

20 November 2023

Members of the County Council

Notice of ordinary Meeting of Upper Macquarie County Council 24 November 2023

I advise an ordinary Meeting of the Upper Macquarie County Council will be held at the 7 Lee Street, Kelso chambers on 24 November 2023 beginning at 2.00pm

The Business Papers are attached for your reference.

Your attendance at the meeting is respectfully requested.

Yours sincerely

Timothy Johnston
General Manager



CENTRAL TABLELANDS
WEEDS
AUTHORITY

(Legal Entity Upper Macquarie County Council)

Ordinary Council Meeting
24 November 2023
7 Lee Street Kelso

Central Tablelands Weeds Authority

The Local Control Authority for weed biosecurity in the local government areas of Bathurst Regional Council, Blayney Shire Council, Oberon Council and Lithgow City Council.

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ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges the traditional custodians of the lands where we work and live. Council celebrates the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of the NSW Central Tablelands.

RECORDING OF MEETING

Members and the public are advised that the proceedings of this meeting (other than any confidential matters) will be recorded and made publicly available on the Council Website and persons attending the meeting should refrain from making any defamatory statements.

ITEM 1: APOLOGIES

Recommendation is moved by:	
Mover:	Seconder:

That Council acknowledge and accept the apologies of those members that have nominated that they will not attend this meeting.

ITEM 2: DISCLOSURE OF INTEREST

Recommendation:

That:

1. Council Members are reminded of their obligations under Council's Code of Conduct to disclose and appropriately manager conflicts of interest.
2. If any member has any declaration of interests, they should do so now.

Note any Disclosures of Interest made.

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."

ITEM 3.1 CONFIRMATION OF MINUTES OF ORDINARY MEETING 11 AUGUST 2023

Recommendation is moved by:	
Mover:	Seconder:

Recommendation:

That Council adopt the minutes of the previous meetings of the Upper Macquarie County Council:

Ordinary Meeting of the Upper Macquarie County Council held at 7 Lee Street, Kelso at 2.00pm on 11 August 2023.

Information:

Acknowledgement of Country

Recording of Meeting

ATTENDANCE

The Council Members were present:

- Cr. A. McKibbin
- Cr. B. Reynolds
- Cr. B. Watt
- Cr. A. Smith
- Cr. C. O'Connor
- Cr. S. Lesslie
- Cr. A. Ewin

The following Council staff attended:

- General Manager, Timothy Johnston
- Biosecurity Operations Manager, Christopher Jackson
- Biosecurity Administration Manager, Lisa Monardo

1: Apologies

Mover: Member Cr. Smith

Seconder: Member Cr. Ewin

Council accepts the apology from Member Cr. Ben Fry.

Resolved in the affirmative.

2: Disclosures of interest and Statement of Ethical Obligations

Members were reminded of their ethical obligations and nil disclosures were made.

3.1: Confirmation of minutes of Ordinary Council Meeting 16 June 2023

Mover: Member Cr. O'Connor

Seconder: Member Cr. Smith

Council adopted the minutes of the ordinary Council meeting of 16 June 2023 with some minor administrative corrections.

Resolved in the affirmative.

3.2: Confirmation of minutes of Extraordinary Meeting 14 July 2023

Mover: Member Cr. Reynolds

Seconder: Member Cr. O'Connor

Council adopted the minutes of the ordinary Council meeting of 16 June 2023 with some minor administrative corrections.
Resolved in the affirmative.

4: Matters in Progress Update 12th May 2023

Mover: Member Cr. Smith
Seconder: Member Cr. O'Connor
Council noted the matters in progress.
Resolved in the affirmative.

5: Chairman's (Member Cr. Andrew McKibbin) Minute – General Manager's Performance Review Delayed – to be addressed in Confidential.

6.1.1 Public Interest Disclosure Return

Mover: Member Cr. Reynolds
Seconder: Member Cr. Watt
Council noted the report.
Resolved in the affirmative.

6.1.2 ARIC Annual Report 22/23

Mover: Member Cr. O'Connor
Seconder: Member Cr. Smith
Council noted the report.
Resolved in the affirmative.

6.1.3 ARIC Minutes

Mover: Member Cr. O'Connor
Seconder: Member Cr. Smith
This matter was withdrawn from the meeting as there was no attachment to refer to.
Resolved in the affirmative.

6.2.1 Unaudited General Purpose Financial Statements 2022-2023

Mover: Member Cr. Reynolds
Seconder: Member Cr. O'Connor
Council:

1. Authorises the Chairperson Andrew McKibbin and Deputy Chairperson Bruce Reynolds to sign the "Statement by Members" on page 2 of the General Purpose Financial Statements for the year ended 30 June 2023.

2. Submit the General Purpose Financial Statements to the external auditor for audit.

Resolved in the affirmative.

6.2.2 Investment Report June 2023

Mover: Member Cr. Smith
Seconder: Member Cr. O'Connor
Council noted the report.
Resolved in the affirmative.

6.2.3 Investment Report July 2023

Mover: Member Cr. Reynolds

Seconder: Member Cr. Ewin

Council noted the report.

Resolved in the affirmative.

7.1 Aerial Spraying Program Autumn 2024

Mover: Member Cr. O'Connor

Seconder: Member Cr. Ewin

Council noted the update report on the upcoming Autumn 2024 Aerial Spraying Program.

Resolved in the affirmative.

8.1 Roadside Spraying 2023/2024

Mover: Member Cr. O'Connor

Seconder: Member Cr. Smith

Council noted report.

Resolved in the affirmative.

9.1 Biosecurity Compliance inspections June & July 2023

Mover: Member Cr. Smith

Seconder: Member Cr. Fry

Council noted the report.

Resolved in the affirmative.

9.2 Penalty Infringement Notices

Mover: Member Cr. Lesslie

Seconder: Member Cr. Smith

Council noted the report.

Resolved in the affirmative.

9.3 Central Tablelands Regional Weed Committee

Mover: Member Cr. O'Connor

Seconder: Member Cr. Reynolds

Council noted the report.

Resolved in the affirmative.

9.4 End of Year 2022-2023 WAP Report

Mover: Member Cr. Reynolds

Seconder: Member Cr. O'Connor

Council

1. noted the report.

2. Thanked the Council staff for all the work they have done and achieving these WAP targets.

Resolved in the affirmative.

10.1 County Council meeting schedule

Mover: Member Cr. Lesslie

Seconder: Member Cr. Smith

Council adopts the following dates for the upcoming meeting schedule

Date:	Time:	Meeting & Location
1 September 2023	2.00pm	Extraordinary meeting
15 September 2023	12.00pm	Workshop
13 October 2023	2.00pm	Workshop
24 November 2023	2.00pm	Ordinary Council Meeting

Resolved in the affirmative.

10.2 LG NSW Annual Conference

Mover: Member Cr. Smith

Seconder: Member Cr. Watt

Council:

1. Appoints the Chairman or his delegate to attend the LG NSW Annual Conference 2023
2. Approves of the sending of the General Manager or his delegate to attend the LG NSW Annual Conference 2023

Resolved in the affirmative.

11. Notices of Motion or Rescission

Nil

Closed Committee of the whole

Mover: Member Cr. Reynolds

Seconder: Member Cr. O'Connor

Council resolved into Closed Committee of the whole.

Resolved in the affirmative.

Re -Open Committee of the whole

Mover: Member Cr. Watt

Seconder: Member Cr. Lesslie

Council resolved to move from closed committee of the whole back into open committee.

Resolved in the affirmative.

12. Confidential Matters in Progress

Mover: Member Cr. O'Connor

Seconder: Member Cr. Watt

Council noted the report.

Resolved in the affirmative.

13. Chairman's Minute – General Manager's Performance Review

Mover: Member Cr. McKibbin

Seconder: Member Cr. O'Connor

Council noted the Performance Review Committee's report on General Manager's performance for the period 6 June 2022 to 6 June 2023.

Resolved in the affirmative.

14. Prosecution Update

Mover: Member Cr. O'Connor

Seconder: Member Cr. Smith

Council noted the report.

Resolved in the affirmative.

15. Local Government Regulation Section 213 Debt Write Off

Mover: Member Cr. McKibbin

Seconder: Member Cr. Smith

Council noted the report and confirmed the write off of debt as noted in the General Manager's confidential report.

Resolved in the affirmative.

The Council meeting was closed at 4.38pm.

**ITEM 3.2: CONFIRMATION OF MINUTES OF EXTRAORDINARY MEETING 15
SEPTEMBER 2023**

Recommendation is moved by:	
Mover:	Seconder:

That Council adopt the minutes of the Extraordinary Meeting of the Upper Macquarie County Council held at 7 Lee Street, Kelso at 2.00pm on 15 September 2023.

Information:

Acknowledgement of Country

Recording of Meeting

ATTENDANCE

The Council Members were present:

- Cr. A. McKibbin
- Cr. B. Reynolds
- Cr. A. Ewin
- Cr. A. Smith
- Cr. C. O'Connor
- Cr. S. Lesslie
- Cr. B. Fry
- Cr. B Watt

The following Council staff attended:

- General Manager, Timothy Johnston
- Biosecurity Operations Manager, Christopher Jackson
- Biosecurity Administration Manager, Lisa Monardo

1: Apologies

No apologies were received.

Resolved in the affirmative.

2: Disclosures of interest and Statement of Ethical Obligations

Members were reminded of their ethical obligations and nil disclosures were made.

3. Financial Statement Presentation – Katy Henry (Intentus)

Mover: Member Cr. Lesslie

Seconder: Member Cr. Smith

Council

1. Received a presentation on Council's 2022-2023 Financial Statements

2. Present Ms Henry and supporting staff with a thank you letter.

Resolved in the affirmative.

The Extraordinary meeting was closed at 2.46pm.

ITEM 4: MATTERS IN PROGRESS

Recommendation is moved by:	
Mover:	Seconder:

Recommendation:

Council closes the matter “Strategic Roadside spraying rotation”.

SUBJECT	RESOLUTION No. & DATE	RESOLUTION	DESCRIPTION	ACTION
Strategic Roadside spraying rotation	Item 5 13 May 2022	<p>1. Council notes the report on the roadside spraying program 2021/2022.</p> <p>2. Council provides a Discussion Paper to each constituent Council on their roadside spraying program for 2021/2022</p> <p>16 December 2022: Proposed new Roadside Program to be Workshopped February 2023.</p> <p>Members workshopped the proposal to move away from the Roadside Program MOU to a Service Agreement that would see all roadsides treated each 3 years. Each LGA will have 3 sectors identified.</p>	The change from an MOU to a Service Agreement will be recommended to the Councils May 2023 meeting.	<p>Constituent Council's GMs responded to the Discussion Paper; each Council has provided positive responses to the 3 year rotation proposal under a Service Agreement replacing the MOU.</p> <p>Service Agreement for Roadside Program to be resolved at the May 2023 UMCC. The Service Agreement Proposal to be offered to each constituent council seeking their endorsement. <i>Due Date: May 2023</i></p> <p>Each constituent LGA has been divided into 3 sectors. The proposed Service Level Agreement for the annual</p>

				<p>Roadside program has been finalised with Mac & Mac Lawyers. Letters to be sent to Constituent councils offering the service before end June.</p> <p>Update 11 August 2023”</p> <p>Still to be finalised.</p> <p>UPDATE 24 November 2023</p> <p>Constituent Councils have entered the Service Agreement commencing November 2023. The Agreement will be reviewed in year 4 September 2026.</p> <p>It is recommended that this matter now be closed.</p>
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ITEM 5: CHAIRMAN'S MINUTE – ANNUAL REPORT

Recommendation:

Council be advised the annual report will be circulated separately for comment at a later date.

Information:

A draft annual report will be provided to members out of session. If any members wish to make any comment or object to the reported outcome, please refer to the General Manager or Biosecurity Administration Manager.

ITEM 6: GOVERNANCE PROGRAM

6.1 Legislative Compliance

6.1.1 Disclosures by Councillors and designated persons return

Recommendation is moved by:	
Mover:	Seconded:

Recommendation:

Council notes all required disclosure returns have been tabled at this meeting.

Information:

“Under the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct), certain council officials are required to disclose their personal interests in publicly available returns of interests. These operate as a key transparency mechanism for promoting community confidence in council decision making, whether by councillors or by staff or others under delegation.” Model code of conduct for local councils in NSW - A guide to completing returns of interest

A return must be submitted annually by designated persons within three months of the start of each financial year.

All disclosure returns are now tabled.

Authored by:	Approved by:
Biosecurity Administration Manager	General Manager
Lisa Monardo	T.N. Johnston

6.1.2 ARIC minutes

Recommendation:

Council notes the minutes of the ARIC from 16th February 2023

Information:

On 25th May 2023, Council’s Audit Risk and Improvement Committee met and adopted the minutes from the previous meeting held on 16th February 2023.

Those minutes are circulated separately.

Authored by:	Approved by:
Biosecurity Administration Manager	General Manager
Lisa Monardo	T.N. Johnston

6.2 Finance

6.2.1 Quarterly Budget Review Statement – 1st

Recommendation is moved by:

Mover:	Seconded:
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Recommendation:

Council adopt the recommended changes detailed within the QBRS

BACKGROUND:

The first quarter of the financial year 2023/2024 has been significantly different from previous years for Council. The most significant difference is that Constituent Council's have not yet been invoiced for any upcoming roadside spraying. This has little to no impact on the Income statement as the roadside income is normally fully expended by end of financial year. However, it has a small impact upon cash investments. Similarly, the WAP funding has not yet been either confirmed or received and is unknown when it will be.

Council's recent addition of a Registered Business Name "Central Tablelands Weeds Authority" saw a revamp of signage and furniture in reception of the Lee Street office. This has enabled the Biosecurity Administration Manager to move to a more private and productive office space. Further to this Council has purchased some much-needed work health and safety equipment such as a manual lifter and secure weight bearing shelving for the chemical shed. The consequence of rebranding to the registered business name has produced an unexpected increase in capital purchasing. It is recommended that the consideration and purchase of a 4WD buggy and matching trailer be delayed to the 2024/2025 budget considerations.

At time of writing confirmation of contractor information was being obtained.

Authored by:	Approved by:
Biosecurity Administration Manager	General Manager
Lisa Monardo	T.N. Johnston

6.2.2 Investment Report August 2023

Recommendation is moved by:	
Mover:	Seconded by:

Recommendation:

Council notes the report.

Information:

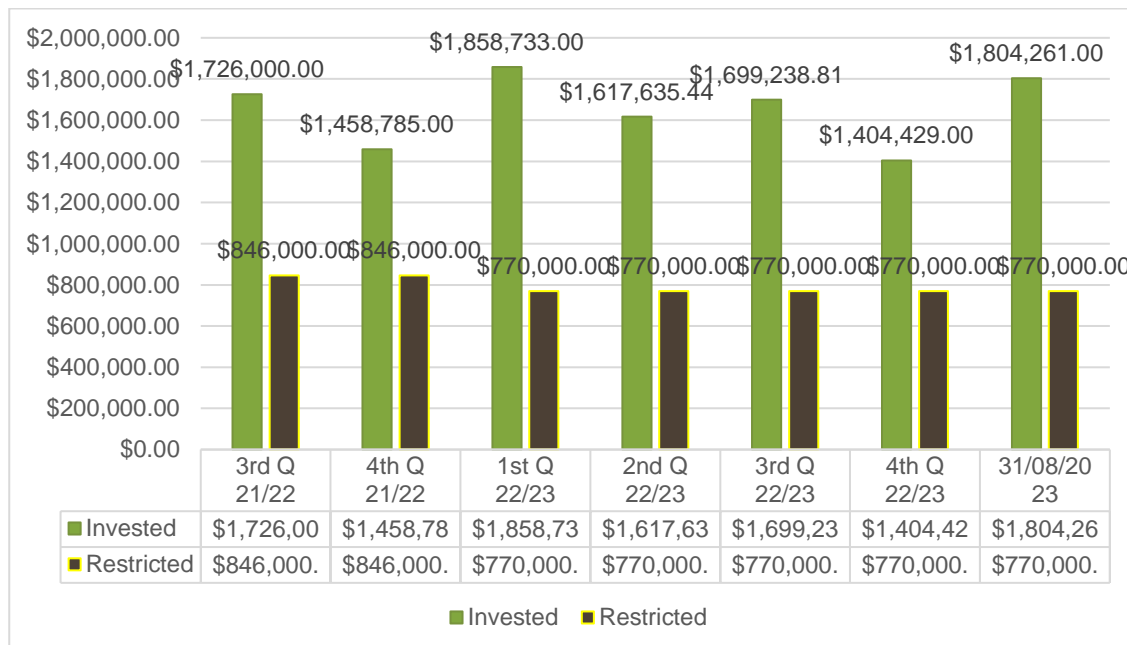
To comply Clause 212 of the Local Government (General) Regulation 2005 – setting out current details of all moneys that Council has invested under Section 625 of the Local Government Act (1993) (the Act).

INVESTMENT POSITION:

TABLE 1 - UMCC SCHEDULE of ACCOUNTS–31 August 2023

Westpac Business 31 Day Notice Cash Reserve Account & Overdraft Account			
Rate	Amount	Term	Due Date
4.35%	\$1,250,000	No set term	No due date
0.01%	\$1,015	Cash Reserve	N/A
0%	\$553,246	Overdraft - daily working account	
TOTAL	\$1,804,261	Balance on Reporting Date.	

TABLE 2 - CASH ALLOCATION– ON 31 August 2023



Authored by:	Approved by:
Biosecurity Administration Manager	General Manager
Lisa Monardo	T.N. Johnston

6.2.3 Investment Report September 2023

Recommendation is moved by:	
Mover:	Seconded by:

Recommendation:

Council notes the report.

Information:

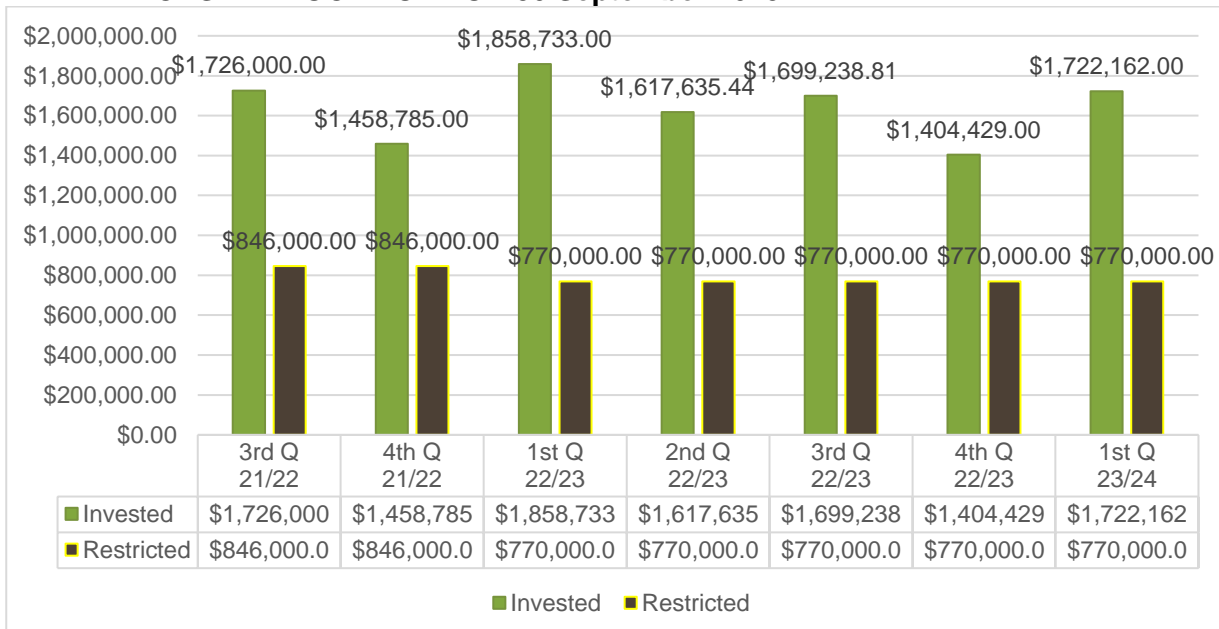
To comply Clause 212 of the Local Government (General) Regulation 2005 – setting out current details of all moneys that Council has invested under Section 625 of the Local Government Act (1993) (the Act).

INVESTMENT POSITION:

TABLE 1 - UMCC SCHEDULE of ACCOUNTS–30 September 2023

Westpac Business 31 Day Notice Cash Reserve Account & Overdraft Account			
Rate	Amount	Term	Due Date
4.35%	\$1,250,000	No set term	No due date
0.01%	\$1,015	Cash Reserve	N/A
0%	\$471,147	Overdraft - daily working account	
TOTAL	\$1,722.162	Balance on Reporting Date.	

TABLE 2 - CASH ALLOCATION– ON 30 September 2023



Authored by:	Approved by:
Biosecurity Administration Manager	General Manager
Lisa Monardo	T.N. Johnston

6.2.4 Investment Report October 2023

Recommendation is moved by:	
Mover:	Seconded by:

Recommendation:
Council notes the report.

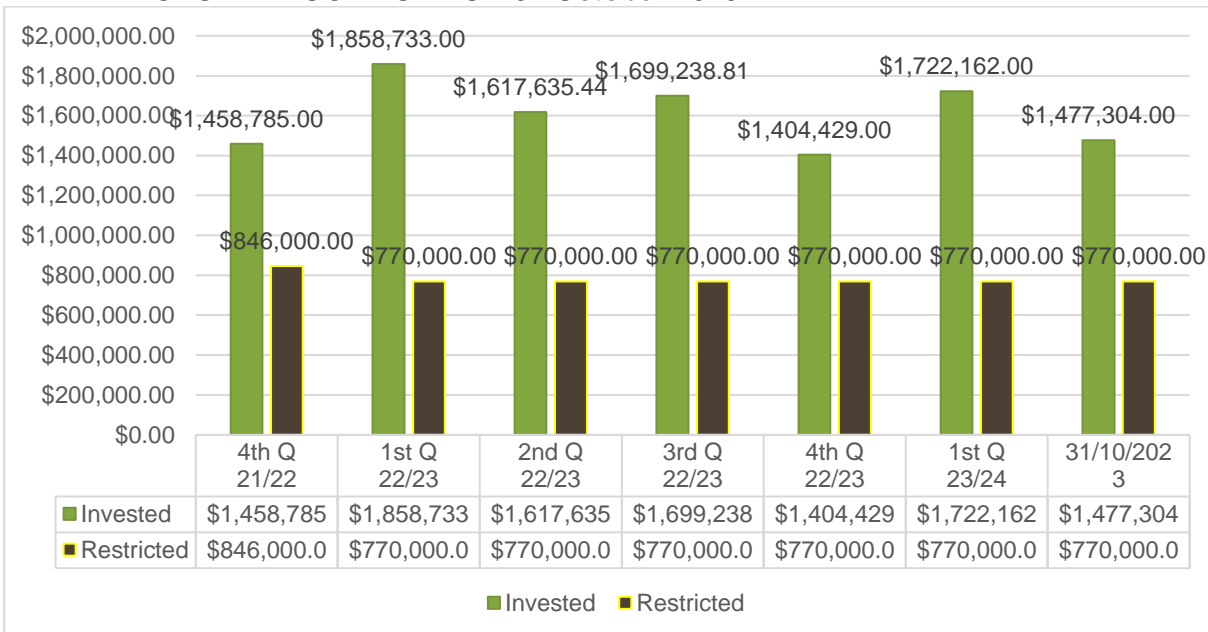
Information:
To comply Clause 212 of the Local Government (General) Regulation 2005 – setting out current details of all moneys that Council has invested under Section 625 of the Local Government Act (1993) (the Act).

INVESTMENT POSITION:

TABLE 1 - UMCC SCHEDULE of ACCOUNTS–31 October 2023

Westpac Business 31 Day Notice Cash Reserve Account & Overdraft Account			
Rate	Amount	Term	Due Date
4.1%	\$1,250,000	No set term	No due date
0.01%	\$1,015	Cash Reserve	N/A
0%	\$226,289	Overdraft - daily working account	
TOTAL	\$1,477,304	Balance on Reporting Date.	

TABLE 2 - CASH ALLOCATION– ON 31 October 2023



Authored by:	Approved by:
Biosecurity Administration Manager	General Manager
Lisa Monardo	T.N. Johnston

6.3 Human Resources

6.3.1 Work Health and Safety

Recommendation:

Council notes the report.

Information:

There haven't been any WHS incidents or near misses reported since the last ARIC meeting in August 2023.

Council received and installed the hoist and eye wash purchased from funds received from Statecover Workers Compensation Insurer for adequately participating in the WHS Action Plan program.

Fire extinguisher inspections have been conducted identifying the need for fittings to be permanently established in the motor vehicles for housing extinguishers, this work is proceeding.

New shelving has been installed in the Chemical store to improve both safe access by staff and stock control systems.

Councils' workers compensation insurer State cover are conducting their self-audit of our annual WHS Action Plan. The draft plan has been lodged and will be finalised in discussion with State cover during November 2023.

ITEM 7 LANDHOLDER SUPPORT PROGRAM

7.1 Aerial Spraying Program Autumn 2024

Recommendation is moved by:	
Mover:	Seconder:

Recommendation:

That Council notes the update report on the upcoming Autumn 2024 Aerial Spraying Program.

Information:

The upcoming CTWA aerial spraying program has been booked to commence in March of 2024. CTWA staff have been working with landowners to plan and undertake the mapping of the treatment areas for this year's program.

At present there are 25 landowners that have been mapped and returned their signed agreements, with 230ha for Serrated tussock and 171ha for Blackberry. There are a further 39 landowner that are interested in the aerial program and are waiting to be mapped and agreements returned CTWA. The present aerial spraying program is progressing to approximately similar numbers as previous years with 64 landowners participating, however the ha's of aerial spraying is reduced. The feedback from landowners is the increased cost of spraying mainly for serrated tussock and the effects of reduced income mainly from livestock sales is affecting their budgets.

With the change to the new contractor Rotor Solutions Australia for the 2024 CTWA aerial spraying program any landowner that are interested in the spreading of GP products has been referred to Taralga Rural. There have been several landowners that CTWA has contacted about the upcoming 2024 program that have remained clients with Commercial Helicopters. CTWA staff will not undertake mapping of these jobs, they are the responsibility of Taralga Rural and or Commercial Helicopters.

Authored by:	Approved by:
Biosecurity Operations Manager	General Manager
Chris Jackson	T.N. Johnston

ITEM 8 ROADSIDE SPRAYING PROGRAM

8.1 Roadside Spraying 2023/2024

Recommendation is moved by:	
Mover:	Seconder:

Recommendation:

That Council notes the report.

Information:

Annual roadside spraying is moving to the new 3-year rotation program starting this spraying season 2023-2024. This new program, adopted by CTWA, will ensure every road within the four constituent council areas of Bathurst, Blayney, Lithgow and Oberon will be treated for weed control every 3 years. This will satisfy the biosecurity duty of each council under the Biosecurity Act 2015. Following an extensive process, the roads have now been divided into their three sections for each of the four constituent council areas.

The annual program is being planned to start in December of 2023 and work through to the end of March 2024. This time frame has been planned to best suit seasonal conditions and the growth habits of weeds that are being targeted as part of the program.

The spraying contractors have increased their capacity of available staff and equipment to undertake the increased work to be undertaken with the commencement of the new 3-year rotation roadside spraying program.

The roadside list has been sent to each of the four constituent councils with their sections for them to comment on any planned roadworks or sensitive areas. Any comments about planned roadworks or sensitives area need to be returned to CTWA before the commencement of program in December 2023 or throughout the program if discovered after December.

Authored by:	Approved by:
Biosecurity Operations Manager	General Manager
Chris Jackson	T.N. Johnston

ITEM 9 BIOSECURITY COMPLIANCE

9.1 Biosecurity Compliance Inspections

Recommendation is moved by:	
Mover:	Seconder:

Recommendation:

That Council notes the report.

Information:

Inspections for August, September & October 2023

TOTAL: 209 inspections conducted in the months of August, September & October 2023	108 of the 209 were high risk
	101 of the 209 were low risk
	122 of the 209 were Re-inspections
	87 of the 209 were First Inspections
122 of the 209 were Re-inspections	73 of the 122 were high risk
	49 of the 122 were low risk
87 of the 209 were First inspections	35 of the 87 were high risk
	52 of the 87 were low risk

90 days past	At 31st October 2023, 66 properties where beyond 90 days of their compliance date.
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Inspections Year to Date 1st July 2023 to 31st October 2023

TOTAL: 364 inspections conducted	184 of the 364 were high risk
	180 of the 364 were low risk
	247 of the 364 were Re-inspections
	117 of the 364 were First Inspections
247 of the 364 were Re-inspections	145 of the 247 were high risk
	102 of the 247 were low risk
117 of the 364 were First inspections	39 of the 117 were high risk
	78 of the 117 were low risk

Authored by:	Approved by:
Biosecurity Operations Manager	General Manager
Chris Jackson	T.N. Johnston

9.2 Penalty Infringement Notices

Recommendation is moved by:	
Mover:	Seconder:

Recommendation:

That Council notes the report.

Information:

PIN information to date 1st July 2018 to 31st October 2023

TOTAL of 102 PIN's Issued since 1st July 2018	83 of the 102 are 1st PIN's
	19 of the 102 are 2nd PIN's
	52 of the 102 have been Paid
	23 of the 102 are owing
	25 of the 102 have been withdrawn
	2 of the 102 have court elected
Of the 83 1st PIN's	42 of the 83 have been paid
	18 of the 83 are owing
	23 of the 83 have been withdrawn
Of the 19 2nd PIN's	10 of the 19 have been paid
	5 of the 19 are owing
	3 of the 19 have been withdrawn
	2 of the 19 have court elected

Authored by:	Approved by:
Biosecurity Operations Manager	General Manager
Chris Jackson	T.N. Johnston

9.3 Mexican Feather Grass

Recommendation is moved by:	
Mover:	Seconder:

Recommendation:

That Council notes the report.

Information:

Mexican feather grass (*Nassella tenuissima*) is class as prohibited matter within NSW. Mexican feather grass is native to southern USA, Central and South America.

Mexican feather grass grows as an upright tussock to a high of up to 70 cm. The leaves in the centre of this plant tend to clump and are usually the tallest and upright but may droop over at the top, where the leaves at the edge of the clump are often shorter and bend away from the plant. Mexican feather grass can look similar to Serrated tussock (*Nassella trichotoma*) which has drooping flower heads, rather than

erect flower heads. Serrated tussock is also shorter reaching a high of about 45 cm and has a wider seed.

The effect of Mexican feather grass:

- takes over pastures
- is unpalatable to stock and reduces pasture quality
- contaminates hay and grain
- invades native grasslands and woodlands.
- has the potential to grow on 65% of land in NSW

The type of environment that Mexican feather grass grows in:

- survives in many climates and soil types
- competes strongly with pastures, grasslands and woodlands
- tolerates long drought
- flourishes in heavily grazed areas

Within the local control area of CTWA, Mexican feather grass was located in a garden within Lithgow in 2019. This plant was reported to CTWA as may being present with the CTWA region. The CWBO and Lithgow WBO located the site with Mexican feather grass and samples were sent to the NSW Hibernian for positive ID.

An emergency response team was formed from CTWA Staff, LLS Staff and DPI staff. The team worked with the landowner to quickly remove all the plants, destroyed them and clean the location of seed material. Since 2019 the area has been under a regular re-inspection as part of the eradication program. To date no new seedlings have been located at the site.

Other location that Mexican feather grass has been found within NSW:

- Tenterfield (Northern Tablelands) in 2006
- Tamworth (Northwest) in 2006
- Leeton (Riverina) in 2018
- Barden Ridge (Greater Sydney region) in 2020.

Authored by:	Approved by:
Biosecurity Operations Manager	General Manager
Chris Jackson	T.N. Johnston

9.4 Central Tablelands Regional Weed Committee – Meeting minutes 16 August 2023

Recommendation is moved by:	
Mover:	Seconder:

Recommendation:

That Council notes the report.

Information:

The Central Tablelands Regional Weed Committee meeting was held in Orange on the 16th August 2023. A copy of the meeting minutes has been attached to the business paper.

Authored by:	Approved by:
Biosecurity Operations Manager	General Manager
Chris Jackson	T.N. Johnston

ITEM 10. OTHER MATTERS

10.1 County Council meeting schedule

Recommendation:

Council adopts the proposed meeting schedule.

Information:

A proposed meeting schedule for the calendar year 2024:

Date:	Time	Meeting & Location:
23 rd February 2024	2.00pm	Ordinary Council Meeting
12 th April 2024	12.00pm	Workshop
10 th May 2024	2.00pm	Ordinary Council Meeting
21 st June 2024	2.00pm	Ordinary Council Meeting
23 rd August 2024	2.00pm	Ordinary Council Meeting
15 th November 2024	2.00pm	Ordinary Council Meeting
13 th December 2024	12.00pm	Workshop

Authored by:	Approved by:
Biosecurity Operations Manager	General Manager
Chris Jackson	T.N. Johnston

10.2 County Council Christmas Closure

Recommendation:

Council adopts the proposed Council closure dates of Friday 4.00pm 22nd December 2023 and reopen Monday 8.00am 8th January 2024.

Information:

In 2018, Council adopted an “Annual (Xmas) Closedown Policy”. This assists staff by ensuring a break is had within the given financial year in a particular period where there is little or no demand for immediate services. Thereby limiting any inconvenience to the public also.

This also assists Council by having an annual 2-week closedown ensuring staff will take at least some annual leave rather than accumulate it, keeping Council’s leave entitlement liability down.

The proposed close down this year is from Friday 4.00pm 22nd December 2023 and reopen Monday 8.00am 8th January 2024.

10.3 Serrated Tussock Workshop

Recommendation:

That Council note the report.

Information:

Following the Members workshop, a meeting has been conducted with all staff where the idea of grouping heavily infested properties that adjoin low risk properties as a cluster managing them as one, clearly stating their responsibility to manage the weed risk their property presents to their neighbours. Properties that are already in the compliance system will be managed in accordance with the Policy. For those that are not in the system they will commence with a Weed Control Notice. The Council would

manage information sessions for members of the cluster on treatment options encouraging the properties to work together to reduce the weed risk. The Cluster will also be presented with information on carbon schemes that may be relevant to their properties.

Properties within a cluster will have common inspection dates. Members of a cluster will be asked whether they will share their personal information to be provided to other consenting members of the cluster and will be used to communicate across the cluster.

The defining features of a cluster are being developed in consultation with staff. Staff have been requested to suggest locations that may be suitable for a cluster. One staff member took a brief video of a group of properties that may be considered as a cluster of blackberry and serrated tussock properties. The video will be shown at the meeting in the closed session.

If the cluster concept is to be progressed a report will be offered for Councils consideration.

10.4 Weeds County Councils meeting – Bathurst 26th October 2023

Recommendation:

Council notes the report.

Information:

Castlereagh, New England, Upper Hunter, Hawkesbury River, and ROUS County Councils meet in Bathurst 26th October. Chairman Andrew participated in the day. DPI were represented by Pete Turner Manager Invasive Species Weeds, the Natural Resources Commission also attended to commence there recently announced review of priority impacts of pests and weeds in NSW.

It was unanimously agreed that the Weed County Councils should continue to collaborate resolving to form the Weeds County Councils Network that would meet annually. Their next meeting was scheduled for Armidale 21st March 2024.

10.5 Correspondence

Recommendation:

Council notes the correspondence received from Minister Moriarty dated 11 October 2023 in response to Council's motion at the LG NSW 2022 and consider whether further clarification is required.

Information:

In 2022, Council put up 2 motions at the Local Government NSW annual conference. Minister Moriarty has kindly provided a response to those motions.

Attachment circulated separately.

ITEM 11. NOTICES OF MOTION OR RESCISSION

NIL.

CONFIDENTIAL REPORTS

Recommendation is moved by:	
Mover:	Seconder:

Recommendation:

Resolve into Closed Committee of the whole to review the following items:

Information:

REPORT SUBJECT	REASON FOR CONFIDENTIALITY [SECTION OF THE ACT]
12. Confidential Matters In Progress	<i>Section 10A(2)(d) commercial information of a confidential nature that would, if disclosed— (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret,</i>
13 Forcibly Undertaken Control Works	<i>Section 10A (2)(e) information that would if disclosed prejudice the maintenance of law (inc Privacy and Personal Information Act)</i>
14 Take Court Proceedings to Enforce the Direction	
15 Prosecution Cases Update	
16 Property Inspection – August, September and October 2023	

That Council now move into closed committee of the whole to discuss the following matters:

A. Council note that in accordance with Section 9(2A) of the Local Government Act (1993) the General Manager is of the opinion that business on the agenda designated 'confidential' and listed in the following **Table 1** is of a kind referred to in Section 10A(2) of the Act and should be dealt with in a part of the meeting closed to the media and public. AND FURTHER in accordance with Section 10B(1) of the Act it is considered that discussion of the business in open meeting would on balance be contrary to the public interest.

B. Council resolve into closed Confidential Committee of the Whole Council to consider business identified as confidential, together with any confidential late reports tabled at the meeting.

C. Pursuant to section 10A(1)&(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) of the Act.

D. Correspondence and reports relevant to the subject business be withheld from access.

E. In accordance with Section 10A(4) members of the public are invited to make representations to the Council as to whether the matters should or should not be dealt with in Confidential Committee of the Whole Council.

1. RESOLVE INTO OPEN COUNCIL

*** MOTION:**

That Council moves into the open session of the Council Meeting.

2. REPORT OF THE COMMITTEE OF THE WHOLE COUNCIL

*** MOTION:**

That the Recommendations of the Committee of the Whole Council be adopted.

1st QUARTERLY BUDGET REVIEW STATEMENT

For the Period 1st July 2023 to 30th September 2023

This report has been prepared in accordance with the requirements of Clause 203 of the NSW Local Government (General) Regulation (2005)

Statement by Responsible Accounting Officer

“As General Manager and the Responsible Accounting Officer for Upper Macquarie County Council it is my opinion that the 1st Quarterly Budget Review Statement for Upper Macquarie County Council for the quarter ended 30/09/2023 indicates that Council’s projected financial position at 30/06/2024 will see a near breakeven end, having regard to the projected estimates of income and expenditure, the adjustments proposed, and the original budgeted income and expenditure.”

Signed:

Date: 30 September 2023

Tim Johnston
General Manager
Responsible Accounting Officer,
Central Tablelands Weeds Authority
(Legal Entity Upper Macquarie County Council)

Table 1

Upper Macquarie County Council 2023/2024 Financial Year							
Quarterly Budget Review Statement [Consolidated Program Basis] 1st Quarter							
INCOME & EXPENSES							
	Original		Adjustments	Position		Revised	Actual
	Original	Revised	Recommended	Projected	Variation	YTD	YTD
Income:	Budget (\$)	Budget (\$)	For Council (\$)	End Year (\$)	End Year (\$)	3/4 Budget (\$)	Accrual (\$)
Landholder Support Program	\$413,000.00			\$413,000.00		\$103,251.00	\$1,386.37
Roadsides Weed Control Program	\$240,919.00			\$240,919.00		\$60,231.00	\$0.00
Weed Biosecurity Compliance Program	\$1,013,793.00			\$1,013,793.00		\$253,449.00	\$663,793.56
Business Management Program	\$98,000.00			\$98,000.00		\$24,495.00	\$36,403.80
Total Income from Continuing Operations	\$1,765,712.00	\$0.00	\$0.00	\$1,765,712.00	\$0.00	\$441,426.00	\$701,583.73
Expenses:							
Landholder Support Program	\$350,000.00			\$350,000.00		\$87,501.00	\$11,862.88
Roadsides Weed Control Program	\$240,920.00			\$240,920.00		\$60,222.00	\$0.00
Weed Biosecurity Compliance Program	\$851,874.00		\$10,000.00	\$861,874.00	1%	\$212,970.50	\$203,445.63
Business Management Program	\$286,338.00			\$286,338.00		\$71,585.25	\$104,125.22
				-			
Total Expenses from Continuing Operations	\$1,729,132.00	\$0.00	\$10,000.00	\$1,739,132.00	\$0.01	\$432,278.75	\$319,433.73
Net Operating Result from Continuing Operations	\$36,580.00	\$0.00	-\$10,000.00	\$26,580.00		\$9,147.25	\$382,150.00

Notes:

"Original" budget +/- Approved Changes in previous quarters = "Revised" budget. "Revised" budget +/- recommended changes to Council this quarter = "Projected" budget. "Actual YTD" = Actual net financial position on accrual basis year to date. The UMCC reference trigger point indicating a 'significant variation' for budget reporting purposes has been set at the lower value of 1% of gross budgeted revenue or \$16,000 per consolidated program item – at which point a formal explanation and where applicable a budget remedy is required.

End of Year Position

Council is still expected to reach a break even result by the end of the 2022/2023 Financial Year

Explanation

Key Points:

Income:

- Roadside spraying funds have not been invoiced
- All Council contributions have been received
- WAP Funding has not yet been received nor is it known as to when it will be received

Expenses:

- Roadside spraying had not yet begun.
- Preparation of the Aerial Spraying Program 2024 has begun
- Increase IT security will see out contract amount increase and require a budget adjustment of \$10,000.

Upper Macquarie County Council 2023/2024 Financial Year						
Quarterly Budget Review Statement - 1st Quarter						
CASH & INVESTMENTS						
	Original	Adjustments	End Position		Actual YTD	
	Original	Revised	Recommended	Projected	Variation	Actual Cash at Bank @ 30/09/2023
	Budget (\$)	Budget (\$)	For Council (\$)	End Year (\$)	End Year (\$)	NOW (\$)
Unrestricted						
Operating Funds	\$ 620,200.34	\$ -		\$ -	\$ -	\$ 911,933.45
Total Un-restricted		\$ -		\$ -	\$ -	\$ 911,933.45
Externally Restricted						
Special Purpose Grants (LLS)	\$ 44,000.00	\$ -		\$ -	\$ -	\$ 44,000.00
Total Externally Restricted	\$ 44,000.00	\$ -		\$ -	\$ -	\$ 44,000.00
Internally Restricted						
Employee Leave Entitlements Fund	\$ 150,365.00	\$ -		\$ 150,365.00	\$ -	\$ 150,365.00
Plant & Vehicle Replacement Fund	\$ 9,000.00	\$ -		\$ 9,000.00	\$ -	\$ 9,000.00
Infrastructure & Technology Replacement Fund	\$ 100,000.00	\$ -		\$ 100,000.00	\$ -	\$ 100,000.00
Weed Biosecurity Response Fund	\$ 49,864.00	\$ -		\$ 49,864.00	\$ -	\$ 49,864.00
Business Viability Fund	\$ 400,000.00	\$ -		\$ 400,000.00	\$ -	\$ 400,000.00
Biosecurity Enforcement Fund	\$ 31,000.00	\$ -	\$ 26,000.00	\$ 57,000.00	\$ -	\$ 57,000.00
Total Internally Restricted	\$ 740,229.00	\$ -	\$ 26,000.00	\$ 766,229.00		\$ 766,229.00
Total Cash & Investments	\$ 1,404,429.34	\$ -	\$ 26,000.00	\$ 766,229.00		\$1,722,162.45

Notes:

"Original" budget +/- Approved Changes in previous quarters = "Revised" budget.

"Revised" budget +/- recommended changes to Council this quarter = "Projected" budget.

"Available Cash" = Unrestricted and Internally Restricted only.

Explanation

An administration error has meant that the cash received because of PIN's that had been paid was not reallocated to the appropriate reserve account at the end of financial year 2022/2023. To rectify this, it is requested that on 30 September 2023, Council had received \$26,000 in actual cash and that it be reallocated to the Biosecurity Enforcement Fund.

TABLE 3

Upper Macquarie County Council 2023/2024 Financial Year								
Quarterly Budget Review Statement [Consolidated Program Basis] 1st Quarter								
Capital Budget								
		Original		Adjustments	Position		Revised	Actual
		Original	Revised	Recommended	Projected	Variation	YTD	YTD
Capital number	Capital description	Budget (\$)	Budget (\$)	For Council (\$)	End Year (\$)	End Year (\$)	Budget (\$)	Accrual (\$)
1	Tray top utility Mazda	\$0.00		\$0.00	\$0.00			\$0.00
2	Tray top utility Mazda	\$0.00		\$0.00	\$0.00			\$0.00
3	Tray top utility Mazda	\$0.00		\$0.00	\$0.00			\$0.00
4	Tray top utility Ranger	\$50,000.00		\$0.00	\$50,000.00			\$0.00
5	Tray top utility Ranger	\$50,000.00		\$0.00	\$50,000.00			\$0.00
6	Tray top utility 1 Tonne Spray Ute	\$65,000.00		\$0.00	\$65,000.00			\$0.00
7	Tray top utility Mazda	\$0.00		\$0.00	\$0.00			\$0.00
8	Quick spray Units (Large) 750L	\$25,000.00		\$0.00	\$25,000.00			\$0.00
9	Quick spray Units (Medium)	\$0.00		\$0.00	\$0.00			\$0.00
10	Quick spray Units (small)	\$6,000.00		\$0.00	\$6,000.00			\$0.00
11	Drones Fleet	\$0.00		\$0.00	\$0.00			\$0.00
12	Office Furniture	\$0.00		\$4,141.82	\$4,141.82			\$4,141.82
13	Web Page (Brand update)	\$0.00		\$2,509.00	\$2,509.00			\$2,509.00
14	Technology & Equipment	\$4,000.00		\$0.00	\$4,000.00			\$0.00
15	Buggy	\$30,000.00		-\$30,000.00	\$0.00			\$0.00
16	Trailer	\$10,000.00		-\$10,000.00	\$0.00			\$0.00
17	Manual Lifter (& WHS equipment)	\$2,500.00		\$2,111.82	\$4,611.82			\$4,690.13
Total Purchases	[NET COST BASIS]	\$242,500.00	\$0.00	-\$31,237.36	\$211,262.64	\$0.00	\$0.00	\$11,340.95



End of Year Position

Budget will have been exceeded without an adjustment.

Explanation

Council's recent addition of a Registered Business Name "Central Tablelands Weeds Authority" saw a revamp of signage and furniture in reception of the Lee Street office. This has enabled the Biosecurity Administration Manager to move to a more private office space in order to conduct her work. Further to this Council has purchased some much needed work health and safety equipment such as a manual lifter and much needed secure weight bearing shelving for the chemical shed. The consequence of rebranding to the registered business name has produced an unexpected increase in capital purchasing. It is recommended that the consideration and purchase of a 4WD buggy and matching trailer be delayed to the 2024/2025 budget considerations.

TABLE 4

Upper Macquarie County Council						
CONTRACTS & OTHER EXPENSES			1 st Quarter – 1 st July 2023 to 30 th September 2023			
Contracts Listing	2023.2024 Financial Year					
Contractor	Contract Details	Contract Purpose	Contract Value	Contract Commenced	Duration of Contract	Funding in Budget
TBA						

Note 1: The minimum reporting level is for contracts of 1% of estimated income from continuing operations or \$50K which ever is less.

Note 2: Contracts listed are only those entered into during the quarter and not yet fully performed.

Note 3: If contracts were not included in the budget then that matter will be explained herein.

CONSULTANTS & LEGAL EXPENSES			1 st Quarter – 1 st July 2023 to 30 th September 2023			
Consultancy & Legal Expenses Summary	2021.2022 Financial Year					
Expense	Number of Engagements		Expenditure YTD			Funding in Budget
Consultancies	NIL		N/A			N/A

Note 1: Consultancies and Legal Cost are aggregate not specific.

Note 2: Expenditure is based on Year to Date not per quarter.