

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 Clr 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
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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**Resolved:**

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

Moved: Member Holcombe

Seconded: Member Fisher

Carried

03/25/08 Cash and Investment Report – 30th April 2025 and 31st May 2025**Resolved:**

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

Moved: Member Holcombe

Seconded: Member Kinsey

Carried

03/25/09 Member Fees, Local Renumeration Tribunal**Resolved:**

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

- a) The member fee for 2025/2026 be fixed at \$2,090.00
- b) The Chairperson fee for 2025/2026 be fixed at \$4,490.00
- c) Makes a superannuation contribution payment of 12% to its members in accordance with section 254B of the Local Government Act 1993.

Moved: Member Holcombe

Seconded: Member Garnsey

Carried

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**Resolved:**

That;

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

Moved: Member Garnsey**Seconded:** Member Kinsey**Carried****03/25/14 New Policies and Plans****Resolved:**

That;

- (a) the report be received
- (b) Council adopts the following policies and plans
 - Staff Travel and Related Expenses Policy
 - Cyber Security and Incident Response policies x 3
 - Risk Management Framework
 - Internal Audit Charter
 - Disaster Recovery and Business Continuity Plan
 - ICT System Change Policy

Moved: Member Rummery**Seconded:** Member Cooke**Carried**

03/25/15 Important Dates for Members - Upcoming Meetings & Events
Recommendation:

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

Moved: Member Kinsey

Seconded: Member Garnsey

Carried

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
Resolved:

That the report be received and noted.

Moved: Member Kinsey

Seconded: Member Garnsey

Carried

03/25/17 Move Into Closed Session

Time: 11.20am

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

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

Moved: Member Kinsey

Seconded: Member Rummery

Carried

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 16th 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