



Castlereagh Macquarie County Council

ANNUAL REPORT

2019/2020

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Contact Details

Castlereagh Macquarie County Council

77 Fox Street
WALGETT NSW 2832

Postal Address:

PO Box 664
WALGETT NSW 2832

**Please address all correspondence to the General Manager.*

Telephone: (02) 6828 6100

Facsimile: (02) 6828 1608

Office Hours

8:30am to 4:30pm weekdays

Chairperson:

Clr Doug Batten

General Manager:

Mr Michael Urquhart

Email:

cmcc@walgett.nsw.gov.au

Website:

www.cmcc.nsw.gov.au

A MESSAGE FROM THE DEPUTY CHAIRPERSON



Castlereagh Macquarie County Council has had a very successful year in embracing the requirements of the New South Wales Biosecurity Act 2015 and the use of electronic reporting equipment to plot and record new incursions and weed infestations.

During the year Council completed the new Hudson Pear Biocontrol Facility at Lightning Ridge where fresh Hudson Pear clado are exchanged for those infected with the cochineal bugs from the facility and then placed in the field in Hudson Pear infestations. Early signs are that the biocontrol is working well at the Five Ways infestation in Coonamble Shire and in the Lightning Ridge area in Walgett Shire. The facility will be officially opened on Wednesday 25th November, 2020.

During the year the County Council appointed the General Manager of Walgett Shire, Michael Urquhart as its part time General Manager and with our Administrations Officer, our Senior Biosecurity Officer and our six Biosecurity Weeds Officers all in position, augurs well for the future.

Peter Shinton
Deputy Chairman

OUR VISION AND MISSION STATEMENT

Vision

The prevention, elimination, minimisation and management of the biosecurity risk posed or likely to be posed by weeds within the County District so that it does not become a significant factor limiting:

- agricultural productivity and
- the quality of the rural environment and
- the economic viability of rural communities within the County District.

Mission

Castlereagh Macquarie County Council's mission is to ensure all private and public landholders manage their holdings in such a way as to reach and maintain a sustainably low level of weed biosecurity risk.

This mission is to be shared by all those agencies striving to reduce biosecurity risks across the country, throughout the regions and locally with the constituent councils, landholders and the whole of the community living and residing within the County District.

To provide effective integrated weed management systems utilizing the latest technology to all constituent council areas fairly and equitably in accordance with the Biosecurity Act, 2015.

REASON FOR OUR ANNUAL REPORT

Our Annual Report is one of the key points of accountability between Council and our community. It is not a report that is submitted to the Office of Local Government or the State Government; rather it is a report to inform and update our community.

This report focuses on Council's implementation of the CMCC Delivery Programme 2017/2018 – 2020/2021 and Operational Programme 2019/2020. The CMCC Financial Statements for 2019/2020 and Audit Report are included in this report at **Attachment E – Financial Statements**.

This report also includes some information that is prescribed by the Local Government (General) Regulation 2005. This information has been included in the Regulation because we believe that it is important for the community members to obtain knowledge about it – to help them gain a better understanding of how the Council has been performing both as a business entity and a community leader.

Below is the additional legislative basis for the development of our Annual Report:

LOCAL GOVERNMENT ACT 1993

The following is a summary of the requirements of Section 428 of the Act:

- Council must prepare an annual report within five months after the end of a financial year. The report will outline the Council's achievements in implementing its Delivery Program and the effectiveness of the principle activities undertaken in achieving the objectives at which those principle activities are directed.
- The annual report must contain Council's audited financial statements and notes and any information required by the Regulation or the Guidelines.
- A copy of the report must be posted on Council's website (www.cmcc.nsw.gov.au) and provided to the Minister and such other persons and bodies as the regulations may require.

LOCAL GOVERNMENT (GENERAL) REGULATION 2005

Clause 217 of the Regulation requires the following information to be included in the annual report:

- Details (including the purpose) of overseas visits during the year by Councillors and staff
- Details of Chairman and Councillor fees, expenses and facilities
- Details of contracts awarded by the Council
- Amounts incurred in relation to legal proceedings
- Works carried out on private lands and financial assistance
- Details of external bodies, companies and partnerships

-
- A statement of the activities undertaken by the council during that year to implement its equal employment opportunity management plan
 - Details of the General Manager's total remuneration
 - Details of the total remuneration of all senior staff members employed during the year

WHO WE ARE

The Castlereagh Macquarie County Council is comprised of two distinct parts: the governing body and the administration.

Elected Council

As a County Council under the LGA 1993, CMCC is required to have a governing body made up of elected representatives of its Constituent Councils. Part 5 of the Local Government Act 1993 (*see note 1) outlines the formation and operation of County Councils. The application of LGA 1993 to CMCC is outlined in Section 400, LGA 1993.

Ten councillors including a Chairperson and Deputy Chairperson make up the governing body of Castlereagh Macquarie County Council. Each Constituent Council is represented by two councillors who are elected as representatives for a four year term.

Under the *Local Government Act 1993*, Councillors have a responsibility to:

- Participate in the determination of the budget
- Play a key role in the creation and review of Council policies, objectives and criteria relating to the regulatory functions, and
- Review Council's performance and the delivery of services management plans and revenue policies.

A councillor represents residents and ratepayers, provides leadership and guidance to the community, and facilitates communication between the community and Council. Council formerly would meet bi-monthly (even months) on the third Monday of each month commencing at 10:00am. However at the June 2017 meeting Council resolved to continue to meet in June and August and meet in November rather than both October and December and also meet in March.

Administrative Support

Administrative support is provided on an annual contract basis by Walgett Shire Council and an Administrative Officer employed by Walgett Shire Council is located within the Walgett Shire Council Offices at Walgett. The Administrative Officer performs a range of clerical and accounting functions as required by the General Manager.

The General Manager, who is also the General Manager of Walgett Shire Council, leads the administrative arm of Castlereagh Macquarie County Council and is responsible for the efficient and effective operation of the business and ensuring that the decisions of Council are implemented.

The General Manager reports to the fully elected Council.

Location

Castlereagh Macquarie County Council is a single purpose Council which is responsible for the fulfillment of its Constituent Councils obligations under the NSW Biosecurity Act 2015.

The County Councils governance is in accordance with the Local Government Act 1993 (LGA

1993) with the County Council being first proclaimed in 1947.

The present area of operation of CMCC is the local government areas of Coonamble, Gilgandra, Warren, Walgett and Warrumbungle. These Councils are located in the Orana Region of Western New South Wales.

***Note 1:** *Part 5, Local Government Act 1993 contained in Appendix A*

Core Business Activities

The core role of the County Council is the prevention, elimination, minimisation and management of the biosecurity risk posed or likely to be posed by weeds on both private and council controlled lands.

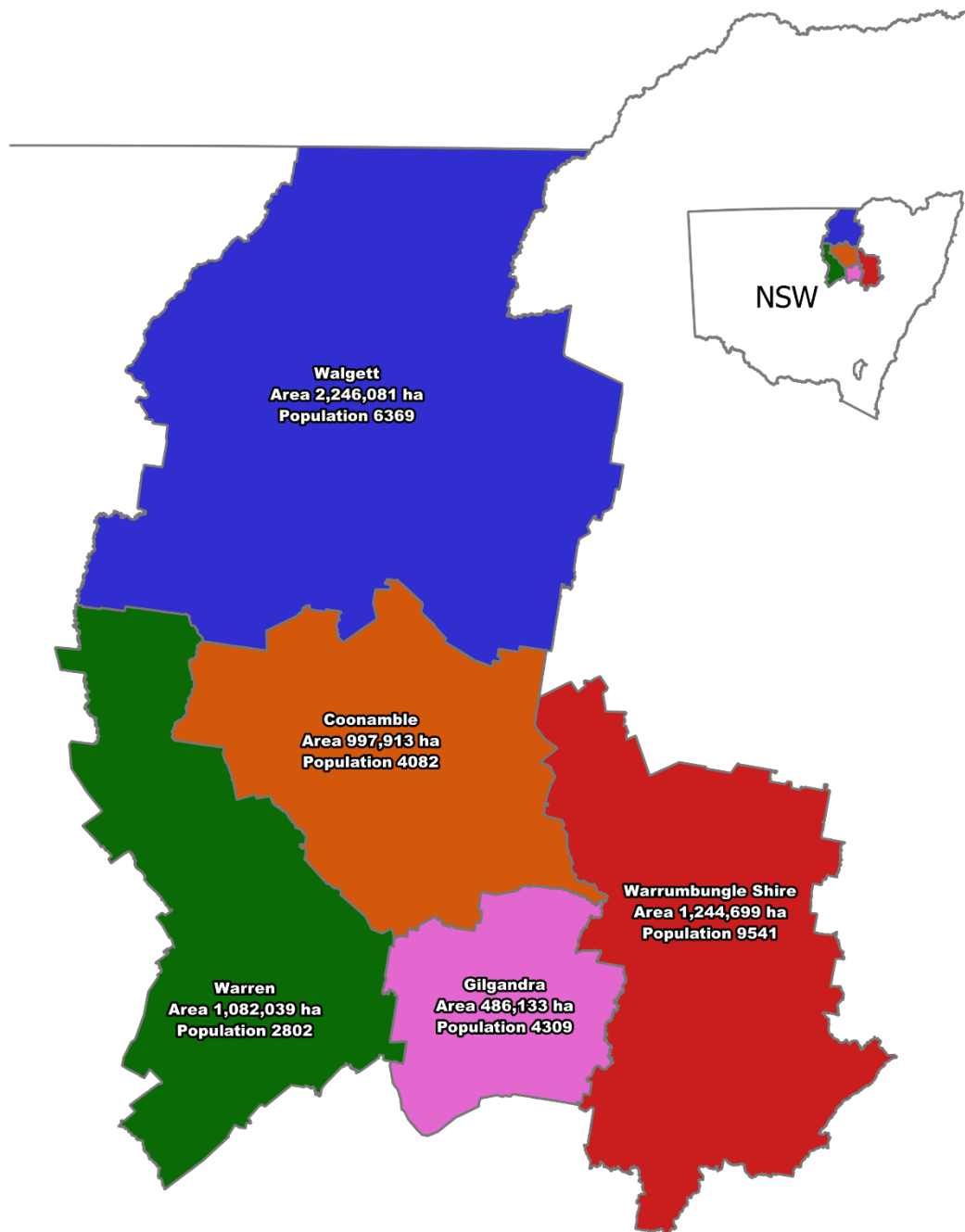
The diverse range of climatic conditions within the region exposes it to a large range of invasive plants which have the potential of establishing themselves within the region.

In NSW all plants are regulated with a general biosecurity duty to prevent, eliminate or minimise any biosecurity risk they may pose. Any person who deals with any plant, who knows (or ought to know) of any biosecurity risk, has a duty to ensure the risk is prevented, eliminated or minimized.

Government Grants

Council receives very limited Federal Government Grant Funding. However approximately one half of Council's income is sourced from State Government Grants which are administered jointly by the North West and Central West Local Land Services. Various other grants are accessed through NSW Department of Primary Industries and other government agencies.

OUR AREA OF OPERATION



Castlereagh Macquarie County Council's area of operation comprises an area of approximately 6,056,865 hectares with a population of around 27,000 people. The region has a diverse topographical range, from the Warrumbungle Range to the semi-arid regions of Lightning Ridge and contains an extensive area of National Parks and Nature Reserves.

OUR COUNCILLORS



Chairperson
Doug Batten
Gilgandra



Deputy Chairperson
Peter Shinton
Warrumbungles



Councillor
Greg Peart
Gilgandra



Councillor
Ray Lewis
Warrumbungles



Councillor
Manuel Martinez
Walgett



Councillor
Ian Woodcock
Walgett



Councillor
Pat Cullen
Coonamble



Councillor
Bill Fisher
Coonamble



Councillor
Mark Beach
Warren



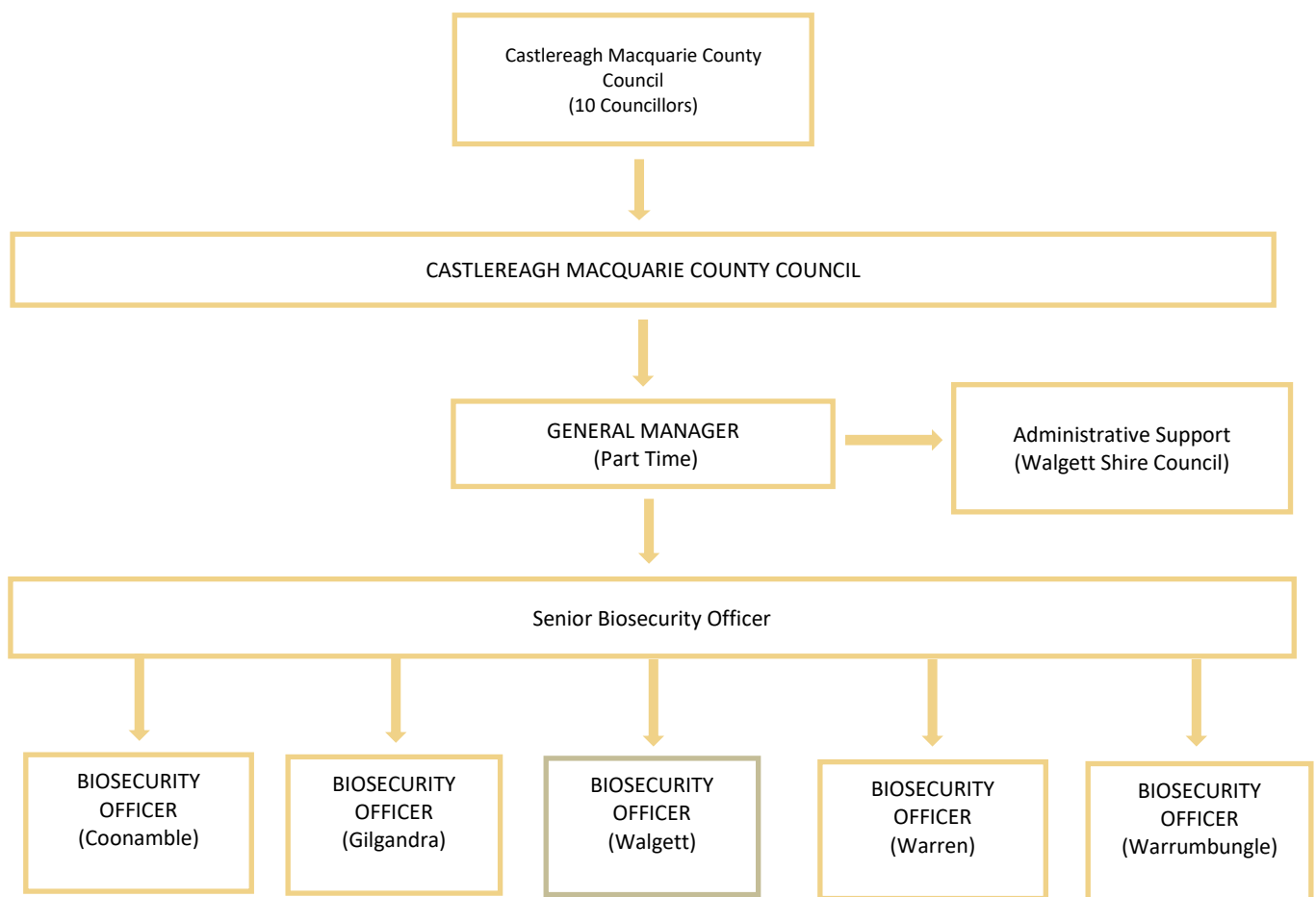
Councillor
Andrew Brewer
Warren

OUR ORGANISATIONAL STRUCTURE

The current staff structure of the Council consists of a part time General Manager, a Senior Biosecurity Officer, Five District Biosecurity Officers with administrative support provided on a contract basis by Walgett Shire Council.

The Council's current structure is outlined in the following table. Council resolved that its governance and organisational structure be reduced to six permanent staff through natural attrition in 2013-2014.

Current Organisational Structure



General Manager:

This position is part time and currently held by the General Manager of Walgett Shire Council Michael Urquhart. The General Manager is responsible for the management of CMCC in accordance with the **LGA 1993**.

Senior Biosecurity Officer:

This position is a full time position with the Senior Biosecurity Officer being responsible for the day to day management of CMCC and supervision of District Biosecurity Officers. The position is based at our Coonabarabran Depot.

Biosecurity Officers:

These positions are on a full time/casual/contract basis with duties including but not limited to property inspections for the presence of invasive plants on private lands and Council controlled lands, raising community awareness through public awareness programs in their designated Shires.

COUNTY COUNCIL'S ROLE IN WEED CONTROL

The County Council is constituted under the Local Government Act 1993 and is specified as a Local Control Authority under the NSW Biosecurity Act 2015. It is a special (single) purpose authority formed to carry out the following functions, in relation to the land for which it is the local control authority.

- the prevention, elimination, minimisation and management of the biosecurity risk posed or likely to be posed by weeds,
- to develop, implement, co-ordinate and review weed control programs,
- to inspect land in connection with its weed control functions,
- to keep records about the exercise of the local control authority's functions under this Act,
- to report to the Secretary about the exercise of the local control authority's functions under this Act.

INTEGRATED PLANNING AND REPORTING SUMMARY

Business Activity Strategic Plan

Council's Business Activity Strategic Plan (Plan) identifies Council's interpretation of its community's main priorities and aspirations for the future, addressing strategies for achieving the objectives in relation to invasive weeds management and control across our constituent council areas. This enables Council to improve agricultural sustainability, primary industry productivity and to deliver broad environmental outcomes for the County area for over the next ten years.

Council, as a small single purpose organization, has been mindful of its resource capacity and continues to act prudently to deliver the outcomes identified in its Plan.

The Plan is the foundation for the Annual Operational Plan and Budget, Four Year Delivery Programme and Resourcing Strategy comprising the Ten Year Financial Plan, Workforce Strategy and Asset Management Plan.

Four Year Delivery Programme

The Four Year Delivery Programme is a living, breathing document through which Council addresses the dynamic nature of invasive weed species and it's constantly evolving approach to weed management and control.

It is Council's aim to continue to improve the services it provides to the Constituent Council communities through the strategic objectives and principle activities identified in the Programme in a range of ways including effective governance, strategic planning, environmental management and economic sustainability.

Annual Operational Plan and Budget

The Annual Operational Plan and Budget provides the framework for Council's day to day operations and the ability to have funding available for them.

Key aspects include the undertaking of activities in relation to the Weeds Action Plan, private property inspections and routine administrative functions and staff supervision.

STATUTORY REPORTING INFORMATION

The following information is provided in order to comply with NSW legislation and associated regulatory requirements that a Council's annual report will address certain prescribed matters.

A. Performance of Principal Activities:

For the purposes of section 428 (1) of the Local Government Act (1993), and clause 397J of the Local Government Regulations (2005) Council's annual performance statement setting out achievements in implementing the delivery program and effectiveness of principal activities for the 2019/20 reporting period are outlined. Please refer to **Attachment A**.

B. Audited Financial Reports

For the purposes of section 428 (4) (a) of the Local Government Act (1993), Council's financial position as at 30th June 2020 for the financial year 2019/20 is attached and includes the Audit Reports prepared by the NSW Auditor General. Please refer to **Attachment B**.

C. State of the Environment

For the purposes of section 428A of the Local Government Act (1993), Council does not have a State of the Environment Report as such a report is produced by the constituent councils in connection with their respective community strategic plans. Please refer to the relevant Local Council Website for such reports.

D. Miscellaneous Item - Members Fees, Expenses & Facilities

For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a) & (a1) of the Local Government Regulations (2005) Council's position in relation to the payment of fees and expenses or provision of facilities for the 2019/20 reporting period are set out below. Please refer to **www.cmcc.nsw.gov.au** for Council's Policy.

- a. There were no overseas visits undertaken during the year by Councillors, Council staff or any other persons representing the Council (including no visits sponsored by other organisations).
- b. The total cost during the year of the payment of the expenses of, and the provision of facilities to, Councillors in relation to their civic functions (as paid by the council, reimbursed to the Councillor or reconciled with the Councillor) was **\$11,327.12**.
- c. The detailed breakdown for prescribed elements of the total cost is as follows:
 - i. The payment of meeting fees to Council Members as required under section 248 of the Local Government Act was **\$7,933.24**.
 - ii. The payment of meeting fees to the Council Chairman as required under section 249 of the Local Government Act was **\$2,426.68**.
 - iii. The payment of meeting attendance travel expenses to Council Members and the Council Chairman as per section 252 of the Local Government Act was **967.20**.
 - iv. The provision during the year of dedicated office equipment allocated to Councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in Councillor's homes (including equipment and line rental costs and internet access costs but not including call costs) was **NIL**.

- v. Telephone calls made by Councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in a Councillors home was **NIL**.
- vi. The attendance of Councillors at conferences and seminars was **NIL**.
- vii. The training of Councillors and the provision of skill development for Councillors was **NIL**.
- viii. Interstate visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of pocket travelling expenses was **NIL**.
- ix. Overseas visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of pocket travelling expenses was **NIL**.
- x. The expenses of any spouse, partner (whether of the same or the opposite sex) or other person who accompanied a Councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time was **NIL**.
- xi. Expenses involved in the provision of care for a child of, or an immediate family member of, a Councillor, to allow the Councillor to undertake his or her civic functions was **NIL**.

E. Miscellaneous Item – AWARDING OF CONTRACTS

For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a2) of the Local Government Regulations (2005) Council did not award any contracts for work of value greater than \$250,000 for the 2019/20 reporting period.

F. Miscellaneous Item – LEGAL PROCEEDINGS For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a3) of the Local Government Regulations (2005) Council was not involved in any legal proceedings being taken by or against the Council.

G. Miscellaneous Item – PRIVATE WORKS - For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a4) of the Local Government Regulations (2005) Council's position in relation to undertaking private works for the 2019/20 reporting period is as follows: Council undertook various private works in relation to weed control on both public and private land during the year, on a cost-plus basis paid by the relevant agency/property owner. Council sets out the applicable rates and charges for private works in Council's fees and charges schedules. These rates are generally similar to the rates of contractors, as Council does not wish to unfairly compete with private enterprise. Council has not made any resolutions pursuant to Section 67 2(b), accordingly no public works have been subsidised by Council.

H. Miscellaneous Item – CONTRIBUTIONS TO OTHERS For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a5) of the Local Government Regulations (2005) Council did not make any contributions under section 356 of the Local Government Act to financially assist others during the 2019/20 reporting period.

I. Miscellaneous Item – CONTRIBUTIONS TO OTHERS For the purposes of section 428 (4) (b) of

the Local Government Act (1993), and clause 217 (1) (a6) of the Local Government Regulations (2005) Council did not delegate to any external body the power to exercise functions on behalf of the Council during the 2019/20 reporting period.

J. Miscellaneous Item – CONTROL OF OTHER ENTITIES - For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a7) of the Local Government Regulations (2005) Council did not hold a controlling interest in any corporations, partnerships, trusts, joint ventures, syndicates or other bodies during the 2019/20 reporting period.

K. Miscellaneous Item – PARTICIPATING IN OTHER ENTITIES For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a8) of the Local Government Regulations (2005) Council participated in other corporations, partnerships, trusts, joint ventures, syndicates or other bodies during the 2019/20 reporting period as follows:

- Macquarie Valley Weeds Committee
- Local Government NSW (LGNSW)
- Hudson pear Taskforce
- North West and Central West Local Land Services Regional Weeds Advisory Committees

L. Miscellaneous Item – EQUAL OPPORTUNITY EMPLOYMENT - For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a9) of the Local Government Regulations (2005) Council undertook limited activities, consistent with its small size, to implement its equal employment opportunity management plan during the 2019/20 reporting period as follows:

- Recruited to vacant positions through an open public process.
- Held regular consultative committee meetings including all staff.

M. Miscellaneous Item – GENERAL MANAGER REMUNERATION - For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (b) & (c) of the Local Government Regulations (2005) Council provided total remuneration to the Part-time General Manager of **\$69,927.57** during the 2019/20 reporting period. This remuneration included salary, and any non-cash benefits and associated taxes as applicable. Council's organisation structure provides for the employment of the General Manager as the only Senior Staff position. The part-time General Manager was engaged under the Office of Local Government Standard Contract of Employment.

N. Miscellaneous Item – Rates & Charges For the purposes of clause 132 of the Local Government Regulations (2005) Council did not write-off any rates or charges during the 2019/20 reporting period.

O. GOVERNMENT INFORMATION - For the purposes of section 125 (1) of the Government Information (Public Access) Act (2009) and Clause 7 Schedule 2 of the Government Information (Public Access) Regulation (2018) the following report is provided about Government Information Public Access activity for the 2019/20 reporting year. *Council did not receive any requests for the release of information under the Government Information (Public Access) Act 2009 (GIPA) during the 2019 – 2020 reporting period.*

P. DISCLOSURE OF PUBLIC INTERESTS For the purposes of section 31 of the Public Interests Disclosure Act (1994), the following report is provided about public interests disclosed by Councillors and / or designated persons. *The six monthly and annual reports were provided to the*

NSW Ombudsman in accordance with the Public Interest Disclosures Act (1994). There were no public interest disclosures either made or received during the reporting period 2019 – 2020.

Q. COMPLIANCE WITH CODE OF CONDUCT - For the purposes of the reporting requirements under the model Code of Conduct the following report is provided regarding complaints about noncompliance with the Council code of conduct. *Council adopted a Code of Conduct and Procedures in June 2019 based on the Division of Local Government's then new Model Code of Conduct. There were no Code of Conduct complaints made about Councillors or the General Manager during the reporting period 2019 – 2020.*

R. PRIVACY & PERSONAL INFORMATION For the purposes of the reporting requirements relating to complaints about non-compliance with the privacy laws. *There were no complaints or other requirement for review of the conduct of Council under Part 5 of the Privacy & Personal Protection Act (1998) during the reporting period 2019 – 2020.*

WEEDS ACTION PROGRAM 2015-2020

The NSW Weeds Action Program 2015-2020 (WAP1520) follows, and builds on, the successful implementation of the NSW Weeds Action Program 2010-2015.

It is a NSW Government initiative to reduce the impact of weeds and is guided by the NSW Biosecurity Strategy 2013-2021 (the Biosecurity Strategy) and the NSW Invasive Species Plan 2015-2020 (the ISP).

During the 2013-14 review of weed management in NSW, the Natural Resources Commission investigated several issues of community concern resulting in eight key recommendations. The Government response to the review was endorsed by Cabinet in September 2014. Implementation of the recommendations has required changes to the then existing regional delivery models.

The key recommendation relevant to WAP1520 was:

Recommendation 3: Ensure consistent and coordinated regional planning and local delivery:

3B - Replace the existing 14 regional weed advisory committees with 11 statutory regional weed committees comprising LCAs, public and private landholders, and community members as subcommittees to LLS, and aligned with LLS borders

3C - Provide a legislative basis for tasking the regional weed committees with developing regional plans and priorities for weeds and surveillance.

The NSW Government has been committed to implementing this recommendation and identified WAP1520 as a key driver to deliver these changes. The establishment of the new committees has been a high priority as they assist regional planning requirements under the NSW Biosecurity Act. CMCC crosses two LLS regions – North West and Central West. To reduce administrative duplication, the county was originally a partner only in the Central West WAP1520 project with Orange City Council as the lead agency for the CW WAP 1520 project, coordinated by the Macquarie Valley Weeds Committee. This has now changed and Council receives separate funding allocations from both the North West and Central West LLSs in respect of the constituent councils in their respective regions.

The WAP 15/20 targets the highest risk weeds, including:

- Through inspections and monitoring the prevention of new weeds becoming established,
- Through monitoring and control eliminating or preventing the spread of new weeds,
- Through targeted control programmes the protection of significant natural assets (endangered ecological communities, wetlands and major waterways),
- By targeting the weeds workforce and community improving capacity through awareness and education.

The county, along with all WAP partners and additional stakeholders with interests in weed management, is also working with the newly established Regional Weed Committees for both the North West and Central West regions. Both committees have now produced new Regional Strategic Weed Management Plans for each of their regions and these are detailed in this report.

EDUCATION AND COMMUNITY AWARENESS

Castlereagh Macquarie County Council has continued an active role in education and awareness which can be challenging as each of our five local government areas has different species and new incursions. We believe our range of diversity for weeds in our areas make us even more valued as Local Control Authorities. We also engage with requested enquiries to other councils, North West and Central West regarding weed identifications and bio types.

On a daily basis staff also offer education and awareness verbally and upon property inspections distribute the New South Wales Weed Control Handbook, North West & Central West Regional Strategic Weed Management Plan and the North West & Central West Glove box weed booklet.

The environmental conditions during drought saw trucks carting hay into our North West and Central West Shires from all over the country. There is a very good chance that some of the hay brought in has weeds in it. Castlereagh Macquarie County Council Biosecurity Officers spoke to Landowners and distributed Weeds in Hay and Grain booklets. After receiving rain we encouraged Landowners to monitor areas where fodder had been used on their properties and to identify and control any weed incursions quickly. Parthenium Weed look out has been a high priority as small infestations have been found on roadsides and location for the delivery of the hay is unknown. We also encourage landowners, managers and community members to report Parthenium or any unknown weed. The sooner the weed is reported and identified the sooner we can manage the infestation.

This year CMCC staff participated at Warrumbungle P&A show in March. Due to COVID-19 all other shows and field days were cancelled. Unfortunately that was the only show Council attended.

During the COVID-19 lockdown we continued with weed education and awareness through;

- Local newspaper advertising and media alerts: The advertising was campaigned to alert incoming weeds through hay followed with media from each officer focusing on weed relevance within their shire and advocating a local contact.
- Radio & Television



HUDSON PEAR PROGRAMMES

Castlereagh Macquarie County Council continues with dedication to target the prevention, elimination, minimisation and management of the spread of Hudson Pear. Bio security inspections are carried out on private properties, residential land, Crown Lands, TSRs, roadsides and Council controlled lands.

Private properties with a high density infestations of Hudson Pear have been managing their properties by spraying a buffer zone around their boundaries to minimize spread to neighboring land. With this compliance Castlereagh Macquarie County Council either provided the land owner with Hudson Pear Biocontrol or released on their behalf to in the core infestations of the buffer zones. Results from these releases have shown extremely successful results in the landscape. Monitoring these Areas we have noticed the Hudson Pear biocontrol has spread on its own over a large scale in the landscape. The biocontrol has reduced spraying dramatically and we are seeing a native grasses grow up through the Hudson Pear plants that have been destroyed from the biocontrol.

Department of Primary Industries were successful gaining a grant of \$200K and allowed a mass rearing biocontrol facility to open in Lightning Ridge. The facility is 30 x 10 meters and has been in operation the past 12 months. This facility has equipped us to mass rear the Hudson Pear Bio Control Agent and is the reason we are seeing the positive effect in the Walgett Shire today.



ATTACHMENTS

Attachment A – Review of Functional Objectives – Outcomes for 2019/2020

Attachment B – Council’s Financial Statements and Auditor General’s Report

Attachment A – Review of Functional Objectives – Outcomes for 2019/2020

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

1. Provide information to Council to allow decisions at Council Meetings				
Required Activity	BA & SO	Resp	Target	Performance Measure
Ensure Business Paper is ready for distribution.	2.3	GM	At least 7 days, but preferably 10 working days prior to the Council Meeting.	Satisfactory completion of task in accordance with target level.
Provide recommendations to Council when possible.	2.3	GM	Include in business paper for Council's consideration.	

Comment:

30/06/2020 – all targets met

2. Respond to Councillor inquiries related to the administration function				
Required Activity	BA & SO	Resp	Target	Performance Measure
Provide information to Councillors within Council's policy guidelines	2.3	GM	On day requested where possible, or within 5 working days (unless request requires detailed investigation).	Satisfactory completion of task in accordance with target level.
Provide written information as requested	2.3	GM	Within 5 working days (unless request requires detailed investigation)	

Comment:

30/06/2020 – all targets met

3. Update Council policy register				
Required Activity	BA & SO	Resp	Target	Performance Measure
Update new or amended administration policies in Council's policy register.	2.3	GM	Within 14 days of adoption or amendment	Satisfactory completion of task in accordance with target level.
Review Council administration policies.	2.3	GM	Within 2 months of expiry of policy or every 2 years	

Comment:

30/06/2020 – all targets met

4. Provide information to public in a timely and effective manner				
Required Activity	BA & SO	Resp	Target	Performance Measure
Ensure Council business papers are made available in hard copy at Council's office.	2.1	GM	At least 3 working days before the Council meeting.	Satisfactory completion of task in accordance with target level.
Ensure other public information is made available at Council's office.	2.1	GM	As soon as practicable after it becomes public information.	
Ensure business papers are provided to constituent councils.	2.1	GM	Post to General Managers at the same time as Councillor's business papers.	
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practicable.	

Comment:

30/06/2020 – all targets met - with copies of business papers now being emailed to respective general managers when distributed to councillors

5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date				
Required Activity	BA & SO	Resp	Target	Performance Measure
Quarterly Budget Review Statements and Delivery Programme Review to Council.	2.2	GM	August, November, March and June Meetings.	Satisfactory completion of task in accordance with target level.
Audited Financial Statements to Division of Local Government.	2.2	GM	By the end of November.	
Financial Data collection return.	2.2	GM	By date specified by Division of Local Government.	
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to November meeting.	
Audited Financial Reports presented to public	2.2	GM	November meeting.	
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following March meeting.	
Operational Plan and Budget to be adopted	2.2	GM	June meeting	

Comment:

30/06/2020 – all targets met

6. Ensure all other statutory returns are completed and lodged by the due date				
Required Activity	BA & SO	Resp	Target	Performance Measure
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.
Council's Annual Report prepared and lodged with Division of Local Government	2.2	GM	30 November annually.	
Other returns as required by Division of Local Government, Department of Primary Industries, or others	2.2	GM	No later than return date specified	

Comment:

30/06/2020 – all targets met – outstanding reports followed up as necessary. Now also included Related Third Party Declarations

7. Implementation of Council decisions				
Required Activity	BA & SO	Resp	Target	Performance Measure
Implement Council decisions following Council meeting	2.2	GM	Within 10 working days of Council Meeting For prosecutions, within 2 months of Council resolution	Satisfactory completion of task in accordance with target level.

Comment:

30/06/2020 – all targets met

8. Continue to ensure the provision of finance to Council from available sources				
Required Activity	BA & SO	Resp	Target	Performance Measure
Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions.	2.4	GM	Continuously.	Satisfactory completion of task in accordance with target level.
Letter to Constituent Councils concerning Council's proposed Delivery Plan and Budget estimates for the forthcoming financial year, and the contribution sought from constituent councils.	2.4	GM	30 March.	
Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary.	2.4	GM	As required under Weeds Action Programme 1520.	
Provide grant returns to Department of Primary Industries.	2.4	GM	As required under Weeds Action Programme 1520.	
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4	GM	As required	

Comment:

30/06/2020 – all targets met

9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme				
Required Activity	BA & SO	Resp	Target	Performance Measure
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.
Review Delivery Programme.	2.1 & 2.4	GM	Continuously	
Provide adequate funds for employee leave entitlements.	2.3	GM	Maintain reserve of at least 50% of Long Service Leave liability	

Comment:

30/06/2020 – all targets met – relevant IP&R documents to be reviewed by 31 December, 2020

10. Provide financial information and advice to Council				
Required Activity	BA & SO	Resp	Target	Performance Measure
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 & 2.3	GM	At Council Meeting following end of quarter	

Comment:

30/06/2020 – all targets met

11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year				
Required Activity	BA & SO	Resp	Target	Performance Measure
Draft Plan to be presented to Council.	2.2	GM	March Meeting.	Satisfactory completion of task in accordance with

Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	March Meeting.	target level.
Draft Plan to be adopted following consideration of any submissions received.	2.2	GM	June Meeting.	

Comment:

30/06/2020 - targets to be met at March, 2021 meeting

12. Promote the Council's interests through participation with relevant organisations				
Required Activity	BA & SO	Resp	Target	Performance Measure
Participate in both NW LLS and Central West LLS Regional Weeds Advisory Committees activities through attendance at meetings and supply of information as required to assist the lobbying of State and Federal Governments.	1.1	GM	Attend meetings and provide information as requested.	Satisfactory completion of task in accordance with target level.

Comment:

30/06/2020 – all targets met

13. Provide active support for LGNSW				
Required Activity	BA & SO	Resp	Target	Performance Measure
Provide information as requested by LGNSW to assist it to lobby governments.	3.1	GM	Information to be provided by the date requested.	Satisfactory completion of task in accordance with

Utilise the services of LGNSW to further Council's interests	3.1	GM	As and when required by Council.	target level.
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Comment:

30/06/2020 – all targets met

14. Actively pursue politicians to further Council's interests				
Required Activity	BA & SO	Resp	Target	Performance Measure
Invite politicians to attend Council meetings.	3.1	GM	At least 2 politicians to be invited to Council meetings annually.	Satisfactory completion of task in accordance with target level.
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required	

Comment:

30/06/2020 – local state/federal members and agricultural portfolio ministers to be contacted and invited to inspect County area affected by drought

15. Minimise the risks associated with all functions of Council				
Required Activity	BA & SO	Resp	Target	Performance Measure
Identify new risks associated with Council's functions.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Analyse and prioritise all risks identified.	2.3	GM	Within 3 months after identification.	
Minimise exposure through rectification of risks.	2.3	GM	Within budget constraints.	

Update policy on the use of contractors.	2.3	GM	Ongoing.	
Review risk management policy.	2.3	GM	Ongoing.	
Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow.	

Comment:

30/06/2020 – all targets met

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO				
Required Activity	BA & SO	Resp	Target	Performance Measure
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.
Provide training on EEO to staff.	2.3	GM	Ongoing as required.	
Provide staff with training on risk management.	2.3	GM	Ongoing as required.	
Review and update staff training programme.	2.3	GM	Annually.	
Review EEO Management Plan.	2.3	GM	As required	

Comment:

30/06/2020 – all targets met

17. Maintain and update Council's records management system				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of Council's activities.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.	

Comment:

30/06/2020 – all targets met but difficulties being encountered with availability of contract administration staff and conversion of files to enable remote access. New biosecurity legislation also creating additional workload and difficulties in recording information from remote field locations.

18. Implement system of information technology capable of providing information that is relevant and timely				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor reporting system ability to provide information requirements.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Monitor technology improvements and assess future requirements.	2.3	GM	Ongoing.	
Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow).	2.3	GM	As required.	

Review Council's website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.	
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Comment:

30/06/2020 – all targets met but difficulties being encountered with availability of contract administration staff and conversion of files to enable remote access. New biosecurity legislation also creating additional workload and difficulties in recording information from remote field locations.

19. Compile accurate data on the condition of current Council assets				
Required Activity	BA & SO	Resp	Target	Performance Measure
Maintain assets register for all assets over \$1,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Monitor the condition of those assets	2.3	GM	Ongoing.	
Identify maintenance requirements for those assets.	2.3	GM	Ongoing.	
Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.	

Comment:

30/06/2020 – all targets met but proposing to upgrade built assets information

20. Introduce a system for electronic mapping of priority weed infestations and the automation of Weeds Officers' reports				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor the introduction of electronic mapping of priority weed infestations and the automation of Weeds Officers' reporting procedures.	1.3 & 2.3	GM/SWO	In conjunction with year 4 WAP 1520 and BIS.	Satisfactory completion of task in accordance with target level.
Expand the introduction of electronic mapping of noxious weeds infestation and the automation of Weeds Officers' Reporting Procedures to the whole of Council's Area of Operations.	1.3 & 2.3	GM/SWO	In conjunction with year 4 WAP 1520 and BIS.	
Continue the training of staff in the use of the system in order to ensure its most efficient and effective use.	1.3 & 2.3	GM/SWO	Ongoing.	

Comment:

30/06/2020 – all targets met with allowance for technological issues with recording data in the field. Staff training to meet new biosecurity legislation in excess of current budget allowances and additional training still be identified by state agencies.

21. Compile data on Council's current vehicle and plant fleet – condition and usage				
Required Activity	BA & SO	Resp	Target	Performance Measure
Analyse Council's current vehicle and plant fleet and its activities and assess future vehicle and plant needs.	2.3	GM	Ongoing	Satisfactory completion of task in accordance with target level.

Comment:

30/06/2020 – all targets met

22. Ensure access to competitively priced chemicals for weeds control programmes				
Required Activity	BA & SO	Resp	Target	Performance Measure
Ensure access to competitively priced chemicals for weeds control programmes.	1.2	GM	As required	Satisfactory completion of task in accordance with target level.

Comment:

30/06/2020 – all targets met

23. Actively pursue the control of priority weeds along roadsides in Council's area				
Required Activity	BA & SO	Resp	Target	Performance Measure
Inspect roadsides prior to control works to ensure that control programmes are efficient and effective.	1.3	SWO	At least one week prior to spraying.	Satisfactory completion of task in accordance with target level.
Carryout necessary control works in line with Council's Budget allocations.	1.3	SWO	As seasonal conditions / and available funding permit.	
Respond to reports of priority weeds on roadsides.	1.3	SWO	Carry out inspection within 7 days of notification.	
Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	As required	

Comment: 30/06/2020 – all targets met

24. Actively pursue the control of priority weeds on private lands				
Required Activity	BA & SO	Resp	Target	Performance Measure
Inspection of private lands to assist landowners to fulfill their legal responsibilities in relation to noxious weeds.	1.2 & 3.2	SWO	At least 240 (4x5x4x3) inspections per quarter.	Satisfactory completion of task in accordance with target level.
Provide information to landowners on noxious weeds control	1.2 & 3.2	SWO	If not done at time of inspection then within 1 week.	
Respond to noxious weed complaints	1.2 & 3.2	SWO	Initial inspection within 10 working days.	

Comment:

30/06/2020 – all targets met having regard to current staff availability.

25. Actively pursue the control of priority weeds on vacant Crown lands				
Required Activity	BA & SO	Resp	Target	Performance Measure
Inspect vacant Crown land parcels to facilitate application to DPI for funds for necessary control works.	1.2	SWO	Prior to submission of application.	Satisfactory completion of task in accordance with target level.
Inspect vacant Crown lands to ensure obligations for priority weed control are being met.	1.2	SWO	As required as resources are available.	
Provide information to Department of Lands on priority weed control requirements	1.2	SWO	Within 10 working days of inspection.	

Respond to complaints for priority weeds on vacant Crown Land	1.2	SWO	Initial inspection within 10 working days.	
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Comment:

30/06/2020 – all targets met

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

Comment:

30/06/2020 – all targets met

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

Comment:

30/06/2020 – all targets met

28. Conduct aerial spraying programmes for priority weeds				
Required Activity	BA & SO	Resp	Target	Performance Measure
Organise programmes for aerial spraying of Priority weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SWO	As required.	Satisfactory completion of task in accordance with target level.
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure	1.2	GM/SWO	As required.	

maximum landholder participation.				
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes.	1.2	SWO	In accordance with Programmes	

Comment:

30/06/2020 – all targets met without need for aerial spraying.

29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services				
Required Activity	BA & SO	Resp	Target	Performance Measure
Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control	1.1	GM	Liaise with appropriate members and officers of surrounding councils and other public authorities as required.	Satisfactory completion of task in accordance with target level.

Comment:

30/06/2020 – all targets met through discussions at regional level

Attachment B – Financial Information

Local Government Act Section 428 (4)(a)

[A copy of the Council's audited financial reports.](#)

See attachment (B): Draft Financial Statements



Castlereagh Macquarie County Council
PO Box 664, Walgett NSW 2832



P. 02 6828 6100
F. 02 6828 1608



www.cmcc.nsw.gov.au

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