides information to assist councils submit their 2024-25 financial statements and FDR.
- Annexure 2 provides information to assist JOs submit their 2024-25 financial statements and FDR.
- The FDR is available on the OLG Council Portal [here](#) and the Circular is available [here](#).

Annual Report

- Under the Act, councils must prepare an annual report and JOs an annual performance statement **within 5 months** from the end of the financial year (i.e. by **30 November 2025**). An annual report checklist is available [here](#).
- Councils and JOs must upload a copy of the annual report to their website and provide a copy to the Minister for Local Government and such other persons and bodies as regulations require. Councils and JOs should notify the Minister by providing a URL link to OLG (olg@olg.nsw.gov.au).
- Councils should ensure they report performance against targets, outcomes, efficiency and cost effectiveness over time.
- JOs should ensure they report as to their progress in implementing strategies and plans for delivering strategic regional priorities.
- Councils are reminded of the importance of addressing the labour statistics requirements to ensure there is clear data on permanent full and part time, casual and fixed term contract employees (see Circular 25-15)



Financial Assistance Grants general return

- The Financial Assistance Grants general return is to be submitted by 29 August 2025. The National Local Roads Return is due by 28 November 2025.

Calendar of Compliance

- The Calendar of Compliance and Reporting Requirements 2025-26 includes key statutory and other reporting deadlines for councils.
- Councils' statutory and other reporting deadlines are not limited to those included in the Calendar of Compliance and Reporting Requirements 2025-26.
- Councils are required to submit the permissible income working papers following the auditing process.
- Instructions on where to email the returns are included on the cover sheet of the respective returns.
- Councils are reminded that they must place their Operational Plan, Revenue Policy and Fees and Charges on council's website within 28 days of adoption, with the Community Strategic Plan, Resourcing Strategy and Delivery Program.

Where to go for further information

- The Local Government Code of Accounting Practice and Financial Reporting (the Code) for 2024-25 is available on OLG's website [here](#).
- The 2024-25 annual report checklist is available [here](#).
- The 2024-25 Calendar of Compliance can be accessed at [here](#).
- The FDR, Financial Assistance Grant returns and Permissible Income Workpapers can be sourced from the Council Portal [here](#).

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

Brett Whitworth
Deputy Secretary, Office of Local Government



Annexure 1: Information to assist councils prepare 2024-25 Financial Statements

Submission of Financial Statements

- The general purpose financial reports, special purpose financial reports, special schedules, and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "Council name – Financial Statements – 2024-25".
- All Councils, County Councils and Joint Organisations must lodge their financial statements by **31 October 2025**.
- The financial statements should be emailed to finance@olg.nsw.gov.au.
- Statements received after this date will be considered as being submitted late and not in accordance with the Act.
- Should council require an extension to lodge their financial statements, these should be requested by the General Manager prior to 17 October 2025 and are to be forwarded to olg@olg.nsw.gov.au.

The Code – Update 2024-25

- The Code must be used to prepare the annual financial statements in accordance with the Act and the Local Government (General) Regulation 2021 (Regulation).
- The Code and supporting materials are available on the OLG website [here](#)

Communications during the preparation of financial statements and audit process

- Finance professionals are encouraged to communicate with the Audit Service Providers / Audit Office representatives in relation to any matters that may arise.
- Audit, Risk and Improvement Committees may consider engaging committee members early to review the financial statements, key accounting estimates and accounting issues prior to audit.

FDR

- The 2024-25 FDR will be emailed under separate cover.
- This is to be submitted by **31 October 2025** to fdr@olg.nsw.gov.au in Excel format only.
- The FDR should be accurate and align with the audited financial statements. The FDR will be returned to council should there be any errors, discrepancies or worksheets not completed.
- The return can also be accessed via the Council Portal on the OLG website.
- Information/data from the FDR is published in the Time Series Data, Your Council website and for the monitoring of council's performance. Data is also used in the calculation of councils FA grants.

Asset valuations and fair value assessments

- Councils should ensure early commencement and completion of asset revaluations.



- Adequate documentation, including position papers need to be readily available for the auditors, if requested.
- The necessary documentation should be agreed to with the auditor prior to year-end.
- Restrictions on asset use, especially for community land and land under roads, should be considered when assessing valuation.
- NSW Valuer General's valuations may be used to represent the fair value of community land.
- Councils will then need to separately consider any improvements made to community land in the overall fair value assessment.

Council Borrowings

- Councils must advise the Deputy Secretary, Local Government of amounts borrowed within 7 days when loans are drawn, in accordance with section 230 of the Regulation. Notification can be emailed to finance@olg.nsw.gov.au.
- Councils are also reminded of the need to complete the capital expenditure review requirements, as per OLG Circular 10/34, prior to the commencement of projects greater than \$1 million or 10% of council ordinary rating revenue. Please contact OLG's Performance Team if you have any questions in relation to this review on (02) 4428 4100.



Annexure 2: Information to assist JOs prepare 2024-25 Financial Statements

Submission of Financial Statements

- The general purpose financial reports and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "JO name – Financial Statements – 2024-25".
- All JOs must lodge their financial statements by 31 October 2025.
- The financial statements are to be sent to finance@olg.nsw.gov.au.
- Statements received after this date will be considered submitted late and not in accordance with the Act.
- Should the JO require an extension to lodge their financial statements, these are to be requested by the General Manager prior to 17 October 2025 and must be forwarded to olg@olg.nsw.gov.au.

JOs Supplement to Local Government Code of Accounting Practice and Financial Reporting (Supplement)

- The Supplement must be used to prepare the annual financial statements in accordance with the Act and the Regulation.
- The Supplement is available on the OLG's website at [here](#)

JO FDR

- The 2024-25 JO FDR will be emailed under separate cover.
- This is to be submitted by 31 October 2025 to jofdr@olg.nsw.gov.au in Excel format only.
- The JO FDR should be accurate and align with the audited financial statements. The FDR will be returned to the JO should there be any errors, discrepancies or worksheets not completed.
- The return can also be accessed via the Council Portal on the OLG website.

ITEM 11.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30th JUNE 2025 & 31st JULY 2025

REPORTING SECTION: Executive
AUTHOR: Rebecca Wilson – Administration Officer

Summary:

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

Background:

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

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

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

Current Position:

Council at 31st July 2025 held a total of \$1,286,980.81 in on-call and interest bearing deposits with financial institutions within Australia. All investments are held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

30th June 2025

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$448,101.89	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
TOTAL		\$1,448,101.89				

31st July 2025

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$286,980.81	CBA	3.75%		N/A
1711077	06.03.2025	\$500,000.00	Judo Bank	4.70%	182days	03.09.2025
	19.06.2025	\$500,000.00	AMP Bank	4.25%	180days	16.12.2025
TOTAL		\$1,286,980.81				

Relevant Reference Documents/Policies:

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

Governance issues:

Nil

Environmental issues:

Nil

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Stakeholders:

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

Certification – Responsible Accounting Officer

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

Michael J Urquhart

General Manager – Responsible Accounting Officer

Conclusion:

As at 31st July 2025, Council's available cash and invested funds totalled \$1,286,980.81

Cash and Investment Reports – 30th June 2025 and 31st July 2025

Recommendation:

That the investment report for 30th June 2025 and 31st July 2025 be received and noted.

Moved:

Seconded:

Attachments:

Nil

ITEM 11.4 FOURTH QUARTER OPERATIONAL PLAN 2024/2025 & ANNUAL DELIVERY PROGRAM

REPORTING SECTION: Executive
AUTHOR: General Manager – Michael Urquhart

Summary:

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

Background:

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

Current Position:

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

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

Governance issues:

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

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
NSW Office of Local Government

Financial Implications:

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

Alternative Solutions/Options:

NIL

Conclusion:

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

Fourth Quarter Operational Plan 2024/2025 and Annual Delivery Program
<p>Recommendation:</p> <p>Council accepts the progress made on the 2024/2025 Operational Plan as at 30th June 2025 and Annual delivery Program 24/25.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

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



Castlereagh Macquarie County Council

Operational Plan Status report 2024/2025

As at 30th June 2025.

6. Principal Activities of Council

Statement of Principal Activities to be undertaken to achieve objectives

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

1. Provide information to Council to allow decisions at Council Meetings					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Ensure Business Paper is ready for distribution.	2.3	GM	At least 7 days, working days prior to the Council Meeting.	Satisfactory completion of task in accordance with target level.	Complying, however GM and AO will have hard copies of business paper mailed at least 10 days prior to meeting commencing August 2025 Recommendations provided to all reports.
Provide recommendations to Council when possible.	2.3	GM	Include in business paper for Council’s consideration.		

2. Respond to Councillor inquiries related to the administration function					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Provide information to Councillors within Council’s policy guidelines	2.3	GM	On day requested where possible, or within 5 working days (unless request requires detailed investigation).	Satisfactory completion of task in accordance with target level.	Complying & on-going
Provide written information as requested	2.3	GM	Within 5 working days (unless request requires detailed investigation)		Complying & normally as a report to Council

3. Update Council policy register					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Update new or amended administration policies in Council's policy register.	2.3	GM	Within 14 days of adoption or amendment	Satisfactory completion of task in accordance with target level.	Complying
Review Council administration policies.	2.3	GM	Within 2 months of expiry of policy or every 2 years		Policy review to be complete in August 2025..

4. Provide information to public in a timely and effective manner					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Ensure Council business papers are made available in hard copy at Council's office.	2.1	GM	At least 3 working days before the Council meeting.	Satisfactory completion of task in accordance with target level.	Complying
Ensure other public information is made available at Council's office.	2.1	GM	As soon as practicable after it becomes public information.		Complying
Ensure business papers are provided to constituent councils.	2.1	GM	Post to General Managers at the same time as Councillors' business papers.		Complying
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practicable.		Complying

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

6. Ensure all other statutory returns are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	Tabled October 2024.
Council's Annual Report prepared and lodged with Office of Local Government	2.2	GM	30 November annually.		New Councillors April 25.
	2.2	GM			Tabled to Council in November 24. Placed on website.

Other returns as required by Office of Local Government, Department of Primary Industries, or others			No later than return date specified		As and when required
7. Implementation of Council decisions					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Implement Council decisions following Council meeting	2.2	GM	Within 10 working days of Council Meeting For prosecutions, within 2 months of Council resolution	Satisfactory completion of task in accordance with target level.	Complying and on time Nil prosecutions

8. Continue to ensure the provision of finance to Council from available sources					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions. Letter to Constituent Councils concerning Council's proposed Delivery Plan and Budget estimates for the forthcoming financial year, and the contribution sought from constituent councils.	2.4 2.4	GM GM	Continuously. 30 April.	Satisfactory completion of task in accordance with target level.	Email sent to all Council General Managers advising of Draft Operational Plan to adopt a 4.3% increase being the average of all IPART Ratepeg increases. GM reported to Walgett Shire Council on financial contributions and invasive weed expenditure in Walgett LGA.
Application to Department of Primary Industries for grants under NSW			As required under Weeds Action Programme 1520.		Complete

Weeds Action Programme as necessary. Provide grant returns to Department of Primary Industries. Pursue opportunities for securing grant funds from other available sources.	2.4	GM	As required under Weeds Action Programme 1520		Complying application lodged on time. When available and some are in progress. Also negotiations With DPIRNSW on other projects.
	2.4	GM	As required		
	2.4 & 1.4	GM			

9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.	Complying, adopted June 2025
Review Delivery Programme.	2.1 & 2.4	GM	Continuously		Complying, adopted June 2025.
Provide adequate funds for employee leave entitlements.	2.3	GM	Maintain reserve of at least 50% of Long Service Leave liability		As at 30th June 2024 reserve was 39.84% down from 56.8%

10. Provide financial information and advice to Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 & 3	GM	At Council Meeting following end of quarter		Complying on-going
11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Completed April 2025
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.		Completed April 2025
Draft Plan to be adopted following consideration of any submissions received.					Completed June 25
12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Participate in Macquarie Valley Weeds Advisory Committee activities through attendance at meetings and supply of information as required to assist the lobbying of State and Federal Governments.	1.1	GM	Attend meetings and provide information as requested.	Satisfactory completion of task in accordance with target level.	Staff attend meetings.

13. Provide active support for LGNSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Provide information as requested by LGNSW to assist it to lobby governments.	3.1	GM	Information to be provided by the date requested.	Satisfactory completion of task in accordance with target level.	Complying as and when required
Utilise the services of LGNSW to further Council's interests	3.1	GM	As and when required by Council.		Complying as and when required

14. Actively pursue politicians to further Council's interests					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Invite politicians to attend Council meetings.	3.1	GM	Politicians to be invited to Council meetings as required.	Satisfactory completion of task in accordance with target level.	Minister for Agriculture staff attended the November 24 Council meeting. Minister an apology. No opportunities in first quarter
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		

15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Identify new risks associated with Council's functions.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Analyse and prioritise all risks identified.	2.3	GM	Within 3 months after identification.		Training for staff in 2024/25 continues

Minimise exposure through rectification of risks.	2.3	GM	Within budget constraints.		Training budget allocated in 24/25
Update policy on the use of contractors.	2.3	GM	Ongoing.		
Review risk management policy.	2.3	GM	Ongoing.		
Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow.		Council has in place new SOP's and CMCC has in place a Traffic Guidance System to replace old TCP's.

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide training on EEO to staff.	2.3	GM	Ongoing as required.		GM to review EEO Plan with staff in 2025.
Provide staff with training on risk management.	2.3	GM	Ongoing as required.		Scheduled for 2024/25
Review and update staff training programme.	2.3	GM	Annually.		To be completed 2024/25
Review EEO Management Plan.	2.3	GM	As required		To be completed 2024/25

17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of Council's activities.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying. Meeting with staff from NSW Records in January 25 Complying records are electronic
Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.		

18. Implement system of information technology capable of providing information that is relevant and timely					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Monitor reporting system ability to provide information requirements.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor technology improvements and assess future requirements.	2.3	GM	Ongoing.		Complying MYOB updated 01.07.2024 Completed in 2023
Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow).	2.3	GM	As required.		
Review Council's website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.		Reviewed constantly

19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Maintain assets register for all assets over \$5,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.	Complying
Monitor the condition of those assets	2.3	GM	Ongoing.		Complying
Identify maintenance requirements for those assets.	2.3	GM	Ongoing.		Complying Maintenance as required
Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.		Complying in conjunction with Senior Biosecurity Officer
20. Introduce a system for electronic mapping of invasive weed infestations and the automation of Weeds Officers’ reports					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Monitor the introduction of electronic mapping of invasive weed infestations and the automation of Weeds Officers’ reporting procedures.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 2025.	Satisfactory completion of task in accordance with target level.	Complying mapping on-going
Expand the introduction of electronic mapping of invasive weeds infestation and the automation of Weeds Officers’ Reporting Procedures to the whole of Council’s Area of Operations.	1.3 & 2.3	GM SWO	In conjunction with year 1 WAP 2020 / 2025. Ongoing.		Continuing
Continue the training of staff in the use of the system in order to ensure it’s most efficient and effective use.	1.3 & 2.3	GM SWO			Complying Training as necessary Use of drones to assist with weed identification complete

21. Compile data on Council's current vehicle and plant fleet – condition and usage					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Analyse Council's current vehicle and plant fleet and its activities and assess future vehicle and plant needs.	2.3	GM	Ongoing	Satisfactory completion of task in accordance with target level.	Complying, new replacement plan adopted 2023.

22. Ensure access to competitively priced chemicals for weeds control programmes					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Ensure access to competitively priced chemicals for weeds control programs.	1.2	GM	As required	Satisfactory completion of task in accordance with target level.	Complying on-going assessment of prices when purchasing

23. Actively pursue the control of invasive weeds along roadsides in Council's area					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Inspect roadsides prior to control works to ensure that control programmes are efficient and effective.	1.3	SWO	At least one week prior to spraying.	Satisfactory completion of task in accordance with target level.	Complying inspections carried out
Carryout necessary control works in line with Council's Budget allocations.	1.3	SWO	As seasonal conditions / and available funding permit.		Works continuing With staff and contractors
Respond to reports of invasive weeds on roadsides.	1.3	SWO	Carry out inspection within 7 days of notification.		All reports responded to
Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	As required		Complying

24. Actively pursue the control of invasive weeds on private lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Inspection of private lands to assist landowners to fulfill their legal responsibilities in relation to invasive weeds.	1.2 & 3.2	SWO	At least 250 inspections per quarter.	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide information to landowners on invasive weeds control	1.2 & 3.2	SWO	If not done at time of inspection then within 1 week.		Complying on-going
Respond to invasive weed complaints	1.2 & 3.2	SWO	Initial inspection within 10 working days.		Complying on-going

25. Actively pursue the control of invasive weeds on vacant Crown lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Inspect vacant Crown land parcels to facilitate application to DPI for funds for necessary control works.	1.2	SWO	Prior to submission of application.	Satisfactory completion of task in accordance with target level.	In progress
Inspect vacant Crown lands to ensure obligations for invasive weed control are being met.	1.2	SWO	As required as resources are available.		In progress
Provide information to Department of Lands on invasive weed control requirements	1.2	SWO	Within 10 working days of inspection.		In progress
Respond to complaints for invasive weeds on vacant Crown Land	1.2	SWO	Initial inspection within 10 working days.		In progress

26. Actively pursue the control of invasive weeds on land held by Forests of NSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Inspect areas proposed to be clear felled in coming financial year.	1.2	SWO	Within 28 days of receipt of <i>Harvesting Plan of Operations</i> .	Satisfactory completion of task in accordance with target level.	When advised
Advise Forests NSW of proposed clear fell areas that are potential weeds risks.	1.2	SWO	Within 14 days of inspection.		
Follow up to ensure control work is carried out on potential weeds risks.	1.2	SWO	Prior to Spring each year.		
Inspect areas surrounding standing forests and “land bank” areas.	1.2	SWO	Ongoing as resources permit, or in response to complaints within 10 working 14 days after inspection.		
Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2	SWO			

27. Actively pursue the control of invasive weeds on other public authorities land					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Inspect lands of public authorities to ensure obligations for invasive weeds control are being met.	1.2 & 1.3	SWO	Ongoing.	Satisfactory completion of task in accordance with target level.	Continuing
Provide information to public authority on invasive weed control requirements.	1.2 & 1.3	SWO	Within 10 working days of inspection.		Continuing
Respond to complaints regarding invasive weeds on lands of public authorities.	1.2 & 1.3	SWO	Initial inspection within 10 working days.		Continuing

28. Conduct aerial spraying programmes for invasive weeds					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SW O	As required.	Satisfactory completion of task in accordance with target level.	As required. Parkinsonia and Rubber Vine programs continue.
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SW O	As required.		As and when required
Organise aerial spraying (involving all weeds officers) throughout Council’s area in accordance with programmes.	1.2	SWO	In accordance with Programmes		No program organised
29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th June 2025
Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control	1.1	GM	Liaise with appropriate members and officers of surrounding councils and other public authorities as required.	Satisfactory completion of task in accordance with target level.	Continuing. GM active member of WCCN. Senior biosecurity officer attends regional meetings.

Castlereagh Macquarie County Council

Delivery Programme 2022/23 – 2024/25

30th June 2025

1. Strategic Objective – Building relationships

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

Strategy

Foster a spirit of cooperation with other natural resource managers.

Status as at 30th June 2025.

Continuing.

Council has good relationship with neighbouring Council's, and State and Federal Agencies in particular DPI and LLS. CMCC successful with new projects such as the Unincorporated Area management, Rubber Vine project and private works for DPIRNSW in the Cobar Shire on Hudson Pear. Council staff have assisted with Emergency Response to invasive weed outbreaks with adjoining LCA's.

2. Strategic objective – Invasive Weeds Control

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

Strategy

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

Status as at 30th June 2025.

Continuing.

Property inspections are documented with generally good landowner/occupier control compliance. Invasive weeds infestations are generally reduced across the county area on roadsides and Council controlled lands. The reduction in weeds is noticeable in the Warrumbungle Shire with St Johns Wort. Biosecurity Officers continue to liaise with land managers each weed growing season to ensure compliance. A large number of land managers require continual prompting to control weeds.

3. Strategic objective – Invasive Weeds Controls - Roadsides

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

Strategy

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

Status as at 30th June 2025.

Continuing.

Landowner/occupier control compliance levels are good. Council has in 2024/2025 delivered a continuation of the LLS Hudson Pear program in and around Lightning Ridge. CMCC continues to apply an extensive publicity campaign in each of the LGA's as there is a number of land managers requiring continual prompting to implement control programs.

4. Strategic objective – Invasive Weeds Controls Funding

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

Strategy

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

Status as at 30th June 2025.

Continuing.

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

5. Strategic objective- Communication Policies

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

Strategy

Improve the Council's profile in the community.

Status as at 30th June 2025.

Continuing.

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

6. Strategic objective – Community Consultation

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

Strategy

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

Status as at 30th June 2025.

Continuing.

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

7. Strategic objective- Administration

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

Strategy

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

Status as at 30th June 2025.

Continuing.

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

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

8. Strategic objective- Funding Arrangements

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

Strategy

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

Status as at 30th June 2025.

Continuing.

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

9. Strategic objective- Lobbying

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

Strategy

Increase politicians awareness of weeds.

Status as at 30th June 2025.

Continuing.

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

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

10. Strategic objective- Technology

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

Strategy

Ensure that the Council fulfils its education and advisory role.

Status as at 30th June 2025.

Continuing.

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

11. Strategic objective – Regulatory Powers

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

Strategy

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

Status as at 30th June 2025.

No legal action to date.

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

ITEM 11.5 ANNUAL FINANCIAL STATEMENTS 2024/2025

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report recommends that the Draft Annual Financial Statements for the year ending 30 June 2025 be referred for audit.

Background:

Section 413, 415 and 416 of the Local Government Act 1993 requires the Council's General Purpose Financial Reports for the year ending 30 June 2025 to be prepared, referred to audit and audited by 31 October 2025. Council is required to authorise the referral of the Annual Financial Reports consisting of the General Purpose Report to Council's Auditor.

Section 413 of the Local Government Act 1993, also requires that the Financial Reports must be accompanied by a Statement by Council and Management made pursuant to section 413 (2)(c) of the Local Government Act 1993 and made pursuant to a resolution of Council.

Section 418 (2) of the Local Government Act 1993, states that as soon as practicable but not more than 5 weeks after the Audit Report is received, Council must give notice that a Meeting will be held to present the Financial Reports and the Auditor's Report to the public. Such public notice must include a summary of the Financial Reports.

Current Position:

The end of year financials are audited by the independent contractor engaged by the NSW Audit Office.

As well as moving to refer the statements to audit, Council is required at this time to sign the statement by Councillors and Management within the financial statements for both the General Purpose Financial Statements and the Special Purpose Financial Statements.

The report recommends that the General Manager be delegated the authority to authorise the Financial Statements for issue to the Office of Local Government, and to the public before formal adoption at the next available Council meeting.

Council staff have completed the draft financial statements and they shall be referred to audit to the NSW Audit Office as the nominated external independent auditing body.

Relevant Reference Documents/Policies:

Local Government Act (1993)
Local Government General Regulation 2021

Governance issues:

Full disclosure and transparency in activities relating to financial management will be met by provision of final financial statements to be tabled at a later meeting of Council.

Environmental issues:

There are no identified environmental issues.

Stakeholders:

Members of Castlereagh Macquarie County Council
Office of Local Government
NSW Audit Office

Financial Implications:

The Financial Reports represent Council's financial position as at 30 June 2025.

Alternative Solutions/Options:

NIL.

Conclusion:

It is now appropriate that action be taken in accordance with the Local Government Act in relation to the 2024/2025 Financial Reports.

Annual Financial Statements 2024/2025
<p>Recommendation:</p> <ol style="list-style-type: none">1. The Draft Annual Financial Reports for 2024/2025 be referred to Council's Auditor.2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements.3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and its requirements. <p>Moved: Seconded:</p>

Attachments:

Section 413 statements for signature.

Castlereagh Macquarie County Council

General Purpose Financial Statements

for the year ended 30 June 2025

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993* (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 25 August 2025.

Doug Batten
Chairperson
25 August 2025

Noel Kinsey
Deputy Chairperson
25 August 2025

Michael Urquhart
General Manager
25 August 2025

Michael Urquhart
Responsible Accounting Officer
25 August 2025

ITEM 11.6 PAYMENT OF EXPENSES FOR COUNCILLORS

REPORTING SECTION: Executive
AUTHOR: Michael Urquhart – General Manager

Summary:

The revised policy is presented to Council for consideration.

Background:

Each year Council must review its “Payment of Expenses and Provision of Facilities to Councillors” policy. The revised policy is then placed on public exhibition for a period of 28 days for public comment. When adopted a copy shall be placed on Council’s web site.

Current Position:

The writer has reviewed the amended policy to ensure the various provisions comply with the Office of Local Government (OLG) guidelines. No changes were made to the document.

Governance issues:

Local Government Act 1993.

Local Government General Regulation 2021.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council

Castlereagh Macquarie County Members

Financial Implications:

Provision made in Operational Plan 25/26 for expenses in accordance with policy.

Alternative Solutions/Options:

NIL

Conclusion:

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

Payment of Expenses & Provision of Facilities to Councillors - Policy
<p>Recommendation:</p> <p>That;</p> <ol style="list-style-type: none">1. The General Manager’s Report be received.2. Council adopt the “Payment of Expenses & Provision of Facilities to Councillors” policy as tabled.3. The Policy be placed on public exhibition for a period of 28 days and public submissions be invited. <p>Moved:</p> <p>Seconded:</p>

Attachments: Payment of Expenses & Provision of Facilities to Councillors policy



PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR ~~COUNCILLORS~~MEMBERS POLICY

Adoption Date: 26th August 2024

Review Date: 26th August 2025

Responsible Officer: General Manager

POLICY STATEMENT

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

OBJECTIVES

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

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

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

Table of Contents	
1. Background.....	3
2. Payment of Expenses.....	3
2.1 General	3
2.2 Advance Payment	3
2.3 Specific	4
2.3.1 Conferences, seminars, training and educational expenses and approval of attendance ...	4
2.3.2 Registration, accommodation and air travel	4
2.4 Meals	4
2.5 Spouse or partner expenses	4
2.6 Travelling expenses	4
2.6.1 General	4
2.6.2 Travel	5
2.6.3 Overseas travel	5
2.7 Care and other related expenses	5
2.8 Use of Council resources	5
2.9 Giving of gifts and benefits	6
3. Status of the Policy	6

1. Background

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

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

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

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

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

2. Payment of Expenses

2.1 General

Reimbursement of costs and expenses will only be made:

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

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

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

2.2 Advance Payment

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

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

2.3 Specific

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

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

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

2.3.2 Registration, accommodation and air travel

All bookings are to be arranged through the Administration Officer.

Payment for registration, accommodation and air travel must:

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

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

2.4 Meals

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

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

2.5 Spouse or partner expenses

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

2.6 Travelling expenses

2.6.1 General

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

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

2.6.2 Travel

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

A ~~Member Councillor~~ that travels using their private car will be reimbursed at the appropriate

kilometer rate in accordance with the *Local Government (State) Award 2023* or airfare rate, whichever is the lower. Evidence of current vehicle registration and compulsory third party insurance coverage must be provided to the General Manager prior to travel.

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

2.6.3 Overseas travel

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

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

2.7 Care and other related expenses

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

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

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

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

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

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

2.8 Use of Council resources

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

travel bonuses such as ‘frequent flyer’ schemes or any other such loyalty programs. It is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental use is not subject to a compensatory payment to Council. Where more substantial private use does occur, reimbursement to Council of the value of that private use is required. The value of ‘private use’ in this context is the proportional private use/business use percentage.

Any resources provided under this Policy must not be used for personal interests. This includes but is not limited to the following: a ~~Councillors~~Members re-election; any political party event or activity.

2.9 Giving of gifts and benefits

Where it is appropriate for a Councillor to give a gift or benefit (for example, on a Council business related trip or when receiving visitors), these gifts and benefits should be of a token value only (refer to Council’s Code of Conduct [and Gifts, Benefits and Bribes Policy](#)).

Version	Adopted Date	Minute No.	Details of Review
2	16 November 2020	11/20/8	Adoption of Revised Policy
3	19 October 2021	10/21/8	Adoption of Revised Policy
4	29 August 2022	08/22/08	Adoption of Revised Policy
5	28 August 2023	06/23/07	Adoption of Revised Policy
6	26 August 2024	04/24/09	Adoption of Revied Policy

ITEM 11.7 REVISED INVESTMENT POLICY

REPORTING SECTION: Executive
AUTHOR: Michael Urquhart – General Manager

Summary:

Council must review its Investment Policy each year in accordance with the provisions of its policy.

Background:

Each year Council must review its Investment policy. The writer has examined the policy to ensure it meets current legislation and the Office of Local Government guidelines and now submits a revised policy for Council's consideration.

Current Position:

The revised Investment Policy was last adopted in 2025. The policy makes provision to maximise the rate of return on invested funds in terms of Institutional balances. Only minor changes were made to the investment policy and changes are in red.

Governance issues:

Local Government Act 1993

Local Government Act 1193 – Investment Order dated 5th January 2016

Local Government (General) Regulation 2021

Trustee Act 1925 (NSW)

Australian Accounting Standards issued by the Australian Accounting Standards Board

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council

Financial institutions

Constituent Councils

County Council LGA Ratepayers

Financial Implications:

Council investments are made in accordance with the Investment policy.

Alternative Solutions/Options:

N/A

Conclusion:

The General Manager is recommending the revised Investment Policy be adopted.

Revised Investment Policy

Recommendation:

That;

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

Moved:

Seconded:

Attachments:

Investment Policy



INVESTMENT POLICY AND PROCEDURES

Adoption Date: 26 August 2024

Review Date: 25 August 2025

Responsible Officer: General Manager

POLICY STATEMENT

This policy provides the framework in which council funds are to be invested. The council has developed this policy to ensure it or its representatives exercise the care, diligence and skill that a prudent person would exercise in investing council funds.

OBJECTIVES:

- To provide a framework for the investing of surplus Council funds at the most favourable rate of interest available whilst having due regard of risk and security for investments ensuring its liquidity requirements are being met.
- Whilst exercising the power to invest, consideration must be given to the preservation of capital, liquidity and the return on investment.
- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of investments.
- Investments are expected to achieve a market average rate of return in line with Council's risk management guidelines.

Council Policy Reference

Investment Policy and Procedures – August 2024

Related CMCC Policies

Financial Management Policy and Procedures

Purchasing Policy

Fraud Control Policy

Relevant Reference Documents/Policies:

Draft Investment Policy and Procedures – August, 2025

Castlereagh Macquarie County Council – Investment Policy and Procedures – 25th August 2025

Statutory Requirements

Trustee Act 1925 (NSW)

Australian Accounting Standards issued by the Australian Accounting Standards Board

Government References

Local Government Act (1993) – Sections 12, 413 and 625

Local Government Act (1993) – Revised Ministerial Investment Order – ~~5th January 2016~~ 12 January, 2014

Local Government (General) Regulation 2021 – Clause 212

NSW OLG Investment Policy Guidelines – May, 2010

Local Government Code of Accounting Practice and Financial Reporting – Update 27 – 29 March, 2019.

NSW OLG Circulars relating to Investments 06/70, 08/48, 09/20,

Investment Guidelines

1. Authority for Investment

All investments are to be made in accordance with:

- Local Government Act 1993 – Section 625, Section 413 and Section 12
- Local Government Act 1993 – Revised Ministerial Investment Order dated 5th January 2016
- Local Government (General) Regulation 2021 ~~196~~ – Clause 212
- Australian Accounting Standards issued by the Australian Accounting Standards Board
- Trustee Act 1925 (NSW) – Section 14

2. Delegation of Authority

The General Manager has the authority to invest surplus funds and may delegate this function to the Administrative Officer. All investments must be signed by two (2) signatories. The following officers have the authority to sign investments:

- General Manager
- Administrative ~~ive~~ Officer

3. Ministerial Order

The Minister for Local Government issued a revised order pursuant to Section 625 of the Local Government Act 1993 dated 5 January, 2016.

4. Prudent Person Standard

Council investments will be managed with the care, diligence and skill that a prudent person would exercise. As Trustees of public monies, Officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this investment policy and not for speculative purposes.

5. Ethics and Conflicts of Interest

Council Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires Officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

Castlereagh Macquarie County Council – Investment Policy and Procedures – 25th August 2025

6. Forms of Investment

All forms of investment for the purposes of Section 625 (2) of the local Government Act 1993 are by Order of the Minister notifying forms of investment. A copy of the Investment Order is attached as "Annexure A".

7. Legislative Obligations

All investments are to be made exercising care, diligence and skill that a prudent person of business would exercise in managing the affairs of another person. Investments that are high risk, speculative or hazardous in nature are to be avoided.

8. Legislative Requirements

All investments are to be made in accordance with the provisions of the Local Government Act 1993, with particular regard to the following:

- The purpose of the investment
- The desirability of diversifying council investments
- The nature of and risk associated with council investments
- The desirability of maintaining the real value of the capital and income of the investment
- The risk of capital or income loss or depreciation
- The potential for capital appreciation
- The likely income return and the timing of income return
- The length of the term of the proposed investment
- The Period for which the investment is likely to be required
- The probable duration of the investment
- The liquidity and marketability of a proposed investment during, and on the determination of, the term of the investment
- The aggregate value of the assets of the council
- The effect of the proposed investment in relation to any tax liability
- The likelihood of inflation affecting the value of the proposed investment
- The costs (including commission, fees and charges) of making a proposed investment
- The results of any review of existing council investments
- Such other matters as appropriate

9. Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based investments
- Principal only investments or securities that provide potentially NIL or negative cash flow and
- Stand-alone securities issues that have underlying options, forward contracts and swaps of any kind.

10. Operational Requirements

- The working account balance of Council is to be kept at a level no greater than is required to meet Council's immediate working operational requirements except where the rate of return is comparable to the rate of return of other investments

- The Administration ~~Officer~~ Officer will notify the General Manager that excess funds exist in the working account or that an existing investment is due for maturity and funds are not required to meet Council's immediate working operational requirements
- The General Manager will authorise the Administration ~~Officer~~ Officer to investigate investment options

11. Quotations

- Three (3) quotations will be obtained from authorised institutions before making an investment
- The Code of Accounting Practice and Financial Reporting requires that Council maintains a separate record of these quotations
- All quotations are to be attached to the investment authorisation to be signed by the authorised signatories and filed in the Financial Investment Voucher Folder

12. Risk Management Guidelines

Investments are to comply with the following criteria:

- Preservation of capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money)
- Institutional Diversification
 - Not less than three (3) quotations shall be obtained from authorised institutions when an investment is made
 - Individual investments shall not exceed \$500,000
 - The maximum amount to be held by any one (1) institution at any one time shall not exceed forty (40%) percent of the total portfolio at the time when the deposit was made
 - All term deposit investments are to be made with authorised deposits taking institutions covered under the Australian Government Guarantee
- Maturity Risk
 - The investment portfolio shall be invested within the following constraints:

OVERALL PORTFOLIO MATURITY		
Portfolio % < 1 Year	Minimum - 40%	Maximum – 100%
Portfolio % > 1 Year, < 3 Years	Minimum – 0%	Maximum – 60%
Portfolio % > 3 Years, < 5 Years	Minimum – 0%	Maximum - \$40%
Portfolio % > 5 Years	Minimum – 0%	Maximum – 10%

13. Market/Credit Risk

Consideration shall be given to the risk that the fair value or the future cash flows of an investment will fluctuate due to changes in market prices, or the risk of failure to repay principal or pay interest of an investment.

14. Liquidity Risk

- Investment maturity shall correspond with cash flow requirements

- Access to a minimum \$100,000 or 5% of the investment portfolio is available within seven (7) days

15. Investment Register

The Code of Accounting Practice requires Council to maintain a separate record of money it has invested under Section 625 (2) of the Local Government Act 1993. The record must specify:

- Date the investment is made
- The amount of money invested
- Particulars of the security or form the money is invested
- Name of the institution
- Due date and term of the investment
- If available, the rate of interest to be paid
- The amount of money that the Council has earned, in respect to the money invested
- The investment number consisting of three digits/financial year (e.g. 123/19)
- When being rolled over, the investment being closed should refer to the new investment number. When the new investment is being made the investment number of the closed investment should be recorded

An Investment Register is held by Council both in hard copy and electronically. The Investment Register held in hard copy contains all information as above and any documentation relating to the investment and is maintained by the Administration Officer. An electronic copy of all investment information is to be filed in Council's records under Financial Management – Investments.

16. Financial Investment Voucher Folder

- The Financial Investments Voucher Folder is maintained and updated by the Administration Officer with all correspondence both inward and outward relating to the investment
- Each Investment will be allocated a section labelled with the investment number
- The section within the folder will contain all correspondence, confirmation of the term deposit/investment, coupon payment advices etc.
- All correspondence must be filed in Council's records under Financial Management – Investments

17. Maturity

Once an investment has matured the following may occur:

- Rollover the investment – if it is determined that the investment will be rolled over (taking into account Part 8 of this procedure), then the investment will be rolled over and issued with a new investment number. The interest paid and the new investment number will be recorded in the investment register under the number of the investment being rolled over. The new investment number will refer to the previous investment number.

- Redeem the investment - Interest paid, principal repaid will be recorded in the investments register.

18. Reports on Council Investments

The Responsible Accounting Officer (RAO) must provide Council with a written report detailing all money that Council has invested. The report must be made up to the last day of the month immediately preceding the meeting. The Information must be presented in accordance with Section 625 (2) of the Local Government Act 1993 and must be presented at each ordinary meeting of Council under the provisions of Clause 212 of the Local Government (General) Regulation 2021~~95~~⁹⁵. This report must include a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and Council's investment policy.

19. Independent Investment Advisors

- Any investment advisor or investment dealer acting on behalf of Council must be licenced with the Australian Securities and Investment Commission
- These third parties are expected to exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of another person
- This procedure is to be presented to all third parties to ensure that they are delivering appropriately and complying with Council's requirements, including the Ministerial Investment Order
- The RAO should obtain written confirmation from independent financial advisors that they do not have any actual or potential conflicts of interest in relation to the investment they are recommending or reviewing including that they are not receiving any commissions or other benefits in relation to the investments they bare recommending or reviewing
- Product manufacturers/distributors should be excluded from being appointed investment advisors to Council.

20. Withdrawal of Investments

- In the event that a credit rating of a security, company or body issuing the security falls below the minimum requirement, as set out in the Minister's Order, Council must make all necessary arrangements to withdraw the deposit as soon as possible
- In the case of existing securities excluded by a recently revised Investment Order, they are to be grandfathered. These investments become ultra vires under the new Investment Order and can continue to be held to maturity, redeemed or sold. Before disposing of these investments Council will seek independent financial advice by an independent investment advisor or dealer licenced by the Australian Securities and Investment Commission ASIC) (www.asic.gov.au).

21. Annual Review

Investment performance will be reviewed monthly and the outcomes will be reported to Council. The investment policy and procedures will be reviewed annually, or immediately following the release of any OLG Guidelines or Circulars aimed at assisting Councils in developing investment policy or procedures.

APPENDIX "A" – Ministerial Order

[illegible]

APPENDIX “B” – INVESTMENTS REGISTER

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

ITEM 11.8 NEW AND REVIEWED POLICIES & PLANS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

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

Background:

The writer has in recent months in accordance with requirements of the EOFY audit reports developed the Cyber Security Policy and reviewed the remaining four (4) policies as a requirement of the Local Government Act 1993 legislation.

Current Position:

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

1. Cyber Security – Incident response procedure – NEW policy
2. Financial Management and Control - Revised
3. Related Parties AASB Policy & Forms - Revised
4. Purchase and card Policy - Revised
5. Work Health & Safety Policy - Revised

Governance issues:

Local Government Act 1993

Local Government (General) Regulation 2021

Compliance with the Audit Office Management report

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council

Constituent Councils

County Council LGA Ratepayers

Council staff

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

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

New and Reviewed Policies & Plans

Recommendation:

That;

1. the report be received.
2. Council adopts the following policies and plans:
 1. Cyber Security – Incident response procedure – NEW
 2. Financial Management and Control – Revised
 3. Related Parties AASB Policy & Forms – Revised
 4. Purchase and Card Policy – Revised
 5. Work Health & Safety Policy - Revised

Moved:

Seconded:

Attachments:

- Cyber Security – Incident response procedure – NEW
- Financial Management and Control – Revised
- Related Parties AASB Policy & Forms – Revised
- Purchase and card Policy – Revised
- Work Health & Safety Policy - Revised



Information Security Incident Response Procedure

Information Security Incident Response Procedure
Security Policy

Contents

1	Introduction	4
2	Incident response flowchart.....	5
3	Incident detection and analysis	6
3.1	Impact assessment.....	6
3.2	Incident prioritisation	6
4	Activating the incident response procedure	8
5	Assemble incident response team	9
5.1	Incident response team members	9
5.2	Roles and responsibilities	10
5.2.1	Team leader	10
5.2.2	Team facilitator.....	10
5.2.3	Incident liaison.....	10
5.2.4	Information technology	Error! Bookmark not defined.
5.2.5	Business operations	Error! Bookmark not defined.
5.2.6	Facilities management	Error! Bookmark not defined.
5.2.7	Health and safety	Error! Bookmark not defined.
5.2.8	Human resources	Error! Bookmark not defined.
5.2.9	Business continuity planning.....	Error! Bookmark not defined.
5.2.10	Communications (PR and media relations)	Error! Bookmark not defined.
5.2.11	Legal and regulatory	Error! Bookmark not defined.
5.3	RACI matrix.....	11
5.4	Incident management, monitoring and communication	12
5.5	Communication procedures	12
5.5.1	External communication	13
5.5.2	Communication with the media	13
6	Incident containment, eradication, recovery and notification.....	16
6.1	Containment.....	16
6.2	Eradication.....	17
6.3	Recovery	17
6.4	Notification.....	18
7	Post-incident activity	19
8	Appendix A: Initial response contact sheet.....	20
9	Appendix B: Useful external contacts.....	20
10	Appendix C: Standard incident response team meeting agenda	21

Figures

Figure 1: Incident response flowchart.....	5
---	----------

Information Security Incident Response Procedure
Security Policy

Tables

Table 1: Incident priorities..... 7
Table 2: Incident response team members 9
Table 3: RACI matrix 11
Table 4: Media spokespeople..... 14
Table 5: Initial response contact sheet..... 19
Table 6: Useful external contacts 20

Information Security Incident Response Procedure
Security Policy

1 Introduction

This document is intended to be used when an incident of some kind has occurred that affects the information security of Castlereagh Macquarie County Council. It is intended to ensure a quick, effective and orderly response to information security incidents.

The procedures set out in this document should be used only as guidance when responding to an incident. The exact nature of an incident and its impact cannot be predicted with any degree of certainty and so it is important that a good degree of common sense is used when deciding the actions to take.

However, it is intended that the structures set out here will prove useful in allowing the correct actions to be taken more quickly and based on more accurate information.

The objectives of this incident response procedure are to:

- Provide a concise overview of how Castlereagh Macquarie County Council will respond to an incident affecting its information security
- Set out who will respond to an incident and their roles and responsibilities
- Describe the facilities that are in place to help with the management of the incident
- Define how decisions will be taken regarding our response to an incident
- Explain how communication within the organisation and with external parties will be handled
- Provide contact details for key people and external agencies
- Define what will happen once the incident is resolved, and the responders are stood down

All members of staff named in this document will be given a copy which they must have available when required.

Contact details will be checked and updated at least three times a year. Changes to contact or other relevant details that occur outside of these scheduled checks should be sent to cmcc@cmcc.nsw.gov.au and support@sideeffekt.com as soon as possible after the change has occurred.

All personal information collected as part of the incident response procedure and contained in this document will be used purely for the purposes of information security incident management and is subject to relevant data protection legislation.

Information Security Incident Response Procedure
Security Policy

2 Incident response flowchart

The flow of the incident response procedure is shown in the diagram below.

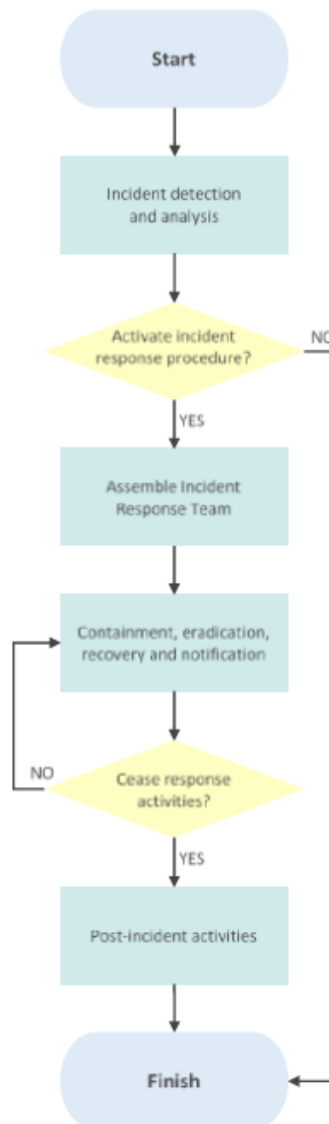


Figure 1: Incident response flowchart

These steps are explained in more detail in the rest of this procedure.

Information Security Incident Response Procedure
Security Policy

3 Incident detection and analysis

The incident may be initially detected in a wide variety of ways and through several different sources, depending on the nature and location of the incident. Some incidents may be self-detected via software tools used within Castlereagh Macquarie County Council or by employees noticing unusual activity (see the *Information Security Event Assessment Procedure* for details of how events are assessed). Others may be notified by a third party such as a customer, supplier or law enforcement agency who has become aware of a breach perhaps because the stolen information has been used in some way for malicious purposes.

It is not unusual for there to be a delay between the origin of the incident and its actual detection; one of the objectives of the Information Security Management System (ISMS) is to reduce this time period. The most important factor is that the incident response procedure must be started as quickly as possible after detection so that an effective response can be given.

3.1 Impact assessment

Once the incident has been detected, an initial impact assessment must be carried out in order to decide the appropriate response.

This impact assessment should estimate:

- The extent of the impact on IT infrastructure including computers, networks, equipment and accommodation
- The information assets that may be at risk or have been compromised
- The likely duration of the incident i.e. when it may have begun
- The business units affected and the extent of the impact to them
- Initial indication of the likely cause of the incident

This information should be documented so that a clear time-based understanding of the situation as it emerges is available for current use and later review.

A list of the information assets, business activities, products, services, teams and supporting processes that may have been affected by the incident should be created together with an assessment of the extent of the impact.

3.2 Incident prioritisation

Based on the impact assessment, an incident will be assigned a priority of High, Medium, or Low [Note: numerical values may also be used to reflect priority].

The guidance in the table below will be used in deciding priority.

Information Security Incident Response Procedure
Security Policy

PRIORITY	DESCRIPTION
High	<p>Significant actual or potential disruption to the business</p> <p>Examples:</p> <ul style="list-style-type: none"> • Malware has been detected and is spreading across the network • Unauthorised access has been detected to significant amounts of confidential data • E-Commerce website is unavailable to customers due to a possible denial of service attack
Medium	<p>Localised disruption affecting multiple business areas</p> <p>Examples:</p> <ul style="list-style-type: none"> • Single system unavailable • Network running slowly • Loss of an encrypted hard drive
Low	<p>Localised inconvenience affecting single user</p> <p>Examples:</p> <ul style="list-style-type: none"> • Minor breach of information security Policy • Virus alert on a single computer • Sharing of password to system of lower sensitivity

Table 1: Incident priorities

As a result of this initial analysis, the [IT Service Desk] or any member of the management team has the authority to contact the Incident Response Team Leader at any time to ask him/her to assess whether the Information Security Incident Response Procedure should be activated. This is likely to be the case for all High priority incidents, and for Medium priority incidents where deemed appropriate.

Information Security Incident Response Procedure
Security Policy

4 Activating the incident response procedure

Once notified of an incident the Team Leader must decide whether the scale and actual or potential impact of the incident justifies the activation of the Incident Response Procedure and the convening of the Incident Response Team (IRT).

An initial impact assessment will already have been made by the IT Service Desk, but further guidelines for the Team Leader regarding whether a formal incident response should be initiated for any particular incident are if any of the following apply:

- There is significant actual or potential loss of classified information
- There is significant actual or potential disruption to business operations
- There is significant risk to business reputation
- Any other situation which may cause significant impact to the organisation

In the event of disagreement or uncertainty about whether to activate an incident response the decision of the Team Leader will be final.

If it is decided not to activate the procedure, then a plan should be created to allow for a lower-level response to the incident within normal management channels. This may involve the invocation of relevant procedures at a local level.

If the incident warrants the activation of the IR procedure the Team Leader will start to assemble the IRT.

Information Security Incident Response Procedure
Security Policy

5 Assemble incident response team

Once the decision has been made to activate the incident response procedure, the Team Leader (or deputy) will ensure that all role holders (or their deputies if main role holders are un-contactable) are contacted, made aware of the nature of the incident and asked to either assemble at an appropriate location or attend a virtual meeting.

The exception is the Incident Liaison who will be asked to attend the location of the incident (if different and appropriate) in order to start to gather information for the incident assessment that the IRT will conduct so that an appropriate response can be determined.

5.1 Incident response team members

The Incident Response Team will generally consist of the following people in the roles specified and with the stated deputies, although the exact make-up of the team will vary according to the nature of the incident.

ROLE/BUSINESS AREA	MAIN ROLE HOLDER	DEPUTY
sideEffekt Team Leader		
sideEffekt Team Facilitator		
sideEffekt Incident Liaison		
CMCC Administration Officer		
CMCC General Manager		

Table 2: Incident response team members

Contact details for the above are listed at Appendix A of this document.

Information Security Incident Response Procedure
Security Policy

5.2 Roles and responsibilities

The responsibilities of the roles within the incident response team are as follows:

5.2.1 sideEffeKt Team leader

- Decides whether to initiate a response
- Assembles the incident response team
- Overall management of the incident response team
- Acts as interface with the board and other high-level stakeholders
- Final decision maker in cases of disagreement

5.2.2 sideEffeKt Team facilitator

- Supports the incident response team
- Co-ordinates resources within the command centre/war room
- Prepares for meetings and takes record of actions and decisions
- Briefs team members on latest status on their return to the command centre/war room
- Facilitates communication via email, fax, telephone or other methods
- Monitors external information feeds such as news

5.2.3 sideEffeKt Incident liaison

- Attends the site of the incident as quickly as possible
- Assesses the extent and impact of the incident
- Provides first-person account of the situation to the IRT
- Liaises with the IRT on an on-going basis to provide updates and answer any questions required for decision-making by the IRT

5.2.4 CMCC Administration Officer

- Contributes to decision-making based on knowledge of business operations, products and services
- Briefs other members of the team on operational issues
- Helps to assess likely impact on customers of the organisation

5.2.5 CMCC General Manager

- Advises on what must be done to ensure compliance with relevant laws and regulatory frameworks
- Assesses the actual and potential legal implications of the incident and subsequent actions
- Liaises with insurers to assess claim and obtain additional resources

Information Security Incident Response Procedure
Security Policy

5.3 RACI matrix

The table below shows who is either Responsible (R), Accountable (A), Consulted (C) or Informed (I) at different stages of the procedure.

TASK	TL	TF	IL	AO	GM
Incident detection	A	R	R	I	C
Incident analysis	A	R	R	C	C
Assemble incident response team	A	R	C	C	C
Containment	A	R	R	C	R
Eradication	A	R	R	C	R
Recovery	R	C	C	C	A
Communication – internal	A	C	C	C	C
Communication – external	A	C	C	C	C
Notification, for example, ICO	A	C	C	R	C
Incident report	A	R	C	C	C
Post-incident review	A	R	C	C	C

Table 3: RACI matrix

Key

TL: Team Leader

IL: Incident Liaison

GM: General Manager

TF: Team Facilitator

AO: Administration
Officer

Information Security Incident Response Procedure
Security Policy

5.4 Incident management, monitoring and communication

Once an appropriate response to the incident has been identified, the IRT needs to be able to manage the overall response, monitor the status of the incident and ensure effective communication is taking place at all levels.

Regular IRT meetings must be held at an appropriate frequency decided by the Team Leader. A standard agenda for these meeting is at Appendix C. The purpose of these meetings is to ensure that incident management resources are managed effectively and that key decisions are made promptly, based on adequate information. Each meeting will be minuted by the Team Facilitator.

The Incident Liaison will provide updates to the IRT to a frequency decided by the Team Leader. These updates should be co-ordinated with the IRT meetings so that the latest information is available for each meeting.

5.5 Communication procedures

It is vital that effective communications are maintained between all parties involved in the incident response.

Depending on the situation, the default means of communication during an incident may be face to face, via phone, or via collaboration tools, such as Microsoft Teams, to be specified by the Team Leader. Email should not be used unless permission to do so has been given by the IRT.

The following guidelines should be followed in all communications:

- Be calm and avoid lengthy conversation
- Advise internal team members of the need to refer information requests to the IRT
- If a call is answered by someone other than the contact:
 - Ask if the contact is available elsewhere
 - If they cannot be contacted leave a message to contact you on a given number
 - Do not provide details of the Incident
- Always document call time details, responses and actions

All communications should be clearly and accurately recorded as records may be needed as part of legal action at a later date.

Information Security Incident Response Procedure
Security Policy

5.5.1 External communication

Depending on the incident there may be a variety of external parties that will be communicated with during the course of the response. It is important that the information released to third parties is managed so that it is timely and accurate.

Calls that are not from agencies directly involved in the incident response (such as the media) should be passed to the member of the IRT responsible for communications.

There may be a number of external parties who, whilst not directly involved in the incident, may be affected by it and need to be alerted to this fact. These may include:

- Customers
- Suppliers
- Regulatory bodies
- Insurers

The Communications IRT member should make a list of such interested parties and define the message that is to be given to them. A list of some external agencies is given at Appendix B.

Interested parties who have not been alerted by the IRT may call to obtain information about the incident and its effects. These calls should be recorded in a message log and passed to the Communications member of IRT.

5.5.2 Communication with the media

In general, the communication strategy with respect to the media will be to issue updates via senior management. No members of staff should give an interview with the media unless this is pre-authorised by the IRT.

The preferred interface with the media will be to issue pre-written press releases. In exceptional circumstances a press conference will be held to answer questions about the incident and its effects. It is the responsibility of the Communications IRT member to arrange the venue for these and to liaise with press that may wish to attend.

In drafting a statement for the media, the following guidelines should be observed:

- Personal information should always be protected
- Stick to the facts and do not speculate about the incident or its cause
- Ensure legal advice is obtained prior to any statements being issued
- Try to pre-empt questions that may reasonably be asked
- Emphasise that a prepared response has been activated and that everything possible is being done

Information Security Incident Response Procedure
Security Policy

The following members of staff will be appointed spokespeople for the organisation if further information is to be issued, for example at a press conference:

NAME	ROLE	INCIDENT SCALE
Person A	Administration Officer	Low
Person B	General Manager	Medium & High

Table 4: Media spokespeople

The most appropriate spokesperson will depend upon the scale of the incident and its effect on customers, supplier, the public and other stakeholders.

Information Security Incident Response Procedure
Security Policy

6 Incident containment, eradication, recovery and notification

This section describes the main steps involved in managing an incident. Additional procedures and plans are available to cover the specifics of these steps for particular types of incident, for example ransomware, denial of service and data breach.

6.1 Containment

The first step will be to try to stop the incident getting any worse i.e. contain it. In the case of a virus outbreak this may entail disconnecting the affected parts of the network; for a hacking attack it may involve disabling certain profiles or ports on the firewall or perhaps even disconnecting the internal network from the Internet altogether. The specific actions to be performed will depend on the circumstances of the incident.

Note: if it is judged to be likely that digital evidence will need to be collected that will later be used in court, precautions must be taken to ensure that such evidence remains admissible. This means that relevant data must not be changed either deliberately or by accident for example by waking up a laptop. It is recommended that specialist advice should be obtained at this point – see contacts at Appendix B.

Particularly (but not exclusively) if foul play is suspected in the incident, accurate records must be kept of the actions taken and the evidence gathered in line with digital forensics guidelines. The main principles of these guidelines are as follows:

Principle 1: Don't change any data. If anything is done that results in the data on the relevant system being altered in any way, then this will affect any subsequent court case.

Principle 2: Only access the original data in exceptional circumstances. A trained specialist will use tools to take a bit copy of any data held in memory, whether it's on a hard disk, flash memory or a SIM card on a phone. All analysis will then take place on the copy and the original should never be touched unless in exceptional circumstances, for example time is of the essence and gaining information to prevent a further crime is more important than keeping the evidence admissible.

Principle 3: Always keep an audit trail of what has been done. Forensic tools will do this automatically, but this also applies to the first people on the scene. Taking photographs and videos is encouraged as long as nothing is touched to do it.

Principle 4: The person in charge must ensure that the guidelines are followed.

Prior to the arrival of a specialist, basic information should be collected.

This may include:

Information Security Incident Response Procedure
Security Policy

- Photographs or videos of relevant messages or information
- Manual written records of the chronology of the incident
- Original documents, including records of who found them, where and when
- Details of any witnesses

Once collected, the evidence will be kept in a safe place where it cannot be tampered with and a formal chain of custody established.

The evidence may be required:

- For later analysis as to the cause of the incident
- As forensic evidence for criminal or civil court proceedings
- In support of any compensation negotiations with software or service suppliers

Next, a clear picture of what has happened needs to be established. The extent of the incident and the knock-on implications should be ascertained before any kind of containment action can be taken.

Audit logs may be examined to piece together the sequence of events; care should be taken that only secure copies of logs that have not been tampered with are used.

6.2 Eradication

Actions to fix the damage caused by the incident, such as deleting malware, must be put through the change management process (most likely as an emergency change). These actions should be aimed at fixing the current cause and preventing the incident from re-occurring. Any vulnerabilities that have been exploited as part of the incident should be identified.

Depending on the type of incident, eradication may sometimes be unnecessary.

6.3 Recovery

During the recovery stage, systems should be restored back to their pre-incident condition, although necessary actions should then be performed to address any vulnerabilities that were exploited as part of the incident. This may involve activities such as installing patches, changing passwords, hardening servers and amending procedures.

6.4 Notification

The notification of an information security incident and resulting loss of data is a sensitive issue that must be handled carefully and with full management approval. The

Information Security Incident Response Procedure
Security Policy

IRT will decide, based on legal and other expert advice and as full an understanding of the impact of the incident as possible, what notification is required, when it should take place and the form that it will take. For breaches affecting personal data, see the document *Personal Data Breach Notification Procedure* and the template *Breach Notification Letter to Data Subjects*.

Castlereagh Macquarie County Council will always comply in full with applicable legal and regulatory requirements regarding incident notification and will carefully assess any offerings to be made to parties that may be impacted by the incident, such as credit monitoring services.

Records collected as part of the incident response may be required as part of any resulting investigations by relevant regulatory bodies and Castlereagh Macquarie County Council will cooperate in full with such proceedings.

Information Security Incident Response Procedure
Security Policy

7 Post-incident activity

The Team Leader will decide, based on the latest information from the Incident Liaison and other members of the team, the point at which response activities should be ceased and the IRT stood down. Note that the recovery and execution of plans may continue beyond this point but under less formal management control.

This decision will be up to the Team Leader's judgement but should be based upon the following criteria:

- The situation has been fully resolved or is reasonably stable
- The pace of change of the situation has slowed to a point where few decisions are required
- The appropriate response is well underway and recovery plans are progressing to schedule
- The degree of risk to the business has lessened to an acceptable point
- Immediate legal and regulatory responsibilities have been fulfilled

If recovery from the incident is on-going the Team Leader should define the next actions to be taken. These may include:

- Less frequent meetings of the IRT e.g. weekly depending on the circumstances
- Informing all involved parties that the IRT is standing down
- Ensuring that all documentation of the incident is secured
- Requesting that all staff not involved in further work to return to normal duties

All actions taken as part of standing down should be recorded.

After the IRT has been instructed to stand down the Team Leader will hold a debrief of all members, ideally within 24 hours. The relevant records of the incident will be examined by the IRT to ensure that they reflect actual events and represent a complete and accurate record of the incident.

Any immediate comments or feedback from the team will be recorded.

A more formal post-incident review will be held at a time to be decided by top management according to the magnitude and nature of the incident.

Information Security Incident Response Procedure
Security Policy

8 Appendix A: Initial response contact sheet

The table below should be used to record successful and unsuccessful initial contact with members of the IRT.

Note: For Outcome column, choose between “Contacted”, “No answer”, “Message left” and “Unreachable”

NAME	ROLE IN PLAN	OFFICE NUMBER	HOME NUMBER	MOBILE NUMBER	DATE / TIME	OUTCOME	ETA (IF CONTACTED)
Person A	SideEffect Team Leader	Xxx xxx xxx	Xxx xxx xxx	Xxx xxx xxx			
Person B	SideEffect Team Facilitator	Xxx xxx xxx	Xxx xxx xxx	Xxx xxx xxx			
Person C	SideEffect Incident Liaison	Xxx xxx xxx	Xxx xxx xxx	Xxx xxx xxx			
Person D	CMCC Administration Officer	Xxx xxx xxx	Xxx xxx xxx	Xxx xxx xxx			
Person E	CMCC General Manager	Xxx xxx xxx	Xxx xxx xxx	Xxx xxx xxx			

Table 5: Initial response contact sheet

Information Security Incident Response Procedure
Security Policy

9 Appendix B: Useful external contacts

The following table shows the contact details of third parties who may be useful depending on the nature of the incident:

ORGANISATION	CONTACT	TELEPHONE NUMBER	EMAIL ADDRESS
Managed Service Provider	Michael Terlich SideEffeKt		
Forensic Investigation Consultancy			
Security Software Supplier			
Law Enforcement Agency			
Regional Incident Response Group			
Internet Service Provider			
Insurance Company			
Media Relations Consultants			
Customer Representative Group			
Industry Association			
Industry Regulator			

Table 6: Useful external contacts

Information Security Incident Response Procedure
Security Policy

10 Appendix C: Standard incident response team meeting agenda

It is recommended that the following standard agenda be used for meetings of the Incident Response Team.

AGENDA

Attendees: All members of Incident Response Team

Location: Command Centre

Frequency: Every four hours

Chair: Team Leader

Minutes: Team Facilitator

1. Actions from previous meeting
2. Incident status update
3. Decisions required
4. Task allocation
5. Internal communications
6. External communications
7. Standing down
8. Any other business

CMCC – Policy – Financial Management and Control



FINANCIAL MANAGEMENT AND CONTROL POLICY

Adoption Date: 25th August 2025~~17 August 2024~~

Review Date: August 2026

Responsible Officer: General Manager

POLICY STATEMENT

CMCC is committed to the timely and accurate preparation of all mandated financial reports.

OBJECTIVES:

- To ensure CMCC complies with the NSW Local Government Act 1993, the Local Government (General) Regulation 2021 and currently applicable Australian Accounting Standards.
- To provide a clearly defined financial management and control structure for the guidance of all CMCC Staff.
- To ensure Council's financial management policy, procedures and guidelines are best practice and meet the highest standard of accountability.
- To ensure all financial reporting requirements are met as and when they fall due.
- To deliver consistently high-quality financial information to internal and external stakeholders.

CMCC – Policy – Financial Management and Control

Policy Implementation Procedures, Guidelines and Documents

NSW Local Government Act 1993 Part 3 and Part 4

Financial Management and Control Procedures

Local Government (General) Regulation 2021 Part 9

Related CMCC Policies

Investment Policy

Financial Management and Control

1. Bank Accounts

Council operates one accounts being:

- General Fund Bank Account

All money and property must be deposited and held in the General Fund Bank Account.

2. Strategic Planning

Council must as part of its strategic planning compliance, develop a 10-year financial plan which includes a works program, capital expenditures and recurrent income and expenditures and fees and charges.

- Resourcing strategy
- (1) A council must have a long-term strategy (called its **resourcing strategy**) for the provision of the resources required to implement the strategies established by the [Business Activity Statement community strategic plan](#) that the council is responsible for.
- (2) The resourcing strategy is to include long-term financial planning, workforce management planning and asset management planning.
- Operational plan
- (1) A council must have a plan (its **operational plan**) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.
- (2) An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.

3. Investing Council Funds

The investment of Council funds must be made in accordance with Section 625 of the Local Government Act 1993. Investing surplus funds should be made in such a manner to ensure security in safeguarding the preservation of capital and provide a reasonable return, preferably a return above the 90 day BBSW

- (1) A council may invest money that is not, for the time being, required by the council for any other purpose.

CMCC – Policy – Financial Management and Control

- ➔(2) Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.

4. Annual Financial Reports

Annual Financial reports will be prepared in accordance with the requirements of:

- [Local Government Act 1993 \(NSW\) \(as amended\)](#)
- [Local Government \(General\) Regulation 2021](#)
- [Local Government \(General\) Regulation 2005](#)
- [Local Government Code of Accounting Practice and Financial Reporting](#) (the Code)
- [Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board](#)

5. External Auditors

In accordance with Section 422 of the Local Government Act 1993 the Auditor General is to be Council's auditor. The Auditor General is appointed to provide an opinion on council's annual financial reports (Part 3, [Divisions 2 and 3 of Local Government Act 1993](#)). The Auditor General provides Council with a financial control that will assist in:

- strengthening Council's good governance and policy framework
- ensuring financial reports are compliant with legislation and Accounting Standards
- reviewing and improving Council's financial management practices, its accountability for public monies, and financial performance

6. Legislative Requirements

Under the provisions of the LGA 1993 the Annual Financial Report must be prepared and audited within the period of four months after the end of that year and must be presented at a council meeting held on or before 5 December after the year end to which the reports relate. The following legislative requirements for financial reports are mandatory for compliance:

CMCC – Policy – Financial Management and Control

List of requirements

Section 413(1)	Council must prepare financial reports as soon as possible after year end having regard to requirements of Section 416(1) .
Section 413(2)(c)	Council must prepare a statement on the General Purpose Reports as to its opinion on the reports (prior to sign off by auditor).
Section 415(1)	Council's auditor must audit financial reports as soon as practicable after receipt having regard to requirements of Section 416(1) .
Section 415(3)	The Local Government (Financial Management) Regulation 1999 may prescribe matters that an auditor must consider and provide comment on in auditing council's financial reports.
Section 416(1)	Council's financial reports must be completed and audited within 4 months after year end.
Section 416(2)	Council may make application to the Director General for an extension to that period.
Section 416(3)	A council must make such an application if requested to do so by its auditor.
Section 416(6)	A council must notify its auditor of any application for an extension made under this section and of the outcome of the application.
Section 417(1)	Auditor must prepare two reports to council: <ul style="list-style-type: none"> ➤ A report on the general purpose financial report; and ➤ A report on the conduct of the audit.
Section 417(5)	As soon as practicable after receiving the auditor's reports, council must send a copy of the audited financial reports and the auditor's reports to the DLG and ABS.
Section 418(1) (a) & (b)	<ul style="list-style-type: none"> ➤ Council must: fix a date for a meeting to present its financial reports, and ➤ Give public notice of the date so fixed.
Section 418(2)	The date for the meeting must be at least 7 days after the date the notice is given, but not more than 5 weeks after the auditor's reports are given to council.
Section 418(3) (a) (b) (c)	The public notice must include: <ul style="list-style-type: none"> ➤ A statement that the business of the meeting will include the presentation of the audited financial reports and the auditor's reports; and ➤ Summary, in the approved form, of the financial reports; and ➤ A statement to the effect that any person may, in accordance with section 420, make submissions (within the time provided by that section and specified in the statement) to the council with respect to the council's audited financial reports or with respect to the auditor's reports.
Section 418(4)	Copies of the audited financial reports and audit reports must be available for public inspection at the council's office from the date of the public notice until 1 day after the meeting.
Section 419(1)	Council must present its financial reports and audit reports at the meeting of council.
Section 420(1)	Any person may make submissions to the council on the financial reports and/or audit reports.
Section 420(2)	Submissions to the council must be in writing and submitted within 7 days after the reports were presented.
Section 420(3)	Copies of any submissions made must be referred to the auditor.
Section 420(4)	Council to take appropriate action in respect to submissions, including advising the Director General of any matter that appears to require amendment to the financial reports.
Local Government (LGGR cl.216(1) & (2))	The Director General can by notice in writing direct the council to amend its financial reports. Any amendments will require council to make public notice of the amendment. Council must specify in the notice that the public can inspect, without fee, the amended reports at council offices.

CMCC – Policy – Financial Management and Control

Section 428(1)	Council must present its Annual Report within 5 months of year end.
Section 428(2a)	Council's Annual Report must include a copy of the council's audited financial reports (these include Special Purpose Financial Reports).

CMCC – Policy – Financial Management and Control

Procedure Review History

Date	Changes Made	Approved By



RELATED PARTIES DISCLOSURE

OBJECTIVES

From July 2016, the Australian Accounting Board Standard – Related Parties Disclosures (AASB 124) applies to Councils in New South Wales.

Council is required to disclose Related Party Transactions and Relationships and Key Management Personnel compensation in the annual Financial Statements to comply with AASB 124.

APPLICABILITY

Key Management Personnel named in this policy.

GENERAL

AASB 124 framework and requirements

The Policy establishes that Related Parties and Key Management Personnel will be identified such that transactions between Council and Related Parties can be identified and were assessed as being required to be disclosed, be reported in the annual Financial Statements in accordance with AASB 124.

AASB 124 requires that Council must disclose the following financial information in its annual Financial Statements:

- disclosure of any Related Party relationships outlining the relationship with any Related Parties or subsidiaries (where applicable), whether or not whether there have been transactions within the relevant reporting period
- Key Management Personnel (KMP) Compensation Disclosures

The disclosure of Related Parties information requirements under AASB 124 are additional to those in place under Section 449 of the Local Government Act 1993 regarding the annual returns disclosing interests of Councillors~~Members~~ and designated persons. Additionally, the requirements under this Policy do not supplant the responsibilities to declare conflicts of interest as identified in the Council's Code of Conduct.

In the preparation of the annual Financial Statements, an assessment of the materiality and significance of the Related Party Transactions will be made to determine the level of disclosure.

AASB 124 identifies that the purpose of disclosing Related Parties is to assess where transactions or relationships could impact on the profit and loss of an entity. This may be because a Related Party may enter into transactions in a manner that other parties may not due to the relationship with the Council or Key Management Personnel. Alternatively, there may be a personal relationship between a Key Management Personnel and their relatives or other persons that could influence the transactions of the Council with another party.

Key Management Personnel are responsible for planning, directing and controlling.

Key Management Personnel are required to identify Related Parties and Related Transactions that they expect will or do occur between those Related Parties and Council. Council will itself have Related Parties and Related Transactions which similarly need to be identified.

The Policy identifies the requirement to capture disclosures of Related Parties and Transactions between those Parties and Council and the need to collate the disclosures in a Register. The Register will be used to prepare the required components for inclusion in the annual Financial Statements.

Related Parties Identification and Disclosure timetable

Disclosures of Related Parties and Transactions will be required of Key Management Personnel at least twice annually.

The due dates for Disclosures will be 15 June annually.

Key Management Personnel should provide updates on Related Parties and Transactions as issues arise by submitting an updated Related Parties Disclosure Form at times other than the two collection dates listed above if their situation changes.

The Council will also disclose any Related Parties and Related Transactions for inclusion in the Related Parties Disclosures register by 15 June annually.

Related Parties Disclosure Register

Information collected on the Related Parties Disclosure Form (attached) will be securely stored in Council's Related Parties Disclosure Register.

Access to the Related Parties Disclosure Register will be available only to those who may lawfully be granted access after consideration of matters of privacy and other legislative requirements.

The Related Parties Disclosures Register will be used as the basis for the information included in the annual Financial Statements to satisfy the Related Party reporting requirements.

The General Manager is responsible for the updating and maintenance of the Related Parties Disclosures Register.

KEY MANAGEMENT PERSONNEL (KMP)

Key Management Personnel are identified as those persons having authority and responsibility, either directly or indirectly, for planning, directing and controlling the activities of the entity.

Castlereagh Macquarie County Council has identified as Key Management Personnel:

- [Members Councillors](#)
- Administrators
- General Manager
- [Team Leaders](#)

Compensation Disclosure requirements

KMP Compensation Disclosures require that information on all forms of paid, payable, or provided in exchange for services provided must be disclosed.

This information may include:

- *Short-term employee benefits* - such as:
 - wages, salaries and social security contributions
 - paid annual leave and paid sick leave
 - profit sharing and bonuses (if payable within twelve months of the end of the period
 - non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees.
- *Post-employment benefits* such as:
 - pensions, other retirement benefits
 - post-employment life insurance
 - post-employment medical care
- *Other long-term employee benefits*, including:
 - long-service leave or sabbatical leave
 - jubilee or other long-service benefits
 - long-term disability benefits
 - and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation
- *Termination benefits*.

Close members of the family of KMP

The method for identifying the close family members and associated entities of KMP will be by KMP self-assessment with details to be submitted on the Related Parties Disclosure form.

KMP have an ongoing responsibility to advise Council immediately of any changes to Related Parties and associated Transactions.

Close family members of the KMP are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council, and include:

- that person's children
- that person's spouse/domestic partner
- children of that person's spouse/domestic partner
- dependants of that person or that person's spouse/domestic partner.

In addition to those family member identified above as close family members, a KMP may have other members of their extended family who they should identify as close family members if these family members could be expected to influence, or be influenced by, that person in their dealings with Council. This could include:

- that person's brothers and sisters
- that person's spouse/domestic partner's brothers and sisters
- aunts, uncles, and cousins of that person's or that person's spouse/domestic partner
- dependants of those person's or that person's spouse/domestic partner
- that person's or that person's spouse/domestic partners', parents and grandparents.

It is the responsibility of KMP to assess and report all related parties that they know do, or expect are likely to, have transactions with Council.

RELATED PARTIES AND RELATED PARTY RELATIONSHIPS

Related Party

A Related Party is:

- a) a person who is a close family member of a KMP where that person has control or joint control of the reporting entity or has significant influence ~~over,~~ or over or could be influenced by any nominated person in the key management personnel.
- b) an entity related to the Council if the entity is the member of the same group of companies (e.g. parent company or one of its subsidiaries), is part of arrangements such as joint ventures or is an associate of the reporting entity, is a post-employment benefit plan, is an entity controlled, jointly controlled or is significantly influenced by a person identified in (a), is an entity that a person identified in (a) is a key management personnel of, as a related party.

Entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. Entities may also include companies, trusts, partnerships, incorporated association or unincorporated groups or bodies and non-profit associations such as sporting clubs. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A KMP and the Council needs to consider what associated entities exist when compiling their Related Parties Disclosures form.

Related Party Relationships

Related Party relationships are a normal feature of commerce and business.

A Related Party relationship could influence the normal business operations of Council even if Related Party Transactions do not occur.

The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties.

Related Party Transactions

Related Party Transactions are the transfer of resources, services or obligations between Council and a related party. They are considered to be transactions whether or not a price is charged.

Such transactions may include:

- purchase or sale of goods (finished or unfinished)
- purchase or sale of property and other assets
- rendering or receiving services
- leases
- transfers of research and development
- transfers under licence agreements

- transfers under finance arrangements (including loans and equity contributions in cash or in kind)
- provision of guarantees or collateral
- commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised)
- quotations and/or tenders
- commitments
- settlements of liabilities on behalf of Council or by Council on behalf of the related party.

Regard must also be given if transactions that are collectively or individually significant.

ISSUES THAT WILL BE ASSESSED IN CONSIDERING RELATED PARTY TRANSACTIONS

The Disclosure process will consider all transactions between Council and persons and entities the Council or KMPs have named as related parties.

Collations of the disclosures may be made in some circumstances. AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances, including commitments, in its annual Financial Statements. Generally, reporting will be made where a transaction has occurred between Council and a related party of Council where the transaction is material and/or significant in nature or size when considered individually or collectively.

For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality. In preparing the information for the annual Financial Statements, the Council will consider the information in the Related Parties Disclosures Register on the basis of materiality and significance.

Ordinary citizen transactions

Ordinary citizen transactions do not need to be disclosed on the basis of services being available to all citizens at the same fee or level of service. Examples include:

- paying rates and charges
- paying normal entry fee for use of the Council's swimming pool
- attending the theatre when tickets have been bought at prices other patrons would pay
- fines on normal terms and conditions

DISCLOSURES

AASB 124 provides that Council must disclose all material and significant Related Party Transactions in its annual Financial Statements by aggregate or general description and include the following detail:

- the nature of the Related Party Relationship, and
- relevant information about the transactions including:
 - the amount of the transaction;
 - the amount of outstanding balances, including commitments, and
 - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
 - details of any guarantee given or received;
- provision for doubtful debts related to the amount of outstanding balances; and

- the expense recognised during the period in respect of bad or doubtful debts due from Related Parties.

Generally, transactions with amounts receivable from and payable to KMP or their Related Parties which occur within normal employee, customer or supplier relationships and at arm's length and are not material or significant, shall be excluded from detailed disclosures, but they will be disclosed in the financial statements by general description.

Disclosures that Related Party Transactions were made on terms equivalent to an arm's length transaction can only be made if such terms can be substantiated.

Review of this policy

This policy will be reviewed annually but may also be reviewed if any of the following occur:

- corporate restructure that impacts on the KMPs,
- ~~legislative, —accounting~~ legislative, accounting standard or Local Government Code of Accounting Practice change that impacts on the application of the Policy, or
- other circumstances as determined from time to time by a resolution of Council

RELATED POLICIES/DOCUMENTS

Related Party Disclosure form (attached)

Local Government Act 1993

Australian Accounting Board Standard – Related Parties Disclosures AASB 124

Council's Code of Conduct

Related Parties Operational Policy

Related Parties - Disclosure Form

NAME OF KEY MANAGEMENT PERSONNEL (KMP)
DATE

Name of related person or entity	Relationship of KMP with the person or entity	Nature of transaction(s)

Signed by Key Management Personnel Date 15/06/2025



PURCHASE CARD POLICY & PROCEDURE

Approval Date:	30 April 2019
Review Date:	April 2020
Responsible Officer:	General Manager

Objective

Corporate Purchase (Credit) cards are a routine aspect of Council's accounts payable and goods procurement functions. When used appropriately, purchase cards provide benefits to Council in the form of streamlined purchasing processes and better utilisation of resources. However, the use of purchase cards involves the potential risk of fraud and misuse. This policy along with the associated procedures document establishes guidelines in order to protect Council funds and to maintain public confidence in Council's operations.

Council officers with purchase cards are to comply with these instructions. It is the responsibility of each employee to understand the policies and procedures as well as their meaning and intent. Should an employee have any questions they are to be raised with the General Manager.

In observing this policy and the attached Purchase Card Procedures document, Council officers will ensure that they are making a meaningful contribution to Council's objectives which in turn contribute to meeting Council's Mission.

Council Policy Reference

Purchase Card Policy

Statutory Requirements

[Local Government Act \(NSW\)1993](#)

[Local Government \(General\) Regulation 202105](#)

[Castlereagh Macquarie County Council Procurement of Goods and Services Policy](#)

Definitions

A Purchase Card is a bank issued credit card in the name of Castlereagh Macquarie County Council. The card also carries the name of the Council Officer to whom it was issued. Each card has an individual security PIN that is known only to the cardholder.

Policy Statement

DELEGATION OF AUTHORITY

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

- Where expenditure has been provided for in Council's budget; or
- Genuine emergency or hardship.
- Other officers may only incur expenditure on behalf of the Council if:

CMCC – Policy & Procedure – Purchase Card Policy

- The officer has been granted a financial delegation by the General Manager and
- Expenditure is provided for in Council's budget; or
- In the case of genuine emergency, or hardship where the power to incur expenditure in these circumstances has also been delegated

The General Manager must approve financial delegations in writing by recording them in the Delegations Register.

ELIGIBILITY

The provision of a corporate purchase card is a facility offered by Council to officers occupying certain positions from time to time. The officers occupying these positions will be designated by Council as being eligible under this policy.

Council reserves the right to amend, alter or vary the list of eligible positions from time to time.

Where an officer occupies a position subject to change, such officer will be consulted and a period of at least one calendar month of notice shall be given of the change.

The General Manager has the right to cancel corporate purchase cards in circumstances that he/she considers warranted.

CREDIT LIMITS

The maximum credit limit for a Castlereagh Macquarie County Council corporate purchase card shall be up to ~~\$105,000~~ for the General Manager and other ~~all~~ cardholders a limit of \$5,000. The General Manager shall have the authority to determine, within this limit, the credit limits for individual card holders.

CIRCUMSTANCES IN WHICH CARDS MAY OR MAY NOT BE USED

Corporate Purchase cards must only be used for the payment of goods and services associated with Council business. Activities that would **not** qualify for the use of a corporate purchase card include the following:

- Any use that is of a personal or private nature;
- No cash advances are available from automatic teller machines or over the counter and BPay facilities are not available.
- The card is not to be linked to any form of award points and any personal award card or membership should not be used in conjunction with the use of the Purchase Card (eg, Mitre 10 Rewards, Woolworths Rewards, and Frequent Flyer).
- A tax invoice is required to be obtained for every purchase you make. This is required in reconciliation of the Purchase Card transaction.
- If a transaction is done by telephone or by mail order, the cardholder will need to ensure that an appropriate tax invoice is obtained from the supplier and included with the reconciliation.

Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the card holder. Should there be an accidental transgression, the General Manager is to be notified and the Council reimbursed immediately.

CMCC – Policy & Procedure – Purchase Card Policy

FORMAL ACKNOWLEDGEMENT OF POLICY CONDITIONS

Council officers issued with corporate purchase cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All purchase card holders are to acknowledge receipt of the purchase card and instructions for use. The acknowledgement will include a signed agreement to abide by all Council and card supplier guidelines and conditions of use.

PURCHASE CARD GUIDELINES AND PROCEDURES

Please refer to the attached Purchase Card Procedures Document.

ANNUAL REVIEW OF PURCHASE CARD FACILITY

The Administration Officer is to prepare a written report on an annual basis at 30 June to the General Manager that includes details of:

- Expenditure for the year to date in summary form;
- Any matters indicating the efficiency or effectiveness of the corporate purchase card eg card not used;
- Action taken in response to issues raised in the report; and
- The results of action taken in response to issues raised in previous reports.

COMPLAINTS

Those persons wishing to lodge a complaint regarding the Corporate Purchase Card policy and procedures at Castlereagh Macquarie County Council should forward their written complaint to the following address:

General Manager
Castlereagh Macquarie County Council
[55 77](#) Fox Street
Walgett NSW 2832

CMCC – Policy & Procedure – Purchase Card Policy

PURCHASE CARD PROCEDURES

1.0 Objective

- 1.1 Ensure effective controls, procedures are in place with respect to the use of Castlereagh Macquarie County Council Purchase Cards.
- 1.2 Fulfil all statutory requirements of the Local Government Act with respect to the use of Purchase Cards.

2.0 Related legislation/Policies

Local Government Act 1993

Local Government (General) Regulations 2019~~6~~⁵

Castlereagh Macquarie County Council Procurement of Goods and Services Policy

3.0 Definitions

A Purchase Card is a bank issued credit card in the name of Castlereagh Macquarie County Council. The card also carries the name of the Council Officer to whom it was issued. Each card has an individual security PIN that is known only to the cardholder.

4.0 Purchase Card Summary

Purchase cards have been implemented to allow the Council to transact its business in a more efficient manner and at the same time provide Council Officers with a more convenient method to meet costs they incur on Council's behalf.

Purchase cards should be recognised as a valuable tool for the efficient and effective operation of Council's daily business and not as a benefit assigned to specific individuals. The use of Purchase Cards will create savings in staff administration time in matters such as arranging transport, accommodation and registration for attendance at conferences and small local purchases. It will reduce the number of creditors created for one-off purchases. The procurement rules are the same for transactions using purchase cards as any other type of transaction. The cardholder must be satisfied these requirements are met this will mean that the purchase is necessary and the best value for money has been obtained.

Internal controls around purchase cards are detailed in these guidelines and include a monthly reconciliation process.

5.0 Purchase Card Guidelines/Procedures

5.1 Issuing of Cards

The General Manager has delegated authority to authorise the issuing of Purchase Cards to staff.

Before a Castlereagh Macquarie County Council staff member can become a cardholder it will be necessary for that person to provide adequate proof of identity to satisfy the Bank's requirements of at least 100 identification points.

The Administration Officer will be responsible for obtaining approval of the General Manager for the issue of a card and this will be recorded on a "Cardholder Approval and Acknowledgement" form (Attachment 1). Each cardholder will be required to sign this form on receipt of the Purchase Card and acknowledge these procedures.

CMCC – Policy & Procedure – Purchase Card Policy

5.2 Card Security

The physical security of the card is the cardholder's personal responsibility.

Purchase Cards must be signed immediately upon receipt, as an unsigned card is a security risk.

5.3 Restrictions

Purchase Cards are for official Council business and are not to be used for personal expenses under any circumstances. If the Purchase Card is used in error for a personal expense the employee must notify the General Manager immediately and reimburse Council as soon as possible.

A cardholder must not allow another employee or person to use their card and hence PIN numbers must not be given to any other employee or person. Notwithstanding this, the cardholder can approve a telephone credit card purchase made by another employee on behalf of Council. The purchaser (employee) must seek prior approval from the ~~cardholder, and cardholder and~~ and shall complete the credit card reconciliation sheet immediately after completing the purchase. The tax invoice and reconciliation sheet is then given to the cardholder for signature and subsequently lodged with the Administration Officer.

Purchase Cards should only be used for purchases of fuel for Council Vehicles in an emergency ie where a Caltex Service Station is not available or the fuel card is not working. Staff should use their vehicle's fuel card for normal fuel purchases.

Purchase Cards are not to be used for uniforms or protective clothing/equipment which is available through a monthly account.

Use of the Purchase Cards for purchases over the internet should be restricted to trusted secure sites.

Third party travel websites should not be used for bookings with the Purchase Card (eg Web jet or Agoda) as a tax invoice may not be issued by the website.

The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of Castlereagh Macquarie County Council.

5.4 How Do I Use It?

Purchase Cards are to be used as a normal credit card, with the allocated PIN number required to make any purchase.

No cash advances are available from automatic teller machines or over the counter and BPay facilities are not available.

The card is not to be linked to any form of award points and any personal award card or membership should not be used in conjunction with the use of the Purchase Card (eg, Mitre 10 Rewards, Woolworths Rewards, and Frequent Flyer).

A tax invoice is required to be obtained for every purchase you make. This is required in reconciliation of the Purchase Card transaction.

If a transaction is done by telephone or by mail order, the cardholder will need to ensure that an appropriate tax invoice is obtained from the supplier and included with the reconciliation.

Tax invoices must contain the components in order to comply with taxation law and allow Council to claim an input tax credit for the GST paid.

CMCC – Policy & Procedure – Purchase Card Policy

All details of the purchase, including tax invoices are required to be obtained and retained to support the appropriate allocation of purchases when reconciling.

Use of the Purchase Card will require the user to abide by Council's purchasing policies including purchasing from Council's preferred suppliers wherever possible.

The credit limit of the individual card is not to be exceeded. The remaining credit limit can be ascertained at any time by contacting the Administration Officer.

5.5 Purchases on the Internet

Ensure sufficient documentation is kept relating to the transaction you make to justify any expenditure claims, preferably showing the transaction or payment number as a reference, a tax invoice and ABN number if the provider of the goods or service is within Australia. Most reputable organisations will e-mail you a confirmation of your order. Keep details of the web address.

Ensure you are confident you know who you are dealing with and that you are dealing with a reputable company/organisation with a proven track record. Contact the provider prior to the transaction to confirm. If any doubt exists do not use that provider.

Keep passwords and usernames completely confidential. Any legitimate payment provider will never request details in regard to your pin number or password. Do not e-mail your credit card number to any provider.

Look for a padlock site or a solid key in the status bar at the bottom of the window to indicate you are on a secure page. These symbols mean the information you are sending is encrypted and cannot be read by other internet users.

Secure sites address box should start with https:// and NOT http:// Sites that start with https:// have an added encrypted transaction layer.

Do not click on the pop-up windows when making payment or go to different links on the site.

Overseas transactions increase the risk of fraud and should be avoided where possible.

5.6 Payment of Monthly Account

The outstanding balance of each Purchase Card will be automatically debited to Council's bank account at the time the statement is issued.

5.7 Reconciling Monthly Statements

Staff with Purchase Cards must obtain a tax invoice and attach it to the reconciliation sheet and sign that they have received the goods or services and hand to the Administration Officer.

All reconciliations must be done within one week of purchase.

PLEASE NOTE:

Tax invoices are necessary to enable Council to claim back the GST each month.

For FBT purposes, expenses relating to the provision of entertainment, including food and beverage, you must provide details of the total number of staff who attended, and the total number of attendees on the invoice.

As part of the audit process, a periodical review of the supporting documentation in respect of the monthly Purchase Card statement will be undertaken by the Administration Office

5.8 Disputed Purchases

CMCC – Policy & Procedure – Purchase Card Policy

Council is responsible for paying all accounts on the monthly Purchase Card statements and the bank will debit this amount to the Council's bank account at the time of issuing the statement.

The Administration Officer is to be notified of all disputed transactions. The cardholder must complete the "Disputed Transactions" form and include it with the monthly reconciliation (Attachment 2).

When a dispute occurs, the cardholder should attempt to correct the situation with the merchant. In many cases a simple telephone call can clear up a problem without any delay. If unable to correct the situation, contact the Administration Officer. The Administration Officer will attempt to resolve the matter and may have to contact the bank for assistance.

The Administration Officer will liaise with the bank to help some disputes with merchants, particularly those involving duplicated charges, non-receipt of goods ordered or credits not processed after refund vouchers have been issued

5.9 Terminating/Ceasing Employment and Extended Periods of Leave

Cards should be returned as soon as no longer required and if leaving the services of Council, should be returned to the General Manager, no later than the last day of employment. Cardholders must acquit all expenditure on the Purchase Card and produce all supporting documentation prior to leaving. In the case of Extended Periods of leave ie 6 weeks or more the Cardholder should hand in their card to the Administration Officer during their absence.

5.10 Reporting Lost or Stolen Cards

If a card is lost or stolen it is the cardholder's responsibility to immediately telephone Council's Bank (Commonwealth Bank) to report the loss. Council's bank can be contacted 24 hours a day, 7 days a week on 1800 033 103.

The Administration Officer should be contacted immediately or advised by the next business day and the cardholder should then complete a "Lost or Stolen Cards" form (Attachment 3) and forward it to the Finance Unit.

A replacement card will be arranged and issued upon receipt from the bank.

5.11 Replacement Cards

The card is valid for the period shown on the face of the card and Commonwealth Bank will automatically reissue replacement card to the Administration Officer one month prior to the expiry date. The Administration Officer will then distribute to the cardholder.

Should the cardholder require a replacement card that has been lost or stolen, they will need to complete a Replacement Cards form and sign the form (Attachment 4) on receipt of the new card.

5.12 Implementation

The General Manager is responsible for the implementation of these procedures.

CMCC – Policy & Procedure – Purchase Card Policy

Attachments

Attachment 1

**Purchase Card
Cardholder Approval and Acknowledgement**

<u>Approval</u> Cardholders Name:	
Position:	
Credit Limit (Monthly): \$	
General Manager	
Signature	Date:

<p><u>Acknowledgement</u></p> <p>I acknowledge receipt of the Castlereagh Macquarie County Council Purchase Card and agree that:</p> <ol style="list-style-type: none"> 1 I will not use the Purchase Card, other than for official Council purposes. 2 I will ensure security of the Purchase Card at all times. 3 If the Purchase Card is lost or stolen, I will immediately report it missing to Council's bank and will also inform the Administration Officer. 4 If my position with Castlereagh Macquarie County Council changes or my employment terminates, or I am asked to surrender the card for any reason, I will immediately return the card. 5 I will retain all original supporting documentation that meets the requirements of a tax invoice for presentation to the relevant authorising officer. 6 I will ensure that all Work Health & Safety requirements are complied with for all purchases. 7 I will ensure that adequate funds are available to cover expenditure before it is incurred. 8 I will submit approved reconciliations and supporting documents within seven (7) days of using the Purchase Card. 9 I will immediately sign the Purchase Card upon receipt of it. 10 If I misuse the Purchase Card (ie use it in a manner otherwise than in accordance with the instructions provided) I may be liable for disciplinary action.
--

Card No:	Expiry Date:
Signature of Cardholder:	Date:
Witness Name (Print):	Signature:

CMCC – Policy & Procedure – Purchase Card Policy

Attachment 2

**Purchase Card
Disputed Transactions**

Note: This form is to be completed and forwarded to the Administration Officer with monthly reconciliation

Purchase Card No:
Cardholder's Name: Date

Transaction Date	Supplier	Reason for Dispute	Amount

CMCC – Policy & Procedure – Purchase Card Policy

Attachment 3

**Purchase Card
Lost or Stolen Cards**

Note: This notification is on the loss or theft of a Castlereagh Macquarie County Council Purchase Card.

You are requested to telephone Council's bank immediately the loss is discovered.

The Administration Officer should be advised on the first business day and the following information completed.

Details (Cardholder to complete)	
Purchase Card No:	
Cardholders Name:	
Details of Loss:	
Council's Bank notified (Date):	
Administration Officer notified on (Date):	
Cardholder's Signature:	Date:

Financial Control (Administration Officer to complete)	
Council's bank notified:	
Purchase Card Register updated:	
New Card No:	
Date Received:	Signature:

CMCC – Policy & Procedure – Purchase Card Policy

Attachment 4

**Purchase Card
Replacement Cards**

Details (Cardholder to complete)	
Name:	
Old Purchase Card No:	
Reason for Replacement:	
Cardholder's signature:	Date:

Financial Control (Administration Officer to complete)	
Council's bank notified:	
Purchase Card Register updated:	
New Card No:	
Date Received:	Signature:



Castlereagh Macquarie County Council

Work Health and Safety Policy

Castlereagh Macquarie County Council is committed to the implementing of Council's statutory obligations under the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2017.

It shall apply to all Castlereagh Macquarie County Council operations; however, it must be read in conjunction with all other statutory legislation that applies in regard to health and safety requirements.

The council is committed to providing a safe and healthy workplace for all employees, contractors and visitors and acknowledges the following obligations to:

- Secure and promote the health, safety and welfare of staff, contractors and visitors in the workplace
- Promote a safe and healthy workplace that protects them from injury and illness
- Provide for consultation and co-operation between employers and employees in achieving the objectives of the Work Health and Safety Act 2011
- Ensure that risks to health and safety in the workplace are identified, assessed and eliminated or controlled
- Develop and promote community awareness of Work Health and Safety issues
- Provide a framework that allows for progressively higher standards of Work Health and Safety to take account of changes in technology and work practices
- Protect staff, contractors and visitors against risks to Health and Safety arising from the use of plant that affect public safety.

Michael Urquhart

General Manager

Signature: _____

Date: _____

ITEM 11.9 CMCC CHRISTMAS CLOSURE PERIOD 2025/2026

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Discussion (including issues and background):

This year Christmas Day falls on Thursday 25th December, Boxing Day on Friday 26th December and New Year's Day on Thursday 1st January 2025. It is proposed that Council operations close down commencing Friday 19th December 2024 to Friday 9th January 2025, inclusive.

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

Relevant Reference Documents:

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

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
Council staff

Financial Implications:

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

Alternative Solutions/Options:

NIL

Conclusion:

That Council approve that Council administration offices be closed down from Friday 19th December 2025 to Friday 9th January 2026, inclusive, over the festive season.

Christmas Closure Period 2025/2026

Recommendation:

That Council operations close from Friday 19th December 2025 to Friday 9th January 2026, inclusive, and the General Manager make satisfactory arrangements for the provision of emergency call out services.

Moved:

Seconded:

Attachments:

Nil

ITEM 11.10 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

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

Conclusion:

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

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

Attachments:

Calendar of events 2025

IMPORTANT DATES - Upcoming Meetings and Events –2025

DATE	MEETING/FUNCTION	LOCATION	NOTES
12 th August 2025	Macquarie Valley & Lachlan Weeds Meeting	Dubbo	Senior Biosecurity Officer
21 st August 2025	ARIC Meeting	Online	Deputy Chairperson and General Manager
21 st August 2025	Aq Quip	Gunnedah	2 x CMCC Staff
25 th August 2025	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer * Administration Officer'
27 th August 2025	North West Weedo Meeting	Narrabri	Senior Biosecurity Officer & Walgett Biosecurity officer
28 th August 2025	North West Regional Meeting	Narrabri	Senior Biosecurity Officer & Walgett Biosecurity officer
2 nd September 2025	Parthenium Meeting	Online	Senior Biosecurity Officer
16 th & 17 th September 2025	Western Regional Strategic Plan review & meeting	Hillston	Senior Biosecurity Weeds Officer
27 th October 2025	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
11 th November 2025	Hudson Pear & Harrisia Taskforce Meeting	Lightning Ridge	Senior Biosecurity Weeds Officer
18 th November 2025	NSW Bio Control Meeting	Online	Senior Biosecurity Officer
20 th November 2025	ARIC Meeting	Online	Deputy Chairperson and General Manager
24 th November 2025	CMCC Council Meeting & CMCC Christmas Luncheon	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer

2 nd December 2025	Central West Regional Meeting	Weddin	Senior Biosecurity Officer
19 th December 2025	CMCC Christmas Closure Period Begins		All Staff

12. BIOSECURITY REPORT

ITEM 12.1 QUARTERLY BIOSECURITY REPORT

REPORTING SECTION: Biosecurity Control Works
AUTHOR: Andrea Fletcher

Summary:

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

Background:

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

Current Position:

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

Governance issues:

Biosecurity Act 2015
Local Government Act 1993

Environmental issues:

Any environmental issues are detailed in the attached update.

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
County Council LGA Ratepayers

Financial Implications:

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

Alternative Solutions/Options:

There are no alternate options.

Conclusion:

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

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

Attachments: Report for Senior Bio Security Officer

Senior Bio Security Weeds Officer Report August 2025

Power Point of the NSW Weeds Conference CMCC presentations

16/7/2025 **Harrisia Rapid Response** – CMCC staff assisted with a Harrisia Rapid in the Narrabri Shire. These responses are part of our WAP requirements and a fantastic opportunity to assist our neighbouring LCA's.



Harrisia



CMCC staff in Narrabri assisting with Harrisia Rapid Response

Case Study:

Advancing Biosecurity with Summit Aerial Mapping using the CREST SE Mobile Mapping Application

Castlereagh Macquarie County Council (CMCC)

Prepared by: Andrea Fletcher, Weed Services Administrator
& Shreyas Sirdeshmukh, Business Analyst, RapidMap

“One week of Aerial saves us Six weeks on the ground”



Introduction and Purpose of Case Study

This case study documents the successful implementation of aerial mapping using the Summit suite application; CREST by Castlereagh Macquarie County Council (CMCC), led by Weed Services Administrator Andrea Fletcher.

Faced with vast, difficult-to-access landscapes and a pressing need for efficient weed surveillance, CMCC adopted Crest's mapping tools in conjunction with aerial inspections to streamline biosecurity efforts.

The purpose of this case study is to share Andrea's operational insights, strategies, and outcomes to support other councils and land management agencies in adopting similar approaches.

The focus is on CMCC's innovative use of the CREST Mobile GPS/ GNSS GIS Mapping software in to efficiently undertake helicopter-based weed surveillance and treatment operations.

The project focuses on primarily targeting invasive species such as Hudson Pear, Parkinsonia, Rubber Vine, and Mesquite and efficiently recording the field activities to also monitor the results.

By detailing the rationale, workflow, challenges, safety practices, and future plans, this case study serves as a replicable model for regions with comparable biosecurity goals.



Hudson Pear Biocontrol Site

Interview Summary: Questions and Answers

Q: Why did you decide to use aerial mapping for regional inspections? What was the inherent objective?

A: The main drivers were **inaccessibility** of terrain and **operational scale**. Aerial mapping allowed our team to inspect regions that were otherwise unreachable by vehicle, like Walgett Shire and unincorporated zones.

Helicopter-based inspections addressed the requirements of ground-based visibility; however, it allowed us to rapidly attend to and record a massive number of properties (100,000+ hectares) more efficiently and safely.

Q: What considerations go into planning your flights? Are your objectives related to invasive species mapping, specifically? What happens after the flights?

A: *Flights are typically designed around target species. For example, Hudson Pear flights are based on known infestations and surrounding surveillance areas. Separate programs focus solely on Parkinsonia along river systems. The team also examines historic infestation affected sites and records results of prior treatments to plan new flights for future treatments to contain or control the incursion.*



Mesquite Infestation

Q: How do you manage health and safety during aerial operations?

A: *Andrea and her teammate Matt completed official aircraft safety training in Coffs Harbour. Each flight includes risk assessments, toolbox meetings, and safety refreshers. Clear communication with the pilot is essential—standard protocols include no disembarking without the pilot's signal and awareness of hazards like fences and low power lines. Safety is a non-negotiable aspect of their entire workflow.*

One of the key drivers behind undertaking aerial surveillance is to reduce the risks and issues of driving for many kilometers or walking over arid terrain to remote locations where infestations may be gaining an advantage over the local vegetation and ecosystem.

Q: What was the process for approval for aerial operations?

A: *Approval was obtained from the General Manager at the council. Initial steps included formal training, safety checks followed by a trial flight to confirm tablet functionality, CREST mapping abilities and visibility of weeds from the air. Once these tests proved successful for speed and positional accuracy, these types of aerial operations have become the standard as they demonstrate a huge leap in productivity and reduction in risks and safety concerns.*

Andrea reported: "CREST application worked flawlessly to rapidly map and relate locations to accurate GPS/ GNSS locations on the ground, the visibility of Hudson Pear was immaculate, and the process worked like Magic!"

Q: How big is your team for Aerial Mapping & Surveillance operations?

A: *The core team comprises two biosecurity officers (Andrea and Matt) and a dedicated pilot. The team's synergy and shared focus is to ensure smooth and efficient operations to gather and return with up-to-date intelligence from the field.*

The pilot at times reports to us on weed spotting insights from other flights over the same region confirming locations of the weeds of interest. The aerial mapping program has shown to build unique connections that work in tandem against the weeds.

Q: What kind of mapping do you perform using Crest?

A: *The team primarily uses Quick Plots via tablets in-flight. For large properties, priority is plotting core infestation zones and using GPS devices to prevent system overload. Crest's ability to store notes and inspection data across multiple shires enhances post-flight analysis, bringing a lot of contexts in for the post-flight analysis and reporting.*

Q: What are the main challenges and benefits of aerial mapping?

A: - Challenges: *Physical fatigue from spotting and plotting weeds for extended hours; rough terrain; need for constant awareness.*

- Benefits: *Significant time saved (1 week of aerial work = 6+ weeks on ground); access to previously unreachable infestations; reduced burden on landowners; cost savings from efficient travel and treatment. The benefits clearly outweigh the challenges, and they are manageable for the return on effort.*

Q: What are your plans for aerial inspections in near future?

A: *The team plans to resume Parkinsonia flights in 2026 October. Government authorities have requested them to assess historical weed sites in western regions, pending resolution of data privacy concerns. Ongoing follow-ups and treatments in previously mapped areas remain a priority.*

Conclusion

Andrea Fletcher's pioneering work with aerial mapping has transformed how CMCC approaches biosecurity challenges.

Andrea also noted: "...Even though we were able to attend sites for the on-ground inspections and mapping activities by landing the chopper, we had to be selective where to put down, so we ended up walking about 30Km in total for the week to get to those hard to get to places control some infestations. We were undertaking this work each day, five days straight to optimise the investment in the aerial surveying approach..."

From RapidMap's perspective, we are impressed by Andrea and Matt's approach, and we are sure that this level of commitment to addressing the most serious incursions in this way, that CMCC are leading by example and inspiring many other Biosecurity Officers, Landcare and Invasive species-warriors across Australia.

By integrating the Summit CREST GIS Mapping, GPS/ GNSS & Mobile Tablets with helicopter-based aerial surveillance, Castlereagh Macquarie County Council has dramatically improved coverage, productivity, efficiency, data quality and operational safety across vast landscapes and difficult terrains.

Their approach not only saves time and maximises ROI but also provides a powerful data set of status and extents of infestations as a basis for inter-agency collaboration, shared biosecurity responsibility, and environmental stewardship in line with the National Biosecurity Strategy and Commonwealth Biosecurity 2030 Action Plan 2023.



This case study will be shared across Australia as an example of persistence and innovation to inspire others facing similar large, regional biosecurity challenges and to help them table a business case to senior management to consider funding aerial mapping using the easy-to-use Summit CREST application as the mobile GIS mapping applications as a viable and scalable solution to achieve more in less time.

Andrea and Matt's experience is a testament to what's possible when spatial technologies, dedication, and strategic thinking converge to rapidly assemble the data to underpin strategic decisions and prioritisation of effort based on facts.



The RapidMap team will continue to provide geospatial technologies, tools, training and applications to support our biosecurity partners to focus on the 6 priority areas of the National Biosecurity strategy, being:

1. Shared biosecurity culture
2. Stronger partnerships
3. Highly skilled workforce
4. Coordinated preparedness and response
5. Sustainable investment
6. Integration is supported by technology, research and data.

As outlined in the Commonwealth Biosecurity 2030 Action Plan 2023:

Strong biosecurity is a joint endeavor. As we continue to build our workforce and organizational capability to address biosecurity threats, we acknowledge the strong partnership with Australian Government agencies, states and territories, our neighbors in the Asia Pacific region, industry and the broader community.

We look forward to continuing this vital work to deliver a risk-based biosecurity system that is effective and efficient and sustainably protects Australia from exotic pests and disease today and into the future.

Special Note:

Andrea will also be speaking at the 23rd NSW Weeds Conference, where she will share insights from the unincorporated area project and the Parkinsonia program in Walgett Shire.

Photos and additional documentation will accompany this project, and the case study help to further illustrate the effectiveness of how the right technologies and tools underpin a successful aerial mapping process in action with empowering results.

**Current target weeds being treated in the
County Council areas**



African Box Thorn – Warrumbungle, Warren, Walgett, Coonamble, Gilgandra



Thornapple – Walgett



Green Cestrum - Warrumbungle, Warren, Coonamble, Gilgandra



Misc Cacti Species – Warrumbungle, Warren, Walgett, Coonamble, Gilgandra



African Olive – Warrumbungle



Parkinsonia – Walgett



Fire Thorn – Warrumbungle



Coolati Grass – Warrumbungle



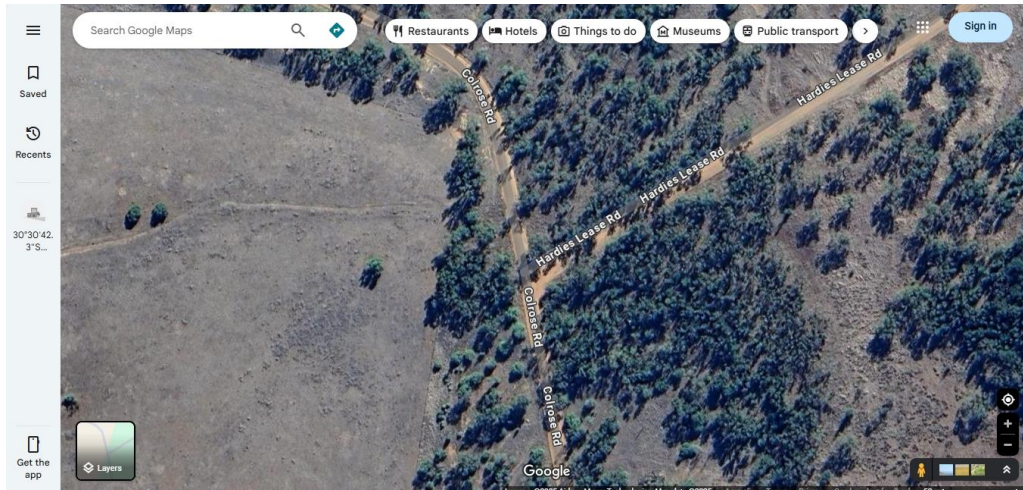
Harrisia Cactus – Warren, Walgett



Hudson Pear – Walgett, Coonamble

Calrose TSR - Walgett Shire. A Hudson Pear walk through inspection at Calrose TSR 5th August 2025. This will be the first walk through since the fencing has been installed.

Lightning Ridge Mass Rearing Facility has been repaired from storm damage and the facility is being restocked for mass rearing biocontrol for Hudson Pear white spine and Tunicata (Hudson Pear Brown Spine)



Lightning Ridge Opal Reserve Funding for Hudson Pear

Opal reserve funded to tackle destructive cactus

 **River McCrossen**
29 June 2025, 1:40 PM

The Lightning Ridge Opal Fields Reserve has secured more than \$135,000 from the NSW government to tackle noxious weeds and pest animals.

Just over \$100,000 will fund control of cactus weeds like Hudson pear, which can pierce tyres, native animals and opal miners with its spines.

The rest will go towards delivering a pest management plan for animals like feral pigs, foxes, goats and Indian myna birds.

Biosecurity and Weeds

The Biosecurity Act 2015 came into effect on 1 July 2017 and it repealed the Noxious Weed Act 1993.

It is designed to provide a modern, flexible and adaptive approach to managing the risk of biosecurity within NSW. The main objective of the new Act is to provide a framework for the prevention, elimination and minimisation of biosecurity risks posed by biosecurity matter. The new Biosecurity Act calls for tenure neutral. We need to promote biosecurity as a shared responsibility between government, industry and communities.

Weed Management is without a doubt one of Australia's biggest Natural Resource Management challenges facing this country today. Weeds threaten our valuable agricultural industries, influence the economic viability of our communities, affect human health, and pose a major threat to our unique biodiversity. Weeds cost Australia over \$4billion per year in lost production and control measures. In NSW alone, weeds cause an estimated \$600 million in losses every year.

Castlereagh Macquarie County Council is the Local Control Authority responsible for administering the Biosecurity Act 2015 which encompasses the towns Warrumbungle, Gilgandra Coonamble, Warren and Walgett Shires.

Biosecurity Matter – all landholders and government agencies have a legal obligation to control biosecurity matter (old noxious weeds) on their land and work on an effective control strategy that ensures that they meet their General Biosecurity Duty. Please refer to the Central West and North West Regional Strategic Weed Management Plan for the weeds list.

General Biosecurity Duty (GBD) - Any person or a carrier who deals with biosecurity matter and who knows, or ought reasonable to know, the biosecurity risk posed or likely to be posed by the biosecurity risk posed or likely to be posed by the biosecurity matter, carrier or dealing has a biosecurity duty to ensure that, so far as is reasonably practicable, the biosecurity risk is prevented, eliminated or minimised.

Castlereagh Macquarie County Council sent a total of 1150 Biosecurity Weeds Notices to landowner/managers for the period of 1/7/2024 to 30/6/2025.

Warrumbungle Shire 223

Gilgandra Shire 294

Coonamble 216

Warren Shire 219 with an additional 30 reinspection notices.

Walgett Shire 99

2024 /2025 Central West Wap Targets

Central West Project Activities 2024/2025 WAP	Target Q1	Actual Q1	Target Q2	Actual Q2	Target Q3	Actual Q3	Target Q4	Actual Q4	Annual Target	Actual
Regional Inspection Program - Inspection of roadsides	1000	991	1000	1001	1000	1025	1000	1720	4000	4737
Inspections of TSRs	30	23	30	32	30	33	30	32	100	120
Inspections High Risk Water kms	35	12	35	35	35	35	35	150	140	232
Inspections of rail corridors	100	290	100	90	100	70	100	80	400	530
Inspections nurseries, pet shops and saleyards	10	0	10	3	10	5	0	22	20	30
Inspections land owned /managed by state	7	11	7	11	8	8	8	31	60	61
Inspections of Council owned land	18	21	18	10	18	4	18	85	50	120
Reinspection's	15	38	15	21	15	15	15	0	60	74
Central West Weeds Committee & Central West WAP Operations Group	2	2	2	2	2	2	2	2	2	8

North West Wap Targets 2024-2025

Annual Target	Inspections	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	TOTAL	Total
1,500	High Risk Pathway Inspections - Roads - Km.	288	823	812	93	2,016	134%
6,000	High Risk Pathways - Roads - Ha.	1440	4,115	4,060	465	10,080	168%
500	Roadside Inspections - Council roads - Km.	760	218			978	196%
2,500	Roadside Inspections - Ha.	3800	1,090			4,890	196%
70	High Risk Waterway Inspections - Km.				91	91	130%
140	High Risk Waterways - Ha.				182	182	130%
100	High Risk Private Property Inspections - No.	6	26		68	100	100%
125,000	High Risk Private Property - Ha.	8967	29,740		86,778	125,485	100%
180	Private Property Inspections - No.	262	12	855	138	1,267	704%
36,000	Private Property Inspections - Ha.	191231	1,319	22,895	9,863	225,308	626%
10	PP HR Re inspections - No.			11		11	110%
10,000	PP HR Re inspections - Ha.			33,628		33,628	336%
-	Private Property Re Inspections - No.					-	0
-	Private Property Re Inspections - Ha.					-	0
10	Council Lands Inspections - No.	1	1	7	4	13	130%
1,600	Council Lands - Ha.	4	144	220	265	633	40%
20	Dept of Lands Inspections- No.	2	4	7	16	29	145%
20,000	Dept of Lands - Ha.	2280	2,622	6,268	20,075	31,245	156%
6	State & Nat Parks / Reserves - No.	5			3	8	133%
26,000	State& Nat Parks / Reserves - Ha.	5798			1,276	7,074	27%
-	Forestry Corporation reserves- No.						0
	Forestry Corp - Ha.						0
20	NWLLS TSR Reserves - No.	1			26	27	135%

Castlereagh Macquarie County Council Agenda –25th August 2025 – Ordinary Council Meeting

4,600	NWLLS TSR Reserves - Ha.	372			4,652	5,024	109%
13	Recreational Areas, Parks & Gardens, Sports fields - No.	2	3	1	7	13	100%
35	Recreational Areas - Ha.	4	7	3	26	40	114%
90	ARTC Rail corridor Inspections - Km.		34		78	112	124%
450	ARTC Rail corridor- Ha.		170		390	560	124%
	Other High Risk Sites - No						
2	Nurseries - No.		1	1		2	100%
-	Aquaria/Pet shops - No.					-	0
2	Weekend Markets - No.					-	0%
8	Gravel Quarries - No.	2	3	2	3	10	125%
4	Machinery Dealers - No.		1	1	2	4	100%
5	Grain Handling Sites - No.		3	2		5	100%
8	Border Crossings - No.	3	5	2		10	125%
1	Saleyards - No.	1	1	3		5	500%
3	Roadside Truck Stops - No.		3	4		7	233%
1	Machinery Washdown Bays - No.	1	1	1		3	300%
3	Rural Outlets - No.		2	1		3	100%
1	Wetlands - No.		1			1	100%
-	Aerial / Remote sensing - High Risk species		5			5	100%



Castlereagh Macquarie County Council Report July 2024 - June 2025

Total Inspections performed	
Council Area	Total Inspections
CMCC	24
Coonamble Shire Council	261
Gilgandra Shire Council	616
Unincorporated Far West Region	54
Walgett Shire Council	1666
Warren Shire Council	688
Warrumbungle Shire Council	237
Total	3546

Help Q&A understand...

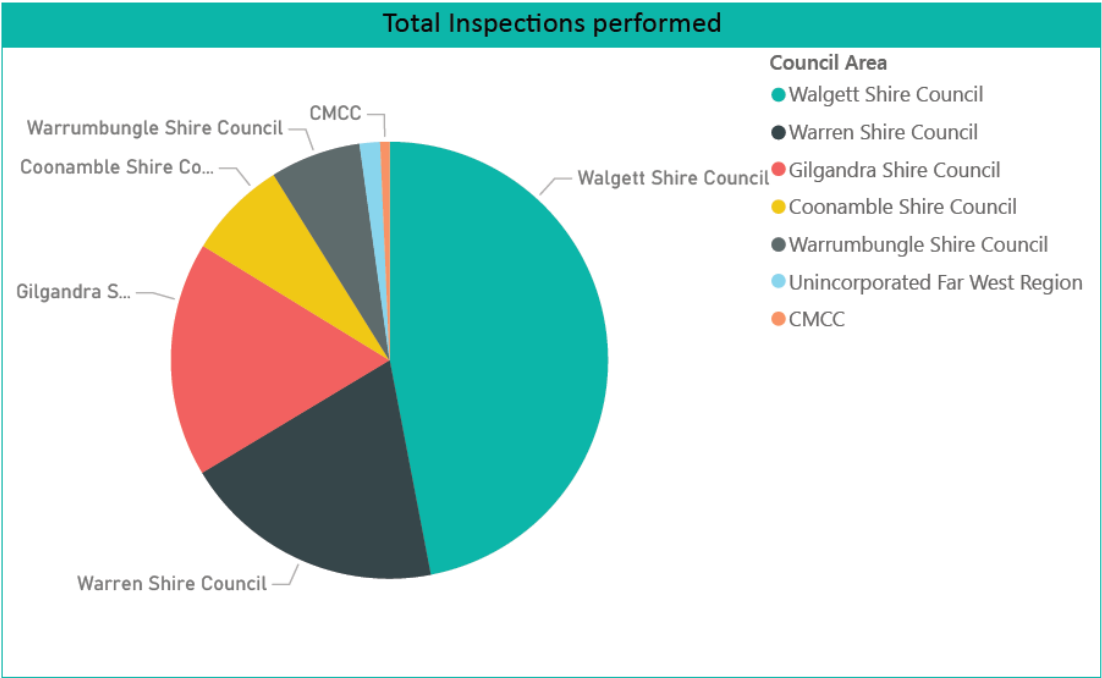
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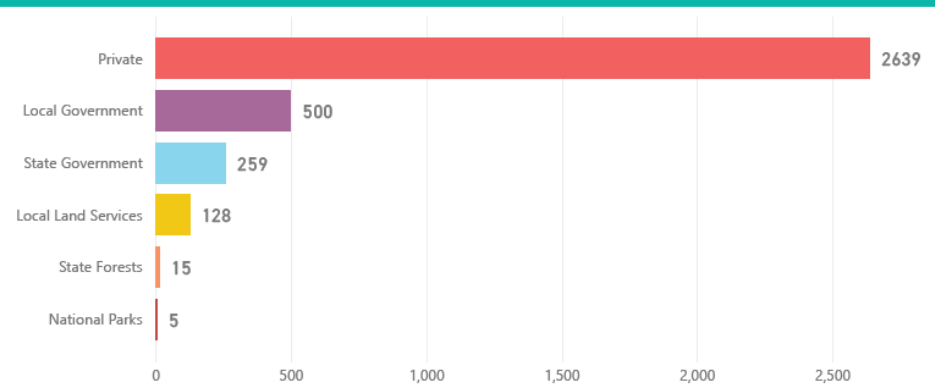


Castlereagh Macquarie County Council Report July 2024 - June 2025

Total Inspections per Land Tenure in each Council Area

Council Area	Land Tenure	Count of Ins
CMCC	Local Government	
CMCC	Local Land Services	
CMCC	Private	
CMCC	State Government	
Coonamble Shire Council	Local Government	
Coonamble Shire Council	Local Land Services	
Coonamble Shire Council	Private	
Coonamble Shire Council	State Government	
Gilgandra Shire Council	Local Government	
Gilgandra Shire Council	Local Land Services	
Gilgandra Shire Council	Private	
Gilgandra Shire Council	State Forests	
Gilgandra Shire Council	State Government	
Unincorporated Far West Region	Private	
Unincorporated Far West Region	State Government	
Walgett Shire Council	Local Government	
Walgett Shire Council	Local Land Services	
Walgett Shire Council	National Parks	
Walgett Shire Council	Private	
Walgett Shire Council	State Government	
Warren Shire Council	Local Government	
Warren Shire Council	Local Land Services	
Warren Shire Council	Private	
Total		

Total Inspections per Land Tenure



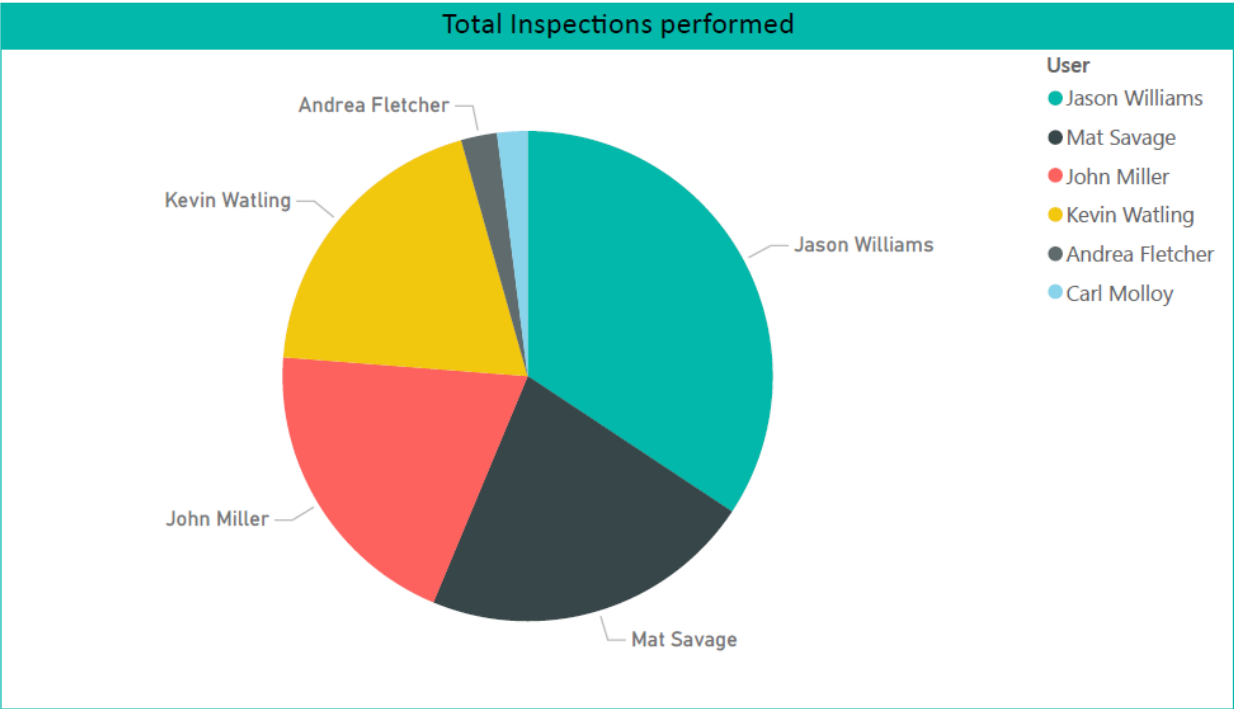
Total Inspections per Land Tenure

Land Tenure	Count of Inspections
Local Government	500
Local Land Services	128
National Parks	5
Private	2639
State Forests	15
State Government	259
Total	3546



Castlereagh Macquarie County Council Report July 2024 - June 2025

Total Inspections performed	
User	Total Inspections
Andrea Fletcher	84
Carl Molloy	71
Jason Williams	1217
John Miller	707
Kevin Watling	688
Mat Savage	779
Total	3546





Castlereagh Macquarie County Council Report July 2024 - June 2025

Andy's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectare)
Andrea Fletcher	Gravel Quarries	Local Government	2	19.28	2.0
Andrea Fletcher	Inspection of TSRs	State Government	1	29.71	5.0
Andrea Fletcher	Inspections of council owned land	Local Government	8	524.59	
Andrea Fletcher	Inspections of land owned / managed by State bodies	Local Government	1	38.00	30.0
Andrea Fletcher	Inspections of land owned / managed by State bodies	National Parks	2	1,521.89	
Andrea Fletcher	Inspections of land owned / managed by State bodies	Private	3	1,106.48	44.7
Andrea Fletcher	Inspections of land owned / managed by State bodies	State Government	4	167.20	64.0
Andrea Fletcher	Inspections of rail corridors	Private	1		50.0
Andrea Fletcher	Inspections of rail corridors	State Government	1	34.90	30.0
Andrea Fletcher	Private Property High Risk Re-Inspections	Private	2	79.45	10.0
Andrea Fletcher	Private Property Inspections	Private	61	11,436.30	943.5
Andrea Fletcher	Roadside Inspection(s)	Local Government	3		50.0
Total			89	14,957.78	1,229.0



Castlereagh Macquarie County Council Report July 2024 - June 2025

Carl's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Carl Molloy	High Risk Pathways Inspection	Local Government	3		
Carl Molloy	High Risk Pathways Inspection	State Government	1		
Carl Molloy	Local Land Services Reserves	Local Land Services	6	689.24	11.00
Carl Molloy	Private Property High Risk Re-Inspections	Local Government	1	28.66	2.00
Carl Molloy	Private Property High Risk Re-Inspections	Private	1	1,053.31	4.00
Carl Molloy	Private Property Inspections	Private	51	4,354.38	13.10
Carl Molloy	Roadside Inspection(s)	Local Government	6	0.00	1.00
Carl Molloy	Roadside Inspections High Risk Inspections	Local Government	1		0.50
Carl Molloy	Sale yards	Local Government	1	2.29	
Total			71	6,127.88	31.60



Castlereagh Macquarie County Council Report July 2024 - June 2025

David's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Jason Williams	Grain Handling Sites	State Government	2	5.26	
Jason Williams	High Risk Council owned land	Local Government	3	184.58	1.00
Jason Williams	High Risk Crown Lands	Local Government	1	1.95	1.00
Jason Williams	High Risk Crown Lands	Private	2	814.06	2.00
Jason Williams	High Risk Pathways Inspection	Local Government	2	387.86	2.00
Jason Williams	High Risk Pathways Inspection	State Government	2	2,073.69	570.00
Total			1219	52,764.87	2,296.10



Castlereagh Macquarie County Council Report July 2024 - June 2025

John's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectar)
John Miller	High risk water courses	State Government	1		3
John Miller	Inspection of TSRs	Local Land Services	67	14,245.24	74
John Miller	Inspection of TSRs	Private	2	327.42	
John Miller	Inspections of council owned land	Local Government	15	353.43	8
John Miller	Inspections of land owned / managed by State bodies	State Forests	2	1,072.24	55
John Miller	Inspections of rail corridors	Private	12	165.90	16
John Miller	Other Council lands	Local Government	1	4.29	
John Miller	Private Property Inspections	Local Government	8	4.45	
John Miller	Private Property Inspections	Private	536	122,490.33	62
John Miller	Private Property Inspections	State Government	2	68.07	
John Miller	Private Property Re-Inspections	Local Government	1	3.69	
John Miller	Private Property Re-Inspections	Private	4	97.69	2
John Miller	Re-inspections	Local Government	8	247.57	5
John Miller	Re-inspections	Private	46	9,999.77	19
John Miller	Re-inspections	State Government	2	2.29	
Total			707	149,082.39	2,472



Castlereagh Macquarie County Council Report July 2024 - June 2025

Kevin's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (l
Kevin Watling	-----##-----Private Property Sites-----##-----	Private	3	6.34	
Kevin Watling	ARTC	State Government	6	48.02	
Kevin Watling	Council Lands Inspections - Infrastructure / depots	Private	1		
Kevin Watling	Forestry Corp reserves	State Government	2	20.16	
Kevin Watling	High Risk Crown Lands	State Government	4	51.01	
Kevin Watling	High Risk Pathways Inspection	Local Government	8	6.06	
Kevin Watling	High Risk Pathways Inspection	Private	2	15.34	
Kevin Watling	High Risk Pathways Inspection	State Forests	10	764.66	
Kevin Watling	High Risk Pathways Inspection	State Government	19	0.00	
Kevin Watling	High risk water courses	Local Government	1		
Kevin Watling	High risk water courses	Private	1	135.13	
Kevin Watling	High risk water courses	State Government	39	41.80	
Kevin Watling	Inspection of TSRs	Local Land Services	2	20.49	
Kevin Watling	Inspection of TSRs	State Government	8	439.55	
Kevin Watling	Inspections of council owned land	Local Government	84	645.89	
Kevin Watling	Inspections of council owned land	State Government	1	35.05	
Kevin Watling	Inspections of land owned / managed by State bodies	Local Land Services	6	331.53	
Kevin Watling	Inspections of land owned / managed by State bodies	State Government	17	986.24	
Kevin Watling	Inspections of nurseries, pet shops and sale yards	Local Government	1	2.29	
Kevin Watling	Inspections of nurseries, pet shops and sale yards	Private	10	322.73	
Kevin Watling	Inspections of rail corridors	State Government	15	133.57	
Kevin Watling	LLS TSR Reserves	State Government	1	96.62	
Kevin Watling	Local Land Services Reserves	Local Land Services	19	1,112.62	
Kevin Watling	Other Council lands	Local Government	4	9.08	
Kevin Watling	Other High Risk Sites	State Government	1	9.68	
Kevin Watling	Other Private Properties	State Government	1	0.22	
Kevin Watling	Other_1	State Government	1	0.00	
Kevin Watling	Private Property High Risk Area	Local Government	1	0.00	
Kevin Watling	Private Property High Risk Area	State Forests	1	65.57	
Kevin Watling	Private Property High Risk Re-Inspections	Local Land Services	1	9.40	
Kevin Watling	Private Property Inspections	Local Government	34	415.87	
Kevin Watling	Private Property Inspections	State Government	143	34,359.49	
Total			691	33,402.90	1,4



Castlereagh Macquarie County Council Report July 2024 - June 2025

Mat's Inspection Stats					
User	Reportable Codes	Land Tenure	Total Inspections	Area Inspected	Area Infested (hectares)
Mat Savage	High Risk Crown Lands	Private	1	982.64	
Mat Savage	High Risk Crown Lands	State Government	23	29,061.99	1,066.00
Mat Savage	High Risk Pathways Inspection	Local Government	11		47.00
Mat Savage	High Risk Pathways Inspection	Private	1		100.00
Mat Savage	High Risk Pathways Inspection	State Government	11		10.10
Mat Savage	High risk water courses	Private	11		845.10
Mat Savage	Inspection of TSRs	Local Land Services	27	5,025.20	
Mat Savage	Inspections of council owned land	Local Government	6	272.33	346.00
Mat Savage	Inspections of council owned land	Private	1		0.10
Mat Savage	Inspections of council owned land	State Forests	2	543.92	40.00
Mat Savage	Inspections of land owned / managed by State bodies	National Parks	3	1,276.54	
Mat Savage	Inspections of land owned / managed by State bodies	Private	2	33.36	571.00
Mat Savage	Inspections of land owned / managed by State bodies	State Government	13	6,413.01	62.60
Mat Savage	Inspections of rail corridors	State Government	5	14.53	22.00
Mat Savage	Other Council lands	Local Government	1	144.66	
Mat Savage	Other Council lands	Private	1	3.90	
Mat Savage	Private Property High Risk Area	Private	88	112,404.78	12,682.00
Mat Savage	Private Property High Risk Area	State Government	2	1,362.96	100.00
Mat Savage	Private Property High Risk Re-Inspections	Private	8	21,342.12	1,337.00
Mat Savage	Private Property Inspections	Private	525	238,133.99	7,205.91
Mat Savage	Private Property Inspections	State Government	7	2,593.29	
Mat Savage	Recreational Areas	Private	1	1.79	
Mat Savage	Re-inspections	Local Government	1		
Mat Savage	Roadside Inspection(s)	Local Government	29	455.01	418.21
Mat Savage	Roadside Inspection(s)	State Government	2		0.10
Total			787	420,066.02	24,868.14

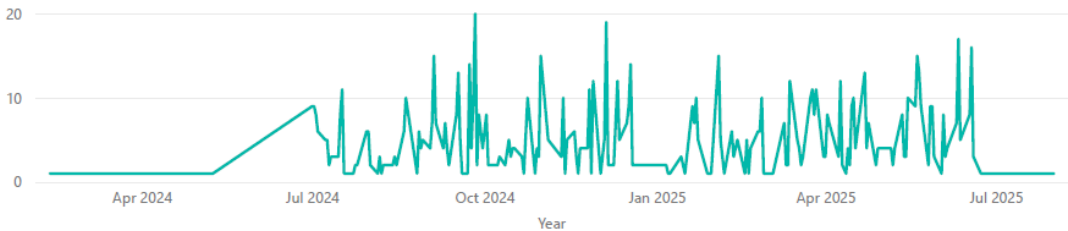
Castlereagh Macquarie County Council

Report July 2024 - June 2025

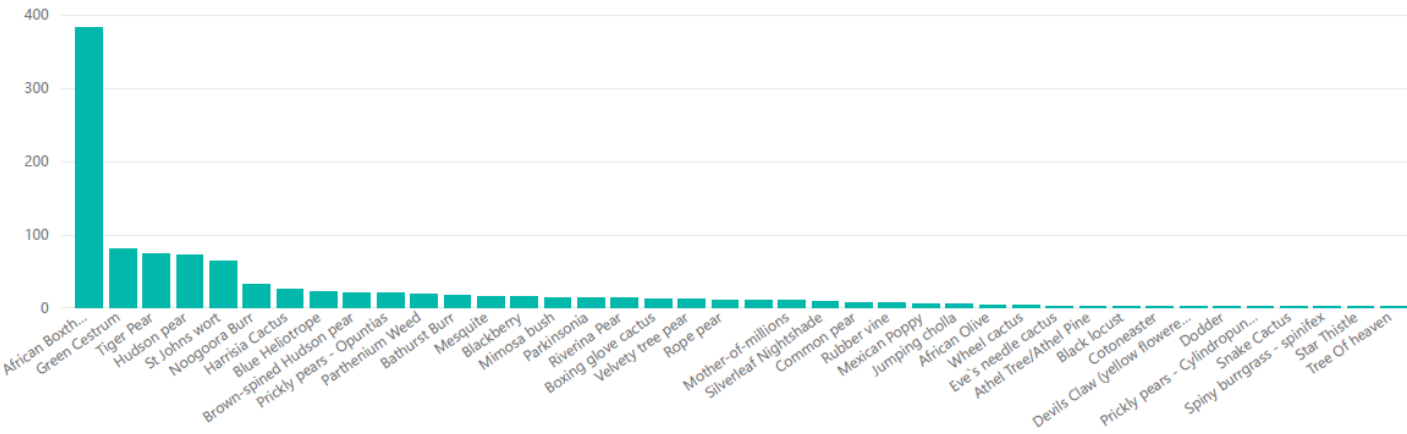
Weed Name	Activity ID
African Boxthorn	9
African Olive	382
Athel Tree/Athel Pine	3
Bathurst Burr	16
Black locust	1
Blackberry	14
Blue Heliotrope	22
Boxing glove cactus	11
Brown-spined Hudson pear	19
Common pear	7
Cotoneaster	1
Devils Claw (yellow flowered)	1
Dodder	1
Eve's needle cactus	2
Green Cestrum	80
Harrisia Cactus	25
Hudson pear	72
Jumping cholla	4
Mesquite	15
Mexican Poppy	5
Mimosa bush	13
Mother-of-millions	9
Noogoora Burr	32
Parkinsonia	13
Parthenium Weed	18
Prickly pears - Cylindropuntias	1
Prickly pears - Opuntias	19
Riverina Pear	13
Total	989

Council Area	Activity ID
CMCC	13
Coonamble Shire Council	18
Gilgandra Shire Council	65
Unincorporated Far West Region	413
Walgett Shire Council	48
Warren Shire Council	146
Warrumbungle Shire Council	199
Total	87
Total	989

Activity ID by Year, Quarter, Month and Day



Activity ID by Weed Name





AGENDA FOR CLOSED COUNCIL MEETING

Monday, 25th August 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 **25th August 2025** to discuss the items listed in the Agenda

Michael Urquhart
GENERAL MANAGER

AGENDA

14.MOVE INTO CLOSED SESSION

MOVE INTO CLOSED SESSION
<p>Time:</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) (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</p> <p>Moved: Seconded:</p>

15. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

15.1 General Manger

15.1.1 Sale of Demountable Office/Amenity Building

16. RETURN TO OPEN SESSION

Return to Open Session

Recommendation:

That Council return to open session

Moved:**Seconded:**

17. ADOPTION OF CLOSED SESSION REPORTS

Adoption of Closed Session Reports

Recommendation:

That Council adopt the recommendations of the Close Committee Reports.

Moved:**Seconded:**

18. QUESTIONS FOR NEXT MEETING

19. CONFIRMATION DATE OF NEXT MEETING

Date: 27th October 2025, in Coonamble

17. CLOSE OF MEETING

Time: