



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 23rd February 2026

NOTICE IS HEREBY GIVEN pursuant to clause 3.7 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 **23rd February 2026** commencing at **10:30am** to discuss the items listed in the Agenda.

Please Note: The Council Meeting is live streamed and recorded

Michael Urquhart
GENERAL MANAGER

Table of Contents

1. OPENING OF MEETING.....	3
2. LIVE STREAMING AND RECORDING OF MEETING.....	3
3. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS.....	3
4. LEAVE OF ABSENCE.....	3
5. DECLARATION OF INTERESTS	4
6. MEMBER OATH/AFFIRMATION.....	4
7. PUBLIC PRESENTATION	5
8. CONFIRMATION OF MINUTES/MATTERS ARISING	6
ITEM 8.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 27 th NOVEMBER 2025.....	6
9. REPORTS OF COMMITTEES	12
ITEM 9.1 PASTORALISTS'ASSOCIATION OF WEST DARLING.....	13
ITEM 9.2 ARIC COMMITTEE MEETING MINUTES – 20 th NOVEMBER 2025.....	20
10. REPORT OF THE GENERAL MANAGER	23
ITEM 10.1 COUNCIL'S DECISION ACTION REPORT – FEBRUARY 2026.....	23
ITEM 10.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT	27
ITEM 10.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30 th NOVEMBER 2025, 31 st DECEMBER 2025 & 31 st JANUARY 2026	34
ITEM 10.4 ADOPTION OF MODEL CODE OF MEETING PRACTICE	37
ITEM 10.5 SECOND QUARTER OPERATIONAL PLAN & HALF YEARLY DELIVERY PROGRAM STATUS	80
ITEM 10.6 QUARTERLY BUDGET REVIEW STATEMENT – DECEMBER 2025	109
ITEM 10.7 HOME INTERNET REIMBURSEMENT - POLICY	123
ITEM 10.8 STAFF UNIFORM & PPE - POLICY	130
ITEM 10.9 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS	137
11. BIOSECURITY REPORT	140
ITEM 11.1 QUARTERLY BIOSECURITY REPORT	140
12. QUESTIONS FOR NEXT MEETING.....	153
13. CONFIRMATION DATE OF NEXT MEETING.....	153
14. CLOSE OF MEETING	153

1. OPENING OF MEETING

Time: _____ am

2. LIVE STREAMING AND 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 Custodians 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

Recommendation:

That the leave of absence received from _____ is accepted and a leave of absence is granted.

Moved:

Seconded:

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

8. CONFIRMATION OF MINUTES/MATTERS ARISING

ITEM 8.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 27th NOVEMBER 2025

Minutes of Ordinary Council Meeting – 27th November 2025

Recommendation:

That the minutes of the ordinary Council meeting held 27th November 2025, having been circulated be confirmed as a true and accurate record of that meeting.

Moved:

Seconded:

Attachments:

Meeting Minutes – 27th November 2025

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON THURSDAY 27th NOVEMBER 2025 COMMENCING AT 10:48AM

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

ABSENT:

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

WELCOME: Meeting was opened at 10:48am and Chairman Member Batten, welcomed all Members and staff to the meeting.

Member Batten welcomed Ms. Penny Heuston of Warren Shire Council, attending the meeting as an observer. It was at this time that Member Greg Whiteley confirmed his resignation as a delegate member of Castlereagh Macquarie County Council. Member Whiteley advised that Ms Penny Heuston would be nominating to be the new delegate member for Warren Shire Council in December 2025.

DECLARATIONS OF INTEREST

Nil

06/25/01 Minutes of Ordinary Council Meeting – 27th October 2025

Resolved:

That the minutes of the ordinary Council meeting held 27th October 2025, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Member Garnsey

Seconded: Member Holcombe

Carried

Public Presentation – Dr Andrew McConnachie Senior Research Scientist

Dr McConnachie provided Council with an update on the successes of the Hudson Pear Biological control program site at Grawin and Cumborah. During his presentation to council, he displayed data showing significant reductions in the number of plants found at the Grawin and Cumborah monitoring sites.

Dr McConnachie advised that funding had been secured for Grawin and Cumborah sites for the next 5 years and Stephen's Creek in the Unincorporated Area for the next 12 months. CMCC's involvement in the program was commended.

Public Presentation – Mr Manuel Moncada Audit Office of NSW

Mr Moncada from the Audit Office spoke to the 2024/2025 Audited Financials and the overall audit process for 2024/2025. He noted that the process was smooth running thanks to prompt co-operation from management staff. Mr. Moncada reported Council was in a sound financial position with no significant detail to disclose or report to Council, Mr Moncada closed his presentation to council.

06/25/02 Reports of Committees

Recommendation:

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

- Macquarie & Lachlan Valleys Weeds Committee General Meeting Minutes – 12.08.2025
- Macquarie & Lachlan Valleys Weeds Committee Annual General Meeting – 12.08.2025
- Macquarie & Lachlan Valleys Weeds Committee General Meeting Minutes – 23.10.2025
- Hudson Pear Taskforce Meeting Minutes – 13.05.2025
- Harrisia Cactus Taskforce Meeting Minutes – 13.05.2025

Moved: Member Rummery

Seconded: Member Kinsey

Carried

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

Resolved:

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

Moved: Member Holcombe

Seconded: Member Fisher

Carried

05/25/04 Cash and Investment Report – 31st October 2025

Resolved:

That the investment report for 31st October 2025 be received and noted.

Moved: Member Peart

Seconded: Member Garnsey

Carried

06/25/05 Government Information Public Access Act – Annual Report

Resolved:

That;

1. the Administration Officers report be received
2. Council adopt the attached GIPA Annual Report for 2024/2025
3. the Information Commissioner be sent a link to Council's 2024/2025 Annual Report

Moved: Member Fisher

Seconded: Member Holcombe

06/25/06 PID Annual Report

Resolved:

That;

1. the Administration Officer report be received
2. Council adopt the 2024/2025 Public Interest Disclosure Annual Report

Moved: Member Rummery

Seconded: Member Garnsey

Carried

06/25/07 Audited Financials Statements and Audit Report

Recommendation:

That the Council receive the Audited Financial Statements together with the Auditor's Report for the period 1 July 2024 to 30 June 2025.

Moved: Member Whiteley

Seconded: Member Garnsey

Carried

Chairman Batten called for thoughts on public awareness campaigns given the healthy financial position of CMCC. There was discussion amongst members regarding this. It was suggested by Member Holcombe that Council consider suggestions from Biocontrol officers. Member Whiteley commented that keeping a surplus in the bank account would be of benefit to council as grant funding isn't secured income.

06/25/08 Quarterly Budget Review Statement – September 2025

Resolved:

That Council adopt the attached Quarterly Budget Review Statement for 30th September 2025 as tabled.

Moved: Member Garnsey

Seconded: Member Holcombe

Carried

06/25/09 Annual Report 202/2025

Resolved:

That Council formally adopts its Annual Report for 2024/2025.

Moved: Member Pearn

Seconded: Member Bell

Carried

06/25/10 Important Dates for Members - Upcoming Meetings & Events

Recommendation:

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

Moved: Member Holcombe

Seconded: Member Bell

Carried

06/25/11 Quarterly Biosecurity Report

Resolved:

That the report be received and noted.

Moved: Member Fisher

Seconded: Member Garnsey

Carried

Date of the next CMCC Council Meeting to be Monday 23rd February 2026 in Coonamble

Close of Meeting

The meeting closed at 11:37am

Chairman

General Manager

DRAFT

9. REPORTS OF COMMITTEES

Reports of Committees

Recommendation:

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

- Cactus & Mesquite Meeting Minutes
- ARIC Committee Meeting Minutes – 20th November 2025

Moved:

Seconded:

ITEM 9.1 PASTORALISTS' ASSOCIATION OF WEST DARLING



Meeting Name: Cactus & Mesquite Eradication Workshop

Minutes			
Date:	6/11/2025	Commencing at : 9:14am	Meeting No : 1
Venue:	Lawrence Industrial Silver City Hwy		
Attendees:	Lachlan Gall, John Lawrence, Greg Lawrence, Tracey Lauritzen, Steve Radford, Brendan Cullen, Jaymie Norris, Andrew McConnachie, Erlina St Vincent, Andrea Fletcher-Dawson, Matt Savage, Barry Facer, Shorty, Mark Facer, Alex Facer, David Lord, Kelly Eglington-Lewis, Kevin White, Paul Williams, Nic Stevenson, John Allison, Colin Clare, Trevor Clare, Geoff Luke, Leonie Luke, Saxon Luke, Dan Hough, Robert Murray, Michael Brown, Geoff Hodgins, David Langford, Adam Forster, Royce Holtkamp, Andy Fletcher Dawson, Chris Howarth, Karen Nash, Maggie Tavian, Nick King, Katherine Spackman, Darrell Ford, Brad Collins, Rod Crenfell, Tennille Siemer, Sam Siemer, Mike Siemer, Sarah Siemer, Mitch Harrison, Whitney Brown, Patrick Girdler, Melanie Gates.		
Apologies:	Sonia Carey, Michelle Johnston, Terry Smith, Nick Hilder, Matt Kennedy (Good Neighbours Program), Rebecca Bunyan (Chair, Western Regional Weeds Committee)		
Prepared by:	Minutes: Melanie Gates (Western Landcare NSW) Chair: Lachlan Gall		

Item	Description	Action	Status
1.	<p>Welcome and apologies</p> <p>Lachlan Gall – Why are we here? Vision for workshop:</p> <p>Due to no WLLS funding for control work on weeds, meeting to discuss the recently released NSW Government Weeds Action Program four-year grant model for local councils and other eligible authorities to manage weeds. Only groups may apply. Castlereagh Macquarie Country Council in attendance to discuss options.</p>	Western Landcare NSW Inc. member groups may seek multi-year funding for cactus and Mesquite.	Attendees encouraged to join a Western Landcare NSW member group in their area.
2.	<p>What are the outcomes we want today?</p> <p>Better communication around weed control between landholders, land managers, environmental groups and NRM organisations.</p>	Group email	PAWD nominated to arrange

Item	Description	Action	Status
3.	<p>John Lawrence (former) Landholder – Nine Mile</p> <ul style="list-style-type: none"> Welcome to Andrew McConnachie and all guest speakers and attendees. Secure multi-year funding for cactus and mesquite control. Raise awareness of the cactus and mesquite problem, plus control options. Identify what help is available and who to go to for assistance. A need to put pressure on Broken Hill City Council (BHCC) to help eradicate invasive weeds. Where is the funding that BHCC received? Need to convince NSW Gov to help to eradicate all invasive weeds – thank you to Karen Nash for attending on behalf of MP Roy Butler today. Mesquite infestation is out of control and is not acceptable. Funding needed before it spreads to Broken Hill – contractors needed to manage. Cactus infestation – more cochineal bugs needed – seeing encouraging results at Nine Mile station. Urge all to “bombard local member with emails”, Pastoralists’ Association of West Darling (PAWD), Western LLS (WLLS) and Western Landcare NSW (WLNSW) so they can request funding for weed control. Shouldn’t have been allowed to spread; no offence to people in current caretaker positions but you have authority to better manage the cactus and report infestations. NSW Government buying properties for National Parks but not helping with weeds so NSW Gov needs to take action with a program (no less than 5 years). Don’t want another Lightning Ridge situation (pastoral land closed due to cactus infestations). Countrywide Weeds and Timber Control team in attendance and recommend by John Lawrence. 	All landholders and land managers to write letters to MP Roy Butler	
4.	<p>Andrew McConnachie Senior Research Scientist for the Weed Research Unit (Biosecurity and Food Safety) of the NSW Dept of Primary Industries (DPI)</p> <ul style="list-style-type: none"> South Africa shares similar weeds to this region. Biological control expert – a tool to integrate with other strategies. Don’t like word ‘eradication’ – very difficult to completely eradicate weeds. Invasion curve: Australia has one of the best biosecurity systems in the world. Return of investment high. When cannot contain a species, we can biocontrol. Host specific natural enemies to see long term sustainable and cost-effective control of the target plant ie. Prickly Pear – no native prickly pear family in Australia. Moth and Cochineal currently most effective biocontrol. History - 1903 for first bio control program – Australia one of top countries doing research. 1914 intro of cochineal <i>Dactylopius ceylonicus</i> on <i>Opuntia vulgaris</i> ex Brazil – successful control. 1914-1930’s invasion of prickly pear where landholders walked away from land – <i>Cactoblastis cactorum</i> worked to control. 	Use weed biological control in an integrated way with other measures Download Managing Opuntioid Cacti and Biocontrol of Weeds Read National Weed Biocontrol Weed Strategy NSWweedbiocontrolTaskforce – become a member to generate funding Use integrated	

Item	Description	Action	Status
	<ul style="list-style-type: none"> • Pipeline of research around the world – biocontrol centre in Orange NSW that does risk assessment on weeds. • No charge for weed biocontrol agents but they are illegal to sell ie cochineal not for sale. • Breeding biocontrol agents in Lightning Ridge and Grafton. • Monitoring Hudson Pear at Stephen's Creek. • Weed Biocontrol Pipeline – Leaf Cactus from Brazil (climber) in NSW and QLD – flee beetle “looks promising” ... Horissia weasel to be released... Mother of Millions weed (toxic) cattle will die if eaten – weevil to be released. • Jumping cholla one of eight invasive Cylindropuntia species in Australia. • Boxing Glove cactus – biocontrol with cochineal successful – read science paper. • Hudson pear – Cylindropuntia pallida) – solution Dactylopius tomentosus. • 22 Dactylopius tomentosus imported to research the right breed of cochineal to use on each variety of HP. • Use drones to monitor and assess weed control projects. • Drones can use colour of weeds to determine species. • Spikes usually break down in three to four years after biocontrol implemented. 	<p>approach ie drone mapping for weeds for targeted</p> <p>In Farm to collect images of weed location</p>	
5.	<p>Tenielle and Sam Siemer Landholders at Coally Stn and One Tree Stn near Tibooburra</p> <ul style="list-style-type: none"> • 1950's mesquite seeds discovered – thorns were bred out and spread - Scott's Paddock “epicentre” – thorns started growing back. • Spraying started 1960's – mesquite explodes in good years (2011, 2016) – “Mesquite is made for this country – will grow anywhere as it's carried by anything” – we word outside inward towards Scott's paddock. • Spray annually - \$20K pa diesel and chemical • Gargen sprayers always carried and we count treated plants - spray 20 to 30 thousand weeds a year. • Has impact on mental health. • Found on all types of ground including sides of roads • Had funding and grants over the years on One Tree Stn • Contractors have been problematic so stick with recommended teams. • Both stations have been mapped extensively at least six times over 20 years. • Tracey Lauritsen held weed information session on One Tree - very successful turnout. • WLLS team now on board to support. • Helicopter spraying – quarter tonne of chemical had positive effects so far but more time needed to see results. • Creek areas covered by team of 14 Countrywide Weed and Timber Control – recommend this team. 	<p>Spray plants thoroughly - find the right contractors.</p> <p>Seek funding opportunities.</p> <p>All landholders to take action on weed control</p> <p>Use NSW WeedWise</p>	WLLS project on One Tree in 2025
6.	<p>Countrywide Weed & Timber Control – Mark & Alex Facer and son Barry Facer</p> <ul style="list-style-type: none"> • Team of 14 men (open to employing women). • Weed brush cutting, spraying (Milwaukee knapsack) 	<p>Helpful when landholders prepare the site for the weed</p>	

Item	Description	Action	Status
	<ul style="list-style-type: none"> 1996 started brush cutting – Box Thorn (including millions all around it). Stirlingvale Creek – “never seen so much mesquite in all my life” – mature aged trees 30 to 40 years old. Cut, apply and treat the scene using Access and diesel with cactus is expensive – Grazon also works. Mimosa, Mesquite, Prickly acacia in this area - 100% success rate on what we sprayed in the 1990s. Mesquite loves disturbed ground – cut stump method aims for targeted weed only. No more mapping needed. Cut stump method 100% success rate – straight into root. Boot saw needed – basal bark spray treatment needs to be thorough otherwise it will re-generate. 	<p>contractors to work effectively.</p> <p>100% effective Mesquite control - use cut stump method.</p> <p>Prepare substantial annual budget for 12-month program.</p> <p>All landholders and land managers take responsibility for weed control.</p> <p>Find funding.</p>	
7.	<p>Rob Murray Commercial Helicopters</p> <ul style="list-style-type: none"> Aerial shoots, fire, flood, and weed work – a lot of Government work. Louth – 250kg of product application - target rate is only where needed Mapping to do a job so no wasted time Tebuthiuron (clay based slow release can be applied any time of the year) activate once rains – not time sensitive – 2 to 5 years of chemical activating – put out on fence lines (turpentine and butter bush) 80km an hour in helicopter – “whole place done in 4hours”. Need to do things differently – weeds effect mental health. Mesquite root 15metres deep – cut and treat product works well along waterways. Vital to get rid of seeds – a seed buried for 70 years can still grow. Landholders provide chemical. Commercial Helicopters is a mapping and application service only. 	<p>Do bulk weed management and have teams (like Countrywide) to manage sensitive areas.</p> <p>Fundraising for fencelines.</p> <p>Buy good quality chemical.</p> <p>Be consistent.</p>	
8.	<p>Andrea Fletcher-Dawson Senior Biosecurity Weeds Officer Castlereagh Macquarie County Council</p> <ul style="list-style-type: none"> Reporting on known weeds around Unincorporated land around Far West NSW. Good Neighbour Program was to engage landholders and land managers to share their knowledge. WLLS Good Neighbour Program now closed. Crown Land weed funding closes 5th December. BHCC can apply for Crown Land funding. 	<p>Landholders to tell Andrea and team about weed infestations.</p> <p>Report weed sightings at NSW WeedWise (desktop better than app)</p> <p>Let them know</p>	

Item	Description	Action	Status
	<ul style="list-style-type: none"> Andrea based in Coonabarabran and are not connected with WLLS or WLNSW. First point of call – inspect weed and get it marked up to get funding for it. Prevention is key. Get data in the right systems otherwise no funding will be delivered. Each individual is responsible for their own biosecurity – can't just be government. "We're here to start now" Can legally go onto a property without permission but we prefer to have landholder/manager permission. Priority weeds will get funding. <p>Steve Radford: "Too many talk-fests – where is the data going? Let's go dollar for dollar to fix the problem."</p> <p>Matt Savage (DPI weed manager): Hasn't been a weeds officer out here for the last 5 years. No data was coming through to justify funding. The Good Neighbours funding came from doing data collection – we're here to do inspections and reporting to upload the data. Funded to manage Hudson Pear, Mesquite etc and other priority weeds... just starting out. Contacts are readily available – we are not located here full time. DPI had priorities so we'll have more time now to look at other infestations. Have to apply for extra funding... "</p> <p>David Lord: There's a disconnect in communication. Who is gathering the data?</p> <p>Brendan Cullen: As custodians, since Andy and the crew have been on board, we've had a lot of work done on Kars and we're seeing a lot of results since data collection. The Good Neighbour Program has been successful to wipe out Hudson Pear within months. Cochineal was introduced. "To say there's no action is wrong."</p> <p>Kelly Eglington-Lewis: Direct reporting mechanism. Calling you isn't effective. Needs to be adaptation by government to make it easier for busy landholders.</p> <p>Weeds Action Program (WAP) Weed Seed Wizard (WSZ)</p>	neighbours that aren't doing weed management. Develop centralised pest management system. Improve communication. More consultation. Improve collaboration.	
9.	<p>Erlina StVincent General Manager Western Local Land Services</p> <ul style="list-style-type: none"> WLLS Manager of Biosecurity and Emergency Services Michelle Johnson is an apology today - Overview of WLLS of weeds. Strategic Action Plan key areas: support landholders to identify and manage – raise awareness around shared responsibility of weed control. Current constraints – no funding to do any weed work on ground. Used to support gov weed programs but no funding – all funding gone to department. No dedicated weed's role anymore. Awareness rising through surveys but landholder participation still low - 48 properties participated after contacting 270 land managers across 346 holdings. Only 33 land managers said they 	Create ONE weed management platform to capture data. Landholders write letters to relevant MPs.	

Item	Description	Action	Status
	<p>had weeds. Many didn't answer or return calls. Data will be put into WSZ.</p> <ul style="list-style-type: none"> • Mesquite – across 38 properties but very little participation in surveys • Hudson Pear – 2000 plants found across 3 properties • Boxing Glove – 4600ha of Boxing Glove – 8 properties and 1 national park • Jumping Cholla – 3 properties and 1 Gov reserve <p>Good Neighbour project funded \$345,000 for Boxing Glove, Hudson Pear and Jumping Cholla. WLLS funded \$330,000 Mesquite control. A new Good Neighbour project is in discussion...</p> <p>Upcoming Good Neighbour project: Aim Tibooburra area on creek lines running east towards Caryapundy Swamp. Will look at using left over funding from last GN project. National Parks and Crown Lands can apply.</p> <p>WLLS facilitate Regional Weeds Committee</p> <p>Advisory group to WLLS board – every WLLS region has this committee. Determines which weeds are the priority – what weeds for total eradication or just containment. Committee met recently to discuss mid-term review.</p> <p>A good opportunity to lobby. New biosecurity statewide committee – new NSW invasive species plan. Review by Natural Resource Commission. Talk about changing – fragmentation of voices across sector.</p> <p>No revenue in WLLS this financial year but keen to help creating a plan for next year.</p> <p>Kelly Eglington: Some landholders have a fear of accountability for weeds.</p>		
10.	<p>Tracey Lauritsen Local Landcare Coordinator Western Landcare NSW Incorporated (WLNSW)</p> <ul style="list-style-type: none"> • WLNSW Constitution is being reviewed to determine how we can best support landholders and land managers with weeds. • Fragmentation of our communication with other organisations is evident. Our role is to bring people together to talk about what's needed on the land, and to help landholders with on-ground action. • Attendees here today are invited to join WLNSW as individual members or to join a nearby WLNSW member group – members may then nominate to sit on the board to help direct funding back to priority on-ground projects. • We invite everyone in this meeting to make contact and discuss how you can help us to help you with invasive weed control. <p>Tracey Lauritsen Tracey@westernlandcarensw.com.au 0429 87 5179</p> <p>Melanie Gates rlc@westernlandcarensw.com.au 0431 452 752</p>	<p>Western Landcare NSW member groups write letters to relevant Ministers</p> <p>WLNSW to meet with WLLS next week to discuss how both orgs can work together to better support landholders / managers with weed control.</p>	

Item	Description	Action	Status
11.	<p>Karen Nash Senior Electoral Officer Barwon Electorate Office for Roy Butler MP</p> <p>Please lobby NSW and Federal government members of parliament to make changes. Remember the Federal government funding avenues.</p> <p>John Lawrence: Frustrating when Ministers don't reply to emails.</p>	<p>Lobby NSW and Federal Governments</p> <p>Be persistent with emails and a clear message</p>	
12.	<p>Meeting closed: 1:15pm</p> <p>Next Meeting – Date and Location TBA</p>	<p>Increase landholder engagement with agencies</p> <p>Minutes shared with attendees and PAWD</p> <p>Review Actions. Find an owner to take action.</p> <p>PAWD work closely with WLLS and WLNSW.</p> <p>Determine who will take ownership of weed management.</p> <p>Engage NSW Farmers into Far West Weed Management – have PAWD and NSWFA collaborate.</p> <p>Expand platforms for sharing information.</p> <p>PAWD to continue conversation with WLLS and WLNSW</p>	Ongoing

ITEM 9.2 ARIC COMMITTEE MEETING MINUTES – 20th NOVEMBER 2025

CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL ARIC COMMITTEE
HELD VIA TEAMS ON THURSDAY 20th November 2025 COMMENCING AT 4.09PM

PRESENT:

Chair Ms Liz Jeremy
Committee members Mr. Ron Gillard and Charbel Abouraad
Auditor General Representative Mr. Manuel Mancada
CMCC General Manager Mike Urquhart.

ABSENT: Mr. Noel Kinsey

1.0 Traditional Owners

The Chairperson Ms. Liz Jeremy officially opened the meeting at 2.39pm and welcomed Committee Members, guests and staff.

2.0 Apologies

Member Noel Kinsey

3.0 Traditional Owners

The Chairperson acknowledged the traditional owners.

4.0 Declaration of Interest

Chairperson Liz Jeremy declared a non-pecuniary interest in item 7.4 Internal Audit Report advising she had worked for the applicant Centium P/L in the past as a contractor.
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Audit Office representative Manuel Moncada briefed the Committee on the sound financial result for the 24/25 year. Mr. Moncada also reported on the issues as raised in the 24/25 Management letter those being segregation of duties, cyber security, IT controls and purchase orders. The General advised he was working on the actions to reduce the risk in these four (4) areas. Mr. Moncada thanked the General Manager and staff for assistance with the audit.
Mr. Moncada left the Teams meeting room at 4.36pm.

5.1 Confirmation of Minutes of the ARIC Meeting Held 28th August 2025

That the Minutes of the ARIC Meeting held on 28th August 2025 having been circulated to be confirmed as a true and correct record of that meeting.
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Resolved

6.1 Business Arising

NIL

7.1 ARIC Terms of Reference

NIL

7.2 RISK MANAGEMENT POLICY

NIL

7.3 RISK REGISTER

NIL

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

The ARIC received & noted the General Managers report on the appointment of an Internal Auditor National Audits Group.

7.5 UPDATE FROM GENERAL MANAGER ON RISK MANAGEMENT

That the ARIC receives and notes the General Managers report on Risk Management update. Noting Future reports should not include old information.

7.6 NEW POLICIES

NIL

7.7 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2025

The General Managers report on the September 2025 Quarterly Budget Review was received and noted.

7.8 FINANCIAL PERFORMANCE – CMCC EOY FINANCIALS 2024/2025

The General Manager report on the 24/25 EOY financials was received and noted.

8.1 NOTIFICATION OF INCIDENTS OF FRAUD OR INVESTIGATIONS INVOLVING COUNCIL

NIL

8.2 NSW OMBUDSMAN's REPORT

NIL

8.3 ICAC ENQUIRIES INVOLVING COUNCIL

NIL

8.4 OFFICE OF LOCAL GOVERNMENT

NIL

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

NIL

10.0 GENERAL BUSINESS

The Committee discussed the Internal Audit Plan and Strategic Audit Plan the General Manager is preparing.

Date of the next CMCC ARIC Meeting to be 19th February 2026 via teams.

Close of Meeting

The meeting closed at 4.51 pm

10. REPORT OF THE GENERAL MANAGER

ITEM 10.1 COUNCIL'S DECISION ACTION REPORT – FEBRUARY 2026

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 – February 2026

Recommendation:

That the Resolution Register February 2026 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>	Continuing
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
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	<p>Advertising commenced. No responses to date.</p> <p>GM to investigate other alternative avenues for sale.</p>	In progress
27.10.2025	05/25/10	<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 28days calling for comment from the public. 	GM	<p>The draft Code of Meeting Practice is currently on display.</p> <p>The submissions can be lodged with Council up to 4.30pm 10th December 2025.</p> <p>Council shall formally consider submissions and adopt at its 23rd February 2026 Ordinary Council meeting.</p>	In progress

Castlereagh Macquarie County Council Agenda –23rd February 2026 – Ordinary Council Meeting

27.10.2025		Action Request; That the General Manager organise a field tour for CMCC Members in 2026	GM	To be held in conjunction with Ordinary Meeting of Council.	In progress
27.10.2025		Action Request; That the General Manager write to Bio Security Commissioner and Local Member Mr Roy Buter extending an invitation to meet with CMCC Members to discuss current bio security matters of concern.	GM	Emails sent in November 2025. GM liaising with Office staff to arrange face to face or virtual meetings	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:

- 25-23 Local Government (General) Regulation Review
- 25-24 Local Government Code of Accounting Practice and Financial Reporting 2025/26

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 25-23 to 25-24 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved:

Seconded:

Attachments:

Circulars 25-23 – 25-24

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Local Government (General) Regulation Review
Circular Details	Circular 25-23 / 12 November 2025 / A971110
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

What's new or changing?

- The Local Government (General) Regulation 2021 (LG Regulation) is one of the largest statutory instruments in NSW.
- Under the *Subordinate Legislation Act 1989* (the SL Act), the Office of Local Government is required to periodically review and remake the LG Regulation as part of an automatic repeal program. The LG Regulation will be automatically repealed on 1 September 2026 unless remade before then.
- OLG is undertaking a statutory review of the LG Regulation under the SL Act and is proposing to split it into three standalone regulations. This will make the regulations easier to apply and allow them to be reviewed and remade more regularly. As a first step, it is proposed to remake the election provisions as a standalone regulation.

What will this mean for council?

- The statutory review will occur in stages and will see the LG Regulation split into three stand-alone instruments:
 - Local Government (Elections) Regulation (LG Elections Regulation), (the subject of the current review),
 - Local Government (Council Governance and Operations) Regulation (LG Council Governance and Operations Regulation), and
 - Local Government (Approvals) Regulation (LG Approvals Regulation).



- The first step will focus on transferring the election provisions of the LG Regulation to a new standalone LG Elections Regulation. Reviews of the other two sets of provisions referred to above will occur in 2026.
- OLG is seeking feedback from councils, other stakeholders and the wider community on the proposed regulatory framework outlined in the Regulatory Impact Statement (RIS).
- The RIS examines the impact, including costs and benefits, of remaking the election provisions under Part 11 and Schedules 4–11 of the LG Regulation into a stand-alone LG Elections Regulation.
- The aim is to ensure that it is the best option available to deliver a responsive and accessible regulatory framework that provides clear and effective policy guidance on the conduct of local government elections.

Key points

- The RIS, Feedback Form and other supporting information are available on the NSW Government's 'Have Your Say' webpage at <https://www.nsw.gov.au/have-your-say> and the OLG's 'Local Government (General) Regulation Review' webpage at <https://www.olg.nsw.gov.au/wp-content/uploads/2025/11/Regulatory-Impact-Statement.pdf>
- Comments and suggestions may be provided using the Feedback Form. Submissions may be made:
 - Online: Via the NSW Government's 'Have Your Say' webpage at <https://www.nsw.gov.au/have-your-say>.
 - By email: olg@olg.nsw.gov.au, with the subject 'LG Elections Regulation'
 - By post: LG Elections Regulation
Council Governance Team
Office of Local Government
Locked Bag 3015
Nowra NSW 2541
- The closing date for submissions is close of business on Friday, 12th December 2025.



Where to go for further information

- The RIS, Feedback Form and other supporting information are available on the NSW Government's 'Have Your Say' webpage at <https://www.nsw.gov.au/have-your-say> and the OLG's 'Local Government (General) Regulation Review' webpage at [Local Government \(General\) Regulation Review – Office of Local Government NSW](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

A handwritten signature in blue ink that reads 'Brett Whitworth'.

Brett Whitworth
Deputy Secretary, Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Local Government Code of Accounting Practice and Financial Reporting 2025/26
Circular Details	25-24 / 12 December 2025 / A975079
Who should read this	General Managers / Joint Organisation (JO) Executive Officers / Financial accounting business areas
Contact	Policy Team / 4428 4100 / code@olg.nsw.gov.au
Action required	Councils / County Councils / JOs to implement

What's new or changing?

- The final Code of Accounting Practice and Financial Reporting (the Code) is available to guide the preparation of councils' 2025/26 financial statements.
- A JO supplement to the Code is available to prepare JO 2025/26 financial statements.

What will this mean for councils/JOs?

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

Key points

- The Code has been prepared in accordance with the LG Act, the Australian Accounting Standards and other requirements.
- The JO supplement to the Code supports the preparation of JO financial statements.
- Councils, county councils and JOs should carefully review the key changes in this year's Code, which are highlighted in yellow and are also detailed within the Summary of Key Changes to the Code 2025/26.
- Notable changes include:
 - Changes to the Code to emphasise that only material information should be disclosed in the financial statements, and



- Additions to the appendices to provide guidance on materiality, revenue recognition of development fees, and prior period errors.
- The Code has been developed in consultation with the Code Working Group, which includes key stakeholders from councils, Local Government NSW, Local Government Professionals Australia (NSW) and the NSW Audit Office.
- A 2025 Summary Paper has also been released to provide an overview of the topics, options and changes the Code WG considered during the development of the 2025/26 Code.
- Councils are encouraged to use the large range of financial training materials and guidance available on the Council Portal. This includes 53 bite-sized video recordings developed for a range of audience including councillors, general managers and finance staff.
- OLG has also provided two examples of a 'decluttering' exercise to demonstrate the removal of immaterial disclosures from council financial statements. The examples are available on the Council Portal.

Expressions of interest

- Expressions of Interest are now open to council financial professionals to join the annual Code Working Group to provide technical input on accounting issues for the 2026/27 Code update.
- The expected commitment schedule is:
 - an initial discussion session (up to 3 hours) in July to address feedback on the existing Code and discuss proposed refinements;
 - a follow-up commentary window (4-6 weeks) in September/October to provide feedback on a draft Code update; and
 - a final meeting (3 hours) in November to confirm final changes and suggestions.Please note that these dates are provisional and subject to confirmation.
- Council financial professionals interested in joining the Code Working Group and have the capacity and technical expertise to participate are encouraged to email code@olg.nsw.gov.au by COB 30 April 2026. Final membership of the group will be determined by the Office of Local Government (OLG).

Where to go for further information

The 2025/26 Code is available on the OLG website and includes the:

- General Purpose Financial Statements (Section 1)



- Joint Organisations Supplement (Section 2)
- Special Purpose Financial Statements (Section 3)
- Special Schedules (Section 4)
- Appendices (Section 5)
- Summary of Key Changes to the Code 2025/26

OLG's Accounting Practice page can be found here:

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

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

A handwritten signature in blue ink that reads 'Brett Whitworth'.

Brett Whitworth PSM
Deputy Secretary
Office of Local Government

ITEM 10.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30th NOVEMBER 2025, 31st DECEMBER 2025 & 31st JANUARY 2026

REPORTING SECTION: Executive
AUTHOR: Rebecca Wilson – Administration Officer

Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 31st January 2026

Background:

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

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

All investments at 31st January 2026 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 31st January 2026 held a total of \$1,276,505.17 in on-call and interest bearing deposits with financial institutions within Australia. All investments are held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

30th November 2025

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$374,545.10	CBA	3.00%		N/A
	19.06.2025	\$500,000.00	AMP Bank	4.25%	182days	16.12.2025
TOTAL		\$874,545.10				

31st December 2025

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$816,461.38	CBA	3.00%		N/A
	17.12.2025	\$500,000.00	Judo Bank	4.60%	182days	17.06.2026
TOTAL		\$1,316,461.38				

31st January 2026

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$776,505.17	CBA	3.00%		N/A
	17.12.2025	\$500,000.00	Judo Bank	4.60%	182days	17.06.2026
TOTAL		\$1,276,505.17				

NOTE; On the 5th February 2026 a further \$500,000 was invested with MyState Bank Limited for a six (6) month term at 4.6% pa.

Relevant Reference Documents/Policies:

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

Governance issues:

Nil

Environmental issues:

Nil

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Stakeholders:

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

Certification – Responsible Accounting Officer

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

Michael J Urquhart

General Manager – Responsible Accounting Officer

Conclusion:

As at 31st January 2026, Council's available cash and invested funds totalled \$1,276,505.17

Cash and Investment Reports – 30th November, 31st December and 31st January 2026

Recommendation:

That the investment report for 30th November 2025, 31st December 2025 and 31st January 2026 be received and noted.

Moved:

Seconded:

Attachments:

Nil

ITEM 10.4 ADOPTION OF MODEL CODE OF MEETING PRACTICE

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

Council at its October 25 Ordinary Meeting formally considered the draft “Code of Meeting Practice” and resolved to place the document on display for a period of 28 days.

In accordance with Section 361 of the Local Government Act 1993, the document went on display for 28 days and the mandatory 42 days given to the community for lodgement of any submissions.

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 has been on public display for 28 days. The Code is now tabled 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 formally adopts the new “Code of Meeting Practice” as no submissions were received from the community.

Adoption Of Model Code Of Meeting Practice

Recommendation:

That: Council have not received any submissions from the community, formally adopts the “Code of Meeting Practice” as tabled.

Moved:

Seconded:

Attachments:

Code of Meeting Practice



Castlereagh Macquarie County Council
MODEL CODE OF MEETING PRACTICE

2025

Table of Contents

1	INTRODUCTION	3
2	MEETING PRINCIPLES	4
3	BEFORE THE MEETING.....	5
4	PUBLIC FORUMS.....	9
5	COMING TOGETHER.....	9
6	THE CHAIRPERSON.....	15
7	MODES OF ADDRESS.....	16
8	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS	16
9	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS.....	17
10	RULES OF DEBATE.....	19
11	VOTING.....	21
12	COMMITTEE OF THE WHOLE.....	23
13	DEALING WITH ITEMS BY EXCEPTION.....	23
14	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC	24
15	KEEPING ORDER AT MEETINGS.....	28
16	CONFLICTS OF INTEREST.....	32
17	DECISIONS OF THE COUNCIL	32
18	TIME LIMITS ON COUNCIL MEETINGS	34
19	AFTER THE MEETING.....	35
20	COUNCIL COMMITTEES.....	36
21	IRREGULARITIES	39
22	DEFINITIONS	41

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.

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 Chairperson's 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

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:

- (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.

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.

- 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.

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

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 Chairpersonal 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.
- 9.16 A Member or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a Member or

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

- 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

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

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

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.

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

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

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.

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

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

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.

Recommending resolutions to correct an error

- 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

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

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 IRREGULARITES

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

- 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

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 10.5 SECOND QUARTER OPERATIONAL PLAN & HALF YEARLY DELIVERY PROGRAM STATUS

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report provides Council with the status of the second quarter Operational Plan Targets for 2025/2026 and half yearly Annual Delivery Program.

Background:

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

Current Position:

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

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

Governance issues:

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

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council

Constituent Councils

Financial Implications:

Budget allocations have been made in the Operational Plan 2025/2026.

Alternative Solutions/Options:

NIL

Conclusion:

Council should note the progress made during the second quarter Operational Plan for 2025/2026 and half yearly Annual Delivery Program.

Second Quarter Operational Plan 2025/2026 & Half Yearly Annual Delivery Program

Recommendation:

That Council accepts the progress made on the 2025/2026 Operational Plan as at 31st December 2025 and half yearly Delivery Program.

Moved:

Seconded:

Attachments:

Second Quarter Operational Plan for 2025/2026 and half yearly Delivery Program Status Report



Castlereagh Macquarie County Council

Operational Plan Status report

2025/26

As at 31st December 2025.

Principal Activities of Council

Statement of Principal Activities to be undertaken to achieve objectives

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

1. Provide information to Council to allow decisions at Council Meetings					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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
Provide recommendations to Council when possible.	2.3	GM	Include in business paper for Council's consideration.		Recommendations provided to all reports.

2. Respond to Councillor inquiries related to the administration function					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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			Complying & normally as a report to Council

			Within 5 working days (unless request requires detailed investigation)		
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3. Update Council policy register					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 31st December 2025
Ensure Council business papers are made available in hard copy at Council's office.	2.1	GM	At least 3 working days before the Council meeting.	Satisfactory completion of task in accordance with target level.	Complying
Ensure other public information is made available at Council's office.	2.1	GM	As soon as practicable after it becomes public information.		Complying
Ensure business papers are provided to constituent councils.	2.1	GM	Post to General Managers at the same time as Councillors' business papers.		Complying
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practicable.		Complying

5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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.	December 25 to be tabled at February 26 meeting.
Audited Financial Statements to Office of Local Government.	2.2	GM	By the end of October.		24/25 Financial adopted by Council November 25.
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			
	2.2	GM			

6. Ensure all other statutory returns are completed and lodged by the due date					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2025
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.	Annual return 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.
Other returns as required by Office of Local Government, Department of Primary Industries, or others	2.2	GM	No later than return date specified		Adopted November 25.
					As and when required

7. Implementation of Council decisions					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 31st December 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.
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.		Scheduled April 26.
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 to 25-29 WAP Applications lodged and approved by DPIRNSW.
Provide grant returns to Department of Primary Industries.	2.4	GM	As required under Weeds Action		Other grant works
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4	GM	Programme 1520 As required		and private works projects sought with DPIRNSW.

9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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		Review underway for April 2026.
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 31st December 2025
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.	Complying on-going
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 &.3	GM	At Council Meeting following end of quarter		Complying on-going
11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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.	2.2	GM	April Meeting.		Scheduled June 26.
Draft Plan to be adopted following consideration of any submissions received.					

12. Promote the Council's interests through participation with relevant organisations					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2025
Participate in Macquarie Valley Weeds Advisory Committee activities through attendance at meetings and supply of information as required to assist the lobbying of State and Federal Governments.	1.1	GM	Attend meetings and provide information as requested.	Satisfactory completion of task in accordance with target level.	Staff attend meetings.

13. Provide active support for LGNSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2025
Provide information as requested by LGNSW to assist it to lobby governments.	3.1	GM	Information to be provided by the date requested.	Satisfactory completion of task in accordance with target level.	Complying as and when required
Utilise the services of LGNSW to further Council's interests	3.1	GM	As and when required by Council.		Complying as and when required

14. Actively pursue politicians to further Council's interests					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 meeting.
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required		Local Member to attend via Teams meeting. Biosecurity Commissioner to attend by Teams meeting.

15. Minimise the risks associated with all functions of Council					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 31st December 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.		Staff provided update by GM
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 April 26

17. Maintain and update Council's records management system					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2025
Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of Council's activities. Review record keeping procedures with a view to updating and computerizing.	2.3 2.3	GM GM	Ongoing. Ongoing.	Satisfactory completion of task in accordance with target level.	Complying. 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 31st December 2025
Monitor reporting system ability to provide information requirements. Monitor technology improvements and assess future requirements. Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow). Review Council's website and implement systems for expanding content and keeping content up to date.	2.3 2.3 2.3 2.1 & 3.2	GM GM GM GM	Ongoing. Ongoing. As required. Ongoing.	Satisfactory completion of task in accordance with target level.	Complying On-going Update 25-26 and on-going Reviewed constantly

19. Compile accurate data on the condition of current Council assets					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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 31st December 2025
Monitor the introduction of electronic mapping of invasive weed infestations and the automation of Weeds Officers' reporting procedures.	1.3 & 2.3	GM SBO	In conjunction with year 1 WAP 2020 2025.	Satisfactory completion of task in accordance with target level.	Complying mapping on-going
Expand the introduction of electronic mapping of invasive weeds infestation and the automation of Weeds Officers' Reporting Procedures to the whole of Council's Area of Operations. Continue the training of staff in the use of the system in order to ensure it's most efficient and effective use.	1.3 & 2.3 1.3 &2.3	GM SBO GM SBO	In conjunction with year 1 WAP 2020 / 2025. Ongoing.		Continuing 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 31st December 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. To be reviewed April 2026.
22. Ensure access to competitively priced chemicals for weeds control programmes					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2025
Ensure access to competitively priced chemicals for weeds control programs.	1.2	GM	As required	Satisfactory completion of task in accordance with target level.	Complying on-going assessment of prices when purchasing
23. Actively pursue the control of invasive weeds along roadsides in Council's area					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2025
Inspect roadsides prior to control works to ensure that control programmes are efficient and effective.	1.3	SBO	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	SBO	As seasonal conditions / and available funding permit.		Works continuing With staff and contractors
Respond to reports of invasive weeds on roadsides.	1.3	SBO	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	SBO	As required		Complying

24. Actively pursue the control of invasive weeds on private lands					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2025
Inspection of private lands to assist landowners to fulfill their legal responsibilities in relation to invasive weeds.	1.2 & 3.2	SBO	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	SBO	If not done at time of inspection then within 1 week.		Complying on-going
Respond to invasive weed complaints	1.2 & 3.2	SBO	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 31st December 2025
Inspect vacant Crown land parcels to facilitate application to DPI for funds for necessary control works.	1.2	SBO	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	SBO	As required as resources are available.		In progress
Provide information to Department of Lands on invasive weed control requirements	1.2	SBO	Within 10 working days of inspection.		In progress
Respond to complaints for invasive weeds on vacant Crown Land	1.2	SBO	Initial inspection within 10 working days.		In progress

26. Actively pursue the control of invasive weeds on land held by Forests of NSW					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2025
Inspect areas proposed to be clear felled in coming financial year. Advise Forests NSW of proposed clear fell areas that are potential weeds risks. Follow up to ensure control work is carried out on potential weeds risks. Inspect areas surrounding standing forests and “land bank” areas. Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2 1.2 1.2 1.2 1.2	SBO SBO SBO SBO SBO	Within 28 days of receipt of <i>Harvesting Plan of Operations</i> . Within 14 days of inspection. Prior to Spring each year. Ongoing as resources permit, or in response to complaints within 10 working days after inspection.	Satisfactory completion of task in accordance with target level.	When advised

27. Actively pursue the control of invasive weeds on other public authorities land					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2025
Inspect lands of public authorities to ensure obligations for invasive weeds control are being met. Provide information to public authority on invasive weed control requirements. Respond to complaints regarding invasive weeds on lands of public authorities.	1.2 & 1.3 1.2 & 1.3 1.2 & 1.3	SBO SBO SBO	Ongoing. Within 10 working days of inspection. Initial inspection within 10 working days.	Satisfactory completion of task in accordance with target level.	Continuing Continuing Continuing

28. Conduct aerial spraying programmes for invasive weeds					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 2025
Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SBO	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/SBO	As required.		As and when required
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes.	1.2	SBO	In accordance with Programmes		No program organised
29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services					
Required Activity	BA & SO	Resp	Target	Performance Measure	Status as at 31st December 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. Joint control works with neighboring Councils.



Castlereagh Macquarie County Council Delivery Programme

2025/26 – 2028/29

Prepared in accordance with the provisions contained in the Local Government Act 1993

County Council- Vision and Mission Statements

Vision

To prevent, contain or reduce the invasion of Invasive Plants within the County Council area.

Mission

To provide effective integrated weed management systems utilizing the latest technology to all Constituent Councils fairly and equitably in accordance with the Biosecurity Act 2015.

PRINCIPAL ACTIVITIES OF COUNCIL

Principal activities to achieve main business activity priorities

1. Strategic objective – Building Relationships

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

Strategy

Foster a spirit of cooperation with other natural resource managers.

Activities

- Attend seminars, workshops, etc., conducted by other natural resource managers where appropriate.
- Encourage natural resource managers to participate in Council activities, such as public meetings and workshops. Share information with other natural resource managers.
- Host an annual meeting between natural resource managers to foster good relations and to provide a convenient forum for the exchange of information and the facilitation of cooperation.
- Encourage and establish personal contact between Council staff and staff of other natural resource managers. A data base of contacts staff and others in other natural resource managers.
- Investigate and promote joint works for Invasive weed control by natural resource managers.
- Where appropriate, endeavour to have natural resource managers, particularly private occupiers, enter into joint arrangements for Invasive weed control work.
- Investigate what incentives the Council might offer to private occupiers to enter into joint arrangements for Invasive weed control work.

Status as at 31st December 2025.

Continuing.

Council has good relationship with neighbouring Council's, and State and Federal Agencies in particular DPI and LLS. CMCC was successful with new projects such as the Unincorporated Area management, Rubber Vine project and private works for DPIRNSW in the Cobar Shire on Hudson Pear. Council staff have assisted with Emergency Response to invasive weed outbreaks with adjoining LCA's. CMCC is conducting special projects for transport of bio control to neighbouring State Agencies. CMCC staff attend quarterly meetings of all agencies and other LCA's from the regions.

2. Strategic objective – Invasive Weeds Control

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

Strategy

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

Activities

- Conduct a regular and systematic program of property visits to private landholders and any infestations of Invasive weeds found on property visits are mapped and properly recorded.
- Ensure that weed infestations on roads are mapped and properly recorded.
- In conjunction with public authorities, conduct a regular and systematic program of property visits to land of public authorities and ensure weed infestations on land of public authorities are mapped and properly recorded.
- Respond promptly to complaints about the presence of Invasive weeds.
- Provide assistance and support to private occupiers in controlling Invasive weeds on their land and to prepare Property Weed Management Plans for their land and assist in the preparation of the Plans.
- Conduct a regular program of property visits to enhance the Council's knowledge of weed control work carried out on private land, and ensure that private landholders are provided with accurate and timely advice on their weed control obligations.
- Actively pursue the control of Invasive weeds on vacant Crown land and regularly inspect vacant Crown land to ensure weed control obligations are being met.
- Facilitate application for necessary funds to finance weed control work by the Council on vacant Crown land.
- Provide information to the responsible Department on the state of Invasive weed control on vacant Crown land.
- Actively pursue the control of Invasive weeds on land of Forests NSW and inspect areas proposed to be clear felled in coming financial year that are potential weed risks and follow up to ensure control work is carried out on potential weed risks.

- Conduct aerial spraying programs for Invasive weeds.
- Publicise aerial spraying in local media, and as occasions permits, to ensure maximum landholder participation.

Status as at 31st December 2025.

Continuing.

Property inspections are documented with generally good landowner/occupier control compliance. Invasive weeds infestations are generally reduced across the county area on roadsides and Council controlled lands. The reduction in weeds is noticeable in the Warrumbungle Shire with St Johns Wort. Biosecurity Officers continue to liaise with land managers each weed growing season to ensure compliance. A large number of land managers require continual prompting to control weeds. In 25/26 CMCC to commence landowner non-compliance legal process. Council utilises aircraft to conduct aerial inspection in all three regional LCA areas. CMCC has been successful with Good Neighbour application for projects around Harrisia Cactus in the Warren Shire.

3. Strategic objective – Invasive Weeds Controls - Roadsides

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

Strategy

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

Activities

- Include in the Council's advisory and extension material an explanation of the circumstances in which occupiers are required to control Invasive weeds on roads.
- Where appropriate, bring to the public's notice via press releases and by other appropriate means the obligations on occupiers to control Invasive weeds on roads.
- Where occupiers are failing to control weeds on roads, as required by the Act, bring the requirements to their attention in writing.
- Commence a program of inspections to identify all Invasive weed infestations on roads in the Council's area of operations and ensure they are properly recorded.
- Prepare a program of work for the control by the Council of Invasive weeds on roads where the responsibility for control is the Council's, giving priority in the

program of work to isolated infestations and to infestations where the level of infestation on adjoining and adjacent land is low or where occupiers of such land have an approved Property Weed Management Plan for the control of the weed.

- Include in the Council's annual estimates adequate provision to fund the program of work for the control of Invasive weeds on roads.
- Where the adjoining occupier is liable for the control of Invasive weeds on a road and the work is not being undertaken, encourage the occupier to comply with the obligations and where this is unsuccessful use the regulatory powers, in accordance with this Strategy, to enforce compliance.
- Pursue alternatives for the control of Invasive weeds on roads.
- Investigate means to achieve the revegetation of roadsides with indigenous species.
- Encourage road authorities to revegetate roadsides with indigenous species and to institute work practices which minimise disturbance of roadsides by road construction and maintenance work.
- Investigate the use of constituent council Weeds Officers for the control of Invasive weeds on roads where they are undertaking weed control on the road for other purposes (road maintenance or environmental weed control).

Status as at 31st December 2025.

Continuing.

Landowner/occupier control compliance levels are good. Council has in 2025/2026 a comprehensive roadside invasive weed control program in all LCA's. The bio control program for roadsides in Walgett Shire is working well with great success.

4. Strategic objective – Invasive Weeds Controls Funding

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

Strategy

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

Activities

- Endeavour to ensure that the Council is aware of all sources of funding for

Invasive weed control.

- Encourage occupiers to apply for grants to assist with Invasive weed control wherever possible and appropriate and provide assistance to occupiers in applying for grant funds for weed control work.
- Write to State and Federal politicians regularly drawing attention to the necessity for increased funding for Invasive weed control and for a broadening of the eligibility criteria.
- Encourage Constituent Councils to increase support for the Council because of the public goods that flow from Invasive weed control.

Status as at 31st December 2025.

Continuing.

Council has been proactive with its assistance to DPIRNSW for the Unincorporated Area, Rubber vine and Cobar Shire inspection and compliance programs. Projects funded by DPIRNSW. Council staff keep abreast of the available grants and private work projects funded by DPIRNSW and others. General Manager has written to Minister for Agriculture regarding ongoing funding for weed control. Staff assist community organisations with grant funding applications for control works on crown lands.

5. Strategic objective- Communication Policies

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

Strategy

Improve the Council's profile in the community.

Activities

- Keep under review the appropriateness of the council's corporate logo and ensure that the corporate logo appears on all Council publications, advertisements, uniforms, letterhead, Council office, etc.
- Investigate the feasibility and benefit of holding Council's Ordinary meetings at least once each year in the area of each of the constituent councils.
- Any Ordinary Council meeting should be held on a day, at a time, and at a venue that will encourage attendance and participation.
- Inform members of the Council's community of the Council's activities and seek input into the Council's operations.
- Ensure that each of the public meetings is advertised widely and that members

of the Council community are invited, and encouraged, to attend.

Status as at 31st December 2025.

Continuing.

Council has renewed its Web Page to allow for improved communications with residents, landowners and occupiers of land. Council has also adopted an advertising policy to assist with communications to the general public on all things concerning Council operations and invasive weed management. Articles also posted to the Western Plains App. Council meetings advertised on CMCC web page. Constituent Councils advised of meeting dates and venues.

6. Strategic objective – Community Consultation

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

Strategy

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

Activities

- Ensure that, through improved communications between the Council and its community, members of the Council's community are aware of the Council and its role.
- Inform members of the Council's community of their rights to be kept informed of the Council's activities via newspaper advertisements and other Council publications.
- Ensure that members of the Council's community receive meaningful information on the Council's operations.
- Early in each financial year, prepare a leaflet containing succinct and meaningful information, in plain English, on the Council's operations for the past year and its planned operations and budget for the current year.
- Publicise the availability of the leaflet and have staff hand a copy to any member of the Council's community with whom they come in contact, or send out, with the rate notices of constituent councils or otherwise.
- Establish a proper complaints handling procedure.
- Ensure that all complaints are recorded in the database.
- The General Manager to investigate all complaints and to make a determination on an appropriate response.

Status as at 31st December 2025.

Continuing.

Information readily available to community. Council staff participated in community consultation events to showcase best practice control measures and provide information on land manager weed biosecurity requirements and compliance methods. Complaints are recorded and followed up in the records system. Articles placed in Constituent Council newsletters.

7. Strategic objective- Administration

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

Strategy

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

Activities

- Constantly monitor the workload of all staff and as necessary, engage additional staff, or provide other support, to meet the fluctuating workload of the Council.
- Ensure that all staff receive continuing training as required.
- Investigate the employment of a Community Liaison Officer to assist Weeds Officers in their education and advisory function.
- Provide up to date computer and other technological facilities including drones for inspections.
- Continue and enhance the present practice of entering into arrangements with constituent councils, or others, for obtaining GIS data.
- Provide an efficient records management system and appropriate storage for both soft and hard copies.
- Continually update and enhance the Council's website (www.Invasiveweeds.org.au)

Status as at 31st December 2025.

Continuing.

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

Council Biosecurity Officers receive training in the Biosecurity Act, investigations and landowner compliance. Council maintains a fleet of

computers with a highly efficient and effective property inspection program. CMCC is investigating the process with Lands Registry for Council update of landownership changes.

8. Strategic objective- Funding Arrangements

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

Strategy

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

Activities

- Lobby politicians to have the Invasive weed control grant programs increased.
- Investigate the availability of grant funds from other sources to assist the Council in its ordinary operations.
- Lobby public authorities for funding of weed control work on roads.
- Investigate alternative sources of grant funds for identifiable council weed control projects, such as serrated tussock control.
- Maximise income from fees, charges and income producing operations.
- Investigate opportunities for the Council to enhance income from its operations.
- Ensure that all operations carried out on a contract or agreed basis on behalf of others, including the control of weeds on private property by arrangement with the landholder, are properly costed and the cost fully recovered.
- Ensure that the Council does not undertake weed control work for which the Council does not have a statutory obligation unless the work is properly costed and charged at its true cost.

Status as at 31st December 2025.

Continuing.

Additional income streams identified with private works for constituent Councils. Council has commenced projects for DPIRNSW in the Unincorporated Area and Cobar Shire. Other projects include provision of bio control agents to QLD and SA control agencies.

9. Strategic objective- Lobbying

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

public awareness campaigns.

Strategy

Increase politicians awareness of weeds.

Activities

- Write to politicians at every opportunity drawing attention to the importance of weeds and their impact on the community.
- Encourage interested groups in the community to lobby politicians about weeds issues and provide background material for their use in doing so.
- Invite politicians to Council meetings and to any other Council activities such as field days, community meetings, etc.
- Foster an interest in weeds in the local and rural press and news media and generate an interest in weeds by means of press releases in relation to any relevant Invasive weed matter, such as scientific advances, research, new control initiatives, council activities, and such like.
- Publicise weed matters within the Council's community and ensure that the importance of weeds is emphasised in all Council publications.
- Continue and enhance the practice of having constituent councils include with rate notices a suitable information brochure about Invasive weeds and the work of the Council.
- Continue and enhance the practice of having constituent councils include with Section 149 and 603 certificates a suitable information brochure about Invasive weeds and the work of the Council and advising of the desirability of having a pre-purchase inspection about the Invasive weed status of land.

Status as at 31st December 2025.

Continuing.

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

General Manager is arranging meetings with Biosecurity Commissioner and Local Member in 2025/26 to update on the CMCC weed projects..

10. Strategic objective- Technology

Enhance the educational and advisory role of the Council through the provision of

a range of written and electronic material and staff promotion of this role.

Strategy

Ensure that the Council fulfils its educations and advisory role.

Activities

- Ensure that Weeds Officers are aware of the importance of the educational and advisory role.
- Keep the training of Weeds Officer up to date so that they are better able to fulfil the educational and advisory role.
- Provide assistance to occupiers in completing Property Weed Management Plans and applying for the Council's approval to such plans.
- Council staff to attend at local agricultural shows and provide facilities for distributing educational and advisory material and provide advice on Invasive weed matters (perhaps jointly with Department of Primary Industries).
- Target solicitors and conveyancers and educate them on Invasive weed problems and how they might best protect their clients.

Status as at 31st December 2025.

Continuing.

Council undertakes a comprehensive publicity program each year with community programs held at Agquip and local agricultural shows, Lightning Ridge Opal festival. Other information days are held when necessary to highlight new and emerging weeds, new control measures and to enforce landowner compliance with the Biosecurity Act. Biosecurity Officers receive relevant training and in 2025/26 Senior Biosecurity Officer is participating in a training program about communicating with land managers. Other training undertaken this year is investigations for biosecurity officers.

11. Strategic objective – Regulatory Powers

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

Strategy

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

Activities

- Institute a program of inspections to ensure compliance by private occupiers with programs of work set out in approved Property Weed Management Plans.

- The General Manager will, in accordance with this Plan and other Council policies, authorise the issue of a penalty notice, or the prosecution of an occupier or owner, at the General Manager's discretion and after consultation with the Senior Biosecurity Officer, where it appears that an offence against the Act or the regulations has been committed.
- The General Manager will authorise the issue of a penalty notice, or the prosecution of an occupier or owner, only where the General Manager is satisfied that such action –
 - (a) is necessary to enforce compliance by the offender with the Act and all other methods to encourage compliance have been unsuccessful, or,
 - (b) will serve as an example to others and will encourage the control of Invasive weeds and further the implementation of this Strategy.
- The General Manager will authorise the issue of a penalty notice in preference to prosecution action.
- Publicise the Council's intention to use its regulatory powers to enforce the requirements of the Act with regard to Invasive weed control.
- Include in the Council's advisory and extension material an explanation of Councils regulatory powers and the circumstances in which the Council will use its regulatory powers to enforce the requirements of the Act.
- Weeds Officers to explain, both orally and in writing, to occupiers, and where appropriate, owners, who are failing to meet the requirements of the Act, the regulatory consequences that may follow their continued failure to comply with the requirements of the Act.
- Emphasise in press releases and on all appropriate public occasions that the Council will used its regulatory powers to enforce the requirements of the Act where there is continued failure by occupiers and owners to comply with the Act.
- Ensure that the powers of inspection are used strictly in accordance with the Act and the Council's priorities.
- Before entering premises the Council will make every reasonable endeavour to contact the occupier to discuss its intention to enter and will endeavour to secure the occupier's consent to the entry, and a permanent record of the circumstances and details of all oral consents by occupiers to enter premises will be kept.

- Endeavour to secure the cooperation of public authorities in controlling Invasive weeds on land that they occupy.
- Where a public authority has failed to comply with Section 13, and the Council has been unsuccessful in securing its cooperation in controlling Invasive weeds on land that it occupies, recommend to the Minister that a weed control notice be given by the Minister to the public authority.
- Ensure that the regulatory powers are used fairly and impartially and in accordance with this strategy.
- All staff are to be made aware of the provisions of this plan relating to the use of regulatory powers.
- The General Manager to thoroughly investigate all complaints concerning the use of the regulatory powers.
- Institute a program of random reviews of instances where a failure of occupiers or owners to comply with the Act has not resulted in regulatory action to ensure that the matters were managed in accordance with this strategy.
- Report to the Council the result of any reviews conducted.

Status as at 31st December 2025.

No legal action to date.

Property inspections are documented with generally good landowner/occupier control compliance. Invasive weeds infestations are generally reduced across the county area. Council in June 2024 approved the introduction of a new compliance system that will commence operations in 2025/26. Council has received a number of complaints concerning non-compliance and these are being followed up with the landowners. Council has taken the approach to educate land managers about invasive weeds and their control for overall long-term benefits for the community and environment.

ITEM 10.6 QUARTERLY BUDGET REVIEW STATEMENT – DECEMBER 2025

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The General Manager reports to Council on the status of the December 2025 Quarterly Budget Review (QBR) Statement. The report outlines the first quarter operations against the adopted 2025/2026 budget estimates, with income and expenditure variations made because of actual differences or known trends.

Background:

The Quarterly Budget Review document is a statutory requirement under the Local Government (General) Regulations 2005, Part 9, Division 3, Section 203 and is an essential aspect of Council's financial management. A budget review is to be prepared and submitted to Council not later than two months after the end of each quarter.

Current Position:

The current position is detailed in the attached Quarter 2 (period ending 31st December 2025) Quarterly Budget Review Statement report.

Generally, the majority of income and expenditure estimates for 2025/2026 are on track, however there is a number of variations brought to account in the attached report because of rollover projects from 2024/2025, availability of known actual figures or new projects coming online.

Council's General Fund operations after capital expenditures and transfers to and from reserves has recorded a surplus of \$1,543 for the quarter. The forecast cash result for the year is a deficit of \$28,196.

The major variations for the December 2025 quarter are listed below.

Description	Explanation	Saving	Expense
DPI North West WAP Grant	Regional WAP oversubscribed, therefore DPI didn't fund administration	10,577	10,577
DPI Central West WAP Grant	Estimate adjusted for actual grant advice	1,017	1,017
DPI Western WAP Grant	Additional funds to finance works for the window between May & June 2026	16,000	16,000
Sub Lease office income and lease expense	Office lease terminated with sale of property. Lost income from sub-lease, savings from reduced expense	8,800	15,200
Insurance claim and property expense	Bring to account funds from insurance claim with expense currently funded from maintenance expense quote	6,940	0
Private works	Increase in private works activity has resulted in additional income	12,000	5,000
WH&S Risk Management/Internal Audit	A rescheduled WH&S project to finance the Internal Audit program for 25/26	5,000	0
Property Insurance / Insurance property reserve	Statewide reviewed and adjusted 25/26 property premium downward with some of savings transferred to a property excess reserve	10,335	7,500

Annual, LS and Sick leave and leave reserve	Revised leave expenditure estimates adjusted for leave payout and actual staff accruals, netted off a transfer from the leave reserve	5,000 18,500	30,000 5,000
Other variations	Net of all other variations for the quarter		2,332
	Totals of adjustments	\$94,169	\$92,626
	Net adjustment for quarter	\$1,543	

Relevant Reference Documents/Policies:

Local Government Act 1993

Local Government (General) Regulation 2021

Integrated Planning and Reporting Framework

Governance issues:

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

In August 2025 the Office of Local Government (OLG) introduced a change to the Quarterly Budget Review Statement (QBRs) guidelines with standardised report templates for Council adoption and submission to the OLG. Council are required to commence reporting the first quarter for 2025/2026 by the 30th November 2025.

Financial Implications:

The Quarterly Budget Review details Councils current financial projections for the 2025/2026 fiscal year as at the quarter ending 31st December 2025.

Alternative Solutions/Options:

Not Applicable

Conclusion:

The QBRs as at 31st December 2025 provides council with information relating to the status of the budget after six (6) months of operation.

Quarterly budget review statement – December 2025	
Recommendation:	
That Council adopt the attached Quarterly Budget Review Statement for 31 st December 2025 as tabled.	
Moved:	
Seconded:	

Attachments:

December 2025. Quarterly Budget Review Statement

OLG QBR Data Return December 2025

CASTLEREAGH MACQUARIE COUNTY COUNCIL								
Quarterly Budget Review as at 31st December 2025.								
	Adopted Budget 2025-26	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2025-26	Actual To Date	Balance Remaining For Year	% utilised for year
INCOME								
Administration								
DPI - NW LLS WAP Grant	\$124,073	(\$4,196)	\$119,877	(\$10,577)	\$109,300	\$0	\$109,300	0%
DPI - CW LLS WAP Grant	\$257,629	(\$8,712)	\$248,917	(\$1,017)	\$247,900	\$0	\$247,900	0%
DPI Unincorporated Area	\$149,460		\$149,460	\$16,000	\$165,460	\$149,460	\$16,000	90%
Parkinsonia Control Grant	\$17,650	(\$2,650)	\$15,000		\$15,000	\$0	\$15,000	0%
Parkinsonia 2025-2026	\$0	\$60,000	\$60,000		\$60,000	\$60,000	\$0	100%
Rubber Vine Project	\$0		\$0		\$0	\$0	\$0	#DIV/0!
Bio Wet wall grant		\$6,114	\$6,114		\$6,114	\$6,114	\$0	100%
Constituent Council Contribs	\$643,381		\$643,381		\$643,381	\$643,381	\$0	100%
Interest on Investments	\$47,634	\$8,000	\$55,634		\$55,634	\$21,600	\$34,034	39%
Lease office space	\$20,800		\$20,800	(\$15,200)	\$5,600	\$5,600	\$0	100%
Insurance Claim - Property	\$0		\$0	\$6,940	\$6,940	\$6,940	\$0	100%
WH&S Incentive Rebate	\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Administration - Total	\$1,265,627	\$58,556	\$1,324,183	(\$3,854)	\$1,320,329	\$893,095	\$427,234	68%
Private Works								
Private Works Income	\$50,500		\$50,500	\$12,000	\$62,500	\$52,523	\$9,977	84%
Private Works - Total	\$50,500	\$0	\$50,500	\$12,000	\$62,500	\$52,523	\$9,977	84%
Other Income								
Plant Income	\$165,793		\$165,793		\$165,793	\$81,414	\$84,379	49%
profit on sale of plant	\$5,000		\$5,000		\$5,000	\$0	\$5,000	0%
Other Income - Total	\$170,793	\$0	\$170,793	\$0	\$170,793	\$81,414	\$89,379	48%
Revenue Income - Total	\$1,486,920	\$58,556	\$1,545,476	\$8,146	\$1,553,622	\$1,027,032	\$526,590	\$2
EXPENDITURE								
Administration Costs								
General Manager's Salary	\$81,920		\$81,920		\$81,920	\$33,846	\$48,074	41%
Contract Administrative Support	\$12,913		\$12,913		\$12,913	\$9,900	\$3,013	77%
Administration Salaries	\$63,499		\$63,499		\$63,499	\$25,503	\$37,996	40%
Contribution by HP, Park and WAP	(\$84,592)	(\$13,636)	(\$98,228)		(\$98,228)	(\$25,000)	(\$73,228)	25%
WH&S Risk Management	\$5,000		\$5,000	(\$5,000)	\$0	\$0	\$0	#DIV/0!
Administration travelling and meeting expens	\$2,000		\$2,000	\$2,000	\$4,000	\$1,820	\$2,180	46%
Audit Fees	\$19,000		\$19,000	\$270	\$19,270	\$11,500	\$7,770	60%
Audit Risk Improvement Committee	\$9,539		\$9,539		\$9,539	\$0	\$9,539	0%
Internal Audit	\$0	\$7,000	\$7,000		\$7,000	\$1	\$6,999	0%
Advertising	\$4,608		\$4,608		\$4,608	\$2,103	\$2,505	46%
Printing & Stationary	\$3,584		\$3,584	\$2,000	\$5,584	\$4,817	\$767	86%
Postage & Freight	\$1,357		\$1,357		\$1,357	\$722	\$635	53%
Telephone	\$9,901		\$9,901		\$9,901	\$4,259	\$5,642	43%
Bank Charges	\$771		\$771		\$771	\$200	\$571	26%
Legal Expenses	\$1,024		\$1,024		\$1,024	\$0	\$1,024	0%
sundry admin expenses	\$12,288		\$12,288		\$12,288	\$8,337	\$3,951	68%
lease fee expense Walgett	\$20,800		\$20,800	(\$8,800)	\$12,000	\$7,800	\$4,200	65%
Office maintenance and running expense	\$7,987		\$7,987	(\$2,000)	\$5,987	\$4,037	\$1,950	67%
IT purchases expensed in year	\$7,168		\$7,168	\$0	\$7,168	\$2,269	\$4,899	32%
Computer & office equipment maintenance	\$22,000		\$22,000	\$0	\$22,000	\$13,768	\$8,232	63%
web site costs	\$1,024		\$1,024		\$1,024	\$0	\$1,024	0%
Administration Costs - Total	\$201,791	(\$6,636)	\$195,155	(\$11,530)	\$183,625	\$105,882	\$77,743	58%

		Adopted	Approved	Revised	Requested	Revised	Actual	Balance	%
		Budget 2025-26	Variation	Budget	Variation This QTR	Budget 2025-26	To Date	Remaining For Year	utilised for year
Insurance Costs									
Fidelity Guarantee	\$2,864	\$2,295	\$5,159			\$5,159	\$5,159	\$0	100%
Public Liability & Prof Indemnity	\$41,476	\$1,054	\$42,530			\$42,530	\$42,530	\$0	100%
Property Insurance	\$10,776	\$5,591	\$16,367	(\$10,335)		\$6,032	\$6,032	\$0	100%
Personal Accident	\$1,957	\$1	\$1,958			\$1,958	\$1,958	\$0	100%
Councillor's and Officers' Liability	\$15,255	\$238	\$15,493			\$15,493	\$15,493	\$0	100%
Motor vehicle liability	\$7,793	\$3,362	\$11,155			\$11,155	\$11,155	\$0	100%
Insurance Costs - Total	\$80,121	\$12,541	\$92,662	(\$10,335)		\$82,327	\$82,327	\$0	100%
Governance Costs									
Chairperson's Allowance	\$4,250		\$4,250			\$4,250	\$1,870	\$2,380	44%
Councillors' Meeting Fees	\$19,734		\$19,734			\$19,734	\$8,708	\$11,026	44%
Councillors' Travelling	\$10,525		\$10,525			\$10,525	\$3,829	\$6,696	36%
Councillors' Subsistence - CMCC Mtgs	\$1,542		\$1,542			\$1,542	\$712	\$830	46%
Subscription - Shires Assoc	\$3,127		\$3,127			\$3,127	\$0	\$3,127	0%
Delegates Expenses	\$1,639		\$1,639			\$1,639	\$0	\$1,639	0%
Councillors Superannuation	\$1,049		\$1,049			\$1,049	\$329	\$720	31%
Governance Costs - Total	\$41,866	\$0	\$41,866	\$0		\$41,866	\$15,448	\$26,418	37%
Employee Overheads									
ToolBox Meetings	\$1,476		\$1,476			\$1,476	\$721	\$755	49%
Annual Leave	\$35,723		\$35,723	\$30,000		\$65,723	\$48,303	\$17,420	73%
Long Service Leave	\$42,878		\$42,878	(\$5,000)		\$37,878	\$18,549	\$19,329	49%
Sick Leave	\$17,861		\$17,861	\$5,000		\$22,861	\$15,872	\$6,989	69%
compassionate leave	\$1,786		\$1,786			\$1,786	\$0	\$1,786	0%
Employee Overheads distributed to works	(\$213,251)		(\$213,251)			(\$213,251)	(\$127,321)	(\$85,930)	60%
Union Picnic Day	\$703		\$703			\$703	\$727	(\$24)	103%
Public Holidays NEI	\$17,195		\$17,195			\$17,195	\$1,920	\$15,275	11%
Superannuation	\$70,178		\$70,178			\$70,178	\$31,789	\$38,389	45%
Workers Compensation	\$9,461		\$9,461			\$9,461		\$9,461	0%
Protective Clothing	\$2,546		\$2,546			\$2,546	\$1,365	\$1,181	54%
Staff travel to meetings CCMC 61218	\$4,096		\$4,096			\$4,096	\$1,746	\$2,350	43%
Allowances Disability/Climatic	\$709		\$709			\$709	\$0	\$709	0%
Staff Training	\$8,639		\$8,639			\$8,639	\$6,329	\$2,310	73%
Sub -Total - Employee Overheads	\$0	\$0	\$0	\$30,000		\$30,000	\$0	\$30,000	0%
Sub Total Administrative Overheads	\$323,778	\$5,905	\$329,683	\$8,135		\$337,818	\$203,657	\$134,161	60%
Employee Overheads - Total									
Destruction of Weeds									
WAP CW	\$515,258		\$515,258	(\$1,017)		\$514,241	\$262,105	\$252,136	51%
WAP NW	\$248,145		\$248,145	(\$10,577)		\$237,568	\$90,069	\$147,499	38%
Council roads	\$60,000		\$60,000			\$60,000	\$39,339	\$20,661	66%
Parkinsonia project	\$0	\$60,000	\$60,000			\$60,000	\$45,805	\$14,195	76%
Unincorporate Area	\$149,460		\$149,460	\$16,000		\$165,460	\$46,834	\$118,626	28%
Parkinsonia project Unincorporated Area	\$0	\$15,000	\$15,000			\$15,000	\$0	\$15,000	0%
Contribution Administration UA	(\$13,636)	\$13,636	\$0			\$0		\$0	#DIV/0!
Destruction of Weeds - Total	\$959,227	\$88,636	\$1,047,863	\$4,406		\$1,052,269	\$484,152	\$568,117	46%
Private Works									
Cost of Private Works	\$27,775		\$27,775	\$5,000		\$32,775	\$27,509	\$5,266	84%
Private Works -Total	\$27,775	\$0	\$27,775	\$5,000		\$32,775	\$27,509	\$5,266	84%

		Adopted Budget 2025-26	Approved Variation	Revised Budget	Requested Variation This QTR	Revised Budget 2025-26	Actual To Date	Balance Remaining For Year	% utilised for year
Other Expenses									
Depot Expenses	\$11,094			\$11,094	\$0	\$11,094	\$8,335	\$2,759	75%
Storage Rental	\$4,793			\$4,793	\$29	\$4,822	\$4,822	\$0	100%
Plant Expenses	\$85,793			\$85,793		\$85,793	\$33,668	\$52,125	39%
Depreciation	\$80,000			\$80,000		\$80,000	\$40,000	\$40,000	50%
Other Expenses - Total	\$181,680	\$0	\$181,680	\$29		\$181,709	\$86,825	\$94,884	48%
Revenue Expenses - Total	\$1,492,460	\$94,541	\$1,587,001	\$17,570		\$1,604,571	\$802,143	\$802,428	50%
Net Operating Surplus/(Deficit) after Deprec	(\$5,540)	(\$35,985)	(\$41,525)	(\$9,424)		(\$50,949)	\$224,889	(\$275,838)	-441%
Capital Income									
Sale/Trade in of Plant Assets	\$26,000		\$34,900	\$60,900	\$9	\$60,909	\$60,909	\$0	100%
Transfer from ELE Reserve	\$0			\$0	\$18,500	\$18,500		\$18,500	0%
Transfer from Building Reserve	\$5,000		\$15,000	\$20,000		\$20,000		\$20,000	0%
Transfer from Plant Reserve	\$8,000			\$8,000		\$8,000		\$8,000	0%
Capital Income - Total	\$39,000	\$49,900	\$88,900	\$18,509		\$107,409	\$60,909	\$46,500	57%
Capital Expenditure									
Minor Building Improvements	\$2,000			\$2,000		\$2,000		\$2,000	0%
Bio Control unit	\$2,000		\$4,114	\$6,114		\$6,114		\$6,114	0%
New Vehicles - Nett	\$46,000		\$66,000	\$112,000	\$42	\$112,042	\$112,042	\$0	100%
New Spray Rigs	\$0			\$0		\$0		\$0	0%
Small Plant, Tools, Radios	\$2,000			\$2,000		\$2,000		\$2,000	0%
Transfer to ELE Reserve	\$10,000		(\$10,000)	\$0		\$0		\$0	#DIV/0!
Transfer to IT Reserve	\$15,000		\$15,000	\$30,000		\$30,000		\$30,000	0%
Transfer to Property Insurance Reserve	\$0			\$0	\$7,500	\$7,500		\$7,500	0%
Transfer to Plant Reserve	\$30,000		(\$30,000)	\$0		\$0		\$0	#DIV/0!
Capital Expenditure - Total	\$107,000	\$45,114	\$152,114	\$7,542		\$159,656	\$112,042	\$47,614	70%
Net Capital Surplus/(Deficit)	(\$68,000)	\$4,786	(\$63,214)	\$10,967		(\$52,247)	(\$51,133)	(\$1,114)	
Summary									
Total Income	\$1,525,920		\$108,456	\$1,634,376	\$26,655	\$1,661,031	\$1,087,941	\$573,090	
Total Expenditure	\$1,599,460		\$139,655	\$1,739,115	\$25,112	\$1,764,227	\$914,185	\$850,042	
Net Total Surplus/(Deficit)	(\$73,540)	(\$31,199)	(\$104,739)	\$1,543		(\$103,196)	\$173,756	(\$276,952)	
Add back depreciation and profit on sale	\$75,000			\$75,000		\$75,000		\$75,000	
Less Profit on sale	\$0			\$0		\$0		\$0	
Net cash result for year Surplus (Deficit)	\$1,460	(\$31,199)	(\$29,739)	\$1,543		(\$28,196)	\$173,756	(\$201,952)	

Office of Local Government QBRs 25-26 Quarter 2

Return to: qbrs@olg.nsw.gov.au in Excel format

Due Date: 28 February 2026

Council Name:	Castlereagh-Macquarie County Council
Quarter end:	31/12/2025

Contact Name:	Michael Urquhart
Contact Phone:	0448050563
Contact Email:	murquhart@cmcc.nsw.gov.au

Comments on Return:

Note: to insert line breaks in comment box, press Alt-Enter.

Only WHITE cells need to be populated

DO NOT ENTER N/A into Cells - leave blank if no data

Questions relating to this return should be directed to:

Office of Local Government

Performance Team

(02) 4428 4100

QTRS FINANCIAL OVERVIEW

Castlereagh-Macquarie County Council

Budget review for the quarter ended 31/12/25

DESCRIPTION	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL
	Actual 2024/25 \$000's	Budget 2025/26 \$000's	Original Q 1 \$000's	Changes Review Q 2 \$000's	Changes Review Q 3 \$000's	Changes Review Q 3 \$000's	Budget	changes for council resolution \$000's	Year End (PYB) Result 2025/26 \$000's	ORIGINAL budget v PYB 2025/26 \$000's
Net Operating Result before grants and contributions provided for capital purposes	General Fund	-102	-5	-36	0	0	-41	-9	-50	-45
	Water Fund	0	0	0	0	0	0	0	0	0
	Sewer Fund	0	0	0	0	0	0	0	0	0
	Consolidated	-102	-5	-36	0	0	-41	-9	-50	-45
Operating Result from continuing operations (with capital grants and contributions) excluding depreciation, amortisation and impairment of non financial assets	Consolidated	7	75	-36	0	0	39	-9	30	-45
	Borrowings	Total borrowings					0		0	0
		External restrictions	277	0	0	0	0	0	0	0
		Internal Allocations	194	237	-40	0	0	197	-11	186
Liquidity		Unallocated	977	819	4	0	0	823	2	825
		Total Cash, Cash Equivalents and Inves	1,448	1,056	-36	0	0	1,020	-9	1,011
										-45
										817
Capital	Capital Funding	0	106	6	0	0	112	0	112	6
	Capital Expenditure	0	106	6	0	0	112	0	112	6
	Net Capital	0	0	0	0	0	0	0	0	0

	Opening	Total Cash	Total	Total	Total	Held as	Cumulative balance of internal
	Balance	Contributions	Interest	Expended	Internal	Restricted	borrowings (to)/from
	As at 1 July 2025 \$000's	As at this Q \$000's	Received	Earned	Borrowings (to)/from	Asset \$000's	As at this Q \$000's
Developer Contribution	Total Developer Contributions	0	0	0	0	0	0

Income and Expenses Budget Review Statement										
Castlereagh-Macquarie County Council										
Budget review for the quarter ended 31/12/2025										
Consolidated Fund										
Description	Previous Year Actual 2024/25 \$000's	Current Year Original 2025/26 \$000's	Approved Changes Review Q 1 \$000's	Approved Changes Review Q 2 \$000's	Approved Changes Review Q 3 \$000's	Revised Budget \$000's	Recommended changes for council resolution \$000's	Projected Year End (FYB) Result 2025/26 \$000's	VARIANCE ORIGINAL budget v FYE 2025/26 \$000's	ACTUAL YTD 2025/26 \$000's
INCOME										
Rates and Annual Charges						0		0	0	0
User Charges and Fees	31	50				50	12	62	12	21
Other Revenue	5					0		0	0	0
Grants and Contributions - Operating	1,210	1,192	51			1,243	4	1,247	55	859
Grants and Contributions - Capital						0		0	0	0
Interest and Investment Income	62	48	8			56		56	8	34
Other Income	19	21				21	-8	13	-8	13
Net gain from disposal of assets		5				5		5	0	0
Total Income from continuing operations	1,327	1,316	59	0	0	1,375	8	1,383	67	927
EXPENSES										
Employee benefits and on-costs	780	705	76			781	39	820	115	447
Materials & Services	539	536	19			555	-22	533	-3	241
Borrowing Costs	1					0		0	0	0
Other Expenses						0		0	0	0
Net Loss from Disposal of Assets						0		0	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	1,320	1,241	95	0	0	1,336	17	1,353	112	688
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	7	75	-36	0	0	39	-9	30	-45	239
Depreciation, amortisation and impairment of non financial assets	109	80				80		80	0	40
Operating result from continuing Operations	-102	-5	-36	0	0	-41	-9	-50	-45	199
Net Operating Result before grants and contributions provided for capital purposes	-102	-5	-36	0	0	-41	-9	-50	-45	199
Notes										
Original Budget +/- approved budget changes in previous quarters = REVISED Budget										
Revised Budget +/- recommended changes this quarter = PROJECTED year results										
The quarterly recommended changes to the revised budget are to include:										
1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan										
2) any impacts of year to date expenditure on recommended changes to budget										
Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.										
The narrative is important in understanding why budget changes are necessary.										

Income and Expenses Budget Review Statement Castlereagh-Macquarie County Council Budget review for the quarter ended 31/12/2025										
Description	General Fund									
	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL
	Actual	Original	Changes	Changes	Changes	Budget	changes	Year End	ORIGINAL	YTD
	2024/25	2025/26	Review	Review	Review		for council	(PYE)	budget v PYE	
	\$000's	\$000's	Q 1	Q 2	Q 3	\$000's	resolution	2025/26	2025/26	2025/26
			\$000's	\$000's	\$000's		\$000's	\$000's	\$000's	\$000's
INCOME										
Rates and Annual Charges						0		0	0	
User Charges and Fees	31	50				50	12	62	12	21
Other Revenue	5					0		0	0	
Grants and Contributions - Operating	1,210	1,192	51			1,243	4	1,247	55	859
Grants and Contributions - Capital						0		0	0	
Interest and Investment Income	62	48	8			56		56	8	34
Other Income	19	21				21	-8	13	-8	13
Net gain from disposal of assets		5				5		5	0	
Total Income from continuing operations	1,327	1,316	59	0	0	1,375	8	1,383	67	927
EXPENSES										
Employee benefits and on-costs	780	705	76			781	39	820	115	447
Materials & Services	539	536	19			555	-22	533	-3	241
Borrowing Costs	1					0		0	0	
Other Expenses						0		0	0	
Net Loss from Disposal of Assets						0		0	0	
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	1,320	1,241	95	0	0	1,336	17	1,353	112	688
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	7	75	-36	0	0	39	-9	30	-45	239
Depreciation, amortisation and impairment of non financial assets	109	80				80		80	0	40
Operating result from continuing Operations	-102	-5	-36	0	0	-41	-9	-50	-45	199
Net Operating Result before grants and contributions provided for capital purposes	-102	-5	-36	0	0	-41	-9	-50	-45	199

Income and Expenses Budget Review Statement

Castlereagh-Macquarie County Council

Budget review for the quarter ended 31/12/2025

Water Fund

Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL
	Actual	Original	Changes	Changes	Changes		changes	Year End	ORIGINAL	YTD
	2024/25	2025/26	Q 1	Review	Q 2	Review	Budget	(PYE)	Result	2025/26
INCOME										
Access Charges						0			0	0
User Charges						0			0	0
Fees						0			0	0
Grants & Contributions - Operating						0			0	0
Interest and Investment Income						0			0	0
Other Income						0			0	0
Net gain from disposal of assets						0			0	0
Total Income from continuing operations	0	0	0	0	0	0	0	0	0	0
EXPENSES										
Employee benefits and on-costs						0			0	0
Materials & Services						0			0	0
Borrowing Costs						0			0	0
Water purchase charges						0			0	0
Calculated taxaction equivalents						0			0	0
Debt guarantee fee						0			0	0
Other Expenses						0			0	0
Net Loss from Disposal of Assets						0			0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	0	0	0	0	0	0	0	0	0	0
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	0	0	0	0	0	0	0	0	0	0
Depreciation, amortisation and impairment of non financial assets						0			0	0
Surplus / (Deficit) from continuing operations before capital amounts	0	0	0	0	0	0	0	0	0	0
Grants and Contributions - Capital						0			0	0
Surplus / (Deficit) from continuing operations after capital amounts	0	0	0	0	0	0	0	0	0	0

Income and Expenses Budget Review Statement Castlereagh-Macquarie County Council Budget review for the quarter ended 31/12/2025										
Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL
	Actual 2024/25 \$000's	Budget 2025/26 \$000's	Original Review Q 1 \$000's	Changes Review Q 2 \$000's	Changes Review Q 3 \$000's	Budget \$000's	changes for council resolution \$000's	Year End (PYE) Result 2025/26 \$000's	ORIGINAL budget v PYE 2025/26 \$000's	YTD 2025/26 \$000's
INCOME										
Access charges						0		0	0	0
User charges						0		0	0	0
Liquid trade-waste charges						0		0	0	0
Fees						0		0	0	0
Grants and contributions - Operating						0		0	0	0
Interest and Investment Income						0		0	0	0
Other Income						0		0	0	0
Net gain from disposal of assets						0		0	0	0
Total Income from continuing operations	0	0	0	0	0	0	0	0	0	0
EXPENSES										
Employee benefits and on-costs						0		0	0	0
Materials & Services						0		0	0	0
Borrowing Costs						0		0	0	0
Calculated taxation equivalents						0		0	0	0
Debt Guarantee fee						0		0	0	0
Other Expenses						0		0	0	0
Net Loss from Disposal of Assets						0		0	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	0	0	0	0	0	0	0	0	0	0
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	0	0	0	0	0	0	0	0	0	0
Depreciation, amortisation and impairment of non financial assets						0		0	0	0
Surplus / (Deficit) from continuing operations before capital amounts	0	0	0	0	0	0	0	0	0	0
Grants and Contributions - Capital						0		0	0	0
Surplus / (Deficit) from continuing operations after capital amounts	0	0	0	0	0	0	0	0	0	0

Capital Budget Review Statement

Castlereagh-Macquarie County Council

Budget review for the quarter ended 31/12/2025

Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL YTD
	Actual	Original	Changes	Changes	Changes	Budget	changes	Year End	ORIGINAL	
	2024/25	Budget	Review	Review	Review	\$000's	for council	(PYE)	budget v PYE	
CAPITAL FUNDING										
Rates & other untied funding		38	5			43		43	5	43
Capital Grants & Contributions						0		0	0	0
Reserves - External Restrictions						0		0	0	0
Reserves - Internally Allocated		8				8		8	0	8
New Loans						0		0	0	0
Proceeds from sale of assets		60	1			61		61	1	61
Other						0		0	0	0
Total Capital Funding	0	106	6	0	0	112	0	112	6	112
CAPITAL EXPENDITURE										
WIP						0		0	0	0
New Assets						0		0	0	0
Asset Renewal		106	6			112		112	6	112
Other						0		0	0	0
Total Capital Expenditure	0	106	6	0	0	112	0	112	6	112
Net Capital Funding - Surplus / (Deficit)	0	0	0	0	0	0	0	0	0	0

Cash and Investments Budget Review Statement Castlereagh-Macquarie County Council										
Budget review for the quarter ended 31/12/2025										
Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL
	Actual	Original	Changes	Changes	Changes		changes	Year End	ORIGINAL	YTD
	2024/25	2025/26	Review	Review	Review	Budget	for council	(PYE)	budget v PYE	2025/26
	\$000's	\$000's	Q 1	Q 2	Q 3	\$000's	resolution	Result	2025/26	\$000's
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	2025/26	\$000's	\$000's
Total Cash, Cash Equivalents & Investments	1,448	1,056	-36			1,020	-9	1,011	-45	817
EXTERNALLY RESTRICTED										
Water Fund						0		0		0
Sewer Fund						0		0		0
Developer contributions - General						0		0		0
Developer contributions - Water						0		0		0
Developer contributions - Sewer						0		0		0
Transport for NSW Contributions						0		0		0
Domestic waste management						0		0		0
Stormwater management						0		0		0
Other	277					0		0		0
Total Externally Restricted	277	0	0	0	0	0	0	0	0	0
Cash, cash equivalents & investments not subject to external restrictions	1,171	1,056	-36	0	0	1,020	-9	1,011	-45	817
INTERNAL ALLOCATIONS										
Employee entitlements	116	127	-10			117	-19	98	-29	
Plant & Equipment	58	80	-30			50		50	-30	
Building	20	15	-15			0		0	-15	
Computer Equipment		15	15			30		30	15	
Property Insurance						0	8	8	8	
Insert nature of allocation						0		0	0	
Other						0		0	0	
Total Internally Allocated	194	237	-40	0	0	197	-11	186	-51	0
Unallocated	977	819	4	0	0	823	2	825	6	817

Castlereagh Macquarie County Council Agenda –23rd February 2026 – Ordinary Council Meeting

Purpose		Opening Balance As at 1 July 2025 \$000's	Developer Contributions Received															Held as Restricted Asset	Cumulative balance of internal borrowings (to)/from As at this Q \$000's	
			Cash	Cash	Cash	Non-Cash Land	Non-Cash Land	Non-Cash Land	Non-Cash Other	Non-Cash Other	Non-Cash Other	Interest Earned	Interest Earned	Interest Earned	Monetary Amounts Expended	Monetary Amounts Expended	Monetary Amounts Expended	Internal Borrowings (to)/from	Internal Borrowings (to)/from	
Drainage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Roads		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic facilities		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open space		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community facilities		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total S7.11 Under plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S7.11 Not under plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S7.12 Levies		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S7.4 Planning agreements		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S64 Contributions		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Developer Contributions		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ITEM 10.7 HOME INTERNET REIMBURSEMENT - POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report is presented to Council for consideration in support of the reimbursement of internet costs to Council employees when providing “Work From Home” (WFH) internet services.

Background:

The very nature of Council's operations and its staff engagement contracts has established a network of “work from home” offices, which makes possible for the Council management team to operate effectively and achieve workplace objectives.

Current Position:

As of February 2026, Council has all three (3) of its executive staff working from home offices across the region, and two (2) staff are currently affording internet services at their own expense for the purpose of fulfilling their respective work commitments.

To appropriately compensate staff for the supply of internet services for work purposes in a work from home situation, requires the development of a suitable policy that is fair and equitable to both parties. The attached policy sets out the eligibility requirements and compliance with relevant legislation. The Fair Work Act 2009 Section 325 as detailed below sets out the reasons why Council should introduce an effective policy to compensate staff for work related employee internet expenses.

FAIR WORK ACT 2009 - SECT 325

Unreasonable requirements to spend or pay amount

(1) A employer must not directly or indirectly require an employee to spend, or pay to the employer or another person, an amount of the employee's money or the whole or any part of an amount payable to the employee in relation to the performance of work, if:

- (a) the requirement is unreasonable in the circumstances; and*
- (b) for a payment--the payment is directly or indirectly for the benefit of the employer or a party related to the employer.*

Governance issues:

Local Government Act 1993

Local Government (General) Regulation 2021

Fair Work Act 2009

Safe Work NSW WH&S Regulation 2025

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council

Council staff

Financial Implications:

The “actual cost work proportion” calculation method as outlined in the attached policy does come with added expenditure for Council and based upon current internet service costs this will be in the order of \$2,172 per annum. The writer plans to finance this reimbursement expense from the existing Office Expense vote and its savings to be recognised with the cancellation of the lease of 55 Fox Street Walgett effective 31st January 2026. This reimbursement method avoids Fringe Benefits Tax as there is no financial compensation for private purposes.

Alternative Solutions/Options:

Not reimburse staff for providing work related internet services to conduct work activities while working from home. This is not conducive to good workplace relations nor Council compliance with the Fair Work Act 2009.

Conclusion:

The General Manager is recommending to Council for the adoption of the attached policy in recognising the staff and their financial contribution to the provision of internet services to conduct their respective workplace activities while working from home

Home Internet Reimbursement - Policy

Recommendation:

That Council adopts the “Home Internet Reimbursement” policy effective 236rd February 2026.

Moved:

Seconded:

Attachments:

Home Internet Reimbursement Policy



Home Internet Reimbursement Policy

Adoption date:

Review Date:

Responsible Officer: General Manager

1) Scope

This policy applies to Permanent and Term Contract employees who have approved remote work from home (WFH) arrangements and provide home internet connectivity to their residence at their own expense, to conduct WFH duties.

2) Objectives

This policy sets out when and how the Council reimburses employees for home internet expenses reasonably incurred while performing their duties from home. It ensures compliance with the Fair Work Act 2009 (s.325) and Fair Work Ombudsman guidance (unreasonable requirements to spend or pay back money) and supports safe and effective remote work practices in NSW. [Refs: FWA s.325; FWO guidance]

3) Guiding principles

1. Reasonableness & necessity: Council will reimburse the cost of home internet that is necessary to perform duties. Council doesn't require employees to incur unreasonable work costs. [Refs: Fair Work s.325; FWO]
2. WHS first: Remote work must be safe. Managers and workers must maintain effective communication and manage risks associated with remote/isolated work in NSW. [Refs: SafeWork NSW; Safe Work Australia]
3. ATO-compliant records: Reimbursements must be supported with tax invoices/WFH evidence (weekly timesheets) and expense payment declaration to meet ATO substantiation and FBT/GST requirements. [Refs: ATO – Expense payment fringe benefits]

4) Eligibility

- A current, approved WFH arrangement (email or form) stating days worked from home.
- The employee incurs internet costs to work from home, and the Council has not provided a corporate connection. [Ref: ATO WFH expenses]
- The employee can provide monthly tax Invoice showing plan cost and can apportion the work-related percentage (see Section 7). [Ref: ATO WFH expenses]

Note: If the Council provides a Council-funded connection or hotspot solely for business use, no reimbursement applies for that employee's private home plan.

5) Reimbursable items & limits

5.1 Reimbursable

- Monthly home fixed-line internet or mobile broadband service charges including Starlink Satellite Internet.
- Excess data fees where caused by work usage.
- Connection/installation fees where remote work is ongoing and approved in advance.

5.2 Not reimbursable

- Streaming services, gaming bundles, home phone packs, set-top boxes, or purely private usage.
- Early termination fees (unless Council-directed).
- Equipment (modems/routers).

5.3 Reimbursement calculation

Actual Cost - Work Proportion-of-Account Reimbursement

Council reimburses the work-related percentage of the employee's home internet account to a maximum of \$125/ month, calculated monthly using ATO-aligned apportionment methods and supported by documentation. This method eliminates FBT as reimbursement is entirely work related.

How it works:

1. Employees provide their monthly internet tax invoice.
2. Employee calculates the work-related percentage using days-at-home method, adjusted for significant private usage. Employee completes ATO “Expense Payment Fringe Benefits Declaration”. Ref: ATO WFH expenses]
3. Reimbursement = (monthly plan cost + any work-related excess data) × work-related percentage.
4. The General Manager reviews documentation in line with ATO expense payment fringe benefit requirements and record-keeping. [Ref: ATO – Expense payment FBT]

Advantages

- Fair and precise — reimburses actual work-related cost.
- Aligns with ATO WFH and FBT substantiation requirements.

Considerations

- Requires employees to keep tax invoices and WFH hours evidence (weekly timesheets). [Ref: ATO fixed-rate record-keeping]

Example

Plan: \$125/month. Work pattern: 4 days WFH → approx. 80% after adjusting for private use. Reimbursement: \$100 (0.8 × \$125).

6) Minimum technical standards

To ensure productivity and WHS (communication):

- Minimum plan: NBN25/10 (or better) or equivalent 4G/5G with reliable coverage at the home location.
- Starlink Satellite Internet connection.
- If coverage is inadequate for safe work (e.g., cannot maintain required communication), the arrangement must be reviewed or alternative controls put in place (e.g., Council hotspot, booster). [Ref: SafeWork NSW remote/isolated work communication]

7) Apportioning work-related use

Evidence to keep, monthly Tax Invoice, timesheets (held by Council) showing WFH hours. This aligns with ATO record-keeping expectations for working-from-home expenses.

Information for employees: If you personally claim ATO WFH deductions for internet and also receive reimbursement for the same cost, you cannot claim twice.

8) Claim process

- Frequency: Monthly (submit claim and copy of Tax Invoice by the 15th of the following month).
- Payment: Via creditors system within seven (7) days of approval.

Document retention: Employees and the Council must retain records for 5 years in case of ATO/WHS audit. [Ref: ATO FBT and WFH records]

9) Interaction with other entitlements

This policy does not reduce any allowance or expense entitlement in an applicable award the more beneficial term applies.

10) Tax treatment (Employer & Employee)

- Reimbursement vs allowance: Council shall reimburse actual costs with receipts and a work-use percentage. Properly documented reimbursements are generally not assessable to the employee; however, they may be expense payment fringe benefits for the employer. [Ref: ATO – Expense payment FBT]
- FBT: Paying or reimbursing home internet can create an expense payment fringe benefit. Taxable value is typically the reimbursed amount, reduced by the substantiated work-use portion or any employee contribution. [Ref: ATO – Expense payment FBT]
- GST credits: With a valid tax invoice and business use, the Council may claim GST credits on the reimbursed work-related share. [Ref: ATO – Expense payment FBT/GST]
- Employee personal tax returns: If Council reimburses the work portion, employees should not claim that same portion as a deduction. ATO's WFH guidance.

11) WHS obligations for remote work (NSW)

- The Council (as a PCBU) will, so far as reasonably practicable, manage the risks of remote and isolated work and maintain effective communication systems (e.g., mobile phone, personal duress systems and two-way radio. [Refs: SafeWork NSW; Safe Work Australia]
- Employees must take reasonable care, follow safety instructions, and promptly report hazards or outages that affect safe work from home. [Ref: Safe Work Australia]

Note: NSW's WHS Regulation 2025 is in force. While the remade Regulation largely continues prior rules, it strengthens psychosocial risk requirements; CMCC remote-work WHS procedures align with these obligations. [Ref: SafeWork NSW – WHS Regulation 2025]

12) Privacy & cybersecurity

Only submit Tax Invoices via approved systems; redact private information not needed for verification. Follow Councils adopted Cybersecurity policies when using home networks for Council data as developed by Councils third party IT provider.

13) Audit & compliance

The General Manager may audit claims at any time. Missing records may lead to denied reimbursement and/or policy training.

14) Roles & responsibilities

- Employees: Keep accurate records, submit timely claims, maintain adequate service, and notify of significant changes (e.g., plan changes, moving house).
- General Manager: Approve eligibility, ensure WHS communications are in place, monitor reasonableness.
- Administration Officer: Apply GST/FBT rules, retain records, process reimbursements.
- General Manager Maintains this policy, align with awards/agreements.

15) Policy review

Reviewed annually or when legislation/ATO guidance changes (e.g., ATO fixed-rate updates).

References (Key Links)

- *Fair Work Act 2009 (Cth) s.325; Fair Work Ombudsman – Requirements to spend or pay back money*
- *Fair Work Ombudsman – Allowances (award interactions)*
- *SafeWork NSW – Remote or isolated work; Safe Work Australia – WHS duties for remote work*
- *SafeWork NSW – WHS Regulation 2025 (context & psychosocial risk emphasis)*
- *ATO – Working from home expenses (individuals); Fixed-rate method (67c/70c) (record-keeping)*
- *ATO – Expense payment fringe benefits (FBT treatment & records)*

ITEM 10.8 STAFF UNIFORM & PPE - POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report is presented to Council for consideration to formalise the existing Council process for its issue of staff uniforms and PPE.

Background:

A formal policy is needed in order for staff to understand their individual responsibilities for uniforms, what items (uniform and PPE) are issued by Council, eligibility criteria, exemptions, what clothing is not acceptable and the procedures for uniform and PPE issue and replacement.

Current Position:

Council has each year made a budget allocation for the issue of uniforms and PPE to existing and new staff, with no formal guidelines developed for stakeholders.

With new staff commencing it's important to have a formal Council policy document that gives guidance to staff around uniforms and PPE issued as a requirement under WHS.

Governance issues:

Local Government Act 1993
Local Government (General) Regulation 2021
Local Government State Award 2023
Safe Work NSW WH&S Regulation 2025
WHS Act 2011 – Health and Safety Duties 32-38 and 44-47.
CMCC Sun Safe Policy

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council
Council staff

Financial Implications:

Provision is made in the annual budget under employee overheads for new and replacement uniforms and PPE. In 2025/2026 a total budget allocation of \$2,546 is available.

Alternative Solutions/Options:

NIL

Conclusion:

The General Manager is recommending to Council that it adopt the attached policy to formalise the current uniform policy and procedures.

Staff Uniform and PPE - Policy

Recommendation:

That Council adopts the “staff Uniform and PPE” policy.

Moved:

Seconded:

Attachments:

Staff Uniform and PPE Policy



Staff Uniform & PPE Policy

Adoption date:

Review Date:

Responsible Officer: General Manager

1. SCOPE

To provide employees with guidelines and framework for an appropriate uniform that provides adequate protection from workplace hazards and promotes a positive corporate image.

The policy applies at all times to Castlereagh Macquarie County Council employees.

2. POLICY OBJECTIVES

The objectives of this Policy are to:

- Establish guidelines on acceptable and appropriate standards of dress for all employees.
- Apply the principles of work health and safety (WHS) management and risk management to all employees.
- In managing and providing a PPE uniform in the workplace, the use of such clothing and equipment will be guided by the Castlereagh Macquarie County Council PPE Uniform Procedures document along with the Castlereagh Macquarie County Council Shire Council Sun Protection Policy.

2.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel.

Roles	Responsibility
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Administration Officer	The Administration Officer is responsible for management and reporting of the Policy.
Senior Biosecurity Officer	The Senior Biosecurity Officer is responsible for monitoring operational staff compliance with this policy.
Staff	Council staff must act in accordance with this policy and abide by any determination made as a result of this policy.

2.2. Safety Responsibility Statement

PPE and clothing does not eliminate or change the presence of hazards and at all times higher level risk control measures such as elimination, substitution, isolation, engineering and administrative controls are to be considered and implemented where possible to control hazards and risk.

Supervisors and workers are required to ensure that protective equipment is properly and diligently used whenever they are exposed to a hazard requiring its use.

2.3. Issuing of Personal Protective Equipment and Clothing

Personal protective equipment and clothing shall be purchased by the Administration Officer and issued accordingly to staff via the Senior Biosecurity Officer.

Upon commencement, subject to positional requirements, a worker will be issued with a uniform and appropriate PPE.

Permanent Full-Time appointments the initial issue shall be:

Outdoor staff

Description	Number
Shirts - Long sleeve, high vis yellow (embroidered with Council logo)	4
Trousers – Navy Blue (Jeans are accepted)	4
Jumpers – High Vis Yellow (embroidered with Council logo)	2
Wet weather jacket – High Vis Yellow (embroidered with Council logo)	1
Business shirt - (embroidered with Council logo) – training and meetings use only	2
Work boots - pair	1
Wide brimmed hat	1
Beanie – Navy (embroidered with Council logo) *	1

Indoor staff - Female

Description	Number
Skirt – Beige	2
Business shirt – Navy Blue (embroidered with Council logo) – training and meetings use only	2
Business Trousers – Navy Blue	2

Indoor staff - Male

Description	Number
Business Trousers – Navy Blue	2
Business shirt – Navy Blue (embroidered with Council logo) – training and meetings use only	2

*** NOTE:** In accordance with Council's Sun Protection Policy, beanies are provided as a component of Council's field uniform and may be worn in the cooler months generally from 1 April through to 30 September only. Beanies can be worn where hard hats are an onsite requirement, but they must not interfere with the correct fitting of the hard hats.

Broad brimmed hats shall be worn on any day where UV level is 3 or above. This is generally from 9:30am each day. **Caps and/or Visors are not permitted.** Supervisors shall be responsible for ensuring this requirement is adhered to.

2.4. Wearing of Uniform

It is a condition of employment that workers wear the allocated work uniform bearing Council's logo at all times whilst on duty to clearly identify them as Council employees. Uniforms must be worn in accordance with the manufacturer's instructions and recommendations.

Where a worker fails to comply with the Policy and PPE Uniform Procedure as determined by the appropriate supervisor, the employee may be asked to return home in their own time and return to work appropriately dressed. Continued breaches of the dress standards may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

A worker shall not wear the uniform or parts thereof in public after hours, whilst on leave, weekends or on an RDO. This provision shall not apply where a worker is going to or from the workplace to their main place of abode. For example, socialising at the local hotel/licensed establishment after hours wearing the Council uniform would be considered unacceptable.

2.5. Unacceptable Attire

The following is a guide to attire that is unacceptable in the workplace. It is not an exhaustive list.

Unacceptable attire includes but is not limited to the following items;

- Sports Shoes – Joggers, sneakers, trainers
- Thongs / Sandals and open toes shoes
- Shorts
- Singlets
- Caps/Visors
- Branded hats and clothing that promote alcohol or other offensive branding.

Where an employee fails to comply with the dress standard as determined by the supervisor, the employee may be asked to return home in his/her own time and return to work appropriately dressed.

2.6. Misuse

The issued uniform and PPE components shall not be altered in any way e.g. cutting or reducing the length of long sleeve shirts. Such action will result in disciplinary action being implemented. However, this provision does not apply when needing to alter the hemline of pants or other such alterations approved by management.

Where an item of clothing is deemed to have been deliberately altered, the worker shall be required to replace the item of clothing at their own expense.

Repeated breaches of non-conformance or misuse may result in the re-assessment of the workers employment with Council.

2.7. Replacement of Worn and/or Damaged Uniform

Where an item of uniform/PPE is damaged or worn it may be replaced by completing the "Request for Replacement Uniform/PPE form". The form must be completed in its entirety and authorised by the Supervisor before being presented to the Administration Officer (AO), along with the item that is to be replaced.

The AO will then arrange purchase of replacement PPE and make the necessary amendments to the Employees issue records.

Annual replacement of uniforms and PPE shall be a maximum of **\$600 per employee**. Any reimbursement claim above this limit must be approved by the General Manager.

ANNUAL REPLACEMENT PER YEAR IS A MAXIMUM OF \$600 PER EMPLOYEE

2.8. Disposal of Council PPE Uniforms

The Administration Officer must ensure that the embroidered logo is removed from a Council uniform before disposal.

2.9. Termination of Employment

Where a worker terminates their employment with Council for any reason, the worker shall return all items of PPE uniform in their possession (including plant, equipment, keys, laptops, phones, etc) to the Senior Biosecurity Officer. Where an item is not presented as issued, the worker will be charged with the replacement cost which shall be deducted from any termination payment due. Failure to do so in a timely manner may result in delays in processing termination payments.

The intention of returning of the uniform is to ensure the integrity of Council's image and no misuse of uniforms.

A worker who has been issued safety footwear may retain these on termination of employment.

2.10. Exemptions

Notwithstanding the above, where genuine personal religious beliefs or medical reasons dictate a different standard or dress, a specific exemption can be sought through the General Manager.

Where a worker is unable to wear a type of particular clothing/footwear due to a medical condition/reason, the General Manager, subject to the production of medical documentation may provide an exemption for the worker to wear alternate items e.g. footwear.

2.11. Purchase and Issue of Council PPE and Uniforms

The purchase and issuing of council uniforms and PPE is considered an operational cost. The cost allocation of uniforms and PPE should only be charged to the Uniform PPE general ledger number in the Employee Overheads section of the ledger.

2.12. Breach of this Policy

Continued breaches and/or deliberate breaches of this Policy may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

3. LEGISLATION

The Policy relates to the following legislation:

- *Anti-Discrimination Act (NSW) 1977*
- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *Local Government (State) Award 2023 or subsequent Awards.*
- *WHS Regulation 2017*
- *WHS Act 2011 - Part 2 – Health and Safety Duties 32-38 and 44-47*

Version	Adoption Date	Minute No	Details of Review

ITEM 10.9 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

Recommendation:

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

Moved:

Seconded:

Attachments:

Calendar of events 2026

IMPORTANT DATES - Upcoming Meetings and Events –2026

DATE	MEETING/FUNCTION	LOCATION	NOTES
10/2/2026	Macquarie Valley & Lachlan Weeds Meeting	Molong	Senior Biosecurity Officer Apology. Report submitted
2 March 2026	Central West Regional Meeting	Dubbo	Senior Biosecurity Officer
14 March 2026	Coonabarabran Show	Coonabarabran	Gilgandra/Warren Biosecurity Officers
21 March 2026	Baradine Show	Baradine	Senior Biosecurity Officer & Walgett Biosecurity Officer
25 March 2026	Western Regional Meeting	Cobar	Senior Biosecurity Officer & Walgett Biosecurity Officer
8 April 2026	Coonamble Shire Council Meeting	Coonamble	Chairperson, GM and Senior Bio Security Officer
28 April 2026	Walgett Shire Council Meeting	Walgett	Chairperson, GM and Senior Bio Security Officer
27 April 2026	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
1 May 2026	Walgett Show	Walgett	Walgett Biosecurity Officers X 2
4 & 5 May 2026	Weeds County Council Network	Ballina	GM
6 May 2026	NSW Bio Control Taskforce	Wagga Wagga	Senior Bio Security Officer/Walgett Bio Security Officer
12 May 2026	Hudson Pear Taskforce Meeting	Lightning Ridge	Senior Bio Security Officer/Walgett Bio Security Officer

13 May 2026	Northwest Weeds Meeting Cross Region with Central West & Macquarie Valley and Lachlan Weeds Committee	Lightning Ridge	Senior Bio Security Officer/Walgett Bio Security Officer & Warren Biosecurity Officer
14 May 2026	Northwest Regional Meeting	Lightning Ridge	Senior Bio Security Officer/Walgett Bio Security Officer & Warren Biosecurity Officer
21 May 2026	ARIC Meeting	Teams Meeting	ARIC Committee, GM & Deputy Chair
6 June 2026	Warren Show	Warren	Warren & Gilgandra Biosecurity Officers
22 June 2026	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
27 June 2026	Coonamble Show	Coonamble	Senior Biosecurity Officer & Coonamble Biosecurity Officer
20 August 2026	ARIC Meeting	Teams Meeting	ARIC Committee, GM & Deputy Chair
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
19 November 2026	ARIC Meeting	Teams Meeting	ARIC Committee, GM & Deputy Chair
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

Recommendation:

That the report be received and noted

Moved:

Seconded:

Attachments: Report for Senior Bio Security Officer

Senior Biosecurity Weed Officer – Operational Report

December 25/ January 26

1. LOCAL ISSUES WITH PRIORITY WEEDS

- **Coonamble**

Bio Security staff continue to undertake strategic control projects for new and emerging weeds across the shire. This also includes inspections of high-risk areas to ensure new weed incursions are detected and controlled early, before they are allowed to establish. Problematic weeds in the shire are African Box Thorn, Green Cestrum and Hudson Pear. These 3 weeds are highly invasive and roadside control works are ongoing. African Box Thorn and Green Cestrum is spread by birds after eating the seed. Green Cestrum is a very big concern especially along the creeks and rivers and is toxic to people, pets, livestock and native animals. Hudson Pear is an invasive cactus and spreads by segment. Much of the spread is associated with livestock, native and feral animals, and vehicles. Routine property inspections are conducted to implement and enforce compliance for priority weeds.

- **Gilgandra**

African Box Thorn, Green Cestrum, Blue Heliotrope, Mother of Millions, Tiger Pear and St Johns Wort have been the priority target weed in Gilgandra. Roadside control on these weeds is ongoing.

St Johns wort was not as invasive this year with the aid of active biological agents (Chrysolina Beetles) at several sites after releasing the agents in 2021. Tiger Pear has been controlled using a combination of chemical and biological.

Gilgandra Shire had 2 new weed incursions Sticky Florestina and Sticky Night Shade. These are both extremely invasive weeds. With early detection from our staff we were successful in eradicating these species from these sites. Staff will now monitor the sites.

Routine property inspections are conducted to implement and enforce compliance for priority weeds.



(above St Johns Wort Chrysolina beetles) (above Sticky Florestina flowers)

- [Warrumbungle](#)

Its blackberry season and staff have undertaken control works along most regional roads and the highways are scheduled for control work in March 2026. St Johns Wort was less invasive this season after years of effective weed management, landowner compliance and stakeholder relationships. The view non-compliance properties were reinspected to ensure a program is put in place for St Johns Wort. There has been an increase of landholders using drones or helicopters to control their St Johns Wort infestations.

There is a management plan in place for Coolati Grass on Black Stump Way and the Oxley highway. After several treatments we are seeing a reduction, however control measures will be ongoing due to the seed bank. Roadside slashing and machinery movements has been the big contributors for the spread.

Control works have also been carried out on African Box Thorn, African Olive, FireThorn and Green Cestrum. Green Cestrum is a major concern for landholders in the Warrumbungle Shire. Hundreds of cattle deaths have been reported each year after eating Green Cestrum and getting carboxypharquin poisoning. The Green Cestrum infestations along the Castlereagh River have spread aggressively. All attempts to secure funding to help reduce the impact have been unsuccessful. Landowners must be diligent in their property inspections for this weed along the waterways.

Warrumbungle has two (2) Parthenium 2 sites, and these sites are inspected every month; this will be ongoing for the next 7 years.

Routine property inspections are conducted to implement and enforce compliance for priority weeds.

CMCC were engaged by Crownlands to control Blue Heliotrope, St Johns Wort, African Box thorn and Tiger Pear on Crown land parcels in December 2025.



- [Warren](#)

Reducing the Impact of Harrisia Cactus in the Waren Shire through the Good neighbour program is progressing. Harrisia Cactus is categorised as “eradication” in the Central West Regional Strategic Plan. Properties have been identified for the program, and our new weeds officer has been out spraying Harrisia on the roadside boundaries before we team up to tackle the private properties identified. A Harrisia workshop is being scheduled for March 2026, and further control works will also begin in March.

Roadside control work has also been carried out on African Box Thorn being a priority weed. Thornapple, Bathurst Burr and Thistles. These weeds are widespread however have a General Biosecurity Duty (GBD) and it is our legal biosecurity obligation under the Biosecurity Act 2015.

Routine property inspections are conducted to implement and enforce compliance for priority weeds.



- **Walgett**

Parthenium Weed – 2 more Parthenium Plants were detected 30km South of Walgett on the 27th of January 2026. They are in the same proximity as previous infestations. Walgett Shire have 22 Parthenium sites. The sites include Burren Junction-Kamilaroi Highway, Castlereagh Highway, Merrywinebone Road, Cumberdoon Way, Carinda Road, Gingi Road, Shermans Way and on a TSR near Mercadool road. Council is required to reinspect all these sites every month for 7 years. If new plants are found at these sites the 7 year cycle begins again. Staff have been very vigilant detecting Parthenium and keeping it contained. The sites are sprayed regularly to sight any new germinations easily. Roughly 60 million hectares in QLD are impacted by Parthenium Weed. We are dedicated to keep it contained and eradicate.

Parkinsonia – This is an ongoing program for surveillance and control. Effected river systems are on the Narran, Barwon and Namoi Rivers. At this stage the Namoi has been eradicated due to our fast detection in 2017, however we continue to monitor the site. There were known sites on the Narran River and one on the Barwon River however; no surveillance was carried out upstream or down stream of these infestations for many years. Due to the rough and inaccessible terrain, Council commenced with aerial surveillance on the 13th March 2023 followed by control works in the same month treating over 3000 mature plants approximately 8 mt tall and full of seed with each plant producing up to 5000 seeds. Our ongoing efforts has dramatically reduced the infestations. While we still have some large plants as they were inaccessible on islands surrounded by water during the few years of flood the rest we are finding and treating at juvenile stage therefore slowly reducing the seed bank.

Western Australia had 30,000 ha of Parkinsonia in the De Grey catchment alone and QLD 1,000,000 ha. Parkinsonia is a Weed OF National Significance. (WONS).

This program has been strategically managed each year with all milestones having been met and the DPIRD continue to fund this project. Council was also engaged by Moree Plains and Brewarrina Shire Councils to conduct surveillance and control programs for Parkinsonia. This collaboration also assists Walgett as the plants are getting treated at the same time, thus reducing the seed bank. The next aerial surveillance / control will be carried out April 2026.

Routine property inspections are conducted to implement and enforce compliance for priority weeds.

2. INSPECTIONS

Inspection Type	Coonamble	Gilgandra	Warrumbungle	Warren	Walgett	Total
Current property inspections	45	148	59	16	140	408
Non-compliance Properties for ALL WEEDS	3	7	4	2	16	32
Roadside Inspections	135km	252km	280km	746km	2010km	3423

Note: the above tables outlines the number of inspections for the October to December 2025 period.

3. NEW ISSUES FOR MEMBER COUNCIL AREAS

- **Coonamble**

Quanda 5 ways Hudson Pear infestation. There have been roadside infestations detected one being 17km from Quanda in the Warrumbungle Shire. Aerial surveillance will be carried out in April 2026 at adjoining properties.

- **Gilgandra**

NIL to report

- **Warrumbungle**

Nil to report

- **Warren**

NIL to report

- **Walgett**

The bio control is making inroads into the Hudson Pear infestations around Lightning Ridge and surrounding areas. DPIRD and CMCC staff will be assessing field sites in April 2026. Council has released 150,000 infected cladodes since September 2018. A tremendous effort with drought, rain, flood and fires all making the fight against the project.

Calrose TSR Hudson Pear infestation is on going, with groups from LLS and CMCC walking the site inspecting for Hudson Pear. The site needs to be free of Hudson Pear for three (3) inspections before it will be reopened.

Our next concern is the outcome after a grader went through the site possibly spreading segments and disturbing the soil, which is a primary trigger for germination. CMCC will also place more Hudson Pear awareness signs around the area as the previous signs were removed.



Calrose TSR with Hudson Pear. White drum displays where Hudson Pear was

4. SPECIAL PROJECTS

- Council was successful with the Good Neighbour Program in the Warren Shire “Reducing the Impact of Harrisia Cactus” and this project will be finalised May 2026.



Alien invasion or harrisia cactus?

With its twisted limbs, this cactus looks like an alien lifeform, straight out of a sci-fi thriller.

But this isn't fiction. It's the *Harrisia martinii* cactus. And in the surrounds of Warren, this invader has found fertile ground.

The harrisia cactus isn't just a prickly nuisance, it's a biological threat that reduces grazing land, injures livestock, and disrupts ecosystems.

There are 2 main varieties causing havoc in the Central West:

- *Harrisia martinii*: the alien-like creeper with pink-purple flowers and round fruit. It spreads aggressively and regenerates from even the smallest stem fragment.
- *Harrisia tortuosa*: a similar appetite for destruction, forming dense mats that choke out native vegetation and pasture.

LLS's Good Neighbours Program (GNP) has teamed up with Castlereagh Macquarie County Council to fight back as part of the initiative to tackle pests and weeds across NSW.

Leading the charge are council biosecurity officers, who have mapped out known infestation sites and launched a control campaign.

Contact your weed officer at your local council if you spot harrisia or any other cacti in our region.

You can also use [NSW WeedWise](#) to assist with identification and control information.

For further information on the Good Neighbours Program, visit nsw.gov.au/good-neighbours

- Hudson Pear monitoring will be conducted at Stephens Creek in the Unincorporated area February 2026 and aerial Surveillance undertaken in the Unincorporated Area in April / May scheduled to inspected over 100,000 ha. Rubber vine and Parkinsonia sites will be inspected and treated.

5. **NEW & EMERGING ISSUES FOR THE CMCC REGION**

Council staff are checking those Walgett Shire properties adjoining Narrabri Shire in the Northeast to make sure Sticky Florestina found in 2025 in Narrabri Shire has not travelled into the Walgett Shire. Staff are also checking Warrumbungle, Coonamble, Warren and Gilgandra Shires. As mentioned, Gilgandra Shire had Sticky Florestina 12th April 2021. The landowner contacted CMCC after seeing new germinations of the plant in the paddock where new sheep were yarded that were purchased from Longreach. The landowner thought it was Parthenium, however; quick early detection, identification and control has the plant eradicated.

Warrumbungle Shire has 2 weeds that has been sent to the Herbarium for a positive identification. One is a *Opunita* Spp that is spread over an entire 20ha and the other is Cats Claw Creeper. NSW has the *Dolichandra unguis-cati* however this species looks like the *Macfadyena unguis-cati* species.



opunitia spp



cats claw creeper

Blue Heliotrope – New biological control for Blue Heliotrope leaf beetle tested in Argentina has been rejected to be released in Australia as it is not host specific.



6. GENERAL OPERATIONS

- Council Biosecurity Officers have inspected crown lands, waterways, railways, and State Forests, Council and National Parks in the last two (2) months.
- Roadside control of widespread weeds continues throughout the County.
- Bio control centre at Lightning Ridge repaired after the damage repair failed. However, this lasted 4 months and needs repairing again. The panels were not stretched enough and gave way. Redpath will be repairing under warranty.
- All staff had three (3) weeks leave over the Christmas New year break.
- Council has received two (2) new vehicles Isuzu DMax.
- The new Biosecurity Officer Ms. Brodie Downey for Warren will be undertaking in-house training in the field for the first three (3) months and formal training after her probationary period.
- Castlereagh Macquarie Council have a very good relationship with all stakeholders. Crownlands, UGL, State Forestry, National Parks, Local Land Service, Transport NSW, and National Parkes. There is fantastic communications and compliance from all stakeholders. Crownlands also fund CMCC for projects Hudson Pear, St Johns Wort and Tiger Pear.
- DPIRD fund the Parkinsonia project and without this funding we would not have been able to achieve the results we have.

MEETING AT LAWRENCE ENGINEERING

6 NOVEMBER 2025

OPENING:

Welcome to Andrew McConnachie
Erlina St. Vincent
Andrea Fletcher-Dawson, Matt Savage
Barry, Shorty and Mark Facer and Alex

For taking time to address the meeting and conduct a demonstration on Mesquite eradication.

Our main emphasis at this meeting is to obtain "Long Term Adequate Funding" for the eradication of Mesquite and Cactus by the NSW Government.

Pressure needs to be placed on the Broken Hill City Council to rid our city of all Noxious Weeds; as Landlords of the Broken Hill Common and make the NSW Government aware of their obligations and responsibilities to eradicate these very invasive plants. I believe the Broken Hill City Council receives funding from the State Government to do just that. Where is this funding being allocated! Obviously not on Mesquite Control.

Mesquite has found its way down Pine Creek to Netley Station and north to Stephens Creek and to Stephens Creek Reservoir and beyond.

I see this meeting as a special effort by many property owners to convince the NSW Government of the consequences of sitting on its hands until we have another Lightning Ridge, not to mention the massive cost blow out as each year passes with "Stop/Start attempts to eradicate these terribly invasive plants.

Just by the number of people attending today is testament to how crucial it is to get a commitment from Government for “Long Term Adequate Funding” for the eradication of both Cactus and Mesquite.

The infestation of mesquite in and around Broken Hill is simply not acceptable as Broken Hill and Common have been the hub of Mesquite infestation in this area and therefore really does have an obligation to fund a properly organised “Long Term Programme of Eradication.”

The Practice of Weeds Officer coming to town on a contract basis and leaving having done nothing must stop.

Only persons experienced and willing to look for these plants should be engaged, but the infestation is so out of control now that this work must be carried out by accredited contractors.

Mesquite and Cactus are in areas around Tibooburra and Milparinka. Tinnille and Sam Seimer will discuss this later.

The other important issue as I see it is for people with a Cactus infestation is to be encouraged to introduce the “Cochineal Bug” to infested areas to finish the job off because of the way the Bug works as will be explained by the expert himself – Mr Andrew McCommachie. We are seeing very encouraging results at 9 Mile and as we are told it is not a “Silver Bullet” and must be used in conjunction with spraying on isolated plants. We can show people the results on the ground and in photos.

I would urge you all to bombard your Local Member and even State Ministers via the PAWD and bureaucrats.

Previous Mine Owners, Broken Hill City Council and Western Lands have much to answer for in allowing this horrible plant to spread, knowing full well the consequences.

My remarks on weed officers is, by no means a reflection on the present officers who are only in a caretaker position I believe.

It must be remembered that everybody who has a Cactus or Mesquite infestation including the present Mine Lessees all inherited or acquired this problem by no fault of our own but by bad bio-security practices and whatever else.

It is therefore completely unreasonable to expect individuals to clean up the resultant degradation of our leases.

The NSW Government must move now.

Poolamacca Station was sold by Maurice and Jane Phillips to an Aboriginal group in 2000. As has been the case for years, the property is virtually uninhabited and is falling down around their ears. The property has a massive “Jumping Cholla Cactus” infestation which has been completely ignored by their management until approximately 5 years ago. A government employee introduced the Cochineal Bug.

The Bug has been very successful in pulling the infestation up but it desperately needs someone with authority to manage the spread of the cactus outside the main infestation, and report its progress to the relevant Government Agency.

The owners of the property are not at all interested in this Infestation or the consequences for neighbouring properties. How can the NSW Government justify spending tens of millions of dollars buying properties for the National Parks in what they claim is in the name of conservation and yet ignore our cries for help to stop the spread of these terrible invasive plants. If our issues are not an important conservation issue I don't what is.

The NSW Government has to take responsibility for the infestation and act now.

As a group we now plead with the NSW Government in the name of conservation for our land, to listen to us and put into place a long term adequate funding programme of NO LESS than 5 YEARS to help restore this badly affected land back to what we know is some of the most productive pastoral land in Australia.

DO WE WANT ANOTHER LIGHTNING RIDGE?

To carry out this work we thoroughly recommend Mark and Alex Facer and their sons Mark, Barry and Shorty and their very experienced crew.

We cannot afford not to have this crew to carry out such a large task.

Please don't miss the demonstration of spraying and cutting the mesquite by these men at White Leeds Station after the meeting. Sam and Tennille Seimer will agree.

I urge everyone to help pressure the NSW Government to listen by writing to your Local Member and all the relevant bureaucrats.

Thank you all for attending and special thanks to Lachlan Gall for his hard work in setting up the meeting and the agenda.

John Lawrence

12. QUESTIONS FOR NEXT MEETING

13. CONFIRMATION DATE OF NEXT MEETING

Date: 27th April 2026, in Coonamble

14. CLOSE OF MEETING

Time: