



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 27th October 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 **27th October 2025** commencing at **10:30am** to discuss the items listed in the Agenda.

Please Note: The Council Meeting is audio recorded

Michael Urquhart
GENERAL MANAGER

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1. OPENING OF MEETING

Time: _____am

2. 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>Moved: Seconded:</p>

5. 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

6. 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."

7. PUBLIC PRESENTATION

SPEAKER	TOPIC
Todd Pallister	Hudson Pear Programme Update

8. CONFIRMATION OF MINUTES/MATTERS ARISING

ITEM 8.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 25th AUGUST 2025

Minutes of Ordinary Council Meeting – 25 th August 2025
<p>Recommendation:</p> <p>That the minutes of the ordinary Council meeting held 25th August 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 – 25th August 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 25th
AUGUST 2025 COMMENCING AT 10:30AM**

PRESENT: Member D Batten, Member N Kinsey, Member P Fisher, Member M Gamsey, Member M Cooke, Member D Bell, Member G Whiteley, Member G Peart

ABSENT: Member Z Holcombe, and Member G Rummery

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

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

04/25/01 Leave of Absence

Resolved:

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

Moved: Member Peart

Seconded: Member Kinsey

Carried

04/25/02 Approval to Attend Meeting by Audio Visual Link

Resolved:

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

Moved: Member Kinsey

Seconded: Member Peart

Carried

DECLARATIONS OF INTEREST

Member	Item No.	Pecuniary/ Non-Pecuniary	Reason
Rebecca Wilson	15.1	Pecuniary	Family member may have potential interest in purchase of demountable office/amenity building

04/25/03 Minutes of Ordinary Council Meeting – 23rd June 2025

Resolved:

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.

Moved: Member Fisher

Seconded: Member Garnsey

Carried

10:35am Member M Cooke arrived at the meeting

04/25/04 Reports of Committees

Recommendation:

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

- NSW Weed Biocontrol Taskforce 30th April 2025
- Parthenium Weed Taskforce Meeting No.48 4th February 2025

Moved: Member Kinsey

Seconded: Member Fisher

Carried

04/25/05 Council's Decision Action Report – August 2025

Resolved:

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

Moved: Member Garnsey

Seconded: Member Peart

Carried

04/25/06 Circulars Received from the NSW Office of Local
<p>Resolved:</p> <p>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.</p> <p>Moved: Member Whiteley Seconded: Member Garnsey</p> <p style="text-align: right;">Carried</p>

04/25/08 Cash and Investment Report – 30 th June 2025 and 31 st July 2025
<p>Resolved:</p> <p>That the investment report for 30th June 2025 and 31st July 2025 be received and noted.</p> <p>Moved: Member Garnsey Seconded: Member Bell</p> <p style="text-align: right;">Carried</p>

04/25/09 Fourth Quarter Operational Plan 2024/2025 and Annual Delivery Program
<p>Resolved:</p> <p>That Council accepts the progress made on the 2024/2025 Operational Plan as at 30th June 2025 and Annual Delivery Program 2024/2025</p> <p>Moved: Member Kinsey Seconded: Member Bel</p> <p style="text-align: right;">Carried</p>

There was discussion in relation to writing to relative Local Ministers, to extend an invitation to address Council on relative government plans at State Level.

There was discussion in regarding the compliance program with Upper Macquarie Council and the desire for legal action against non-compliant landholders.

Member Kinsey requested that if a successful meeting with ministers be arranged, that Members are afforded the opportunity to submit written questions.

04/25/10 Annual Financial Statements 2024/2025

Resolved:

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.

Moved: Member Kinsey

Seconded: Member Peart

04/25/11 Payment of Expenses & Provision of Facilities to Councillors - Policy

Resolved:

That;

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.

Moved: Member Peart

Seconded: Member Garnsey

Carried

04/25/12 Revised Investment Policy
<p>Resolved:</p> <p>That;</p> <ol style="list-style-type: none"> 1. the report be received 2. Council adopts the revised Investment Policy as presented <p>Moved: Member Kinsey Seconded: Member Fisher</p> <p style="text-align: right;">Carried</p>

04/25/13 New and Reviewed Policies and Plans
<p>Resolved:</p> <p>That;</p> <ol style="list-style-type: none"> 1. the report be received. 2. Council adopts the following policies and plans: <ol style="list-style-type: none"> 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 <p>Moved: Member Whiteley Seconded: Member Cooke</p> <p style="text-align: right;">Carried</p>

04/25/14 Christmas Closure Period 2025/2026
<p>Recommendation:</p> <p>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.</p> <p>Moved: Member Peart Seconded: Member Gamsey</p> <p style="text-align: right;">Carried</p>

04/25/15 Important Dates for Members - Upcoming Meetings & Events

Recommendation:

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

Moved: Member Whiteley

Seconded: Member Bell

Carried

It was noted by the General Manager that the ARIC meeting scheduled for the 21st August 2025, had been rescheduled to the 28th August 2025.

Proceeding in Brief

The General Manager informed Council that the Council's participating in the group Internal Audit Tender (Castlereagh Macquarie, Upper Hunter and Upper Macquarie County Councils) had received quotations from interested parties to conduct the groups internal audit. Quotations were deemed to expensive and in turn the joint Council group intended to go back to the market requesting new expressions of interest based upon revised information regarding the Council's and internal audit requirements.

04/25/16 Quarterly Biosecurity Report

Resolved:

That the report be received and noted.

Moved: Member Kinsey

Seconded: Member Whiteley

Carried

It was agreed that the presentation from the Senior Biosecurity officer was rescheduled until the October 2025 meeting when all Members are present.

The Senior Biosecurity Officer informed Council of notification regarding Sticky Florentina spreading throughout NSW on sheep travelling from central Queensland. This sparked discussion from Members regarding an advertising campaign.

04/25/17 Advertising Campaign

Resolved:

That the Council undertake a wide scale media campaign in relation to the Sticky Florentina outbreak.

Moved: Member Fisher

Seconded: Member Kinsey

Carried

11:39am The meeting was paused by Chairman Batten who left the Chamber.

11:42am Chairman Batten entered the Chamber and the meeting resumed.

04/25/17 Move Into Closed Session
<p>Time: 11.57am</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: Member Kinsey Seconded: Member Peart</p> <p style="text-align: right;">Carried</p>

11:58am The Senior Biosecurity Officer and Minute Secretary left the meeting. The General Manager commenced minute taking from this juncture.

04/25/18 CONFIDENTIAL – Sale of Demountable Office/Amenity Building
<p>Recommendation:</p> <p>That the General Manager be authorised to:</p> <p>(1) Advertise, calling for expressions of interest for the sale of the demountable office/amenity building situated on Crown Reserve R97121 at Coolah and its removal from the said land, and</p> <p>(2) Negotiate with potential purchasers to achieve a best value price for the sale and removal of the office/amenity building.</p> <p>Moved: Member Kinsey Seconded: Member Bell</p> <p style="text-align: right;">Carried</p>

12:02pm The Senior Biosecurity Officer and Minute Taker returned to the meeting. The Minute Secretary recommenced minute taking.

04/25/19 Return to Open Session
<p>Recommendation:</p> <p>That Council return to open session</p> <p>Moved: Member Fisher Seconded: Member Kinsey</p> <p style="text-align: right;">Carried</p>

04/25/20 Adoption of Closed Session Reports
<p>Recommendation:</p> <p>That Council adopt the recommendations of the Close Committee Reports.</p> <p>Moved: Member Kinsey Seconded: Member Pearat</p> <p style="text-align: right;">Carried</p>

Date of the next CMCC Council Meeting to be Monday 27th October 2025 in Coonamble

Close of Meeting

The meeting closed at 12:06pm

Chairman

General Manager

9. 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">- ARIC Meeting Agenda 28.08.2025 <p>Moved:</p> <p>Seconded:</p>

ITEM 9.1 ARIC MEETING AGENDA – 28th AUGUST 2025



**CASTLEREAGH MACQUARIE COUNTY
COUNCIL**

**AUDIT, RISK & IMPROVEMENT COMMITTEE
MEETING**

AGENDA

Thursday 28th August 2025

Michael Urquhart
GENERAL MANAGER

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1. WELCOME & OPENING OF MEETING

Time: _____am

2. APOLOGIES

3. DECLARATION OF INTERESTS

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

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

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

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

Member	Item No.	Pecuniary/ Non-Pecuniary	Reason

4. CONFIRMATION OF MINUTES/MATTERS ARISING

4.1 MINUTES OF CMCC ARIC COMMITTEE HELD 15th MAY 2025

Minutes of CMCC ARIC Committee Meeting – 15 th May 2025
<p>Recommendation:</p> <p>That the minutes of the CMCC ARIC Committee meeting held 15th May 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 – 15th May 2025.

CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC
COMMITTEE
HELD VIA TEAMS ON THURSDAY 15th May 2025 COMMENCING AT 4:04PM**

PRESENT:

Chair Ms Liz Jeremy
Committee members Mr. Ron Gillard and Mr. Charbel Abouraad
CMCC Delegate Clr, Noel Kinsey, and General Manager Mike Urquhart.

ABSENT: Nil

WELCOME: Meeting was officially opened at 4.04pm and Chairperson Ms. Liz Jeremy welcomed all Committee members and staff to the meeting.

The Chairperson acknowledged the Traditional Owners.

2.0 Apologies

NIL

3.0 Declaration of Interest

NIL

4.1 Confirmation of Minutes of the ARIC Meeting Held

That the Minutes of the ARIC Meeting held on 20th February 2025 having been circulated to be confirmed as a true and correct record of that meeting.

Resolved

5.1 Business Arising

NIL

6.1 ARIC Terms of Reference

NIL

6.2 RISK MANAGEMENT POLICY

NIL

6.3 RISK REGISTER

NIL

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

The General Manager advised CMCC, UHWA and CTWA are progressing the appointment of an Internal Auditor to the three (3) County Councils.

The draft MOU was attached for consideration. Committee Member Ron Gillard had Emailed a number of cosmetic changes for the document to the General Manager.

6.5 UPDATE FROM GENERAL MANAGER ON RISK MANAGEMENT

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

Resolved

It was also noted that future reports should segregate the actions from previous quarters.

Mr. Ron Gillard also advised he had some changes to the Audit Charter and would send these to other Members and the General Manager when he had completed his review.

6.6 NEW POLICIES

The ARIC received and noted the new policies.

- (a) Grievance
- (b) Modern Slavery
- (c) Complaints Management
- (d) Fraud & Corruption
- (e) Gifts, Benefits & Bribes

Resolved

Chairperson Ms. Liz Jeremy also asked if future policies could have a standard format and be applicable to the organisation in terms of position description.

6.7 QUARTERLY BUDGET REVIEW STATEMENT – March 2025

The ARIC received and noted the Quarterly Budget Review for 31st March 2025.

Resolved

6.8 FINANCIAL PERFORMANCE – CMCC EOY FINANCIALS 2023/2024

NIL

6.9 DRAFT OPERATIONAL PLAN 25/26, DELIVERY PROGRAM 26-29, LTFP 26-35, BUSINESS ACTIVITY STRATEGIC PLAN 26-35, ASSEP MANAGEMENT PLAN 26-35 AND WORKFORCE STRATEGY 26-29

The ARIC received and noted the attached IP&R documents.

Resolved

7.1 NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTIGATIONS INVOLVING COUNCIL

NIL

7.2 NSW OMBUDSMAN's REPORT

NIL

7.3 ICAC ENQUIRIES INVOLVING COUNCIL

NIL

7.4 OFFICE OF LOCAL GOVERNMENT

NIL

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

NIL

9.0 GENERAL BUSINESS

NIL

Date of the next CMCC ARIC Meeting to be 28th August 2025 via teams.

Close of Meeting

The meeting closed at 4.57pm

5. BUSINESS ARISING

5.1 BUSINESS ARISING FROM CMCC ARIC COMMITTEE MEETING HELD 20th February 2025.

6. REPORTS

ITEM 6.1 ARIC TERMS OF REFERENCE - NIL

ITEM 6.2 RISK MANAGEMENT POLICY NIL

ITEM 6.3 RISK REGISTER NIL

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

The General Managers of CMCC, UHWA and CTWA are progressing the appointment of an Internal Auditor to the three (3) County Councils. With little response from the first round of EOI's the group decided to re-run the EOI with additional information that may entice Internal Audit firms to lodge an interest.

ITEM 6.5 UPDATE FROM THE GENERAL MANAGER ON RISK MANAGEMENT

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

Summary:

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

Background:

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

Current Position:

Current Actions for this meeting include:

1. The following Policies and Plans were adopted by Council at its 23rd June 2025 Ordinary Meeting.
 - a. ICT System Change Policy
 - b. Risk Management Framework
 - c. Internal Audit Charter
 - d. Disaster Recovery & Business Continuity Plan

Previous Actions include:

1. Council engaged the services of a WH&S Risk Consultant to:
 - a. Provide general WH&S training update for all staff which was conducted at Coonamble on the 14th March 2024.
 - b. Operational Risk register consultation exercise at Baradine on the 29th July 2024.
 - c. Inspection of Council depots by the General Manager and WH&S consultant to assess general compliance with relevant legislation will be conducted in May and June 2024. Mr. Ringland has inspected the Gilgandra depot and was pleased with what he saw. A detailed report will be provided in due course
 - d. The General Manager and WH&S Consultant shall in the coming months review current policies.
 - e. Mr. Ringland has commenced work on the operations risk register.
2. The General Manager tabled the draft Legislative Compliance Register at the November 2024 meeting.
3. New policies adopted by Council at its April 2025 Ordinary meeting.
 - a. Grievance
 - b. Modern Slavery
 - c. Complaints Management
 - d. Fraud & Corruption
 - e. Gifts, Benefits and Bribes
4. The CCMC in conjunction with the Upper Hunter Weeds Authority and Central Tablelands Weeds Authority are progressing the appointment of a joint Internal Auditor with the Internal Audit Co-ordinator based at CTWA.
5. An MOU for the Internal Audit was tabled at the 15th May 2025 ARIC meeting.

Relevant Reference Documents/Policies:

Local Government Act 1993
Local Government (General) Regulation 2021

OLG NSW Guidelines for Risk Management and Internal Audit

Governance issues:

Compliance with the abovementioned documents and policies.

Financial Implications:

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

Alternative Solutions/Options:

Not Applicable

Conclusion:

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

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

ITEM 6.7 QUARTERLY BUDGET STATEMENT – NIL

ITEM 6.8 FINANCIAL PERFORMANCE – CMCC EOY FINANCIALS 2024/2025 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT

The General Manager has completed the EOY closing entries and the trial balance will be uplifted to the LG Solutions template on the 18th August 2025 and submitted to the Auditors on Monday 25th August 2025.

7. NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTGATIONS INVOLVING COUNCIL

ITEM 7.1 INCIDENTS OF FRAUD - NIL

ITEM 7.2 NSW OMBUDSMAN's REPORT - NIL

ITEM 7.3 ICAC ENQUIRIES INVOLVING COUNCIL – NIL

ITEM 7.4 OFFICE OF LOCAL GOVERNMENT - NIL

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

NIL

9. GENERAL BUSINESS

10. CONFIRM DATE OF NEXT MEETING

Date: 20th November 2025

11. CLOSE OF MEETING

Time:

10. REPORT OF THE GENERAL MANAGER

ITEM 10.1 COUNCIL'S DECISION ACTION REPORT – OCTOBER 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 – October 2025
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Recommendation:

That the Resolution Register October 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 and Sticky Florestina.</p>	<p>Continuing</p> <p>Continuing</p>
28.08.23		<p>Action Request;</p> <p>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.</p>	GM	<p>Co-ordinator invited to attend the bi-monthly meetings. May 2025 Requesting Mr. Pallister attend every second Council Meeting.</p>	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>	GM	<p>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.</p> <p>The EOI has again been issued to the Tender portal and sent to a number of internal auditors across regional NSW.</p>	Continuing

Castlereagh Macquarie County Council Agenda –27th October 2025 – Ordinary Council Meeting

		(e) The Chairman and the General Manager be authorised to execute the relevant documents.			
25.08.2025	04/25/10	<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. 	GM	<p>Draft financials have been referred to external auditor.</p> <p>Statement duly signed by all authorised persons.</p> <p>This will take place in October upon receipt of Audit report.</p> <p>The 2024/2025 Financial Statements will be presented to the 27th November 2025 Ordinary meeting of Council.</p>	<p>Complete</p> <p>Complete</p> <p>Not yet commenced</p> <p>Not yet commenced</p>
25.08.2025	04/25/11	<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. 	GM	<p>08.09.2025 Commencement of public exhibition period</p> <p>08.09.2025 – Commencement of advertising</p>	In progress
25.08.2025	04/25/17	That the Council undertake a wide scale media campaign in relation to the Sticky Florentina outbreak.	GM	Media release completed to all media outlets as per Council policy.	Completed

Castlereagh Macquarie County Council Agenda –27th October 2025 – Ordinary Council Meeting

25.08.2025	04/25/18	<p>That the General Manager be authorised to;</p> <ol style="list-style-type: none"> 1. Advertise, calling for expressions of interest for the sale of the demountable office/amenity building situated on Crown Reserve R97121 at Coolah and its removal from said land, and 2. Negotiate with potential purchases to achieve a best value price for the sale and removal of the office/amenity building. 	GM	Advertising commenced.	In progress

ITEM 10.2 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:

- 25-18 Updated Ministerial Guidelines on Alcohol Free Zones
- 25-19 Procurement Guidelines for NSW Local Government
- 25-20 2025 Model Meeting Code
- 25-21 Commencement of Mutual Recognition Scheme

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 25-18 to 25-21 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved:

Seconded:

Attachments:

Circulars 25-18 – 25-21

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject	Updated Ministerial Guidelines on Alcohol Free Zones
Circular Details	Circular 25-18 / 14 August 2025 / A958894
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff
Contact	Sector Policy and Frameworks / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

What's new or changing?

- The Ministerial Guidelines on Alcohol-Free Zones (the Guidelines) have been updated following an administrative review.
- The revised Guidelines incorporate updates to agency names, agency contact details and International Organization for Standardization references.
- The list of councils required to consult with the NSW Anti-Discrimination Board (the Board) on alcohol-free zone (AFZ) proposals has been removed from the Guidelines on advice from the Board.
- Guidelines headings and public notification requirements have been updated to align with the *Local Government Act 1993* (LG Act) and contemporary publication practices.
- The Alcohol-Free Zones and Alcohol Prohibited Areas in NSW Fact Sheet (Fact Sheet) has also been updated to reflect the minor changes to the Guidelines.

What will this mean for council?

- The Guidelines have been prepared under section 646(1) of the LG Act and outline councils' obligations associated with establishment, operation and suspension of alcohol-free zones (AFZs).

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- The Fact Sheet provides additional guidance to councils on both AFZs and Alcohol Prohibited Areas (APAs), including key differences and council best practice.
- The revised Guidelines do not list any councils that **must** consult the Board regarding AFZ/APA proposals under Section 644A(3) and 646(3) of the Act.
- The revised Guidelines provide guidance on public notification in line with contemporary publication practices.
- All councils may still consult with the Board regarding AFZ/APA proposals and continue to ensure that their actions, including in the management of AFZ/APAs, do not discriminate against individuals or groups, and should continue to consult with interested parties.

Key points

- The Guidelines have undergone an administrative update and replace the February 2009 Guidelines.
- The Guidelines outline councils' obligations associated with establishment, operation and suspension of AFZs.
- The Fact Sheet has also been updated, providing councils with additional guidance on both AFZs and APAs.

Where to go for further information

A copy of the updated Guidelines is available on the Office of Local Government (OLG) website at <https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/guidelines-codes-and-practice-notes/>.

A copy of the updated Fact Sheet is available on the OLG website at <https://www.olg.nsw.gov.au/councils/council-infrastructure/services-to-communities/alcohol-free-zones-alcohol-prohibited-areas/>.

NSW Office of Local Government

For further information on the Guidelines or Fact Sheet, contact OLG's Sector Policy and Frameworks Team on (02) 4428 4100 or by emailing olg@olg.nsw.gov.au.

Anti-Discrimination NSW

Anti-Discrimination NSW (ADNSW) is the NSW Government body that administers the *Anti-Discrimination Act 1977*. ADNSW provides free, confidential enquiries service is available for individuals and organisations seeking information about their rights and responsibilities.



For further information on ADNSW, contact the Enquiries and Complaints team on (02) 9268 5544 or 1800 670 812. ADNSW can also be contacted by emailing complaintsadb@justice.nsw.gov.au.

A blue ink signature of Brett Whitworth.

Brett Whitworth
Deputy Secretary
Office of Local Government



Department of Planning, Housing and Infrastructure
Office of Local Government

Procurement Guidelines for NSW Local Government

Subject/title	Procurement Guidelines for NSW Local Government and Procurement Working Group
Circular Details	Circular No 25-19 / 27 August 2025 / A896222
Previous Circular	<u>Circular 22-40 Amendments to the tendering provisions of the Local Government (General) Regulation 2021 and consultation of the development of new procurement guidelines for councils</u>
Who should read this	Councillors / General Managers / Council procurement staff
Contact	Council Governance / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG



What's new or changing?

- The Office of Local Government (OLG) is seeking feedback on draft Procurement Guidelines for NSW Local Government (Guidelines) to replace the outdated Tendering Guidelines 2009.
- The draft Guidelines outline best practice procurement principles and processes to enable delivery of quality outcomes that provide value for money while effectively managing risks.
- The Guidelines provide clarification on the interpretation and application of the *Local Government Act 1993* (Act) and the *Local Government (General) Regulation 2021* (Regulation) as they apply to procurement activities.
- The Guidelines will also give effect to recommendations made by the NSW Auditor General, address identified procurement risks, and address corruption risks identified in recent NSW Independent Commission Against Corruption investigations.
- OLG is also inviting expressions of interest from procurement professionals to join a Procurement Working Group (Working Group).

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- This group will provide input into the Guidelines and assist with the development of a range of comprehensive supplementary guidance materials and other procurement resources for councils. Information about the expression of interest process is provided in the attachment to this circular.

What will this mean for council?

- Councils are requested to provide feedback on the Guidelines which cover the legislative framework, overarching best-practice principles of procurement and includes links to current available resources
- Participation in the Working Group is an opportunity to directly contribute to the development of the Guidelines and development of supplementary guidance materials and other resources that will benefit all councils.
- When finalised, the Guidelines and supplementary guidance materials will be issued under section 23A of the Act, meaning that councils will be required to consider them when exercising their functions in relation to procurement.

Key points

- A consultation draft of the Guidelines is available on the Office of Local Government (OLG) website at: www.olg.nsw.gov.au/councils/council-finances/consultation-on-new-procurement-guidelines-for-nsw-local-government/
- Feedback can be emailed to olg@olg.nsw.gov.au and should be labelled 'Procurement Guidelines Feedback' and marked to the attention of OLG's Council Governance Team.
- Submissions on the draft Guidelines will be accepted until **COB 10 October 2025**.
- Expressions of interest to join the Working Group can be emailed to olg@olg.nsw.gov.au and should be labelled 'Procurement Working Group Expression of Interest' and marked to the attention of OLG's Council Governance Team.
- Expressions of interest to join the Working Group will be accepted until **COB 10 October 2025**.
- OLG will be consulting further with councils on the content of each of the supplementary guidance materials as and when they are developed.

Where to go for further information

- A consultation draft of the Guidelines is available on the [OLG website](#).
- Information about the expression of interest process for membership of the Working Group is provided in the attachment to this circular.



- For further information, please contact OLG's Council Governance Team by telephone 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

Attachment

Expressions of interest for membership of procurement working group

- Expressions of Interest are sought from council procurement professionals to join a procurement working group (the Working Group).
- OLG is also seeking EOI's from key stakeholders.
- The Working Group will provide technical input into the Procurement Guidelines for NSW Local Government (Guidelines) and the development of supplementary guidance materials.
- OLG will be seeking the advice of the Working Group on the topics to be addressed in the supplementary guidance materials. Possible topics include the following:
 - Plain English guide to tendering requirements under the Regulation
 - Using procurement to deliver Community Strategic Plan outcomes (e.g. by supporting indigenous businesses, local businesses and disability enterprises)
 - Tendering for domestic waste management services
 - Tendering for labour hire and consultancy services
 - Joint procurement
 - Establishment and use of supplier lists
 - Utilisation of State Government pre-qualification schemes and standing offers/panel contracts established by prescribed entities (i.e. Local Government Procurement/Procurement Australia)
 - Asset disposal
 - Managing cyber security risks in procurement
 - Managing corruption risks in procurement.
- The expected commitment schedule is:
 - an initial discussion session to consider the proposed structure and to identify topics to be covered in the supplementary guidance materials, and
 - an additional 5 meetings to discuss content of the supplementary guidance materials, review feedback on them and proposed refinements.



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Please note: this schedule is provisional and subject to confirmation. There may also be a requirement for some actions to be undertaken outside of Working Group meetings.

Procurement professionals interested in joining the Working Group and who have the capacity and technical expertise to participate are encouraged to email a brief description of their procurement experience, knowledge and skills, and any specific

- area of interest to OLG's Council Governance Team at olg@olg.nsw.gov.au by **COB 10 October 2025.**

Expressions of interest should be labelled 'Procurement Working Group EOI' and marked to the attention of OLG's Council Governance Team.

Final membership of the Working Group will be determined by OLG. Both successful and unsuccessful applicants will be advised of the outcome.

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Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	2025 Model Meeting Code
Circular Details	Circular No 25-20 / 29 August 2025 / A975455
Previous Circular	<u>Council Circular 24-23 Consultation on reforms to council meeting practices</u>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- Following extensive consultation, the new 2025 Model Code of Meeting Practice for Local Councils in NSW (2025 Model Meeting Code) has been finalised.
- The new 2025 Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the Local Government (General) Regulation 2021 (the Regulation) shortly.
- The new 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage on the Office of Local Government's (OLG) website at www.olg.nsw.gov.au.
- Among other changes, the mandatory provisions of the 2025 Model Meeting Code will prohibit pre-meeting briefings.
- Councils must also livestream meetings of the council and committees comprising wholly of councillors from 1 January 2026 using an audio-visual recording. Recordings of meetings must be published on the council's website for the balance of the council term or for 12 months, whichever is the later date.
- More detailed information about the changes to council meeting practices made by the 2025 Model Meeting Code is provided in the FAQ attached to this circular and available

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on the [Model Code of Meeting Practice for Local Councils in NSW](#) webpage on OLG's website.

What will this mean for council?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.
- Transitional provisions in the Regulation will provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.
- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

Key points

- The 2025 Model Meeting Code has two elements:
 - mandatory provisions (indicated in black font), and
 - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".



Where to go for further information

- The 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website at www.olg.nsw.gov.au.
- More information about the 2025 Model Meeting Code and guidance on its adoption is provided in the FAQ attached to this circular and available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website.
- A webinar will be held in October to support councils in adopting the new Model Code of Meeting Practice. Notice will be provided to enable councils to register.
- For more information, contact the Council Governance Team by telephone 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

2025 Model Meeting Code - FAQ

Implementation of the 2025 Model Meeting Code

When must the 2025 Model Meeting Code be adopted?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.

What happens if the 2025 Model Meeting Code is not adopted by 31 December 2025?

- Transitional provisions in the Local Government (General) Regulation 2021 (the Regulation) provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, then from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

Are councils required to adopt the non-mandatory provisions of the 2025 Model Meeting Code?

- No. The non-mandatory provisions of the 2025 Model Meeting Code cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- Councils are free to omit the non-mandatory provisions or to adapt them to meet their needs.

Can councils include supplementary provisions in their adopted code of meeting practice?

- Yes. There is nothing to prevent councils from including supplementary provisions in their adopted code of meeting practice to meet their needs, provided the supplementary provisions are not inconsistent with the mandatory provisions of the 2025 Model Meeting Code.

2025 Model Meeting Code - FAQ



Are joint organisations and county councils required to adopt the 2025 Model Meeting Code?

- Yes. The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.
- The provisions of the 2025 Model Meeting Code that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

What consultation must councils do before adopting a code of meeting practice?

- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.
- This requirement does not apply to joint organisations.

What are the key changes?

A key focus of the changes made to the 2025 Model Meeting Code is to ensure meetings are conducted in a dignified and orderly way befitting to a chamber of democracy and to promote community confidence in councils and their decisions.

The following is a summary of the key changes. It is not an exhaustive list of all the changes that have been made.

Extraordinary meetings

- The mayor may now call an extraordinary meeting without the need to obtain the signature of two councillors.

Dealing with urgent business at meetings

- The process for dealing with urgent business at both ordinary and extraordinary meetings has been simplified.
- Business may be considered at a meeting at which all councillors are present, even though due notice has not been given of the business, if the council resolves

2025 Model Meeting Code - FAQ



to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. The resolution must state the reasons for the urgency.

- If all councillors are not present at the meeting, the chairperson must also rule that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

Prohibition on pre-meeting briefing sessions

- The 2025 Model Meeting Code prohibits briefing sessions being held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.
- The prohibition on briefing sessions does not prevent a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

Public forums

- The public forum provisions are now mandatory but leave it to councils to determine whether to hold public forums before council and committee meetings.
- Councils are also free to determine the rules under which public forums are to be conducted and when they are to be held. OLG will be issuing model best practice public forum rules that councils can use if they choose to.
- Public forums must be livestreamed.

Councillors' attendance at meetings by audio-visual link

- The provisions governing attendance by councillors at meetings by audio-visual link have been made mandatory and the option to attend meetings by audio-visual link has been restricted to where councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

Absences from council meetings

- Changes have been made to the provisions governing absences from meetings.
- Where councillors are unable to attend one or more meetings of the council or committees of the council, the new provisions encourage them to:
 - submit an apology for the meetings they are unable to attend,
 - state the reasons for their absence from the meetings, and

2025 Model Meeting Code - FAQ



- request that the council grant them a leave of absence from the relevant meetings.
- Where a councillor makes an apology, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a councillor. To ensure accountability, if the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

Livestreaming meetings

- As of 1 January 2026, councils are required to livestream their meetings using an audio-visual recording.
- Recordings of meetings must be published on the council's website for the balance of the council's term or for 12 months, whichever is the later date.
- OLG will be issuing updated guidance on the livestreaming of meetings.

New rules of etiquette at meetings

- Councils may determine standards of dress for councillors when attending meetings.
- Where physically able to, councillors and staff are encouraged to stand when the mayor enters the chamber and when addressing the meeting.
- The 2025 Model Meeting Code prescribes modes of address.

Mayoral minutes

- The restrictions on mayoral minutes under the previous code have been removed. A mayoral minute may be put to a meeting without notice on any matter or topic that the mayor determines should be considered at the meeting.

Rules of debate

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this.
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost.

2025 Model Meeting Code - FAQ



- Councils will no longer have the option of reducing the duration of speeches to less than 5 minutes. However, councils continue to have other options to expedite business at meetings such as moving that a motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception.

Voting on planning decisions

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a council or a council committee must not make a final planning decision at a meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

Representations by the public on the closure of meetings

- In the interests of simplifying the code, the rules governing representations by the public on the closure of meetings have been removed. However, there is nothing to prevent councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that councils can use if they choose to.

Making information considered at closed meetings public

- Consistent with ICAC's recommendation, the general manager must publish business papers for items of business considered during meetings that have been closed to public on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- Before publishing this information, the general manager must consult with the council and any other affected persons and provide reasons for why the information has ceased to be confidential.

Dealing with disorder

- Councils will be required to determine on the adoption of the new code and at the commencement of each council term, whether to authorise the person presiding at a meeting to exercise a power of expulsion.
- The definition of acts of disorder by councillors have changed. The following constitute acts of disorder under the Regulation and the 2025 Model Meeting Code:

2025 Model Meeting Code - FAQ



- contravening the Act, the Regulation, or the council's code of meeting practice,
 - assaulting, or threatening to assault, another councillor or person present at the meeting,
 - moving or attempting to move a motion or an amendment that has an unlawful purpose, or deals with a matter that is outside the jurisdiction of the council or committee or addressing or attempting to address the council or committee on or such a motion, amendment or matter,
 - using offensive or disorderly words,
 - making gestures or otherwise behaving in a way that is sexist, racist, homophobic or otherwise discriminatory, or if the behaviour occurred in the Legislative Assembly, would be considered disorderly,
 - imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or
 - saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.
- Where a councillor fails to remedy an act of disorder at the meeting at which it occurs, they can be required to do so at each subsequent meeting until they remedy the act of disorder. On each occasion the councillor fails to comply with a direction by the chairperson to remedy an act of disorder, they can be expelled from the meeting and each subsequent meeting until they comply.
- Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes:
 - speaking at meetings without being invited to,
 - bringing flags, signs or protest symbols to meetings,
 - disrupting meetings,
 - making unauthorised recordings of meetings.
- The 2025 Model Meeting Code notes that failure by a councillor or members of the public to leave a meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a council, councillor, employee of a council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of \$2,100.

2025 Model Meeting Code - FAQ



Committees

- Meetings of committees of a council whose membership comprises only of councillors must be conducted in accordance with the council's adopted meeting code. Such committees will no longer have the option of determining that rules under the council's meeting code do not apply to them.

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject	Commencement of Mutual Recognition Scheme
Circular Details	Council Circular 25-21 / 5 September 2025 / A952303
Previous Circular	<u>Council Circular 24-18 Mutual Recognition – Councils' Local Approvals for mobile businesses</u>
Who should read this	Councillors / General Managers / All council staff / Environmental Health teams / Local business approval teams
Contact	OLG Sector Policy and Frameworks Team / 02 4428 4100 / <u>olg@olg.nsw.gov.au</u>
Action required	Information / Council to Implement

What's new or changing?

- The Mutual Recognition Scheme is now available to all NSW councils, facilitated by amendments to the *Local Government Act 1993* and Local Government (General) Regulation 2021.
- The Mutual Recognition Scheme has been designed to simplify the approval process and reduce the administrative and cost burden on councils and mobile businesses.
- Instead of requiring a mobile business to obtain separate 'Section 68' approval from each council where they intend to operate, holders of eligible approvals may seek to have a current approval recognised by other councils.
- Council participation in mutual recognition is non-mandatory; however, councils are encouraged to recognise approvals to reduce the administrative burden associated and improve economic outcomes in their area.
- The Mutual Recognition Scheme contains the following provisions:
 - Authorise councils to recognise an approval issued by another council under Part D or Part F7 of Section 68 of the *Local Government Act 1993*
 - Prescribe particulars to be inserted by a council on a Recognition Certificate
 - Apply any enforcement powers for Section 68 approvals to recognition of approvals

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Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au



- Establish an offence that can be applied against a person that has had an approval revoked and has not notified the councils who have recognised the approval.
- To support the new Mutual Recognition Scheme, the Office of Local Government (OLG) has developed Mutual Recognition Guidelines (Guidelines), FAQ's, explanatory videos, best practice forms and a model council policy template.
- The Guidelines and supplementary suite of resources can be accessed via the OLG website <https://www.olg.nsw.gov.au/programs-and-initiatives/mutual-recognition/>

What will this mean for council?

- The Mutual Recognition Scheme has commenced. All current and new approvals issued under Section 68 Part D or Part F7 of the *Local Government Act 1993* are eligible for mutual recognition requests.
- Councils are not required to formally opt-in to participate in the Mutual Recognition Scheme and have discretion to participate in the Mutual Recognition Scheme.
- Councils who participate in the Mutual Recognition Scheme may need to review suitability of existing forms, processes, policies and fees for managing mutual recognition requests.
- Guidelines and supporting material is available on the OLG website: <https://www.olg.nsw.gov.au/programs-and-initiatives/mutual-recognition/>.

Key points

- Mutual recognition is immediately available to all councils and holders of eligible approvals (Section 68 Part D or Part F7).
- OLG has developed Guidelines and a suite of resource materials to assist councils and businesses interpret, implement and use the Mutual Recognition Scheme.
- The development of the Mutual Recognition Scheme and the supporting Guidelines has been a collaborative effort, informed through engagement with various NSW Government agencies, local councils and the mobile business sector.

Where to go for further information

- For further information go to <https://www.olg.nsw.gov.au/programs-and-initiatives/mutual-recognition/>, or contact the Sector Policy and Frameworks team on 02 4428 4100 or via 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

ITEM 11.3 CASH ON HAND AND INVESTMENT REPORT AS AT 31st AUGUST 2025 & 30th SEPTEMBER 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 30th September 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 30th September 2025 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 30th September 2025 held a total of \$1,108,493.06 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.

31st August 2025

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$185,112.63	CBA	3.00%		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%	180 days	16.12.2025
TOTAL		\$1,185,112.63				

30th September 2025

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$608,493.06	CBA	3.00%		N/A
	19.06.2025	\$500,000.00	AMP Bank	4.25%	182days	16.12.2025
TOTAL		\$1,108,493.06				

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 30th September 2025, Council's available cash and invested funds totalled \$1,108,493.06

Cash and Investment Reports – 31 st August 2025 and 30 th September 2025
<p>Recommendation:</p> <p>That the investment report for 31st August 2025 and 30th September 2025 be received and noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Nil

ITEM 10.4 DELEGATES, REPRESENTATIVES AND/OR MEMBERS OF COMMITTEES, REFERENCE GROUPS & EXTERNAL BODIES – TERMINATING SEPTEMBER 2026

REPORTING SECTION: Executive
AUTHOR: General Manager – Michael Urquhart

Summary:

This report identifies those committees, reference groups and external organisations requiring appointment of a Councillor representative.

Background:

The participation on a range of local, specific issues, committees established by Council including Section 355 Committees, peak body/sector associations, and local and regional forums, is an essential part of the representative role Council plays. Council nominates delegates and representatives to these committees annually. The role, as the delegate or Council representative on these committees, is to represent the position of Council, and where appropriate, report back to Council at an Ordinary Council Meeting on the issues or progress of the committees, and any recommendations made by the committees.

Current Position:

Attached is a schedule identifying Councillors and staff who were currently involved in external bodies on behalf of Council.

Governance issues:

Councils Code of Conduct

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie Council Councillors
Castlereagh Macquarie Council Designated Staff

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

Council should proceed to appoint Councillor representatives to the various Committees and reference Groups as listed in the attached schedule.

Delegates, Representatives and/or Members of Committees, Reference Groups and External Bodies – Terminating September 2026

Recommendation:

That members, representatives and delegates be appointed to the committees, reference groups and external organisations as outlines in the scheduled for the period terminating September 2026

Moved:

Seconded:

Attachments:

Schedule of representatives and delegates for the period terminating September 2026

COMMITTEE	CURRENT MEMBER	OFFICER
Weeds County Council Network	Chairman	General Manager
Hudson Pear Taskforce Committee	Chairman	General Manager and Senior Biosecurity Officer
General Performance Committee Managers Review	Chairman, two (2) other Members, (Deputy Chairman) (one (1) General Managers choice)	General Manager
CMCC Audit Risk Committee	Deputy Chairman	General Manager
North-West Regional Weeds Committee	Member G. Rummery ***	General Manager and Senior Biosecurity Officer
Central-West Regional Weeds Committee	Member N. Kinsey ***	General Manager and Senior Biosecurity Officer
Parthenium Taskforce Committee	Chairman	General Manager and Senior Biosecurity Officer

***Councillor Delegate required

ITEM 10.5 FIRST QUARTER OPERATIONAL PLAN FOR 25/26

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the first quarter Operational Plan Targets for 25/26.

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 as at 30th September 2025 and the extent to which the performance targets have been achieved.

Current Position:

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

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

Governance issues:

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

Environmental issues:

N/A

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils

Financial Implications:

Budget allocations have been made in the Operational Plan 25/26.

Alternative Solutions/Options:

N/A

Conclusion:

Council should note the progress made during the first quarter of the Operational Plan for 25/26.

First Quarter Operational Plan for 2025/26

Recommendation:

Council accept the progress made on the 2025/2026 Operational Plan as at 30th September 2025.

Moved:

Seconded:

Attachments:

First Quarter 2025/2026 Operational Plan



Castlereagh Macquarie County Council

Operational Plan Status report 2024/2025

As at 30th September 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 September 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 September 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 September 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 complete.

4. Provide information to public in a timely and effective manner					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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
	2.1	GM			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.			As soon as practicable.		

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 September 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.	September 25 to be tabled at November 25 meeting.
Audited Financial Statements to Office of Local Government.	2.2	GM	By the end of October.		Draft Statements are currently with Auditor
Financial Data collection return.	2.2	GM	By date specified by Office of Local Government.		Complying November 2025
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to December meeting.		Complying November 2025
Audited Financial Reports presented to public	2.2	GM	February meeting.		Scheduled, April 2026
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.		Scheduled, June 2026
Operational Plan and Budget to be adopted	2.2	GM			

6. Ensure all other statutory returns are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 2025
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	Annual return to be tabled October 2025.

Council's Annual Report prepared and lodged with Office of Local Government	2.2	GM	30 November annually.		New Councillors April 25. Scheduled for November 25.
Other returns as required by Office of Local Government, Department of Primary Industries, or others	2.2	GM	No later than return date specified		As and when required
7. Implementation of Council decisions					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 September 2025
Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions.	2.4	GM	Continuously.	Satisfactory completion of task in accordance with target level.	Communications with constituent Councils prior to February 2026. Scheduled April 26.
Letter to Constituent Councils concerning Council's proposed Delivery Plan and Budget estimates for the forthcoming financial year, and the contribution sought from constituent councils.	2.4	GM	30 April.		
Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary.	2.4	GM	As required under Weeds Action Programme.		25/26 WAP Application to be lodged when made available by DPI
	2.4	GM			

Provide grant returns to Department of Primary Industries. Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4	GM	As required under Weeds Action Programme 1520 As required		When available and some are in progress. Also negotiations With DPIRNSW on other projects.
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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 September 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 30 th June 2025 the reserve was 69.8% of the liability.

10. Provide financial information and advice to Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 & 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 September 2025

Draft Plan to be presented to Council.	2.2	GM	February Meeting.	Satisfactory completion of task in accordance with target level.	Scheduled April 26.
Draft Plan adopted to allow 28 day public exhibition. Draft Plan to be adopted following consideration of any submissions received.	2.2	GM	April Meeting.		Scheduled June 26.

12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 September 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 September 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.	GM to invite Local Member to a meeting.
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		Complying as and when required
15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 2025/26 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.		Scheduled 25/26
Review risk management policy.	2.3	GM	Ongoing.		Scheduled 25/26
Update Risk Assessments	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 September 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 2026.
Provide staff with training on risk management.	2.3	GM	Ongoing as required.		Scheduled for 2025/26
Review and update staff training programme.	2.3	GM	Annually.		To be completed 2025/26
Review EEO Management Plan.	2.3	GM	As required		Scheduled 25/26

17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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.
Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.		Scheduled 25/26

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 September 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 September 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 September 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.		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	Ongoing.		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 September 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. Updated June 2025.

22. Ensure access to competitively priced chemicals for weeds control programmes					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 30th September 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 September 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 September 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 September 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 September 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 September 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 September 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 September 2025
Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control	1.1	GM	Liaise with appropriate members and officers of surrounding councils and other public authorities as required.	Satisfactory completion of task in accordance with target level.	Continuing. GM active member of WCCN. Senior biosecurity officer attends regional meetings.

ITEM 10.6 PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS - POLICY

REPORTING SECTION: Executive
AUTHOR: Michael Urquhart – General Manager

Summary:

The revised policy was presented to Council in August 2025 and was advertised for a period of 28 days.

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.

Current Position:

Council has placed the revised policy on public exhibition for a period of 28 days with no submissions received from the public.

Governance issues:

Local Government Act 1993.

Local Government General Regulation 2021.

Stakeholders:

Castlereagh Macquarie County Council

Castlereagh Macquarie County Councillors

Financial Implications:

NIL. Provision made for various expenses in budget, in accordance with the 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

Recommendation:

That:

1. the General Managers report be received
2. Council having not received any submissions during the public exhibition period, now formally adopts the “Payment of Expenses & Provision of Facilities to Councillors’ policy as tabled.

Moved:

Seconded:

Attachments: Payment of Expenses & Provision of Facilities to Councillors – Policy.



PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR 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 Members. The policy also ensures that the facilities provided to assist 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 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 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.

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1. Background

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. 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 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 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 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 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 that travels using their private car will be reimbursed at the appropriate kilometre 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 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

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 Members. Childcare expenses will only be reimbursed in relation to children of the Member 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, 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.

Council will make provision for the payment of other related expenses associated with the special requirements of Members such as disability and access needs, to allow them to perform their normal civic duties and responsibilities. For any Member 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

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

Payment of Expenses and Provision of Facilities for Chairperson and Members Policy

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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 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 Revised Policy

ITEM 10.7 PECUNIARY INTEREST RETURNS 2024/2025

REPORTING SECTION: Executive
AUTHOR: Michael Urquhart – General Manager

Summary:

In accordance with Clause 4.21 of the Castlereagh Macquarie Council Code of Conduct (section 440AAA of the Local Government Act 1993) all Councillors, General Manager and other designated persons must complete the ordinary return each year.

Background:

Section 421 of the Model Code, states “A Councillor or designated person holding that position as at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed by the regulations”.

Current Position:

The information collected is for compliance with the Local Government Act 1993 and the completed returns must be lodged with the General Manager by the 30th September 2025.

New Councillors and designated persons must complete and lodge with the General Manager, within 3 months after becoming a councillor or designated person, a return in the form prescribed by the regulations (Section 421 (a) of the Code of Conduct.

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

Governance issues:

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

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie Council Councillors
Castlereagh Macquarie Council Designated Staff

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

The pecuniary interest returns will be tabled on the day.

Pecuniary Interest Returns
Recommendation: That the General Manager's report be received and noted. Moved: Seconded:

Attachments:

The annual pecuniary interest returns will be tabled at the October 2025 Ordinary meeting.

ITEM 10.8 ADOPTION OF MODEL CODE OF MEETING PRACTICE

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

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

Current Position:

The OLG has issued a new Code of Meeting Practice which is presented for Council's consideration.

Relevant Documents/Policies:

Local Government Act 1993

Local Government General Regulation 2021

Model Code of Conduct for Local Councils in NSW

Model Code of Meeting Practice for Local Councils in NSW

Stakeholders:

NSW Government

CMCC Members and staff

Castlereagh Macquarie County Council

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

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

Adoption of Model Code of Meeting Practice
<p>Recommendation:</p> <p>That:</p> <ol style="list-style-type: none">1. Council receives the Model Code of Meeting Practice documents.2. The Code of Meeting Practice be placed on public exhibition for a period of 28 days calling for comment from the public. <p>Moved: Seconded:</p>

Attachments:

Model Code of Meeting Practice



Castlereagh Macquarie County Council

MODEL CODE OF MEETING PRACTICE

2025

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1 INTRODUCTION

This Code of Meeting Practice has been developed based on the NSW Office of Local Governments 2025 Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are members (committees of council). Council committees whose members include persons other than Members may adopt their own rules for meetings unless the council determines otherwise.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are Members must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that Members and staff act ethically and make decisions in the interests of the whole community.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Members, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Extraordinary meetings

- 3.2 If the Chairperson receives a request in writing, signed by at least two (2) Members, the Chairperson must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Chairperson can be one of the two Members requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3 The Chairperson may call an extraordinary meeting without the need to obtain the signature of two (2) Members.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings, and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council must be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to Members of ordinary council meetings

- 3.7 The general manager must send to each Member, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

Code based on the 2025 Code of Meeting Practice for Local Councils in NSW

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to Members in electronic form, unless the council determines otherwise, but only if all Members have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to Members of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to Members of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A Member may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted within such reasonable time before the meeting is to be held as determined by the council. **A notice of motion must be received 21 days prior to the Ordinary meeting is to be held (by 10.30am on the Monday, three (3) weeks prior to the Council meeting) – that being seven (7) days before the business paper is issued.**
- 3.11 A Member may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

Questions with notice

- 3.12 A Member may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.13 A Member is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.14 The general manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

Agenda and business papers for ordinary meetings

- 3.15 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.16 The general manager must ensure that the agenda for an ordinary meeting of the council states:

- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the Chairperson is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.17 Nothing in clause 3.16 limits the powers of the Chairperson to put a Chairperson's minute to a meeting without notice under clause 9.7.
- 3.18 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note: Clause 3.19 reflects section 9(2A)(a) of the Act.**
- 3.20 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Members for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a Member or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.21 reflects section 9(2) and (4) of the Act.

- 3.22 Clause 3.21 does not apply to the business papers for items of business identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.22 reflects section 9(2A)(b) of the Act.

- 3.23 For the purposes of clause 3.21, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to Members.

Note: Clause 3.23 reflects section 9(3) of the Act.

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.24 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.26 Nothing in clause 3.25 limits the powers of the Chairperson to put a Chairpersonal minute to an extraordinary meeting without notice under clause 9.7.
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all Members are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.
- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 3.29 If all Members are not present at the extraordinary meeting, the council may only deal with business at the meeting that Members have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

Code based on the 2025 Code of Meeting Practice for Local Councils in NSW

- 3.31 Briefing sessions must not be held to brief Members on business listed on the agenda for meetings of the council or committees of the council.

Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.

- 3.32 Nothing in clause 3.31 prevents a Member from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

4 PUBLIC FORUMS

- 4.1 The council may hold a public forum prior to meetings of the council and committees of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to meetings of other committees of the council.
- 4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.
- 4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums.

5 COMING TOGETHER

Attendance by Members at meetings

- 5.1 All Members must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A Member may not attend a meeting as a Member (other than the first meeting of the council after the Member is elected or a meeting at which the Member takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 The council may determine standards of dress for Members when attending meetings.

- 5.3 A Member cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.4 Where a Member is unable to attend one or more meetings of the council or committees of the council, the Member should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.
- 5.5 The council must not act unreasonably when considering whether to grant a Member's request for a leave of absence.
- 5.6 Where a Member makes an apology under clause 5.5, the council must determine by resolution whether to grant the Member a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.
- 5.7 A Member's civic office will become vacant if the Member is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.7 reflects section 234(1)(d) of the Act.

The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the Members of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

- 5.9 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:

Code based on the 2025 Code of Meeting Practice for Local Councils in NSW

- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the Members present, or
 - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the Members present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of Members, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the Chairperson may, in consultation with the general manager and, as far as is practicable, with each Member, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the Chairperson under clause 3.3.

Meetings held by audio-visual link

- 5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the Chairperson determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The Chairperson may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Members and staff at risk. The Chairperson must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each Member.
- 5.16 Where the Chairperson determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:
 - (a) give written notice to all Members that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all Members can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Code based on the 2025 Code of Meeting Practice for Local Councils in NSW

Note: Where a council holds a meeting by audio-visual link under clause 5.17, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by Members at meetings by audio-visual link

- 5.18 Members may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.19 Clause 5.19 does not apply to meetings at which a Chairpersonal election is to be held.
- 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.
- 5.21 Members may request approval to attend more than one meeting by audio-visual link. Where a Member requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Member to attend a meeting by audio-visual link.
- 5.23 A Member who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The Member may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 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 the meetings the resolution applies to.
- 5.25 If the council or committee refuses a Member's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.26 A decision whether to approve a Member's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by Members to attend meetings by audio-visual link.

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- 5.27 The council and committees of the council may refuse a Member's request to attend a meeting by audio-visual link where the council or committee is satisfied that the Member has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.28 This code applies to a Member attending a meeting by audio-visual link in the same way it would if the Member was attending the meeting in person. Where a Member is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.29 A Member must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Member's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.30 A Member must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.31 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.31 reflects section 10(1) of the Act.

- 5.32 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.33 A person (whether a Member or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.33 reflects section 10(2) of the Act.

- 5.34 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

Note: If adopted, clauses 15.15 and 15.16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.15

authorises chairpersons to expel any person, including a Member, from a council or committee meeting. Alternatively, if adopted, clause 15.16 authorises chairpersons to expel persons other than Members from a council or committee meeting.

Livestreaming of meetings

- 5.35 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.
- 5.36 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.37 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place **or as soon as practicable after the meeting, if technical difficulties are being experienced during the meeting.**
- 5.38 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.
- 5.39 Clauses 5.36 - 5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.35 – 5.39 reflect section 236 of the Regulation.

- 5.40 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.41 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are Members.
- Note: Clause 5.42 reflects section 376(1) of the Act.**
- 5.42 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
- Note: Clause 5.42 reflects section 376(2) of the Act.**
- 5.43 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

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Note: Clause 5.43 reflects section 376(3) of the Act.

- 5.44 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the general manager in consultation with the Chairperson.

6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The Chairperson, or at the request of or in the absence of the Chairperson, the deputy Chairperson (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the Chairperson and the deputy Chairperson (if any) are absent, a Member elected to chair the meeting by the Members present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the Chairperson and deputy Chairperson

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any Member then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every Member present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 Where physically able to, Members and staff should stand when the Chairperson enters the chamber and when addressing the meeting.
- 7.2 If the chairperson is the Chairperson, they are to be addressed as 'Mr Chairperson', 'Madam Chairperson' or 'Chairperson'.
- 7.3 If the chairperson is the deputy Chairperson, they are to be addressed as 'Mr Deputy Chairperson', or 'Madam Deputy Chairperson' or 'Deputy Chairperson'.
- 7.4 Where the chairperson is not the Chairperson or deputy Chairperson, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.
- 7.5 A Member is to be addressed as 'Member [surname]'.
- 7.6 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

The general order of business for an ordinary meeting of the Council shall be:

- 01 Opening of meeting
- 02 Audio recording of meeting
- 03 Acknowledgement of country
- 04 Apologies and leave of absence
- 05 Approval to attend meeting by audio visual link (AVL)
- 06 Disclosure of interests
- 07 Members Oath/Affirmation
- 08 Confirmation of minutes/matters arising
- 09 Reports of committees
- 10 Reports of the General Manager
- 11 Biosecurity report
- 12 Notice of motion/Questions with notice

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13 Confidential matters

14 Conclusion of the meeting

- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: Part 13 allows council to deal with items of business by exception.

- 8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a Member has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the Members in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) is a matter or topic put to the meeting by way of a Chairperson's minute, or
 - (d) is a motion for the adoption of recommendations of a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all Members are present even though due notice has not been given of the business to Members, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

- 9.5 If all Members are not present at a meeting, the council may only deal with business at the meeting that Members have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.

Chairpersonal minutes

- 9.7 The Chairperson may, by minute signed by the Chairperson, put to the meeting without notice any matter or topic that the Chairperson determines should be considered at the meeting.
- 9.8 A Chairpersonal minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The Chairperson may move the adoption of a Chairpersonal minute without the motion being seconded.
- 9.9 A recommendation made in a Chairpersonal minute put by the Chairperson is, so far as it is adopted by the council, a resolution of the council.

Staff reports

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the council determines otherwise in accordance with this code.
- 9.14 A Member may, through the chairperson, ask another Member about a matter on the agenda.
- 9.15 A Member may, through the Chairperson, ask the general manager about a matter on the agenda. The general manager may request another council employee to answer the question.

council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

- 9.17 Members must ask questions directly, succinctly, and without argument.
- 9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Member or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A Member who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a Member who has submitted a notice of motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to Members, the chairperson is to note the withdrawal of the notice of motion at the meeting unless the council determines to consider the notice of motion at the meeting.
- 10.4 In the absence of a Member who has placed a notice of motion on the agenda for a meeting of the council:
 - (a) any other Member may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

Amendments to motions

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- 10.8 An amendment to a motion must be moved and seconded before it can be debated.
- 10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.14 An amendment may become the motion without debate or a vote where it is accepted by the Member who moved the original motion.

Limitations on the number and duration of speeches

- 10.15 A Member who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.16 A Member, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.17 A Member must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the chairperson may permit a Member who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Member to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.19 Despite clauses 10.15 and 10.16, a Member may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no Member expresses an intention to speak against it, or
 - (b) if at least two (2) Members have spoken in favour of the motion or amendment and at least two (2) Members have spoken against it.
- 10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.
- 10.21 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.23 All Members must be heard without interruption and all other Members must, unless otherwise permitted under this code, remain silent while another Member is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

11 VOTING

Voting entitlements of Members

- 11.1 Each Member is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

- 11.5 A Member who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.6 If a Member who has voted against a motion put at a council meeting so requests, the general manager must ensure that the Member's dissenting vote is recorded in the council's minutes.
- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) Members rise and call for a division.
- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.9 When a division on a motion is called, any Member who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by Members for Chairperson or deputy Chairperson is to be by secret ballot.
- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Members who voted for and against each motion or amendment (including the use of the casting vote) being recorded.

Voting on planning decisions

- 11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- 11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.
- 11.14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the Members who supported the decision and the names of any Members who opposed (or are taken to have opposed) the decision.
- 11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

- 11.17 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.17 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and encouraging Members and staff to stand when addressing the meeting.

Note: Clauses 10.15 – 10.25 limit the number and duration of speeches.

Note: Clause 7.1 encourages Members and staff to stand when addressing the meeting where they can.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.

- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask Members to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

- 13.3 The council or committee must not resolve to adopt any item of business under

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clause 13.1 that a Member has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Members must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
 - (a) personnel matters concerning particular individuals (other than Members),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, Members, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to

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the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice,
- (c) are fully discussed in that advice, and
- (d) are subject to legal professional privilege.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to Members or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the

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Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.
- 14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in a manner determined by the council.

Expulsion of non-Members from meetings closed to the public

- 14.13 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a Member and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

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- 14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of Members attending meetings by audio-visual link

- 14.15 Members attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.
- 14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 14.20 The general manager must consult with the council and any other affected

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persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A Member may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the Member raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.3 The chairperson, without the intervention of any other Member, may call any Member to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.4 A Member who claims that another Member has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.7 A Member can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.10 A Member commits an act of disorder if the Member, at a meeting of the council or a committee of the council:

- (a) contravenes the Act, the Regulation or this code, or
- (b) assaults or threatens to assault another Member or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) uses offensive or disorderly words, or
- (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
- (f) imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or
- (g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

15.11 The chairperson may require a Member:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or
- (b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f) or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a Member fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the Member to take that action at each subsequent meeting until such time as the Member complies with the requirement. If the Member fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

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How disorder at a meeting may be dealt with

- 15.14 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Members.

Expulsion from meetings

- 15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a Member, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Members may only be expelled by resolution of the council or the committee of the council.
- 15.17 Clause 15.15 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a Member, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.18 A Member may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a Member from the meeting for that reason does not prevent any other action from being taken against the Member for the act of disorder concerned.

Note: Clause 15.18 reflects section 233(2) of the Regulation.

- 15.19 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.20 Members of the public attending a meeting of the council:
- (a) must remain silent during the meeting unless invited by the chairperson to speak,
 - (b) must not bring flags, signs or protest symbols to the meeting, and
 - (c) must not disrupt the meeting.
- 15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.20.
- 15.22 Where a Member or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.23 If a Member or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police

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officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the Member or member of the public from that place and, if necessary, restrain the Member or member of the public from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

How disorder by Members attending meetings by audio-visual link may be dealt with

- 15.24 Where a Member is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the Member's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.25 If a Member attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the Member's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.26 Members, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.27 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may, as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.29 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

16 CONFLICTS OF INTEREST

- 16.1 All Members and, where applicable, all other persons, must declare and manage conflicts of interest they have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Members attending a meeting by audio-visual link must declare and manage any conflicts of interest they have in matters being considered at the meeting in accordance with the council's code of conduct. Where a Member has declared a conflict of interest in a matter being discussed at the meeting, the Member's audio-visual link to the meeting must be suspended or terminated and the Member must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which

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has the same effect as a motion which has been lost, must be signed by three (3) Members if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 7 days after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three Members is submitted to the chairperson at the meeting, and
- (b) the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.

- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

- 17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.

Recommitting resolutions to correct an error

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- 17.15 Despite the provisions of this Part, a Member may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the Member is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than 3.00pm.
- 18.2 If the business of the meeting is unfinished at 3.00pm, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.3 Clause 18.2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.4 Where a meeting is adjourned under clause 18.2 or 18.3, the general manager must:
- (a) individually notify each Member of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on

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the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of Members attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable

access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all Members.

Council committees whose members are all Members

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the Chairperson and such other Members as are elected by the Members or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

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- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each Member, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Non-members entitled to attend committee meetings

- 20.8 A Member who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the Member is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.9 The chairperson of each committee of the council must be:

- (a) the Chairperson, or
- (b) if the Chairperson does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

- 20.10 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

- 20.11 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

- 20.12 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting. If neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.13 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council.
- 20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.13.
- 20.16 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Chairpersonal minutes

- 20.17 The provisions of this code relating to Chairpersonal minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is livestreamed where practicable.
- 20.21 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 20.22 The general manager must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

- 20.23 The provisions of the Act, the Regulation, and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way they apply to meetings of the council.

Minutes of council committee meetings

- 20.24 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of Members attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 20.25 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Members who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.26 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.27 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.28 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 20.29 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.30 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any Member or committee

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- member, or
- (c) any defect in the election or appointment of a Member or committee member, or
- (d) a failure of a Member or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.10 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.9 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of Members) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	includes Members, members of staff of a council, administrators, council committee members, delegates of council and any other person exercising functions on behalf of the council
day	means calendar day
division	means a request by two Members under clause 11.7 of this code requiring the recording of the names of the Members who voted both for and against a motion
livestream	a video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act

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performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of Members or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
year	means the period beginning 1 July and ending the following 30 June

ITEM 10.9 ORDINARY COUNCIL MEETING – TIME, DATES & VENUE for 25/26

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

Council's Code of Meeting practice Clause 3.2 requires "that Council shall, by resolution set the frequency, time, date and place of its ordinary meetings". It is desirable that Council determine its meeting schedule for, 2025-2026 to facilitate forward planning.

Background:

Council has previously determined that Ordinary Meetings of Council should generally be held on the fourth Monday of every second month with the exception of November or December. Under section 365 of the Act, Council is required to meet at least four (4) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a Council is required to meet each year under section 365A.

Current Position:

The following schedule provides for Meetings in 2025-2026 to be held on the fourth Monday of the month other than in December when it is proposed to be held on the first Monday. All Council meetings will take place in Coonamble at the Council Chambers to allow for recording webcasting of the meetings in accordance with the Council's Code of Meeting practice clause 5.19. It is proposed that meetings continue to commence at 10.30am as has been the practice in the past.

27 November 2025

23 February 2026

27 April 2026

22 June 2026

24 August 2026

26 October 2026

30 November 2026

Governance issues:

Councils Code of Meeting Practice
Local Government Act 1993

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council Councillors, Staff and general public

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

Council should proceed to consider the meeting dates as presented above

Ordinary Council Meetings – Time, Dates and Venue for 25/26

Recommendation:

That:

1. Council endorse the below dates for the 2025/2026 Ordinary Council Meetings to be held at the Coonamble Council Chambers commencing at 10:30am;

27 November 2025

23 February 2026

27 April 2026

22 June 2026

24 August 2026

26 October 2026

30 November 2026

2. Council advertise on Councils website the meeting schedule for the 2025-2026 meetings including the time, date and place as stated above.

Moved:

Seconded:

Attachments:

Nil

ITEM 10.10 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
23 rd October 2025	Macquarie Valley & Lachlan Advisory Meeting	Orange	Senior Biosecurity Officer
11 th November 2025	Hudson Pear & Harrisia Taskforce Meeting	Lightning Ridge	Senior Biosecurity Weeds Officer and General Manager
18 th November 2025	NSW Bio Control Meeting	Online	Senior Biosecurity Officer
20 th November 2025	ARIC Meeting	Online	Deputy Chairperson and General Manager
27 th November 2025	CMCC Council Meeting & CMCC Christmas Luncheon	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
27 th November 2025	Staff meeting after luncheon	Coonamble	All CMCC Staff
2 nd December 2025	Central West Regional Meeting	Weddin	Senior Biosecurity Officer
4 th December 2025	Western Regional Meeting	Teams	Senior Biosecurity Officer
19 th December 2025	CMCC Christmas Closure Period Begins		All Staff
23 February 2026	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
27 April 2026	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
22 June 2026	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer

24 August 2026	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
26 October 2026	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
30 November 2026	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer

11. BIOSECURITY REPORT

ITEM 11.1 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 Biosecurity Weeds Officer Report October 2025

60 x 3D digital interactive weed models available on the DPIRD sketchfab website - <https://sketchfab.com/dpicomms> For weed identification.



Harrisia Cactus – CMCC were successful applications applying for funding through The Good Neighbor Program to control Harrisia Cactus in the Warren Shire. The control will be on private properties. Landholders and Stakeholders will be involved in the program, and a Harrisia Workshop will be held prior to control works are carried out.

This program was statewide, and we were very fortunate to be successful.



19/8/2025 - **New incursion Hudson Pear Warrumbungle Shire** 17km from Quanda in the Coonamble Shire and 20 km from Bugaldie on the Galargabone/Baradine Road 2 plants and one cladode setting roots. This was reported by landholder to Phil Hensby from Warrumbungle Shire who followed up by contacting CMCC. Another good example of our education and awareness being recognized. Amazing efforts by all.



Hudson Pear contractor expenses from the \$2.6 million funding for the Hudson Pear Program December 2022.

Castlereagh Macquarie County Council was engaged by Local Land Services to manage the Hudson Pear Spray Program March 2023 to August 2024. \$142,000.72 was spent on Chemical for contractors and landowner supply. \$589,000.00 went to contractors for ground control.

From August 2024 Local Land Services took over the program. 2024 \$180,000.00 went to on ground control. 2025 \$185,000.00 went to ground control.

\$180,000.00 to \$185,000.00 has been predicted for 2026/2027 on ground control which will be the last of the funding for ground control.

Sticky Florestina - DPI QLD advised CMCC there is a lot of sheep from Longreach area of Central west Queensland being trucked into NSW. The sheep have been in the core infestations of Sticky Florestina. There was a large Florestina seed crop this year in QLD, and it travels very well in wool. CMCC detected Sticky Florestina in the Gilgandra Shire and after giving awareness at regional meetings Narrabri Shire discovered they had it.

The entire plant is toxic. CMCC and Narrabri Shire completed a weed risk assessment some time ago and still waiting for DPI to approve so it can be listed on weedwise.

CMCC have put out media releases and radio announcements for the awareness of this species.

STICKY FLORESTINA: A Growing Threat in Northwest NSW – Land Managers Urged to Act

Land managers across Northwest New South Wales are being urged to take immediate action against the spread of **Sticky Florestina (*Florestina tripteris*)**, a toxic and invasive weed that is rapidly encroaching on pastures and natural ecosystems.

Originally introduced to Australia in the 1960s via contaminated pasture seed, Sticky Florestina has had 5 incursions in the Narrabri region, and 1 incursion in the Gilgandra Shire, likely transported by livestock from Queensland. With its sticky seeds and resilience in dry conditions, the plant is spreading along major transport routes and grazing lands.

Sticky Florestina is unpalatable and toxic to grazing animals. Its short life cycle and seed longevity of up to two years make it difficult to manage once established. The weed can choke out natural vegetation.

Chairman of Castlereagh Macquarie County Council, **Doug Batten**, is urging landholders to be proactive: *"Sticky Florestina is a serious concern. I strongly encourage all land managers to be vigilant and report any sightings of this plant to their Local Biosecurity Officer. Early detection is key to preventing widespread infestation."*

While Sticky Florestina is not yet classified as a prohibited or priority weed, **landholders have a General Biosecurity Duty** to prevent, eliminate, or minimise biosecurity risks posed by any plant and this includes identifying, containing, and reporting new infestations.

The following best describes the Sticky Florestina plant.

- Grows up to 1 metre tall
- Small white flowers, often mistaken for Parthenium
- Sticky white hairs covering the plant
- Trifoliate upper leaves and opposite lower leaves

Land managers are asked to inspect their properties regularly, especially after receiving stock from Queensland, clean motor vehicles and machinery and report sightings to your Local Control Authority or Council.

For assistance with identification, please contact the Castlereagh Macquarie County Councils Senior Biosecurity Officer Ms. Andrea Fletcher-Dawson on 0428 462 060 or visit [NSW WeedWise](https://weeds.dpi.nsw.gov.au/), <https://weeds.dpi.nsw.gov.au/>



Power point presentation from the NSW Weeds Conference in August 2025

12. QUESTIONS FOR NEXT MEETING

13. CONFIRMATION DATE OF NEXT MEETING

Date: 27th November 2025, in Coonamble

14. CLOSE OF MEETING

Time: