



AGENDA FOR ORDINARY COUNCIL MEETING

Monday, 22nd June 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 **22nd June 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

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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 11th MAY 2026

Minutes of Ordinary Council Meeting – 11 th May 2026
Recommendation: That the minutes of the ordinary Council meeting held 11th May 2026 having been circulated be confirmed as a true and accurate record of that meeting. Moved: Seconded:

Attachments:

Meeting Minutes – 11th May 2026

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 11th
MAY 2026 COMMENCING AT 10:30AM**

PRESENT: Member D Batten, Member N Kinsey, Member P Fisher, Member M Cooke, Member D Bell, Member G Peart, Member P Heuston, Member Z Holcombe, Member G Rummery and Member M Gamsey.

ABSENT: Nil

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

WELCOME: Meeting was opened at 10:30am and Chairman Member Batten, welcomed all Members and staff to the meeting.

DECLARATIONS OF INTEREST

Nil

02/26/01 Minutes of Ordinary Council Meeting – 23rd February 2026

Resolved:

That the minutes of the ordinary Council meeting held 23rd February 2026, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Member Heuston

Seconded: Member Kinsey

Carried

02/26/02 Correspondence – May 2026

Recommendation:

That the correspondence be received and noted.

Moved: Member Fisher

Seconded: Member Gamsey

Carried

02/26/03 Reports of Committees
Recommendation: That the reports from the following committees be received and noted; - Western Regional Weed Committee – Meeting Minutes 25th February 2026 - Western Regional Weed Committee – Agency Update Moved: Member Holcombe Seconded: Member Gamsey Carried
02/26/04 Council's Decision Action Report – May 2026
Resolved: That the Resolution Register for May 2026 be received and noted. Moved: Member Peart Seconded: Member Rummery Carried
02/26/05 Circulars Received from the NSW Office of Local Government
Resolved: That the information contained in the following Departmental circulars 26-03 to 26-04 from the Local Government Division Department of Premier and Cabinet be received and noted. Moved: Member Kinsey Seconded: Member Gamsey Carried
02/26/06 Cash and Investment Reports – 30 th November, 31 st December and 31 st January 2026
Recommendation: That the investment report for 28th February and 31st March 2026 be received and noted. Moved: Member Fisher Seconded: Member Holcombe Carried

02/26/07 Third Quarter Operational Plan 2025/2026
Resolved: That Council accepts the progress made on the 2025/2026 Operational Plan as at 31st March 2026. Moved: Member Heuston Seconded: Member Gamsey Carried

02/26/08 Quarterly budget review statement – March 2026
Recommendation: That Council adopt the attached Quarterly Budget Review Statement for 31st March 2026 as tabled. Moved: Member Fisher Seconded: Member Cooke Carried

10:45AM Teams meeting with Member Roy Butler MP

Prior to the meeting the General Manager forwarded a list of questions to Mr Butler's office for comment. These questions were discussed during the teams meeting, together with other current bio security matters including Fire Ants situation in QLD.

•Will you support CMCC in its quest to have the NSW Minns Government index the WAP grant for LCA's for the next round from 2025/26 to 2028/29?

Roy recognises the critical role County Councils and Local Control Authorities play in frontline weed management across regional NSW, particularly across large geographic areas like the Central West.

Roy can make representation to the relevant ministers around ensuring future WAP funding arrangements are sustainable and reflective of the true cost of service delivery in regional and remote areas.

•Will you support the Minns Government to better utilise LCA's and have them collect pest data whilst in the field inspecting for invasive weeds. This cooperation would allow LLS to access data for a more efficient and effective pest control programs. Of course, CMCC would expect additional funding to record and enter pest data into the DPI BIS portal. CMCC is happy to complete a trial with DPI for this function.

Roy has consistently advocated for more practical, locally informed approaches to invasive species management and sees value in improving collaboration between Local Control Authorities, Local Land Services and DPI.

The proposal to utilise weed inspectors already operating in the field to also collect pest animal data appears to be a sensible and efficient use of existing regional resources.

Roy would likely support further discussions around a pilot program, particularly if it reduces duplication, improves regional biosecurity outcomes, and ensures councils are appropriately resourced and funded for any additional responsibilities.

•For your information : CMCC operations are predicated on property and roadside inspections utilising diesel motor vehicles to access the region. The expenditure on diesel during the middle east crisis is estimated to cost Council an additional \$15,000 if the fuel crisis ends at the end of June 26.

Roy understands regional councils and county councils are particularly exposed to rising fuel costs because of the vast distances travelled to undertake inspections and compliance work. Representation has been made to the government around ensuring support is given to organisations in relation to rising fuel costs

•Can you please provide Council with an update on issues affecting CMCC in the Central West Region.

Roy has regularly spoken about the need for sustained—not intermittent—investment in invasive species management, particularly in western and regional NSW.

•Roy's view to giving meaningful legislation to weed and pest controllers in order to make their job less of a challenge and have the whole process run smoother for all involved

Roy has publicly stated that invasive species management in NSW requires stronger practical support for those working on the ground.

In representations and parliamentary discussions, he has highlighted concerns around regulatory barriers, lack of long-term funding certainty, and the need for government agencies to better engage with local operators and regional stakeholders involved in pest control.

Roy's position is that legislation and policy settings should make it easier for appropriately trained and authorised weed and pest controllers to undertake effective control work, particularly in regional and remote communities where invasive species have major economic and environmental impacts

02/26/09 Draft 2026/27 Operational Plan, 2025/26 to 2028/29 Delivery Program as amended and LTFFP 2026/27 to 2035/36 including Asset Management Plan and Workforce Strategic Plan

Recommendation:

That Council after having considered the Draft Operational Plan for 2026/27 with scenario 1 as the preferred option, Delivery Program 25/26 to 28/29 as amended, Long term Financial Plan 26/27 to 35/36, Asset Management Plan 26/27 to 35/36 and Workforce Strategy 25/26 to 28/29, be placed on public exhibition for a period of 28 days from the 13th May 2026 until 4.30pm on 9th June 2026, inviting submissions from the public during this time.

Moved: Member Peart

Seconded: Member Holcombe

Carried

11:30AM Teams meeting with DPI Biosecurity Commissioner Ms Katherine Clift

Following a presentation from the Commissioner regarding her role, current projects and achievements, CMCC Councillors asked the Commissioner the following questions.

A number of questions were asked of the Commissioner and after hearing the Commissioner's responses, it was clear that the above questions would be better direction to the Department of Primary Industries. The CMCC board members thanked the commissioner for her time and ended the teams meeting.

02/26/10 Important Dates for Members - Upcoming Meetings & Events

Recommendation:

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

Moved: Member Peart

Seconded: Member Garnsey

Carried

The General Manager advised that the DPI funding for the Hudson Pear Program will not continue following announcement from the Local Lands Service that they will not be pursuing more funding to continue the Hudson Pear Programme in Lightning Ridge and Grawin areas.

CMCC Chairman requested that CMCC obtain an update on the programme to date and collect data that will assist CMCC to ensure landholder compliance following completion of the program in 2027.

The Senior Bio security officer noted upcoming meetings, where updates should be provided to stakeholders.

02/26/11 Quarterly Biosecurity Report	
Resolved: That; 1. the report be received and noted and 2. the Country Council organises a letterbox drop and combined mail out to relevant landholders in the Warrumbungle, Warren, Gilgandra and Coonamble Shires Moved: Member Garnsey Seconded: Member Holcombe	
	Carried

Close of Meeting

The meeting closed at 12:10pm

Chairman

General Manager

9. RECISION OF 2025 MODEL CODE OF MEETING PRACTICE

ITEM 9.1 RECISION OF 2025 MODEL CODE OF MEETING PRACTICE

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

Council at its October 25 Ordinary Meeting formally considered the draft 2025 “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. At its 23rd February 2026 Ordinary Meeting Council having not received any submissions, formally adopted the 2025 Code of Meeting Practice.

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:

On 28th May 2026 NSW Office of Local Government Deputy Secretary advised the 2025 Model Code of Meeting Practice has been disallowed by the NSW Legislative Council and Council’s should now rescind the motion adopting the new Code of Meeting Practice.

With three (3) months having passed since the resolution, three (3) Councillor signatures is not required to rescind the resolution adopting the 2025 Code of Meeting Practice.

*“I am writing to inform you that the Local Government (General) Amendment (Model Code of Meeting Practice) Regulation 2025 (**Amendment Regulation**) which prescribed the 2025 Model Code of Meeting Practice for Local Councils in NSW (**2025 Model Meeting Code**) has been disallowed by the Legislative Council.*

The decision by the Legislative Council to disallow the regulation raises two immediate issues: under what meeting code will the councils operate and, whether the Government will be progressing another regulation for the purposes of prescribing an updated meeting code.

The practical implications of the disallowance

Under section 41(4) of the Interpretation Act 1987, if a regulation ceases to have effect because of its disallowance, and the regulation amended a regulation that was in force immediately before the amending regulation took effect, the disallowance of the amending regulation has the effect of restoring or reviving the previous regulation as of the day of its disallowance.

*The disallowance of the Amendment Regulation therefore means that the 2025 Model Meeting Code is no longer prescribed for the purposes of section 360 of the Local Government Act 1993 (**LG Act**) and the previous 2021 version of the Model Meeting Code now becomes the prescribed version.*

Under section 360 of the LG Act, councils’ adopted codes of meeting practice must not contain provisions that are inconsistent with the mandatory provisions of the prescribed Model Meeting Code. This means that provisions of your council’s adopted code of meeting practice based on the now disallowed 2025 Model Meeting Code that are inconsistent with the mandatory provisions of the previous 2021 Model Meeting Code are no longer permissible.

The disallowance of the 2025 Model Meeting Code also means that mandatory provisions of that Code that were not mandated in the previous 2021 Model Meeting Code, are no longer mandatory.

Actions councils should be considering at their next meeting

To minimise confusion about the applicable rules at future meetings and to ensure compliance with section 360 of the LG Act, as the first item of business at the next meeting, your council should rescind its resolution adopting the 2025 Model Meeting Code. This will have the effect of reinstating your council's previous adopted code of meeting practice containing the mandatory provisions of the 2021 Model Meeting Code. Because more than 3 months have passed since your council adopted its current meeting code, the signatures of 3 councillors are not required to rescind the resolution adopting the code.

Meetings of the council and committees comprising only of councillors should be conducted in accordance with the reinstated version of council's meeting code until such time as it is amended.

The disallowance of the Amendment Regulation does not prevent councils from including supplementary provisions in the reinstated version of their previous meeting code based on the provisions of the 2025 Model Meeting Code, provided they are not inconsistent with the mandatory provisions of the 2021 Model Meeting Code. If your council wishes to make amendments to the reinstated version of its previous meeting code, it will be required to prepare and exhibit a draft code in accordance with section 361 of the LG Act.

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 2021

Stakeholders:

NSW Government

NSW Office of Local Government

CMCC Members and staff

Castlereagh Macquarie County Council

Financial Implications:

NIL

Alternative Solutions/Options:

NIL

Conclusion:

The writer recommends Council formally rescinds the 2025 "Code of Meeting Practice" as advised by the NSW Office of Local Government.

Recision Of 2025 Model Code Of Meeting Practice

Recommendation:

That: Council formally rescind resolution 01/26/07 passed at the Ordinary Meeting of Council held on the 23rd February 2026 which states.

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

Moved:

Seconded:

10. CORRESPONDENCE

Correspondence for June 2026
Recommendation: That the correspondence be received and noted. Moved: Seconded:

Attachments:

Correspondence - June 2026

ITEM 10.1 LETTER FROM MINISTER FOR AGRICULTURE – CPI INDEXATION FOR 2026-2029 WAP

OFFICIAL

The Hon Tara Moriarty MLC

Minister for Agriculture
Minister for Regional New South Wales
Minister for Western New South Wales



Ref: MF26/750

Clr Doug Batten
Chairman
Castlereagh Macquarie County Council
PO Box 664
WALGETT NSW 2832

cr.dbatten@gilgandra.nsw.gov.au

Re: CPI Indexation for the 2026–2029 Weeds Action Program Funding Cycle

Dear Clr Batten,

I refer to your letter of 7 April 2026 to the NSW Premier regarding CPI Indexation for the 2026–2029 Funding Cycle of the NSW Weeds Action Program. I appreciate the reasons that have prompted you to write.

The NSW Government recognises the critical role County Councils and all others Local Control Authorities (LCAs) play in protecting agricultural productivity, biodiversity and communities across regional New South Wales, particularly in large, high-risk landscapes requiring coordinated weed management.

The NSW Weeds Action Program (the Program) is a cornerstone mechanism supporting this work. The Weeds Action Program 2025–2029 provides \$40.726 million over four years to support eligible LCAs to deliver risk-based weed management activities aligned with state and regional priorities under the *Biosecurity Act 2015*. The transition to a four-year funding framework is intended to provide greater stability and certainty for LCAs. While CPI indexation is not included, the multi-year framework reduces uncertainty associated with annual funding cycles and allows for periodic review to ensure alignment with program priorities and risks.

Funding under the Program is allocated on a non-competitive, risk-based basis in accordance with published guidelines and overseen through a probity-assured process. The Program is designed to support, but not replace, councils' statutory responsibilities.

The NSW Government, through the Department of Primary Industries and Regional Development (DPIRD) will continue to engage with County Councils and LCAs to understand delivery challenges and emerging biosecurity risks. This will include discussions at the General Managers' meeting of County Councils scheduled for 5 May 2026.

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nsw.gov.au/ministtermoriarty

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This commitment is also demonstrated through the NSW Biosecurity Action Plan www.dpi.nsw.gov.au/dpi/biosecurity/managing-biosecurity/compliance/nsw-biosecurity-action-plan. The Plan includes further activities to support Local Control Authorities. I encourage continued discussion with departmental staff, and note that senior departmental representatives will attend the General Managers' meeting of County Councils on 5 May to discuss these matters.

I trust this is of assistance, however, I have asked Ms Jodie Lawler, Senior Project Manager - Weeds to be available to answer any further questions you may have. Ms Lawler can be contacted on 0436 467 584 or by email at jodie.lawler@dpird.nsw.gov.au.

Yours sincerely,



Tara Moriarty MLC
Minister for Agriculture
Minister for Regional New South Wales
Minister for Western New South Wales

4/5 /2026

OFFICIAL

11. REPORTS OF COMMITTEES

Reports of Committees
Recommendation: That the reports of the following committees be received and noted. - North West Regional Weed Officer – Meeting Minutes 13th May 2026 - Central West Regional Weeds Committee – Meeting Minutes 14th May 2026 Moved: Seconded:

Moved: Joannah Taylor	Seconder: Lee Amidy
3- Minutes of the previous meeting.	
Moved:	Seconder:
(No minutes to pass)	
4- Business arising – No previous minutes forwarded.	
5- Update on Actions- no previous actions – as no minutes were forwarded	
6- WAP/ BIS – no discussions had, moved straight to LCA reports	
7- LCA Reports	
NSC- Clare Felton-Taylor	
Continuation of Harrisia inspections – added a new property to the list in the Yarrie Lake area.	
Bed Bancroft helped as a contractor, still ongoing as 2 more properties to complete. Baan Baa area due to be inspected in June for Harrisia.	
Deb Bancroft starting as new weeds officer on the 25 th of May 2026	
Parthenium work continuing, no new incursions.	
Lee and Aaron assisted with aerial inspections along the Namoi and the northwestern area of Wee Waa – nothing significant was found.	
Dry conditions being present, weed control has slowed down.	
Attended Narrabri show and a field day- not many people were present for field day.	
Will commence fees and charges for property inspections.	
GSC – Lee Amidy	
Aaron purchased yabbies online, they arrived with pieces of Frogbit attached, seller is from QLD. Aaron contacted seller and advised of GBD, seller will refrain from doing it again.	
Parthenium inspections continuing –	
Parthenium add campaign running last few months, has been re gigged a bit.	
Aaron attended the Gunnedah show	
Alligator weed inspections continue- 3-4 new plants found, inspections are still progressing	
MSC- Lachlan Biddle	
Parthenium sites inspected – no new plants found	
Council asset inspections continue.	
Harrisia at Goondiwindi	
Very dry conditions are present, too dry to use chemical control.	
Spraying was conducted around Gooni when rain fell.	
Rapid response - Parthenium at Croppa Creek – no plants were found	
LPSC – Mike Whitney	
Assisted Gunnedah with some Alligator weed inspections and control along the Namoi.	
Parthenium inspections continue, very dry conditions are present. No plants found.	
Door knocking – general weeds discussion.	
May have found Mexican feather Grass growing in a garden in Quirindi. Waiting for the landowner to come back to confirm what it is and where she got it from.	
Joannah has nearly finished her training, moving along well. Still in trainee position until April 2027.	
Chased mimosa along the railway corridor – granules were placed out before the predicted rain.	

CMCC – Andrea Flether-Dawson Continuation with Parkinsonia in June. Hudson Pear still ongoing, monitoring taking place at the moment. Delivery of Hudson Pear Biomaterial to DPIRD QLD biosecurity. Currently 25 Parthenium sites at Walgett but there has been no new germination. Roadside control has been ongoing. Brodie has commenced in the role a biosecurity officer and is based at Warren Shire.
GSC- Scott Revell Very dry conditions. – Education and awareness in place. Roadside control and council asset monitoring and control work being done. Harrisia monitoring continues. Undertaking control work for Green Centrum along the river. Inspections at Mosquito Creek for Harrisia. Horton river inspections via Helicopter – thanks to Lee and Aaron for helping. Croppa Creek Parthenium rapid response – 19 people attended – no plants were found. Jamie Asgill has commenced as a new Biosecurity Officer, has been in the role for a month. He will be attending DPIRD training in Newcastle next week.
TSC – Luke Friend Alligator weed inspections completed, 10 sites found, with 3 reoccurring. Parthenium inspections have been completed except the AELEC, will make attempts to organise inspection. Continuing to add weed inspection reports onto the system as it hasn't been done for a while. New Team leader starting on Monday – Grant. As well as 2 more Biosecurity officers. Walcha shire now includes Woolbrook. Andy question if Luke had seen the Rope Pear request come through, Luke had not seen this but will check. Mike mentioned a woman selling cactus in Daruka- will send through the link to Luke if he can find it.
6. New Weed Officer Talk Brodie - grew up on a cattle property. Currently undergoing Certificate 4 in Government Investigations- stated that there were only 2 weed officers present with the training and the rest were LLS – animals
7. General Business Weed Officer training is still an issue that needs to be addressed. DRPIR training not nationally recognised as accreditation towards the diploma. LLS has pulled out of the coordination at the weed officer operational level due to the lack of resources. Discussions will continue with LLS RE: reporting Pete has not had direction form the board on which way they will be taking the weeds space. Michael Urqhart GM for CMCC has requested support from other shires to band together and write to the premier requesting to have the funding CPI indexed. CMCC has already sent a letter into the premier requesting this.

ITEM 11.2 CENTRAL WEST REGIONAL WEEDS COMMITTEE – MEETING MINUTES

Local Land Services



Minutes

CW Regional Weeds Committee Meeting

Details

Location: Lightning Ridge
Date/time: 10.00am
Chairperson: Damian Wray (Bogan Shire Council)
Minutes: Tanya Muccillo (CWLLS)

People present: Archie Harding and Jon Cleary (Narromine Shire Council), Melanie Moeller and Tanya Muccillo (CWLLS), Glenn Sloane (Parkes Shire Council), Shannon Hodge and Terry Jones (Forbes Shire Council), Kel Frost (Weddin Shire Council), Damian Wray (Bogan Shire Council), Jodie Lawler (DPIRD), Daniel Berwick (Dubbo Regional Council), Craig Venables and Nathan Crowley (Lachlan Shire Council), Josh Biddle (NPWS), Ben Mott (Macquarie Valley Weeds Committee/Riverina RWC), Sean Richardson and Katrina Underwood (Mid-Western Council/CT RWC), Darion Lees (Transport NSW), Rae Craft (CWLLS Board), Aaron Pulbrook (UGL RegionalLinx)

Apologies

Stef McCowen, Michael Mullholland and Peta Holcombe (NPWS), Neroli Brennan, Matt Lane and Jane Chrystal (CWLLS), Kristen Coady (FCNSW), Hannah Farrant-Jayet (Parkes Shire Council), Jaime Elms (Weddin Shire Council), Andy Fletcher-Dawson (CMCC), Chris Howarth and Jonathon Blizzard (Transport NSW), Andrew Cosier (Crown Lands), Philip Price (Water NSW), Marita Sydes (Ag and Bio)

1.0 Welcome, acknowledgment to country and apologies

The meeting convened at 10.00am.

Chair, Damian Wray welcomed the Committee to the meeting and thanked the Macquarie Valley Weeds Committee and Mid-Western Council regional representatives for joining us. The above apologies were noted by the committee. Thanks to those who travelled to the Ridge for the week of meetings/events. WHS considerations were addressed. Conflict of Interest- Damian raised that he has a conflict of interest as a member of the Western Regional Weeds Committee.

Review of minutes and actions

The previous meeting's Minutes have been read and approved.

Tanya outlined the actions and progress from the previous minutes as follows:

No.	Action	Update
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1	Forward link to Osage Orange video with minutes.	Completed- link forwarded with meeting invite/minutes
2	Invite new stakeholders to meetings	In Progress- New stakeholder representatives for UGL and Transport NSW invited. Need to follow up with Landcare invite for next meeting.
3	Ag and Biosecurity report to be circulated to the Committee.	Completed- forwarded with meeting invite/minutes
4	Follow up with NPWS teams to see if there are any suitable sites.	Completed
5	Propose joint NW/CW RWC Agenda to NW committee	Completed- Proposed however NW will be having a closed meeting today.
6	Forward details of Quanda Walkthrough and invite to RWC	Completed- Walkthrough was completed in April.

Business arising from Minutes

Most actions have been completed. Landcare to be invited to the next meeting.

Minutes moved by Archie, seconded by Craig.

Actions arising from minutes:

Action- Invite Regional Landcare Coordinator to the next meeting

No further business arising from minutes

2.0 Strategic Matters

CWLLS Local Strategic Delivery Plan Update

Tanya provided an overview of the development of the Central West Local Strategic Delivery Plan. This Plan will replace the current Local Strategic Plan which the CWLLS Board oversees delivery of. She explained that the survey that was circulated to the Committee was to inform the priorities, threats, opportunities and local actions that could be included in the new plan. Thanks to the Committee members who completed the survey.

3.0 Regional Weed Management Report

3.1 DPIRD Ag and Biosecurity Weeds Report

Jodie presented the Ag and Bio report. Emily Dickson is back two days a week, Nic Dixon is returning soon, and Jodie is currently covering both the Central West and Western regions.

State priority weed updates included Yellow Burrhead and Mexican Feather Grass, with new Mexican Feather Grass detections around Sydney. For prohibited matter, no Parthenium was found at Croppa Creek during the recent walkthrough. Upcoming responses include Rubber Vine in the unincorporated area and one plant at Narromine- The Narromine team reported the plant is definitely dead. The review of the WAP program found that most prohibited matter detections are being made by weeds officers which indicates the important role the weeds officers play in identifying and reporting incursions and managing them.

A new alert was raised for Navua Sedge, an invasive aquatic weed moving down from Queensland and currently found around the border and Brisbane. Members were asked to stay alert, particularly with increased online sales. Ag and Bio are looking to have it added to WeedWise.

WAP projects have now all been contracted. Jodie advised that this year's funding applies to activities delivered this year only. Any changes needing a variation should be raised with her by **Friday 29 May**. Cancelled training or similar activities that need to be moved to next year may be noted in the report rather than a variation. More significant changes will likely require a variation, however, speak to Jodie to discuss anything that won't be delivered this year. Reporting will stay the same as last year.

BIS improvements have been made, including uploading inspection records for prohibited species, and guidance notes are included in the report. A biocontrol update is also included in Jodie's report. Some training has been cancelled due to low numbers. Quarterly interagency biosecurity reports are also being introduced.

Ben noted there are useful fact sheets available for new alert species coming down from Queensland. Ag and Bio are also looking to add more information to WeedWise as detections increase.

Action: Ag and Biosecurity report to be circulated to the Committee.

Knowledge/Professional Development

4.1 Stakeholder Spotlight- UGL- Aaron Pulbrook

Aaron Pulbrook has commenced in Tom McAllister's role and is based in Orange. UGL manages over 2,000 km of operational lines and more than 3,000 km of non-operational lines requiring inspection and maintenance. Annual works include slashing and spraying, with around 150 vegetation control requests received each year. These are prioritised and managed through an annual program. UGL has north, south and central teams working across the state, allowing the whole network to be covered twice a year.

Current weed issues include Johnson's Grass in the north, Wild Oats and Blackberry in the central area, and Ryegrass and Scotch Thistle in the south. Blackberry is particularly bad this year, and fire management options are being explored with RFS. Through the Greenwest Solutions partnership, weed and track conditions are assessed and chemical plans developed for annual works. Esplanade is currently being trialled and, although expensive, has been effective. An on-track team also supports works, including control within 3 metres either side of the track.

Aaron advised they have received several requests and are working through how best to maintain these areas. They are keen to get out on site and discuss problem areas and solutions so Weeds Officers are encouraged to make contact. They have a high workload at the moment however will schedule site visits once the current work is completed.

Action: Councils to make contact with Aaron Pulbrook to organise site visits. Aaron can be contacted on 0417 788 946.

4.2 Joint Project Opportunities

- Quanda Reserve annual walkthrough was completed in April- Thanks again to CMCC for organising and for all the staff who supported the walkthrough.
- Glenn suggested selecting problem areas and organising walkthroughs to support other species across the region as well. They have a block of Tiger Pear they would like help with. There may be potential to organise a walkthrough when they host the September meeting.
- Sticky Nightshade in Parkes- Shannon to look at opportunities for walkthrough and let everyone know.
- Sean mentioned that Chilean Needle Grass (Bathurst Shire) may be another opportunity.

Action: Glenn and Damo to discuss September Tiger Pear walkthrough in Parkes

4.3 Stakeholder updates

Stakeholder Name	Update	Delegate report
Central West LLS	The NRM team has been contracting on-ground works under the TEC on Farms and Glossy Black Cockatoo projects in the eastern part of the region. Works have included weed control. The team also supported the Quanda walkthrough event. The TSR team is targeting Green Cestrum along the river at Warren across three reserves. They are also targeting Tiger Pear, with the dry conditions making it easier to identify and treat, and are commencing Boxthorn control in the south. An African Boxthorn biocontrol field day was held in Lake Cargelligo with 18 attendees. Upcoming workshops for LALCs to support weed management are planned for Dubbo and Coonabarabran, with support from DRC and CMCC.	Y
Central West LLS Board	TSR team are spraying Nightshade, Tiger Pear, Mimosa, and Coolatai Grass. Some people are not able to identify it well. There is a biosecurity risk with renewable projects and the lack of weed management plans or vehicle hygiene. The Ag and Biosecurity Commissioner is aware of the issues and is open to collaboration and feedback on any issues organisations are having.	
Crown Lands	Quanda walkthrough in April. Starting to get together quotes for CRIF works for next fin year. Weed treatment works underway.	Y
Forestry Corp NSW	No new incursions. Surveys as reduced control work due to seasonal conditions. Weed control works Forbes and Gilgandra areas.	Y
NPWS	Northern Inland and West Branch report attached Nothing new found in last 3 months. Control work being	Y

	undertaken since January. Dry conditions across area so has made control difficult.	
NSW Farmers		
Transport NSW	Inductions to site- Far West area. CW area. Have been doing inspections and keeping eye out for weeds and manage as needed.	Y
Water NSW	No new incursions. No control works on high priority weeds. Aquatic weed sign replacement at dams is on track for completion. Cochineal at Burrendong is having good results and African Olive control is underway.	Y
UGL	Covered in stakeholder spotlight section.	
Bogan	Meeting targets and working to control Tiger Pear, Common pear and distributing bio control. Preparing for Cobar and Nyngan Shows. Working on weed risk assessments for Western and CW.	
CMCC	Not present – delegate report received after the meeting.	Y
Dubbo	Coolatai along highway and tiger pear. Sticky Nightshade found and treated, some found growing in trees near town. New starter in the team (Pete).	
Forbes	Coolatai and Tiger pear control works. Some Sticky Nightshade found and planning to spray. Some along the river and along gutters in town which is a concern. Shoulder spraying and suckers along highways. Finalising inspections.	
Lachlan	Silverleaf nightshade control work. Works around Lake Cargelligo sportsground to try to manage the Spiny Burrgrass. Area has been burned to try to manage it. Looking at distributing some bio control at various sites. Inspections underway.	
Narromine	Silverleaf Nighshade work. Mimosa found in tabledrain along highway. Tiger pear control. Inspections and treating suckers along the road. Heading out to Nyngan to help out at the Ag Expo. Pop up event in main street to raise awareness of common weeds. Coolatai grass along Newell sighted and working on it next week. New road being built for the mines and have been doing inspections and providing advice on managing weeds.	
Parkes	Tiger pear work. Complaints and works targeting common prickly pear. Interesting case with a landholder who has tree pear that is being used as a screen which was allegedly spreading.	Y
Weddin	Working to meet WAP targets and expenditure. Similar works to everyone else.	Y

5.0 Meeting Key Messages

5.1 Weed for Review

No weed for review at this meeting.

Action: Andy will do the Sticky Florestina weed for review at the September meeting and Glenn will do Honey Locust for the December meeting.

5.2 General Business

Weeds guide is going to printers tomorrow- 2000 copies ordered. Ask for separate invoices and send to Council reps and they'll organise payments.

Truck tarp- to be delivered to Parkes.

Email sent out about Mel Wilkerson- an ecard is being sent out to fill out- link to be sent with minutes.

Actions

- Mel to organise individual invoices for weeds guide printing for Councils
- Forward link to Mel Wilkerson's ecard to Committee

6.0 Meeting Summary

A summary of the meeting actions was discussed.

Thanks to Ben, Katrina and Sean for joining us for the meeting.

Recommended agenda items for next meeting:

- Ops Group meeting- Weed risk assessment- Honey Locust (Parkes), Spiny Burr (Lachlan), Water weeds (Forbes), Boxthorn and Harrisia (Narromine)

Meeting closed: 11:50am

Actions from this meeting:

No.	Action	Responsible
1	Invite Regional Landcare Coordinator to the next meeting	CWLLS
2	Ag and Biosecurity report to be circulated to the Committee.	CWLLS
3	Councils to make contact with Aaron Pulbrook to organise site visits. Aaron can be contacted on 0417 788 946.	Councils
4	Glenn and Damo to discuss September Tiger Pear walkthrough in Parkes	Glenn/Damo

5	Andy will do the Sticky Florestina weed for review at the September meeting and Glenn will do Honey Locust for the December meeting.	Andy/Glenn
6	Organise individual invoices for weeds guide printing for Councils	CWLLS
7	Forward link to Mel Wilkerson's ecard to Committee	CWLLS

Next Meeting:

Parkes- 1 September 2026

Meeting Schedule 2026

- Note: Updated date for December meeting.

Date	Location	Host Council
3 March 2026	Dubbo	CWLLS
14 May 2026	Lightning Ridge	CMCC
1 September 2026	Parkes	Parkes
8 December 2026	Nyngan	Bogan

12. REPORT OF THE GENERAL MANAGER

ITEM 12.1 COUNCIL'S DECISION ACTION REPORT – MAY 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 – June 2026

Recommendation:

That the Resolution Register June 2026 be received and noted.

Moved:

Seconded:

Attachment:

Action Resolution Register.



CMCC ACTION RESOLUTION REGISTER

27.06.2022	06/22-11	1. That the report be received and noted. 2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices	GM	Flyers to quarterly rate notices. Information to be advertised in constituent Council newsletter Media releases have been issued for Harrisia Cactus, St Johns Wort and Hudson Pear, African Box Thorn Filed Days and Sticky Florestina.	Continuing Continuing
28.08.23		Action Request; That the General Manager contact Todd (LLS Coordinator) and request that he attend every CMCC Council meeting to provide an update on the Hudson Pear program.	GM	Co-ordinator invited to attend the bi-monthly meetings. May 2025 Requesting Mr. Pallister attend every second Council Meeting.	Continuing
25.08.2025	04/25/18	That the General Manager be authorised to; 1. Advertise, calling for expressions of interest for the sale of the demountable office/amenity building situated on Crown Reserve R97121 at Coolah and its removal from said land, and 2. Negotiate with potential purchases to achieve a best value price for the sale and removal of the office/amenity building.	GM	Advertising commenced. No responses to date. GM to investigate other alternative avenues for sale.	In progress
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

Castlereagh Macquarie County Council Agenda –22nd June 2026 – Ordinary Council Meeting

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 Local Member and Biosecurity Commissioner attending 11th May meeting via Teams.	COMPLETE
11.05.2026	02/26/09	That Council after having considered the Draft Operational Plan for 2026/27 with scenario 1 as the preferred option, Delivery Program 25/26 to 28/29 as amended, Long Term Financial Plan 26/27 to 35/36, Asset Management Plan 26/27 to 35/36 and Workforce Strategy 25/26 to 28/29 be placed on public exhibition for a period of 28 days form the 13th May 2026 until 4:30pm on 9th June 2026, inviting submissions from the public during this time.	GM	Documents placed on public exhibition, no submissions were received during public exhibition period.	COMPLETED
11.05.2026	02/26/11	That; 1. the report be received and noted. 2. The County Council organises a letterbox drop and combined mail out to relevant landholders in the Warrumbungle, Warren, Gilgandra and Coonamble Shires.	GM	Staff are organising pamphlets which are specific to each LGA's and the invasive weed that is prevalent in that area. Landowner obligations for invasive weed control along river systems will also be explained.	In progress

ITEM 12.2 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:

- 26-05 Determination of the Local Government Remuneration Tribunal
- 26-06 Rating Information
- 26-07 Time Series Data 2024-25

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 26-05 to 26-07 from the Local Government Division Department of Premier and Cabinet be received and noted. Moved: Seconded:

Attachments:

Circulars 26-05 to 26-07

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	2026/27 Determination of the Local Government Remuneration Tribunal
Circular Details	Circular 26-05 / 15 May 2026 / A1005478
Previous Circular	<u>Circular 25-10 - 21-05 2025/26 Determination of the Local Government Remuneration Tribunal</u>
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 3.7% to mayoral and councillor fees for the 2026-27 financial year, with effect from 1 July 2026.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2023 determination.
- In undertaking its review this year, the Tribunal concluded that it was necessary to rectify a criteria anomaly identified in the 'Regional Strategic' category established by the 2023 annual determination, and to adjust the population criteria for the 'Major Strategic Area' category, from 300,000 to 200,000.
- The Tribunal found that the allocation of most councils into the current categories continued to be appropriate having regard to the 2023 review, the current category model and criteria, and the evidence put forward in the submissions received. However, the Tribunal has reclassified Dungog Shire Council as 'Rural Large' due to population growth.
- The Tribunal has indicated it will undertake a further review of the categories of councils as part of its 2027 determination.

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au



What will this mean for council?

- Section 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2026 based on the Tribunal's determination for the 2026-27 financial year.

Key points

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

Where to go for further information

- The Tribunal's report and determination is available at:
<https://www.remtribunals.nsw.gov.au/local-government/current-lgrt-determinations>.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

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

Brett Whitworth PSM
Deputy Secretary, Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Rating information 2026-27
Circular Details	Circular 26-06 / 15 May 2026 / A994414
Previous Circular	<u>25-06 – Rating-information-2025-26</u>
Who should read this	General Managers / All council staff
Contact	Performance Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

What's new or changing?

- Maximum boarding house tariffs for 2026-27 have been determined
- Maximum interest rate payable on overdue rates and charges for 2026-27 has been determined
- Section 603 Certificate fee for 2026-27 has been determined
- Statutory limit on the maximum amount of minimum rates for 2026-27 has been determined

What will this mean for council?

- Councils should incorporate these determinations into their 2026-27 rating structures, Operational Plan and Revenue Policy.

Key points

Boarding House Tariffs

- In accordance with section 516 of the *Local Government Act 1993* (the Act), it has been determined that for the purpose of the definition of 'boarding house' and 'lodging house', the maximum tariffs, excluding GST, that a boarding house or lodging house may charge tariff-paying occupants are:



- a) Where full board and lodging is provided:
\$482 per week for single accommodation; or
\$794 per week for a family or shared accommodation.
- b) Where less than full board or lodging is provided:
\$325 per week for single accommodation; or
\$534 per week for family or shared accommodation.
- Notice giving effect to these decisions has been published in the NSW Government Gazette (Government Gazette No 184 – 15th day of May 2026).

Maximum Interest Rate on Overdue Rates and Charges

- In accordance with section 566(3) of the Act, it has been determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2026 to 30 June 2027 will be 9.5% per annum
- The methodology used to calculate the interest rate applicable for the period 1 July 2026 to 30 June 2027 is the Supreme Court methodology (the Reserve Bank cash rate plus 6%), rounded to the nearest half per cent. The cash rate used for the purposes of the maximum interest rate for local government is based on the cash rate set by the Reserve Bank of Australia on 9 December 2025.
- Notice giving effect to these decisions has been published in the NSW Government Gazette (Government Gazette No 184 – 15th day of May 2026)

Section 603 Certificate

- Under section 603 of the Act, councils may issue a certificate as to the amount (if any) of rates, charges, etc. due or payable to the council for a parcel of land. Section 603(2) states the application must be accompanied by the approved fee. In accordance with the approved methodology, the approved fee for 2026-27 is determined to be \$105.
- This determination applies to the issuing of a certificate for the matters specified in section 603(2) of the Act. Where a council offers to provide other information as an optional service, the council is not prevented from separately determining an approved fee for that additional service. Furthermore, a council is not prevented from determining approved fees for additional services required by an applicant for the expedited processing of a Section 603 Certificate.



Statutory limit on the maximum amount of minimum rates

- Following a recommendation by Independent Pricing and Regulatory Tribunal (IPART), clause 126 of the Local Government (General) Regulation 2021 will be amended on 1 July 2026 by the Local Government (General) Amendment (Minimum Amounts of Rate) Regulation 2026, so that under section 548(3)(a) of the Act, the maximum amount of the minimum ordinary rate will be \$655 for 2026-27.
- The maximum amount of a minimum special rate (not being a water supply special rate or a sewerage special rate) prescribed by section 548(3)(b) of the Act will remain unchanged at \$2.

Where to go for further information

- Office of Local Government has further information available at <https://www.olg.nsw.gov.au/councils/council-finances/rating-and-special-variations/>.

A blue ink signature of Brett Whitworth.

Brett Whitworth PSM
Deputy Secretary, Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject	Time Series Data 2024-25
Circular Details	Circular No 26-07 /19 May 2026 / A998200
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff
Contact	Performance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

What's new or changing?

- The Time Series data for 2024-25 has been released.

What will this mean for council?

- Councils will be able to monitor their performance against similar or neighbouring councils.

Key points

- For data to be useful, it is important that it is released in a timely manner.
- Some councils have been granted an extension to lodge their financial statements, and this data has not been captured.

Where to go for further information

- The data can be accessed via [Your council reports – Office of Local Government NSW](#)

A blue ink signature of Brett Whitworth.

Brett Whitworth
Deputy Secretary
Office of Local Government

ITEM 12.3 CASH ON HAND AND INVESTMENT REPORT AS AT 30th APRIL 2026 & 31st MAY 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 May 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 May 2026 are compliant with the Relevant Reference Documents and Policies listed later in this report.

Current Position:

Council at 31st March 2026 held a total of \$1,357,519.65 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 April 2026

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$476,986.29	CBA	3.00%		N/A
	17.12.2025	\$500,000.00	Judo Bank Pty Ltd	4.60%	182days	16.06.2026
	05.02.2026	\$500,000.00	MyState Bank Limited	4.60%	180days	04.08.2026
TOTAL		\$1,476,986.29				

31st May 2026

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date
General Fund Bank Account Balance		\$357,519.65	CBA	3.00%		N/A
	17.12.2025	\$500,000.00	Judo Bank Pty Ltd	4.60%	182days	16.06.2026
	05.02.2026	\$500,000.00	MyState Bank Limited	4.60%	180days	04.08.2026
TOTAL		\$1,357,519.65				

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 March 2026, Council's available cash and invested funds totalled \$1,357,519.65

Cash and Investment Reports – 30th April 2026 and 31st May 2026
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Recommendation:

That the investment report for 30th April 2026 and 31st May 2026 be received and noted.
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Moved:

Seconded:

Attachments:

Nil

ITEM 12.4 MEMBER FEES, LOCAL GOVERNMENT REMUNERATION TRIBUNAL

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report sets out the Local Government Remuneration Tribunals range of fees for Councillors/Members and Mayor/Chairperson within each category for 2026/2027. The County Council section includes Castlereagh Macquarie County Council.

Background:

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

Current Position:

The tribunal has increased the fees for the forthcoming year by 3.70% in the minimum and maximum fees applicable to each category.

The table below sets out the new fee structure applicable for 2025/2026 and 2026/2027. Council must now formally adopt fees within the range as shown in Table 1.0. The Chairperson fee is paid in addition to the Member fee.

Table 1.0

2026/2027

Category "County Councils" Fees	Category Minimum	Category Maximum
Chairperson	4,660	13,140
Member	2,170	7,190

Table 2.0

2025/2026

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

Castlereagh Macquarie County Council has traditionally set the fees at a minimum for both Chairperson and Member.

Currently the annual fees payable to Members and the Chairperson for the 2025/2026 financial year are the minimum fee fixed at \$2,090 per annum for a Member, and an additional fee of \$4,490 for the Chairperson.

Determination

For reasons explained below, the Tribunal has determined that from 1 July 2026 there must be a 3.7% increase in the current minimum and maximum fees applicable to each category of Council, as well in the fees of the appointed Chairperson and appointed Councillors of Central Darling Shire Council.

That reflecting increases in the cost of living. Relevant indicators since the 2025 adjustment, including:

- Consumer Price Index for the 12 months to February 2026 of 3.7%;
- Wage Price Index for the 12 months to December 2025 of 3.4%;
- Full-time average weekly ordinary time earnings for the 12 months to November 2025;
- NSW Public Sector Salaries increases for FY 2025/26 of 3%;
- Local Government State Award increases for FY 2025/26 of 3%;
- IPART Rate Peg Base Cost Change for FY 2025/26 of 3.6%;
- The 2025 Public Service Senior Executive remuneration determinations of the Statutory and Other Offices Remuneration Tribunal; and
- The 2025 State Members of Parliament Basic Salary remuneration determination of the Parliamentary Remuneration Tribunal.

Relevant Reference Documents/Policies:

Local Government Act 1993

Local Government Tribunal Annual Report and Determination 23rd April 2026.

Governance issues:

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

Environmental issues:

Nil

Stakeholders:

Castlereagh County Council

Castlereagh County Council Members'

Financial Implications:

The 2026/2027 Operational Plan has made provision for the Member fees of \$20,400 (\$500 adjustment required at September QBR) and a Chairperson fee of \$4,400 pa (Adjustment of \$90 required at September QBR). A superannuation allocation of \$1,100 has been made for 26/27.

Alternative Solutions/Options:

Council may adopt an alternate fee.

Conclusion:

The report recommends that Council adopt the minimum fee for Members and Chairperson for 2026/2027.

Member Fees, Local Government Renumeration Tribunal

Recommendation:

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

- a) The member fee for 2026/2027 be fixed at \$2,170
- b) The Chairperson fee for 2026/2027 be fixed at \$4,660
- c) Makes a superannuation contribution payment of 12% to its Members in accordance with section 254B of the *Local Government Act 1993*.

Moved:

Seconded:

Attachments:

Nil

ITEM 12.5 DRAFT 2026/27 OPERATIONAL PLAN. 2025/26 to 2028/29 DELIVERY PROGRAM AS AMENDED AND LONGTERM FINANCIAL PLAN 2026/27 to 2035/36 INCLUDING ASSET MANAGEMENT PLAN AND WORKFORCE STRATEGIC PLAN

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary

This report recommends the Operational Plan 2026/27, Delivery Program 25/26 to 28/29 as amended, LTFP 26/27 to 35/36, Resourcing Strategy (Asset Management Plan & Workforce Strategic Plan) Fees and Charges be formally adopted as required under the Local Government Act 1993 after considering any submissions.

Background

The abovementioned Plans were placed on exhibition on 13th May 2026, and public comment invited with submissions closing at 4.30pm on the 9th June 2026.

Current Position

There were no submissions received during the exhibition period.

Relevant Reference Documents/Policies

Local Government Act 1993 and Integrated Planning and Reporting legislation.
Local Government Act 1993

Local Government General Regulation 2021

Governance issues

Council must comply with the Local Government Act 1993 and Integrated Planning and Reporting legislation.

Stakeholders

Castlereagh Macquarie County Council
Constituent Councils
Office of Local Government
Land Managers in the Castlereagh County Council area

Financial Implications

Provision is made in the 2026/27 Operational Plan and LTFP 26/27 to 35/36 to resource the control of Invasive Weeds in the County area in accordance with the Bio Security Act 2015.

Conclusion

The Operational Plan 2026/27, Delivery Program 25/26 to 28/29 as amended, LTFP 26/27 to 35/36, Resourcing Strategy (Asset Management Plan & Workforce Strategic Plan) Fees and Charges. The Operational Plan 2026/2027 (Scenario 1 has been on display for the statutory 28 days, and it is now recommended they be formally adopted.

Recommendation:

That Council, not having received any submissions by the 9th June 2026 now formally adopts the Operational Plan for 2026/27 (Scenario 1), Delivery Program 25/26 to 28/29 as amended, Long term Financial Plan 26/27 to 35/36, Asset Management Plan 26/27 to 35/36 and Workforce Strategy 25/26 to 28/29, Fees and Charges.

Moved:

Seconded:

Attachments:

NIL

Draft 2026/27 Operational Plan, 2025/26 to 2028/29 Delivery Program as amended and LTFP 2026/27 to 2035/36 including Asset Management Plan and Workforce Strategic Plan

Recommendation:

That Council, not having received any submissions by the 9th June 2026 now formally adopts the Operational Plan for 2026/2027 (Scenario 1), Delivery Program 25/26 to 28/29 as amended, Long Term Financial Plan 26/27 to 35/36, Asset Management Plan 26/27 to 35/36 and Workforce Strategy.

Moved:

Seconded:

Attachments:

Nil

ITEM 12.6 CMCC AUDIT RISK IMPROVEMENT COMMITTEE (ARIC) – STRATEGIC WORK PLAN & ANNUAL WORK PLAN

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

This report tables the ARIC Strategic Work plan for Council consideration. The Plan has been reviewed by CMCC's ARIC and approved for presenting to Council for formal adoption.

Background

The Local Government Act 1993, the General (General) Regulation 2021 and the Guidelines for Risk Management and Internal Audit for Local Government require the Council ARIC to develop a Strategic Workplan and an Annual Workplan.

Current Position

The CMCC ARIC has reviewed the attached revised plans and approved of their presentation to Council for adoption.

Performance shall be closely monitored over the next year by the ARIC for compliance with the Plan and it shall be revised annually to accommodate for any improvements or legislative changes.

Relevant Reference Documents/Policies

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

Governance issues

Council must comply with the Local Government Act 1993, the General Regulation and the NSW OLG Guidelines for Internal Audit.

Stakeholders

Castlereagh Macquarie County Council
Constituent Councils
Office of Local Government
CMCC ARIC

Financial Implications

Provision is made in the 2026/27 Operational Plan and LTFP 26/27 to 35/36 to resource the Council ARIC.

Conclusion

The CMCC ARIC Strategic Work Plan 22/26 to 28/29 and Annual Work Plan 26/27 is tabled for Council consideration.

CMCC Audit Risk Improvement Committee (ARIC) – Strategic Work Plan and Annual Work Plan

Recommendation:

That Council formally adopt the CMCC ARIC Strategic Work Plan 25/26 to 28/29 and Annual Work Plan for 26/27.

Moved:

Seconded:

Attachments:

CMCC ARIC Strategic Work Plan and Annual Work Plan

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Introduction

Castlereagh Macquarie County Council (“Council”) has established an Audit Risk and Improvement Committee (“Committee”) in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the *Office of Local Government’s Guidelines for risk management and internal audit for local government in NSW* (November 2023).

Background

The work of the Audit, Risk and Improvement Committee is to be thoroughly planned and executed to ensure that no council activity or function is missed by the committee and that council received value for money from their assurance investment through independent assurance to Council by monitoring, reviewing and providing advice about Council’s governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

Objective

The Committee must develop a strategic workplan every four years to ensure that all matters listed in section 428A of the Local Government Act are reviewed by the Committee and considered by internal audit function when developing their risk based program of internal audits.

Committee Responsibilities

The Committee is required under section 428A of the Act to fulfil the following responsibilities:

- Compliance
- Risk management
- Fraud control
- Financial management t
- Governance
- Implementation of the strategic plan, delivery program and strategies
- Service reviews
- Performance measurement data, and
- Internal audit

Audit Risk and Improvement Committee Meetings

The Committee meets at least four (4) times per year on a quarterly basis.

Secretarial Support

The committee is supported by the General Manager

The seven (7) strategic risks identified by the Executive team, are tabulated below:

- A change in **government policy** settings and/or external environment leads to lower revenue in Grants/Contributions or higher cost imposts on council resulting in financial sustainability challenges.
- A lack of ability to consistently deliver on time and on budget projects will lead to poor outcomes for the constituent Councils, community, creating reputational damage and financial impacts.
- Failure to adapt existing **information management**, cyber and security protocols to maintain the integrity of our digital assets may result in loss of data and privacy breach, which will lead to increased costs (insurance), legal implications, and reputational damage.
- Lack of a **10-year Business Activity Statement** will lead to an ad hoc approach to the allocation of resources and delivery of services, resulting in inadequate compliance with grant funding deeds.
- Lack of a clearly articulated **business continuity plan** will result in an inability to recover quickly from an adverse event, which will lead to an inability to maintain key services, with possible reputation damage.
- More frequent and extreme **natural events** (flood and fires) may lead to an adverse impact on our community with explosions of invasive weeds.
- Loss of Biosecurity Officers **Human Resources** will lead to Council being unable to comply with performance targets of Weed Action Plan grant funding.

ARIC Strategic Work Plan – January 2026 to June 2028

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Meeting 1 - August			Meeting 2 – November			Meeting 3 – February			Meeting 4 - May		
Standard agenda items – refer below			Standard agenda items – refer below			Standard agenda items – refer below			Standard agenda items – refer below		
Other items Committee – ARIC Annual Report to Council			Other items - EOFY Financial Statements - Annual Report to Council			Other items Improvement – Service Review Report			Other items Finance – Operational Budget and associated IP&R documents		
Standard agenda items – all meetings											
1.0. Opening Meeting Present and apologies Disclosures of conflicts of interest			4.0. General Managers Reports Risk Management Risk management update (refer schedule) Policies for review (as required)			5.0. Internal Audit Quarterly update Internal audit reports (as completed)					
2.0. Minutes of the Last Meeting Confirmation of minutes			Compliance and Governance Compliance and Governance update (Refer schedule) Policies for review (as required)			6.0. External Audit AONSW update					
3.0. Chair Update Chair report if provided			Finance Quarterly Budget Review Statement Policies for review (as required) General business			7.0. Committee Administration Annual Strategic work plan Next meeting					
						8.0. Meeting Close					

Financial Statements

The review of the Financial Statements will be an out of session distribution to members prior to endorsement by Council. A meeting may be called to consider any matters arising at the discretion of the Chair.

Internal Audit

Current Status

2025/2026 - Workplace Health & Safety
2026/2027 – No activity selected to date

Complete – Final Report to hand. Actions yet to commence.

Reporting

Annual Reports

Audit, Risk and Improvement Committee

- Annual Assessment to Council on work of ARIC
- Annual written declaration of interests

Risk Function

- Annual Self-Assessment to GM on Council's risk management framework – GM to discuss with ARIC/governing body annually

GM

- Council's (GM) annual attestations on (LGGR s216T):
 - ARIC
 - Risk management
 - Internal Audit

End of Council Term Reports

Audit and Risk Committee

- Strategic Assessment on work of ARIC
- Strategic Assessment on work of Internal Audit

Key Performance Indicators

The following key performance indicators will be used to monitor the performance of the internal audit function and measure its effectiveness and efficiency:

- Percentage of Council policies that have been reviewed/adopted by Council within planned timeframes
- Percentage of recommendations (from internal/external audit, regulatory or consultant's reviews) closed
- Percentage of recommendations (from internal/external audit, regulatory or consultant's reviews) closed by due date

Detailed Annual Work Plan

As per Schedule 1 of the Committee Charter to ensure the Committee meets its responsibilities under legislation:

ARIC Responsibility	Task	Frequency (Minimum)	Financial Year – Due By			
			Q1 August	Q2 NOV	Q3 Feb	Q4 May
AUDIT (Schedule 1)						
Internal audit • Provide overall strategic oversight of internal audit activities: • Act as a forum for communication between the governing body, General Manaager, senior management, the internal audit function and external audit. • Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions. and • Review and advise the council: ◦ on whether the council is providing the resources necessary to successfully deliver the internal audit function. ◦ if the council is complying with internal audit requirements, including conformance with the International Professional Practices Framework. ◦ if the council 's Internal Audit Charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by council are suitable. of the strategic four-year plan and annual work plan of internal audits to be undertaken by council 's internal audit function. ◦ if council 's internal audit activities are effective, including the performance of the head of the internal audit function and internal audit function. ◦ of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised. ◦ of the implementation by the council of these corrective actions. ◦ on the appointment of the head of the internal audit function and external providers. and ◦ if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities.	Quarterly Internal Audit Report	Quarterly	X	X	X	X
	Annual Internal Audit Plan	Annually			X	
	Strategic Internal Audit Plan	Annually			X	
	Review Internal Audit Charter	Annually				X
	Quality Assurance and Improvement Program					
External Audit • Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit.	Review Draft Annual Financial Statements	Annually	X			
	Present Final EOFY Financial Statements	Annually		X		

Coordinate as far as is practicable, the work programs of internal audit and external audit.	Annual Engagement Plan	Annually			X	
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided. - Review all external plans and reports in respect of planned or completed audits and monitor council 's implementation of audit recommendations. and	Interim Management Letter	Annually	X			
	Engagement Closing Report	Annually	X			
Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides.	Final Management Letter	Annually		X		
RISK (Schedule 1)						
Risk Management Review and advise the council: - if the council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard. - whether council is providing the resources necessary to successfully implement its risk management framework. - whether the council 's risk management framework is adequate and effective for	Enterprise Risk Management Update	Quarterly	X	X	X	X
	Risk Registers	Annually	X			

identifying and managing the risks Council faces, including those associated individual projects, programs and other activities. - if risk management is integrated across all levels of Council and across all processes, operations, services, decision-making, functions and reporting. - of the adequacy of risk reports and documentation, for example, Council's risk register and risk profile. - whether a sound approach has been followed in developing risk management plans for major projects or undertakings. - whether appropriate policies and procedures are in place for the management and exercise of delegations. - if council has taken steps to embed a culture which is committed to ethical and lawful behaviour. - if there is a positive risk culture within the council and strong leadership that supports effective risk management. - of the adequacy of staff training and induction in risk management. - how the council's risk management approach impacts on council's insurance arrangements. - of the effectiveness of the council's management of its assets, and - of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.	Business Continuity Management and Disaster Recovery Planning	Annually		X		
Internal Controls Review and advise the Council: - whether the council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective. - whether the council has in place relevant policies and procedures and that these are periodically reviewed and updated. - whether appropriate policies and procedures are in place for the management and exercise of delegations.	Internal Audit Policies and Procedures Manual	Annually				X
	Internal Audit Performance Review (Self-Assessment)	Annually	X			
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with. - if the council's monitoring and review of controls is sufficient, and - if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.	Internal Audit Reviews	Quarterly				X
	Internal Audit Follow Ups	Quarterly	X			

Compliance Review and advise the council of the adequacy and effectiveness of council's compliance framework, including: - if the council has appropriately considered legal and compliance risks as part of the council's risk management framework. - how the council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and - whether appropriate processes are in place to assess compliance.	Legislative Compliance Register	Annually				X
Fraud and corruption Review and advise the council of the adequacy and effectiveness of the council's fraud and corruption prevention framework and activities, including whether the council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.	Fraud Control and Corruption Prevention Framework	Quarterly	X	X	X	X
Financial Management Review and advise the council: - if the council is complying with accounting standards and external accountability requirements. - of the appropriateness of the council's accounting policies and disclosures. - of the implications for the council of the findings of external audits and performance audits and the council's responses and implementation of recommendations. - whether the council's financial statement preparation procedures and timelines are sound. - the accuracy of the council's annual financial statements prior to external audit, including: - management compliance/representations. - significant accounting and reporting issues.	Finance policies and accounting positions	Annually			X	
	Review Draft Financial Statements	Annually	X			
- the methods used by the council to account for significant or unusual transactions and areas of significant estimates or judgements, and appropriate management sign off on the statements. - if effective processes are in place to ensure financial information included in the council annual report is consistent with signed financial statements. - if the council's financial management processes are adequate. - the adequacy of cash management policies and procedures. - if there are adequate controls over financial processes, for example: - appropriate authorisation and approval of payments and transactions. - adequate segregation of duties. - timely reconciliation of accounts and balances. - review of unusual and high value purchases. - if policies and procedures for management review and consideration of the financial position and performance of the council are adequate, and - if the council's grants and tied funding policies and procedures are sound.	Quarterly Budget Review	Quarterly		X	X	X

Governance Review and advise the council regarding the council's governance framework, including the council's: • decision-making processes. • implementation of governance policies and procedures. • reporting lines and accountability. • assignment of key role and responsibilities. • committee structure. • management oversight responsibilities. • human resources and performance management activities. • reporting and communication activities. • information and communications technology (ICT) governance, and • management and governance of the use of data, information and knowledge.	Governance	Quarterly	X	X	X	X
IMPROVEMENT (Schedule 1)						
Strategic Planning Review and advise the council: • of the adequacy and effectiveness of the council 's IP&R processes. • if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and • whether the council is successfully implementing and achieving its IP&R objectives and strategies.	Integrated Planning and Reporting Annual report	Annually		X		
Service Reviews and Business Improvement Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies). and • Review and advise the council: ◦ if the council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance. ◦ if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and • how the council can improve its service delivery and the council 's performance of its business and functions generally	Service Reviews	Quarterly	X	X	X	X

Performance Data and Measurement Review and advise the council: - if the council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives, - if the performance indicators the council uses are effective, and - of the adequacy of performance data collection and reporting. Other - The ARIC Charter must be reviewed annually by the committee (ARIC) and once each council term by the governing body. - The Chair will initiate a review of the committee's performance annually - The committee will provide an annual assessment to the governing body and the General Manager on the committee's work and its opinion on how the council is performing - The committee's annual report will be presented to council - The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. - The strategic work plan must be reviewed at least annually to ensure it remains appropriate and takes into account the council's emerging risks. - The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.	Performance Review	Annually	X			
	Annual Report to Council	Annually	X			
	Review of ARIC Charter	Annually		X		
	Annual Self-assessment	Annually	X			
	ARIC Strategic Work Plan	Annually				X
	ARIC Annual Work Plan	Annually				X

Audit Risk and Improvement Committee

Annual Work Plan: 2026-27

ACTIVITY/ TIMELINES					
Activity	Task	August	November	February	May
INTERNAL AUDIT	- Internal Audit updates	X	X	X	X
	- Internal Audit reports	X	X	X	X
	- Outstanding Management Actions updates	X	X	X	X
	- Review of Charter				X
	- 2026-27 Annual Audit plan			X	
EXTERNAL AUDIT	- External audit updates	X	X	X	X
	- Annual Engagement Plan for audit of the financial statements for the year ending 30 June 2026			X	
	- 2025 Auditor- General's Report on Local Government				X
	- 2025/26 Interim Audit Management Letter	X			
	- 2025/26 Presentation of Draft Financial Statements	X	X		
RISK MANAGEMENT	- 2025/26 Full Year Audited Financial Statements Management Letter		X		
	- ERM updates	X	X	X	X
OTHER	- General Manager updates	X	X	X	X
	- 2025/2026 ARIC Annual Self- Assessment	X			
	- 2025/2026 ARIC Annual Report to Council		X		
	- Review of ARIC Charter			X	

Version Control	Author	Next Review	Approved by ARIC	Resolution by Council
DRAFT v1	ARIC	Q4 – FY2026		

ITEM 12.7 ACCOUNTS PAYABLE AND PAYROLL CHANGE CONTROL POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

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

Background:

The writer has in recent months in accordance with requirements of the EOFY audit reports commenced revision of policies and procedures to minimise fraud and exposure to cyber-attack.

Current Position:

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

Accounts Payable and Payroll Change Control Policy

Governance issues:

Local Government Act 1993
Local Government (General) Regulation 2021
Compliance with the Audit Office Management report

Environmental issues:

NIL

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
County Council LGA Ratepayers
Council staff

Financial Implications:

Failure to comply with the new policy may result in increased exposure to risk of fraud through cyber-attack.

Alternative Solutions/Options:

NIL

Conclusion:

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

Accounts Payable and Payroll Change Control Policy

Recommendation:

That ;

- 1.the report be received.
2. Council adopts the Accounts Payable and Payroll Change Control Policy as tabled.

Moved:

Seconded:

Attachments:

Accounts Payable and Payroll Change Control Policy.



ACCOUNTS PAYABLE & PAYROLL CHANGE CONTROL POLICY

Adoption Date: 22 June 2026

Review Date: 22 June 2027

Responsible Officer: General Manager

BACKGROUND

This policy establishes controls and procedures for making changes to vendor (supplier) information, employee payroll information.

OBJECTIVES

The objective is to reduce the risk of fraud, ensure data accuracy, and maintain a clear audit trail.

This policy applies to all employees involved in accounts payable and payroll (Administration Officer & General Manager). All changes to vendor master data and payroll records.

POLICY STATEMENT

All changes to vendor and payroll information must be formally requested and documented, independently verified (where applicable), approved at the appropriate level whilst maintaining segregation of duties and this must be done and recorded with a complete audit trail.

ACCOUNTS PAYABLE INFORMATION CHANGES

Process Requirements

Request Submission

Requests must be submitted via an approved vendor change form OR official company email from the vendor domain.

Required Documentation:

- Completed vendor change form
- Supporting evidence (e.g. bank letter, letterhead confirmation)

Types of changes include:

- Bank account details
- Contact details
- Address information
- Legal entity name

Confirmation of changes must be sent to the vendor using **existing verified contact details**.

Verification (Mandatory)

All changes must be independently verified prior to processing, and verification must be conducted using existing contact details on file (not those provided in the request).

For bank account changes:

- Obtain a bank confirmation letter OR
- Independently confirm with the vendor via phone (document details of person advising of changes).

Approval

Approval requirements necessary for changes MUST be entered by the Administration Officer and checked and approved by the General Manager before the change is actioned in the Xero System.

The audit log should include:

- Date of change
- Person entering change
- Person verifying change
- Approver

Record Retention

The following information must be retained:

- Request documentation
- Verification evidence
- Approval records
- Records must be retained for a period of seven (7) years.

PAYROLL CHANGES

Types of Changes Covered and the validation process

Maintenance of salary/wage master files, bank account details, tax file number or tax changes, allowances, deductions require a secure validation process.

The Administration Officer MUST, firstly identify the employee's identity, ensure completeness and authenticity of all documentation and bank changes must be verified directly with the employee by phone or in person where possible.

Approval

With so few administration/finance staff within the organisation, management relies heavily upon segregation of duties in terms of processing and approval of payroll and application changes. The Administration Officer prepares documentation and processes changes in Xero and provides associated audit trails to the General Manager for approval.

CMCC Administration Officer processes fortnightly payroll, file maintenance requests, and prepares the Xero bank file. The General Manager checks payroll and file maintenance reports before authorising the bank file for payment.

Monitoring and Compliance

Periodic audits of vendor and payroll changes should be conducted by the General manager.

Review of Policy

This policy should be reviewed annually or when systems, regulatory requirements change, or fraud risks increases.

Version	Adopted Date	Minute No.	Details of Review
1			

ITEM 12.8 PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS - POLICY

REPORTING SECTION: General Manager
AUTHOR: Michael Urquhart

Summary:

The revised policy is presented to Council for consideration.

Background:

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

Current Position:

The writer has reviewed the amended policy to ensure the various provisions comply with the Office of Local Government (OLG) guidelines. The only change being, provision for accommodation and meals expenses when attending a Council function out of ordinary hours when the venue is greater than 50klms from the Members residential address.

Governance issues:

Local Government Act 1993.

Local Government General Regulation 2021.

Environmental issues:

NIL.

Stakeholders:

Castlereagh Macquarie County Council

Castlereagh Macquarie County Members

Financial Implications:

Provision made for expenses in budget in accordance with policy.

Alternative Solutions/Options:

Not include the provision in the revised policy.

Conclusion:

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

Payment of Expenses & Provision of Facilities to Councillors - Policy

Recommendation:

That ;

- 1.the General Manager's report be received.
2. Council adopts the Payment of Expenses & Provision of Facilities to Councillors policy as tabled.
3. the policy be placed on public exhibition for a period of 28 days and public submissions be invited.

Moved:

Seconded:

Attachments:

Payment of Expenses & Provision of Facilities to Councillors - Policy



PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR MEMBERS POLICY

Adoption Date: 26th August 2025

Review Date: 31st August 2026

Responsible Officer: General Manager

POLICY STATEMENT

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

OBJECTIVES

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

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

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

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1. Background

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

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

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

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

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

2. Payment of Expenses

2.1 General

Reimbursement of costs and expenses will only be made:

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

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

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

2.2 Advance Payment

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

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

2.3 Specific

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

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

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

2.3.2 Registration, accommodation and air travel

All bookings are to be arranged through the Administration Officer.

Payment for registration, accommodation and air travel must:

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

Maximum reimbursement for each meal will be as follows in accordance with the ATO determination for County Areas.

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

2.4 Meals

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

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

2.5 Spouse or partner expenses

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

2.6 Accommodation and meals

In circumstances where it would introduce undue risk for a Member to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am, and the Member lives more than 50 kilometres from the meeting location.

Council will reimburse costs for accommodation and meals while Member's are undertaking prior approved travel or professional development outside the Castlereagh Macquarie County Council LCA.

2.7 Travelling expenses

2.7.1 General

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

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

2.7.2 Travel

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

A Member that travels using their private car will be reimbursed at the appropriate kilometer rate in accordance with the *Local Government (State) Award 2026* or airfare rate, whichever is the lower. Evidence of current vehicle registration and compulsory third party insurance coverage must be provided to the General Manager prior to travel. Alternative methods of transport will be reimbursed following the production of valid GST receipts.

2.7.3 Overseas travel

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

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

2.8 Care and other related expenses

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

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

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

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

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

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

2.9 Use of Council resources

Members must not, as a result of Council funded and approved expenditure, obtain more than incidental private benefit from the provision of equipment and facilities. This includes travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs. It is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental use is not subject to a compensatory payment to Council. Where more substantial private use does occur, reimbursement to Council of the value of that private use is required. The value of 'private use' in this context is the proportional private use/business use percentage.

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

2.10 Giving of gifts and benefits

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

Version	Adopted Date	Minute No.	Details of Review
2	16 November 2020	11/20/8	Adoption of Revised Policy
3	19 October 2021	10/21/8	Adoption of Revised Policy
4	29 August 2022	08/22/08	Adoption of Revised Policy
5	28 August 2023	06/23/07	Adoption of Revised Policy
6	26 August 2024	04/24/09	Adoption of Revised Policy
7	25 August 2025	04/25/11	Adoption of Revised Policy

ITEM 12.9 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
22 June 2026	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
23 June 2026	State Prickle Bush Meeting	Teams Meeting	Senior Bio Security Officer
24 June 2026	Central West LLS Weeds Workshop	Coonabarabran	Senior Bio Security Officer
30 August – 1 September 2026	Lightning Ridge Opal Festival	Lightning Ridge	Senior Bio security officer
1 August 2026	Central West Regional Meeting	Parkes	Senior Bio security officer
18 – 20 August 2026	Ag Quip	Gunnedah	Senior Bio security officer
20 August 2026	ARIC Meeting	Teams Meeting	ARIC Committee, GM & Deputy Chair
31 August 2026	CMCC Council Meeting	Gilgandra	Members, GM, Senior Biosecurity Officer & Administration Officer
26 October 2026	CMCC Council Meeting	Coonamble	Members, GM, Senior Biosecurity Officer & Administration Officer
4 November 2026	NSW Bio Control Meeting	Lightning Ridge	Senior Bio security officer
4 November 2026	Hudson Pear Taskforce Meeting	Lightning Ridge	Senior Bio security officer
4 November 2026	Harrisia Taskforce Meeting	Lightning Ridge	Senior Bio security 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
8 December 2026	Central West Regional Meeting	Nyngan	Senior Bio security officer

13. BIOSECURITY REPORT

ITEM 13.1 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

13 April – 10 June 2026

1. LOCAL ISSUES WITH PRIORITY WEEDS

- [Coonamble – Ongoing](#)
African Boxthorn
Green Cestrum
Hudson Pear
Tiger Pear
- [Gulgandra](#)
African Boxthorn
Green Cestrum
Hudson Pear
Tiger Pear
- [Warrumbungle](#)
African Boxthorn
Blackberry
Green Cestrum
Honey Locust
Hudson Pear
Tiger Pear
- [Warren](#)
African Boxthorn
Green Cestrum
Harrisia Cactus
Tiger Pear
- [Walgett](#)
Hudson Pear Pallida and Tunicata
Parthenium
Riverina Pear Elata spp.

2. NEW ISSUES FOR MEMBER COUNCIL AREAS

- [Coonamble](#)
Nil to report
- [Gulgandra](#)
NIL to report
- [Warrumbungle](#)
New Cacti species detected Baradine area Opuntia rioplatensis



- [Warren](#)
NIL to report
- [Walgett](#)
Parthenium – 21 plants found on Gingie Road approximately 25km from Walgett. This infestation is near IP38.

3. INSPECTIONS

Full inspection report 01/07/2025 – 30/06/2026 to be presented at the August 2026 CMCC Council Meeting.

4. SPECIAL PROJECTS

Coonamble and Warrumbungle Shires – Aerial surveillance conducted 14th April from Quanda 5 ways and surrounding perimeters of Coonamble and Warrumbungle. New Hudson Pear plants were found on private properties with historic infestations and 17 plants detected in the Warrumbungle Shire. The 17 plants are additional to the 8 plants found on the Warrumbungle Shire roadside 17km from Quanda 5 ways.



Walgett

29th April 2026 CMCC assisted with the Parthenium site at Croppa Creek. No plants were found.

5. OTHER HAPPENINGS

Ag Fair Broken Hill - 1st and 2nd April There were 6700 people through the gates. CMCC was one of 300 exhibitors showing casing various education material and 8 cacti species including biological material. *Cylindropuntia pallida* and *Tunicata* on display was the draw card for conversation. Scott Barrett MLC spent 30 minutes at our stand discussing weeds and learning the identification of cacti species.

Coonamble Shire – 15th April 2026

Coonamble Shire -15th April, Weed Officers from Parkes, Narromine, Bogan and Lachlan Shires along with Central West Local Land Services and DPRID assisted CMCC with a delimitation at Quanda. This collaborative approach started 5 years ago meeting on site equipped with backpacks finding small plants hiding behind stumps and hidden in vegetation. Great results are being achieved finding those that would be the next generation.



Coonamble – Inland rail proceeded with drilling test holes at Quanda 5 ways. CMCC meet with the ground staff 6th May 2026 to inspect drilling sites and machinery. 6th May was the same day Inland announced all work on the northern legs Narromine to Narrabri and beyond had been indefinitely paused after an independent review revealed the full Brisbane to Melbourne line would cost at least \$45 billion. Despite this announcement however the drilling still commenced to complete their contract before returning to Sydney.

The federal funding cuts directly eliminate planned **rail line upgrades between Gilgandra and Coonamble**. These specific upgrades were designed to connect Coonamble's immense local grain supply and freight networks straight into the national rail spine. Local producers now lose out on faster, more competitive freight access to major ports.



Western Unincorporated Area - 21st April 2026

Aerial surveillance and control Stephens Creek Unincorporated area Broken Hill. There were only a couple of plants ranging size of 1 metre high and approximately 200 plants ranging from 3 to 5 CMS.

Aerial inspections were carried out over the unincorporated area. We currently have 1 Rubber Vine site in Tibooburra IP6 the other 4 sites we had has been eradicated and currently working on 3 sites with Parkinsonia.

Hudson Pear monitoring with DPIRD at Stephen Creek – 19th May 2026

Cross Region Meetings at Lightning Ridge – May 2026

Castlereagh Macquarie County Council hosted 6 meetings in Lightning Ridge. It was such a wonderful week seeing everyone involved attending the tours at the Australia Opal Centre, Monitoring sites, several cacti nursery sites, entering the photo competition with super snaps of “Weeds in the Landscape”, collecting biological material for their own patch, conversations sharing ideas, encouraging each other and discussing challenges.

Australian Opal Centre Tour – 12.05.2026

Hudson Pear Taskforce Meeting – 12.05.2026

Cumborah Hudson Pear Site and Grawin – 12.05.2026

Harrisia Taskforce Meeting – 12.05.2026

Macquarie & Valley Lachlan Weeds Meeting – 13.05.2026

North West Weedo Meeting – 13.05.2026

Hudson Pear Monitoring (in field) – 13.05.2026

Lorne Station Hudson Pear Field Tour – 14.05.2026

Northwest Regional Meeting – 14.05.2026

Central West Regional Meeting – 14.05.2026



AGENDA FOR CLOSED COUNCIL MEETING

Monday, 22nd June 2026

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Council Meeting of Castlereagh Macquarie County Council will be held at the Coonamble Shire Council Chambers on **22nd June 2026** to discuss the items listed in the Agenda

Michael Urquhart
GENERAL MANAGER

AGENDA

14. MOVE INTO CLOSED SESSION

MOVE INTO CLOSED SESSION
Time: That the public be excluded from the meeting pursuant to Sections 10A of the Local Government Act 1993 on the basis that the items deal with: (2) (a) personnel matters concerning particular individuals (other than councillors) Moved: Seconded:

15. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

15.1 **Chairperson**

15.1.1 **General Manager Annual Performance Review**

16. RETURN TO OPEN SESSION

Return to Open Session

Recommendation:

That Council return to open session

Moved:

Seconded:

17. ADOPTION OF CLOSED SESSION REPORTS

Adoption of Closed Session Reports

Recommendation:

That Council adopt the recommendations of the Close Committee Reports.

Moved:

Seconded:

18. QUESTIONS FOR NEXT MEETING

19. CONFIRMATION DATE OF NEXT MEETING

Date: 31st August 2026, in Gilgandra - TBC

20. CLOSE OF MEETING

Time: