

INFORMATION REPORTS



DEVELOPMENT DETERMINATIONS – FEBRUARY 2017

Below is a list of Development Applications determined during the month of February 2017.

DA No.	Construction	Address	Determination Date/Method	Type: DA/CC, Mod, s68, s96 etc.
2015/0112/1	Erection of a Dwelling and Access	145 Myers Lane Forest Reefs	7 February 2017 Under Delegation	DA
2016/0124	Change of Use - Dual Occupancy	13 Kingham Street Millthorpe	9 February 2017 Under Delegation	DA/S68
2016/0128	Erection of a Shed	145 Myers Lane Forest Reefs	7 February 2017 Under Delegation	DA/CC/S68
2017/0002	Erection of a Garage	26 Graham Road Blayney	7 February 2017 Under Delegation	DA
2017/0003	Erection of a Dwelling	134 & 136 Long Swamp Road Forest Reefs	14 February 2017 Under Delegation	DA/S68
2017/0004	Upgrade and Refurbish of Pool Facility	71 Osman Street Blayney	16 February 2017 Under Delegation	DA/S68
2017/0005	Change of Use - Shed to Dwelling	3 Toomey Street Newbridge	23 February 2017 Under Delegation	DA

Copies of the consents are available for public inspection, free of charge, during ordinary business hours at Council's Planning and Environmental Services Department.

Upper Macquarie County Council

Minutes of the **Ordinary Meeting** of the Council held at the
Council Chambers, Kelso, on
Friday 3 February 2017

The Chairman declared the meeting open at 2.30 pm.

Attendance

The following members were present -

Councillors

G. Braddon - Chairman
W.Aubin
N. Francis
D. Kingham
J. Morgan
I.North
R.Thompson

The General Manager, Administration Officer and the Acting Chief Weeds Officer, were also in attendance.

Apologies

Apologies for unavoidable absences were received from Councillor Lesslie.

Moved Councillor Aubin

Seconded Councillor North

That the apologies of Cllr Lesslie be accepted and that he be granted leave of absence.

Resolved in the affirmative

Confirmation of Minutes

Moved Councillor Kingham

Seconded Councillor Thompson

That the Minutes of the Ordinary Meeting of the Upper Macquarie County Council held on 16 December 2016 be adopted. A copy of which had been provided to each Councillor prior to the meeting, be adopted.

Resolved in the affirmative

Certificate

This is page 1 of 5 pages of the Minutes of the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 3 February 2017.

Chairman.....General Manager.....

Business arising from the Minutes

Nil

Declaration of Interest

Nil

County Chairman's report

Item A – Appointment General Manager

Moved Councillor Kingham

Seconded Councillor Morgan

That a meeting of the UMCC delegates and the Mayors and General Managers of the constituent councils be organised to discuss the future directions of UMCC.

Resolved in the affirmative

Chief Weeds Officer's Report

That the Report of the Chief Weeds Officer be noted;

- (i) Inspection Reports for the period 25/11/16 – 17/01/17

Moved Councillor Thompson

Seconded Councillor North

That the information on be noted.

Resolved in the affirmative

General Manager's Report

Item A – Meeting dates

Moved Councillor Thompson

Seconded Councillor Francis

That the information be noted.

Resolved in the affirmative

Item B – Integrated Planning and Reporting Review

Moved Councillor Aubin

Seconded Councillor Thompson

That That Council

- (a) note the progress report on the 2016-2020 Delivery Program and

Certificate

This is page 2 of 5 pages of the Minutes of the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 3 February 2017.

Chairman.....General Manager.....

- (b) adopt the Budget Review Statement and report for the quarter ended 31 December 2016 and that any variations to income and expenditure be voted.

Resolved in the affirmative

Item C – Statement of Investments

Moved Councillor Kingham

Seconded Councillor North

That the information be noted.

Resolved in the affirmative

Item D – Work Health & Safety Action Plan

Moved Councillor North

Seconded Councillor Aubin

That Council note the updated Upper Macquarie County Council Work Health & Safety Action Plan 2016.

Resolved in the affirmative

Item E – UMCC Audit

Moved Councillor Thompson

Seconded Councillor Aubin

That Council note the changes in the audit process and additional costs.

Resolved in the affirmative

Item F – Correspondence and Information

Moved Councillor Aubin

Seconded Councillor Kingham

That the information be noted.

Resolved in the affirmative

General Business

BUSINESS ITEMS (PREVIOUSLY MADE) BROUGHT FORWARD

MATTER	COUNCIL MEETING
1. Works required at Wattle Flat concerning blackberry infestation. (Raised by Cllr Kingham)	6 May 2016
2. Blackberries have taken off on roadsides in Burruga area: Could these be sprayed. General Manager noted matter will be reviewed. (Raised by Cr Francis)	16 December 2016

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This is page 3 of 5 pages of the Minutes of the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 3 February 2017.

Chairman.....General Manager.....

<p>3. Noted CTLLS seeking information on handling of serrated tussock and St Johns Wort. Skills loss from staff leaving and future directions. (Raised by Clr Morgan) General Manager noted; Data storage and where it's being backed up. Other authorities may want data, this is likely to occur with the new Biosecurity Act. IT upgrades data allows capture of data such as site history etc, spraying history, correspondence history, this will help lessen some of the impact.</p>	<p>16 December 2016</p>
<p>4. Temporary staff how long till they are up and running. Weeds Officer advised around 1-2 weeks. General Manager noted will be trying to hire more staff as soon as practicable. (Raised by Clr Thompson)</p>	<p>16 December 2016</p>
<p>5. Requested will there be a February update on finances taking into account all the variations that have occurred eg IT costs. GM noted there will be a detailed report to the February Meeting. (Raised by Cr Kingham)</p>	<p>16 December 2016 COMPLETED</p>
<p>6. Crown Land Mid Western Hwy: Has forwarded through concerns on several properties, difficult to identify the property numbers. It was noted that this advice from councillors is appreciated by the Weeds Officer and that to fine tune the exact site location, information can be sought from the UMCC or constituent council databases. (Raised by Clr Kingham)</p>	<p>3 February 2017</p>

Certificate

This is page 4 of 5 pages of the Minutes of the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 3 February 2017.

Chairman.....General Manager.....

Moved Councillor Thompson
Seconded Councillor Kingham
That the information be noted.
Resolved in the affirmative

The Chairman declared the meeting closed at 3.40 pm

Certificate

This is page 5 of 5 pages of the Minutes of the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 3 February 2017.

Chairman.....General Manager.....

UPPER MACQUARIE COUNTY COUNCIL
UPPER MACQUARIE COUNTY COUNCIL MEETING TO BE HELD
AT THE COUNCIL CHAMBERS, KELSO ON
FRIDAY 17 MARCH 2017

1. DECLARATION OF INTEREST:

To assist Council and Committee Members in their correct consideration of business before them at the Meeting, please have regard for Chapter 14 (Honesty and Disclosure of Interests) of the *Local Government Act, 1993*, and Section 451 particularly in relation to Disclosure and Participation in Meetings.

Recommendation:

That this matter be noted.

Certificate

This is page 1 of 1 pages of the Declaration of Interest submitted to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

**TO CONSIDER THE COUNTY CHAIRMAN'S
REPORT TO COUNCIL MEETING OF
17 MARCH 2017**

CHIEF WEEDS OFFICER'S REPORT
TO COUNCIL MEETING OF 17 MARCH 2017

ITEM A. CHIEF WEED OFFICER’S REPORT

Following for Councillors information is the following report;

1. Inspection Reports for the period 18/01/17 – 21/02/17

Financial Implications:

Funding is provided within the adopted budget to undertake weed inspection programs.

Recommendation:

That the Report of the Chief Weed Officer be noted.

Certificate

This is page 1 of 1 pages of the Chief Weed Officer's report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

No.	Property Address	Area	Comments
	Bathurst South - Chris Jackson		
1	Freeman Circuit LLANARTH NSW 2795	1	Inspection found no noxious weeds located on property.
2	Arthur Street TRUNKEY CREEK NSW 2795	1	Inspection found Heavy Blackberry along creek line, a report has been sent to the manager. and manager is planning to have the affected area sprayed over the coming months.
3	Bonnor Street KELSO NSW 2795	23	Property has light scattered Serrated Tussock and Sweet Briar across parts of the property, there are also a number of larger Blackberry's along the fence lines with the urban properties to the west. A report has been sent to the owner's.
4	13 Freeman Circuit LLANARTH NSW 2795	0.1	Inspection at owners request, owners worry about weeds coming in from paddock next door. No noxious weeds located on the property.
5	27 Limekilns Road KELSO NSW 2795	0.1	Inspection from small amount of Blackberry coming through line line from property next door. Owner has been removing by hand as needed.
6	10 Parraweena Place EGLINTON NSW 2795	0.1	Inspection found large privet tree located in back yard between shed and back fence. a report has been sent to the owners requesting that the required work be carried out.
7	12 Alexander Street EGLINTON NSW 2795	0.2	Inspection found no noxious weeds found on the property.
8	Black Mountain Road FOSTERS VALLEY NSW 2795	246	Inspection found Serrated Tussock that owner will have sprayed with the UMCC aerial spraying program in March 2017.
9	3494 Freemantle Road GOWAN NSW 2795	190	Inspection at owner request. property has section of heavy Serrated Tussock and one hill side of scattered Blackberry. both of these the owner will spray with the UMCC aerial spraying program in March 2017.
10	29 Limekilns Road KELSO NSW 2795	0.1	Inspection found no noxious weeds found on the property.
11	31 Limekilns Road KELSO NSW 2795	0.1	Inspection at owner's request. Blackberry coming through fence from property next door. Owner has been hand cutting as they come through the fence line.
12	77 Mount Rankin Road MOUNT RANKIN NSW 2795	10	Inspection at owner request to help work out a plan for controlling the heavy sections of Serrated tussock across about half of the property. Owner is planning to use a spraying contractor to have the affected area treated.
13	380 Curragh Road COPPERHANNIA NSW 2795	693	Very Heavy Serrated Tussock, St John's wort & Blackberry across large section of the property. No work has been carried out since last inspection, A report and 18 Notice has been sent to the owners.
14	407 Burges Road CALOOLA NSW 2795	19	Heavy Serrated Tussock across large section of the property. A number of large Blackberry bushes and also a number of smaller Blackberry bushes scattered around the property. No work has been carried out on any areas of weeds on the property.
15	25 Limekilns Road KELSO NSW 2795	0.1	Inspection found no noxious weeds found on the property.

No.	Property Address	Area	Comments
	Bathurst South - Chris Jackson Cont..		
16			Limkins Road, inspection found Serrated Tussock, Blackberry, St John`s wort. road to be sprayed as part of the UMCC roadside spraying program.
17			Longridge Road, inspection found Serrated Tussock, Blackberry, St John`s wort. road to be sprayed as part of the UMCC roadside spraying program.
18			Pymont Lane, inspection found Serrated Tussock, Blackberry, St John`s wort. road to be sprayed as part of the UMCC roadside spraying program.
19			Billywillinga Road, inspection found Serrated Tussock, Blackberry, St John`s wort. road to be sprayed as part of the UMCC roadside spraying program.
20			Freemantle Road, inspection found Serrated Tussock, Blackberry, St John`s wort. road to be sprayed as part of the UMCC roadside spraying program.
21			Red Hill Road, inspection found Serrated Tussock, Blackberry, St John`s wort. road to be sprayed as part of the UMCC roadside spraying program.
22			Mid Westen Highway, inspection found Serrated Tussock, Blackberry, St John`s wort. road to be sprayed as part of the UMCC roadside spraying program.
23			Paling Yards Road, inspection found Serrated Tussock, Blackberry, St John`s wort. road to be sprayed as part of the UMCC roadside spraying program.
	Other time spent: 8 days Office Admin 3 days Time in lieu 1 Public Holiday		

No.	Property Address	Area	Comments
	Bathurst North - Phill Howe		
24	Sunny Corner Road KIRKCONNELL NSW 2795	43	Insepestion with inspector Gunning , a release of biological insects for control of gorse.
25	Sunny Corner Road SUNNY CORNER NSW 2795	1	Insepestion with inspector Gunning ,selection area for biological control insects for Scotch broom.
26	3040 Great Western Highway MEADOW FLAT NSW 2795	16	Insepestion with inspector Gunning ,medium patches blackberry require work,a report sent to the owner requesting work be carried out.
27	205 Wychris Lane MOUNT RANKIN NSW 2795	273	
28	3469 Sofala Road WATTLE FLAT NSW 2795	19	blackberry requires work a report sent to the owner requesting work be carried out.
29	281 Mount Horrible Road LIMEKILNS NSW 2795	61	blackberry and serrated tussock requires work a report sent to the owner requesting work be carried out.
30	40 Bonnor Street KELSO NSW 2795	0.1	
31	186 Diamond Swamp Road MEADOW FLAT NSW 2795	7	Insepestion with inspector Gunning ,light patches blackberry has resently been sprayed.
32	Mount Haven Way MEADOW FLAT NSW 2795	16	Insepestion with inspector Gunning ,area inspected for a release of biological insects.
	Other time spent: 2.5 days office admin 1 day training 4 days time in lieu 6 days annual leave		

No.	Property Address	Area	Comments
	Oberon - Jill O'Grady		
33	172 Campbells River Road BLACK SPRINGS NSW 2787	81	Reinspection of heavy blackberry and light serrated tussock showed no evidence of work having been done. Owner said some work had been but dry summer last year stopped him. I advised a S18a would be issued to ensure the work is carried out now.
34	45 Titania Road OBERON NSW 2787	16	Owner has not successfully controlled the cape broom, blackberry, sweet briar or serrated tussock. Advised weeds must be treated before end of April or S18a will be served.
35	950 Sewells Creek Road ESSINGTON NSW 2787	22	Reinspection of property with heavy infestations of serrated tussock, blackberry, wort and Briar along Brisbane Valley Creek and other cleared areas on property. Owner stated he had done control here & there but no evidence of this. Will issue S18a.
36	908 Campbells River Road BLACK SPRINGS NSW 2787	86	Blackberry treated last season with some mopping up to do. Serrated tussock currently being sprayed by contractors.
37	Adjacent to Flat Rock Reserve O'Connell	4	Spoke to Grazing lease holder of Crown land next to Flat Rock Reserve to discuss control of Chilean needle grass, St John's wort, African lovegrass and serrated tussock. He didn't realise he was responsible but will now undertake the necessary work.
38	Cambells River Rd Black Springs	2	No work carried out upon reinspection of Crown land on Campbells River Rd Black Springs. Now understand neighbour running his cattle here and advises he will treat weeds on this land.
39	Flat Rock Reserve O'Connell	4	Presented noxious weeds talk and information to Green Army Participants and undertook practical exercises on weed control on site at Flat Rock Reserve O'Connell.
40	1929 O'Connell Road O'CONNELL NSW 2795	11	Owner has sprayed blackberry and we found 1 serrated tussock and 1 African lovegrass which were removed during the inspection.
41	72 Nupiers Road PORTERS RETREAT NSW 2787	171	No evidence of work on serrated tussock and heavy blackberry upon re-inspection of overgrown, neglected private pine forest. Will issue S18a.
42	478 Loch Erin Road MOUNT DAVID NSW 2795	190	Owner would like to participate in aerial spraying program this coming February. Approximately 35ha blackberry. Serrated tussock controlled last season by ground. Scattered sweet briar and St Johns wort to be treated this season also.
43	700 Campbells River Road BLACK SPRINGS NSW 2787	263	Owner currently ground spraying heavy infestation of blackberry. 50% serrated tussock sprayed last year. The balance to be treated next winter.
44	1789 O'Connell Road O'CONNELL NSW 2795	21	Small patches of blackberry and serrated tussock however owner clearly keeping weeds under control considering heavily infested neighbours.
45	183 Purdon's Lane O'CONNELL NSW 2795	56	Owner recently parted ways with leasee and wanting to undertake weed control and pasture improvement. Provided spraying contractor list and advice on where to start treating heavy infestation of serrated tussock.

No.	Property Address	Area	Comments
	Oberon - Jill O'Grady Cont..		
46	1827 O'Connell Road O'CONNELL NSW 2795	21	Owner has spraying contractor in every year to treat re-emerging serrated tussock. Advised a lighter stocking rate would allow better competition.
47	54 Duckmaloi Road OBERON NSW 2787	1	Heavy blackberry along fenceline. Owner not present however infestation evident from roadside. Will send report requesting work be carried out.
48	129 Emden Vale Road ARKSTONE NSW 2795	175	Owner requested assistance in assessing unsatisfactory result from their groundwork spraying serrated tussock 11 months ago. Many plants scattered throughout area treated not dead. Advised to spray with Glyphosate to ensure not a resistance issue.
49	39 Arkstone Road ISABELLA NSW 2795	194	Owner has a very good weed management program. No noxious weeds found.
50	300 Purdon's Lane O'CONNELL NSW 2795	15	Blackberry partially controlled however no evidence of work on heavy infestation of serrated tussock. Phoned owners are now understand property will be sold. Owners considering aerial spraying this coming program.
51	Gingkin Road GINGKIN NSW 2787	179	Eastern boundary inspection of private pine forest. No noxious weeds found.
52	Bastard Point Road GINGKIN NSW 2787	112	Western boundary inspection of private pine forest. No noxious weeds found.
53	Edith Road GINGKIN NSW 2787	335	Southern boundary inspection of private pine forest. No noxious weeds found.
54	Horseshoe Bend JENOLAN NSW 2790	208	Small patch of English Broom on private pine forest. Otherwise an exceptionally well managed property. Will advise property manager to treat.
55	49 Fairview Drive OBERON NSW 2787	3	Patches of blackberry regrown on vacant land. Will send report to owners requested control work to be undertaken.
56	183 Purdon's Lane WISEMANS CREEK NSW 2795	81	Owner's son and daughter have submitted subdivision DA and are seeking advice on weed control. Discussed aerial spraying due to heavy infestation on steep rocky country. Will participate in spraying 60ha. Blackberry and sweet briar to be sprayed by ground
57	2311 Beaconsfield Road WISEMANS CREEK NSW 2795	76	Owner has sprayed small area of serrated tussock and blackberry with glyphosate. Explained that if sufficient work is not done within 3 months the council will proceed with legal action. Owner's son advised he will encourage his parents to aerial spray.
58	1280 O'Connell Road OBERON NSW 2787	280	Owner requested quote to aerial spray blackberry and tussock. Estimated 40 to 60ha blackberry depending on manoeuvring around gum trees and 20ha serrated tussock. Will advise and add to program pending acceptance.
59	1212 Duckmaloi Road DUCKMALOI NSW 2787	504	Owner participating in aerial spraying program this March treating 45ha serrated tussock.
60	1553 Hazelgrove Road TARANA NSW 2787	127	Re-emerging serrated tussocks to be treated by neighbour this season who is a spraying contractor. Blackberry all dead from last seasons spraying.
61	1002 Sewells Creek Road ESSINGTON NSW 2787	17	Owner has had good results controlling serrated tussock on cleared land. More work to be done on patches of blackberry but they are making good progress.

No.	Property Address	Area	Comments
	Oberon - Jill O'Grady Cont..		
62	1665 O'Connell Road O'CONNELL NSW 2795	18	Owner controlled the blackberry and some of the serrated tussock since purchasing property 4 yrs ago. Advised best strategy to control serrated tussock. Owner considering aerial spraying.
63	257 O'Connell Road OBERON NSW 2787	8	Small patches of blackberry found now treated upon inspection.
64	51 Fairview Drive OBERON NSW 2787	3	Patches of blackberry regrown on vacant land. Will send report to owners requested control work to be undertaken.
65	59 Muirs Road OBERON NSW 2787	2	Property still heavily infested with blackberry and St Johns wort sine inspection 2 years ago. Will send S18a notice.
66	10 Titania Road OBERON NSW 2787	2	Patches of blackberry on vacant land. Will send report to owners requested control work to be undertaken.
67	648 Emden Vale Road ARKSTONE NSW 2795	366	Owner participating in the next aerial spraying program for blackberry and will carry out groundwork control on serrated tussock this season.
68	Fairfax Street OBERON NSW 2787	0.2	No noxious weeds evident on unnamed road to Oberon Pound.
69	31 Horseshoe Bend GINGKIN NSW 2787	9	Young blackberry bushes throughout paddock of absentee landowner. Will advise to treat before next fruit set.
70	1941 O'Connell Road O'CONNELL NSW 2795	14	Identified small patches of blackberry and St Johns wort owner was not aware of. Owner states they will get treated.
71	1849 O'Connell Road O'CONNELL NSW 2795	4	Owner has recently purchased property and is planning to treat the patches of blackberry, st johns wort, sweet briar and prickly pear before next December.
72	1000 Sewells Creek Road ESSINGTON NSW 2787	25	Lifestyle property with majority native scrub. Heavy patches of serrated tussock and nodding thistle along Brisbane Valley Creek and surrounds. Will advise owners on control options.
73	166 Edith Road JENOLAN NSW 2790	266	Heavy patch of English Broom on private pine forest and small previously treated blackberry bushes showing signs of regrowth. Will advise property manager to treat.
74	70 Nupiers Road PORTERS RETREAT NSW 2787	17	No evidence of work on serrated tussock and heavy blackberry upon re-inspection of overgrown, neglected private pine forest. Will issue S18a.
75	1387 Mutton Falls Road O'CONNELL NSW 2795	221	Owner requested assistance in identifying possible Chilean needlegrass and results of last year's aerial spraying. Identified suspect grass as Austrostipa (not CNG) and advised to review results of aerial spraying in 12 mths when full effects are known.
76	2288 Edith Road OBERON NSW 2787	47	Heavy infestations of newly emerged serrated tussock and patches of blackberry requiring work. Will advise owner to control.
77	2837 Arkstone Road ISABELLA NSW 2795	128	Assessed aerial spraying job from Nov 2015 and found large areas within the gps treatment map layer not dead. Will request a respray this Feb 2017 program. Owners will also participate in blackberry aerial spraying program.

No.	Property Address	Area	Comments
	Oberon - Jill O'Grady Cont..		
79			African lovegrass and blackberry in patches along Whiteley Rd Oberon. Will add to this years roadside spraying program if budget permits.
80			Small patch of serrated tussock treated by Insp. O'Grady with flupropanate granules. Otherwise no noxious weeds along Edith Rd Gingkin between Bastard Point Rd and McKeons Creek Rd.
81			Small infestations of blackberry, English Broom, 1 large leaved Privet tree and St Johns wort between McKeons Creek Rd and Ross St on Edith Rd Oberon. Will include in next roadside spraying program.
82			Heavy patches of blackberry along Horseshoe Bend Rd Gingkin. Will include on next year's roadside program.
83			Small patch of blackberry on Bastard Point rd Gingkin. Will include on next roadside spraying program.
84			Small patches of blackberry and serrated tussock along Isabella Rd Isabella with the exception of a section of unfenced road a private landholder is responsible for weed control here who will be advised.
85			No noxious weeds found on Tuglow Road Gingkin.
86			Small infestation of serrated tussock at Rfs station cnr Edith Rd and Butterfactory Lane Edith. Insp. O'Grady treated with flupropanate granules.
87			No noxious weeds evident on Langs Rd Essington. Last season's spraying showing a good result.
88			Gingkin Valley Rd Gingkin has small infestations of English Broom, blackberry, St Johns wort and nodding thistle. Will include in next seasons roadside spraying program.
89			Barrakee Rd Blacksprings runs through State Forestry has heavy infestation of blackberry and serrated tussock. Is an access road for private landowners so will request that work is done here next spraying season.
90			No noxious weeds found along eastern section of Edith rd from Bastard Point road to Kanagara Walls rd Oberon.
91			Road to Blacksprings church off Campbells River Road has heavy infestation blackberry, Sweet Briar and English Broom. Insp. O'Grady treated at time of inspection.
92			Some regrowth of blackberry, St Johns wort and Nodding thistle along Wrens Nest rd Porters Retreat. Will add to next years roadside spraying program.

No.	Property Address	Area	Comments
	Oberon - Jill O'Grady Cont..		
	Other time spent: 1 day training 1 Public holiday 1 day Rydal Show with Weeds Trailer 1 day Preparation & Presentation to Burruga Ag-Bureau 6 days office admin		

No.	Property Address	Area	Comments
	Blayney - Kerwin Perry		
93	199 GARLAND RD LYNDHURST NSW 2797	64	Area inspected between Garland Road and creek.
94	201 GARLAND RD LYNDHURST NSW 2797	88	Area inspected between Garland Road and creek.
95	6748 MID WESTERN HWY LYNDHURST NSW 2797	228	Roadside inspection.
96	6772 MID WESTERN HWY LYNDHURST NSW 2797	104	Glenn Lee. Inspection from roadside. Blackberry across uncropped area.
97	91 KENNYS LANE LYNDHURST NSW 2797	1212	Inspection made from road. Numerous patches of large, mature Blackberry. This may extend across unseen areas of the property. Land use appears to be primarily broadacre cropping. Newry Downs.
98	18 GOOMBALLS ST CARCOAR NSW 2791	261	Property heavily infested with Blackberry. Other weeds found, St John's Wort, Sweet Briar, Serrated Tussock and Tree of Heaven. Blackberry spraying being carried out at time of inspection.
99	NEWBRIDGE RD NEWBRIDGE NSW	4	Newbridge Cemetery
100	5089 MID WESTERN HWY CARCOAR NSW 2791	382	Inspection carried out from neighbours property.
101	964 NEVILLE RD NEVILLE NSW 2799	275	Observed from neighbouring property. Heavily infested with Blackberry.
102	80 KELLY RD KINGS PLAINS NSW 2799	31	
103	14B PLUMB ST BLAYNEY NSW 2799	2	Complaint from neighbours. Property heavily infested with Blackberry, some Scotch Broome.
104	14 CAMPBELL ST NEWBRIDGE NSW 2795	1	Blackberry growing beside road fence.
105	8 HARROW ST LYNDHURST NSW 2797	15	Inspection carried out from roadside.
106	12 HARROW ST LYNDHURST NSW 2797	2	
107	1C ROTHERY ST CARCOAR NSW 2791	0.2	Small block inspected from neighbours block.
108	15 LEABEATER ST LYNDHURST NSW 2797	35	
109	528 ERROWANBANG RD CARCOAR NSW 2791	20	
110	3C ROTHERY ST CARCOAR NSW 2791	1	
111	6870 MID WESTERN HWY LYNDHURST NSW 2797	117	Inspection from road. Majority of property could be seen.

No.	Property Address	Area	Comments
	Blayney - Kerwin Perry Cont..		
112	82 STRINGYBARK RD NEWBRIDGE NSW 2795	60	Owner actively spraying and suppressing weeds
113	38 LONG SWAMP RD FOREST REEFS NSW 2798	4	Property ery recently sold. Weeds appear to have been recently sprayed with herbicide. No report issued.
114	550 ERROWANBANG RD CARCOAR NSW 2791	259	Blackberry and Serrated Tussock spraying evident. Property heavily infested with Serrated Tussock.
115	10 STRINGYBARK RD NEWBRIDGE NSW 2795	45	Badly infested with St John's Wort. Many Blackberries. Small amount of Serrated Tussock and Sweet Briar.
116	51 RODD ST CARCOAR NSW 2791	29	Inspection consists of several blocks within the township plus one rural block on the outskirts of town. Infestations do not apply to all blocks but weeds were found on all blocks. Weeds have been plotted on one block only.
117	19 ROTHERY ST CARCOAR NSW 2791	1	
118	108 BRADY RD CARCOAR NSW 2791	9	Property badly infested with many weeds. No evidence of any previous spraying being carried out.
119	82 GUYONG RD BLAYNEY NSW 2799	23	Almost all of property can be seen from roadside.
120	201 BENTLEYS LANE MILLTHORPE NSW 2798	59	Inspection carried out with son who is taking over responsibility of the farm. He wanted information on weeds and their control. He wants the address the weed problem.
121	130 LOCHEWEN LANE BURNT YARDS NSW 2792	529	Some blackberry spraying evident. Some areas seriously infested by blackberry. Also Chilean Needle Grass, Serrated Tussock and Bathurst Burr.
122	21 COOMBING LANE BARRY NSW 2799	8	
123	57 ROTHERY ST CARCOAR NSW 2791	3	Inspection carried out from neighbouring property. Able to view entire property. Seriously infested with Blackberry and St John's Wort.
124	140 GUYONG RD BLAYNEY NSW 2799	49	Inspection from road. Obvious Blackberry infestation.
125	346 FITZGERALD VALLEY RD NEWBRIDGE NSW 2795	43	
126	1154 WIMBLEDON RD NEWBRIDGE NSW 2795	51	Property currently for sale. Large infestation of Blackberry, moderate infestation of St John's Wort. Small infestation of Serrated Tussock and Sweet Briar.
127	195 KENNY'S LANE MANDURAMA NSW 2792	6	Inspection from roadside. St John's Wort scattered over area visible from road.
128	16 BELUBULA ST CARCOAR NSW 2791	1	Large Blackberries on lower block and along creek line. Tree of Heaven and Privet also present.
129	9 STRINGYBARK RD NEWBRIDGE NSW 2795	31	Property badly infested with Blackberry and Serrated Tussock. A small amount of St John's Wort found.

No.	Property Address	Area	Comments
	Blayney - Kerwin Perry Cont..		
130	60 COOMBING LANE BARRY NSW 2799	138	
131	78 WATTERSONS LANE FOREST REEFS NSW 2798	2	Owner needed advice regarding Blackberry control near water storage dam.
132	80 WIMBLEDON RD NEWBRIDGE NSW 2795	26	Property badly infested with Blackberry and St John`s Wort.
133	729 ERROWANBANG RD CARCOAR NSW 2791	350	
134	88 JONES LANE NEWBRIDGE NSW 2795	163	Discussed aerial spraying with owner.
135	1366 WIMBLEDON RD NEWBRIDGE NSW 2795	32	Despite owners assurances to the contrary weed control appears to be very limited. Very little control appears to have been carried out in recent years.
136	315 VILLAGE RD NEWBRIDGE NSW 2795	2	
137	11 CAMPBELL ST NEWBRIDGE NSW 2795	0.2	Serious weed problem with Blackberry overgrowing boundary fences and outbuildings.
138	285 ERROWANBANG RD CARCOAR NSW 2791	302	Blackberry spraying evident. Some areas infested by Blackberry and Serrated Tussock. Small amounts of Bathurst Burr and Sweet Briar also found.
139	4 HARROW ST LYNHURST NSW 2797	2	Inspection carried out from roadside.
140	1444 WIMBLEDON RD NEWBRIDGE NSW 2795	19	Owner controlling weeds. S/Tussock, St John`s Wort, Blackberry and Sweet Briar.
141	65 LOCHEWEN LANE BURNT YARDS NSW 2792	164	Owner has sprayed blackberry and sweet briar. Will now focus on serrated tussock problem. Other blocks owned by same owner yet to be inspected.
142	348 FITZGERALD VALLEY RD NEWBRIDGE NSW 2795	82	
143	1320 WIMBLEDON RD NEWBRIDGE NSW 2795	7	TSR. Few weeds but need addressing.
144	464 ERROWANBANG RD CARCOAR NSW 2791	3	
145			Nyes Gates Rd. Few weeds found. Isolated Blackberry and St John`s Wort.
146			Glenelg Rd. A few Blackberry and isolated patches of St John`s Wort.
147			Fiddicks Lane. No weeds found.
148			Carcoar Dam Road. St John`s Wort and small amount of Blackberry.
149			Newry Downs Road.Roadside inspection. Roadside heavily vegetated.
150			Meribah Road.Blackberry and St John`s Wort. Roadside heavily vegetated.

No.	Property Address	Area	Comments
	Blayney - Kerwin Perry Cont..		
151			Lawson Road. Blackberry, Serrated Tussock and St John`s Wort.
152			Convent Lane. Road recently sprayed by UMCC contractor.
153			Fullers Lane. Blackberry and St John`s Wort. Roadside heavily vegetated.
154			Nyes Gates Rd. Blackberry and Broome.
155			Four Mile Creek Road. Blackberry and St John`s Wort. Roadside heavily vegetated making some weeds difficult to detect.
156			Panuara Road. Blackberry and St John`s Wort.
157			Cadia Road. Blackberry and St John`s Wort predominantly adjacent to forestry land. Roadside heavily vegetated.
	Other time spent: 10 days office admin		

No.	Property Address	Area	Comments
	Lithgow - Tony Gunning		
158	WILLIWA STREET PORTLAND NSW 2847	68	inspection carried out at request from neighbouring property owner. Heavy blackberry scattered sweat briar, st johns wort & privet found. Inspection report to be sent to owner requesting work to be carried out this growth season.
159	7 ROXBURGH STREET PORTLAND NSW 2847	1	inspection carried out with owner. Owner has concern over infestation of noxious weeds growing along fence line from neighbouring property. Inspection report to be sent requesting work to be carried out this growth season.
160	CASTLEREAGH HIGHWAY ROUND SWAMP NSW 2846	40	inspection carried out heavy infestation of blackberry & light scattered serrated tussock found inspection report sent to owner requesting work to be carried out this growth season .
161	268 RED HILL ROAD UPPER TURON NSW 2795	327	inspection carried out with owner .owner is currently spraying blackberry infestation .& will continue to carry out work on heavy infestation of serrated tussock though out the year .
162	15 HENNING CRESCENT WALLERAWANG NSW 2845	0.1	inspection carried out scattered infestation of blackberry found .inspection report to be sent to owner requesting work to be carried out this growth season .
163	68 MORT STREET LITHGOW NSW 2790	0.04	inspection carried out large privet trees growing along fence line neighbouring property owner will assist in removing trees in the next few weeks
164	CASTLEREAGH HIGHWAY ROUND SWAMP NSW 2846	40	inspection carried out from neighbouring property .heavy area of blackberry infestation found inspection report sent to owner requesting work to be carried out .
165	3491 GLEN DAVIS ROAD GLEN DAVIS NSW 2846	83	inspection carried out with LLS officers for Gledistia (Honey Locus) Project. Will have a contractor carry out \$10,000 of work as part of project.
166	5053 CASTLEREAGH HIGHWAY ROUND SWAMP NSW 2846	81	inspection carried out with owner .heavy area of serrated tussock found & light scattered blackberry .owner will have contractor carry out work .
167	CASTLEREAGH HIGHWAY ROUND SWAMP NSW 2846	40	inspection carried out heavy infestation of blackberry on western end of property & light scattered serrated tussock found inspection report sent to owner requesting work to be carried out this growth season .
168	498 BROWNS GAP ROAD HARTLEY NSW 2790	142	inspection carried out with owner for a section 64 certificate .good weed management in place continually control noxious weeds when found
169	33 HENNING CRESCENT WALLERAWANG NSW 2845	0.1	inspection carried out heavy area of blackberry infestation found .inspection report sent to owner requesting work to be carried out
170	70 MORT STREET LITHGOW NSW 2790	0.04	inspection carried out with owner requesting information on treatment for control on privet trees growing along fence line .
171	CASTLEREAGH HIGHWAY ROUND SWAMP NSW 2846	41	inspection carried out from neighbouring property .evidence of work carried out north eastern side of property on blackberry infestation more work required on western end .report sent to owner

No.	Property Address	Area	Comments
	Lithgow - Tony Gunning Cont..		
172	71-79 BONNY HILLS DRIVE LITTLE HARTLEY NSW 2790	4	inspection carried out with owner at owner request for information on control infestation of blackberry around dam & in pasture .
173	28 HENNING CRESCENT WALLERAWANG NSW 2845	0.06	inspection carried out scattered infestation of blackberry found .inspection report to be sent to owner requesting work to be carried out this growth season .
174	5323 CASTLEREAGH HIGHWAY ROUND SWAMP NSW 2846	120	inspection carried out with owner .light scattered blackberry found .owner has good weed management in place continually control noxious weeds when found .
175	WILLIWA STREET PORTLAND NSW 2847	0.2	inspection carried out heavy blackberry found along fence line. Inspection report sent to owner requesting work to be carried out this growth season.
176			Road side inspection carried out on Lowther siding rd widespread blackberry & serrated tussock to be treated in umcc.2017 road side spraying program.
177			Road side inspection carried on Pikes lane meadium infestation of st johns wort found. To be treated this council rd side spraying program.
178			Road side inspection carried on Vincent st Capertee heavy areas of st john` s wort & scattered blackberry Found.To be treated this growth season in council rd side spraying program.
179			Road side inspection carried on Carsons siding rd heavy areas of st john` s wort , scattered patches of african love grass & blackberry found on inspection. Blackberry & st johns wort to be treated this growth season in council road side spraying program.
180			Road side inspection carried on Lime stone creek rd Portland Widesread infestation of st john` s wort & blackberry found to be treated in umcc rd side spraying program this growth season.
181			Road side inspection carried on Park st Capertee heavy areas of st john` s wort & Found & Scattered blackberry. To be treated this growth season in council rd side spraying program.
182			Road side inspection carried on Hearne st Capertee heavy areas of st john` s wort & blackberry Found.To be treated this growth season in council rd side spraying program.
183			Road side inspection carried on Old western rd Rydal meadium infestation of st johns wort,blackberry found. To be treated this council rd side spraying program.
184			Road side inspection carried on Cullen bullen rd heavy areas of st john` s wort , blackberry & scattered patches of african love grass found on inspection. Blackberry & st johns wort to be treated this growth season in council road side spraying program.

No.	Property Address	Area	Comments
185	Lithgow - Tony Gunning Cont..		Road side inspection carried out on Marsden swamp rd. heavy areas of blackberry found on inspection. To be treated in umcc rd side spraying program.
186			Road side inspection carried on Goulborn st Capertee heavy areas of st john`s wort & Found.To be treated this growth season in council rd side spraying program.
187			Road side inspection carried on Castlereah Hwy heavy areas of st john`s wort & blackberry scattered serrated tussock & african love grass. To be treated this growth season in council rd side spraying program.
188			Road side inspection of Jenolan caves rd found wide spread blackberry, st john`s wort & scattered african love grass & serrated tussock . To be treated in umcc 20/16 /17 spraying programe
189			inspection carried out on Red hill rd upper turon heavy areas of black berry & medium serrated tussock found on the northern end of rd.
190			Road side inspection carried on Back Cullen Rd Cullen Bullen. Widesread infestation of st john`s wort & blackberry found to be treated in umcc rd side spraying program.
	Other time spent: 1 day carers leave 1 Public Holiday 1 Day Training 3 days office admin 6 hours pick-up/return of Weeds Trailer for Rydal show 2 hours Drum Muster		

GENERAL MANAGER'S REPORT
TO COUNCIL MEETING
OF
17 MARCH 2017

ITEM A. MEETING DATES

Councillors are reminded that the scheduled meeting dates for the next Ordinary Meetings of the Council are; –

- 5 May 2017
- 16 June 2017
- 4 August 2017
- 15 September 2017
- November 2017 (date to be determined)

These dates have been advertised as required by Section 9 of the *Local Government Act 1993*.

In accordance with Council's Code of Meeting Practice –

- No Ordinary Meeting of the Council will be held in April, July and October 2017;
- Ordinary Meetings of the Council are scheduled to commence at 2.30 pm

Financial Implications:

Costs of meetings are contained within existing budgets.

Recommendation:

That the information be noted.

Certificate

This is page 1 of 9 pages of the General Manager's Report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

ITEM B. DRAFT UPPER MACQUARIE COUNTY COUNCIL (UMCC) BUSINESS ACTIVITY STRATEGIC PLAN 2017/18 – 2026/2027, DELIVERY PLAN 2017/18 - 2020/21, AND ANNUAL OPERATING PLAN 2017/18

The *Local Government Amendment (Planning and Reporting) Act 2009* was assented to on 9 October 2009.

The aim was to introduce a new reporting framework for NSW local government. This framework replaced the former Management Plan and Social Plan with an integrated framework. It also included a new requirement to prepare a long-term Community Strategic Plan and Resourcing Strategy.

The specific aims of the new Integrated Planning & Reporting Framework, in summary, were to:

- improve integration of various statutory planning and reporting processes undertaken by councils as required by the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979*,
- strengthen councils' strategic focus,
- streamline reporting processes,
- ensure that the *Local Government Act 1993* and the Government's guidelines support a strategic and integrated approach to planning and reporting by local councils.

The Government recognised that county councils were different to general purpose or local councils and that to require that each county council prepare a Community Strategic Plan would in many instances merely duplicate the Community Strategic Plan required to be prepared by constituent councils of the county council.

Accordingly, county councils were exempted by Clause 218 of the *Local Government (General) Regulation 2005* from the necessity to prepare a Community Strategic Plan and were instead required by Clause 219 of the same regulation to prepare a Business Activity Strategic Plan.

The remainder of the local government planning and reporting requirements apply to county councils.

The IP&R framework, as it is known, in the case of county councils requires the County Council to prepare a long-term ***Business Activity Strategic Plan***, including a ***Resourcing Strategy***; a ***Delivery Program***; and an ***Annual Operational Plan***.

- The Operational Plan is for a period of one year and includes an estimate of income and expenditure for one year.
- The Delivery Program is for a period of four years and includes financial estimates for the four year period covered by the Program.
- The Business Activity Strategic Plan is for a period of ten years.

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This is page 2 of 9 pages of the General Manager's Report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

- The Resourcing Strategy, which forms part of the Business Activity Strategic Plan, must include –
 - Long term (10 year) financial planning,
 - Workforce management planning, and
 - Asset management planning.

The following attachments have been supplied for Councillors review;

1. The Business Activity Strategic Plan 2017/18 – 2026/27 (**attachment 1**)
2. The Delivery Program – 2017/18-2020/21 (**attachment 2**)
3. The Annual Operational Plan 2017/18 (**attachment 3**)

Assumptions

Grants decrease as advised by Macquarie Valley Weeds Advisory Committee from \$296,966 to \$244,782

Constituent Council Contributions have been increased by 1.5% (rate peg limit)

Interest revenue increased by 2.6%

Other Revenues increased by 2.5%

Salary Costs increased by 3%

Other costs increased by 2.5%

Where actual figures are available these have been used

Where costs can be reliably calculated this has been done

Councillors have been **provided under separate cover** with a more detailed list of assumptions.

The draft Plans must be placed on public exhibition for a period of at least 28 days, and submissions received must be considered by the council, before it is adopted by the Council, prior to 30 June 2017. The intention is that the various component documents of the IP&R framework should stand alone and fully inform readers of the Council's operations.

Councillors Annual Fee and Chairman's Additional Fee

The Local Government Act provides for the Councillors Annual Fee & Chairman's Additional Fee to be set by the Local Government Remuneration Tribunal.

The Tribunal is yet to make its determination for the 2017/18 year.

At this time it is proposed that the allowances for 2017/18 be set at the 2016/17 level with an increase of 1.5% which is commensurate with the rate pegging limit set by IPART.

	2015/16	2016/17	2017/18
Councillor fee (p.a)	\$1,848	\$1,894	\$1,922
Chairman's additional fee (p.a)	\$6,888	\$7,060	\$7,155

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This is page 3 of 9 pages of the General Manager's Report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

The Draft 2017/18 Annual Operational Plan contains

- a) the allowance for Councillors to be fixed at the amount of \$1,922 per annum with effect from 1 July 2017, and
- a) the additional allowance of the Chairman to be fixed at \$7,155 per annum with effect from 1 July 2017

Financial Implications:

The draft IP&R documents detail future expenditures to be incurred to undertake the functions of the County Council and how these will be funded.

Recommendation:

That,

1. the draft UMCC Delivery Program 2017/18 – 2020/21, Annual Operational Plan 2017/18 including the Annual Revenue Policy, and the Business Activity Strategic Plan 2017/18-2026/27 be placed on public exhibition for 28 days,
2. Council invite public submissions.
3. the allowance for Councillors be fixed at the amount of \$1,922 per annum with effect from 1 July 2017
4. the additional allowance of the Chairman be fixed at \$7,155 per annum with effect from 1 July 2017

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This is page 4 of 9 pages of the General Manager's Report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

ITEM C. STATEMENT OF INVESTMENTS

The following was invested at 24 February 2017 in accordance with Council's investment policies, the Minister's Investment Order dated 12 January 2011, the Local Government Act 1993 and associated regulations. All investments have been reconciled with Council's general ledger and are listed below:

Westpac Business Cash Reserve Account 24 February 2017			
Rate	Amount	Term	Due Date
0.60%	\$72,592.29	No set term	No due date
TOTAL	\$72,592.29		

Westpac Business Cash Reserve Bonus Account 24 February 2017			
Rate	Amount	Term	Due Date
1.05%	\$860,005.97	No set term	No due date
TOTAL	\$860,005.97		

Westpac Business Overdraft Account 24 February 2017			
Rate	Amount	Term	Due Date
NA	\$70,160.51	NA	NA
TOTAL	\$70,160.51		

Financial Implications:

Council obtains funds through a number of sources to facilitate its operations. Funds prior to utilisation, are maintained in government approved investments, so as to ensure safety and a return on investment.

Recommendation:

That the information be noted.

D Sherley
Responsible Accounting Officer

Certificate

This is page 5 of 9 pages of the General Manager's Report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

ITEM D. WORK HEALTH & SAFETY ACTION PLAN

As part of their ongoing commitment to Work Health & Safety (WH&S) staff have adopted the StateCover: Work Health & Safety Action Plan 2016, which facilitates;

WH&S objectives and measureable targets for all key departments and levels within Council – Elements 1.3 and 1.13.

Councillors have previously been provided with a copy of the StateCover WH&S Audit Report 2016, refer to General Managers - Item F, 4 November 2016.

Activities are being undertaken to implement the actions listed in the plan, and those undertaken to date are listed in the Action Plan. The volume of work required should not be underestimated, particularly given the limited resources available, however a good start has occurred.

At the meeting held 5 August, Council requested an update to each subsequent Council meeting as to the achievements against the Action Plan.

At **attachment 1** is a copy of the updated status of the 2016 Action Plan.

Financial Implications:

The implementation of the Action Plan will incur costs, these will be covered by existing budgets, grant funds that are being sourced, and assistance from constituent councils.

Recommendation:

That Council note the updated Upper Macquarie County Council Work Health & Safety Action Plan 2016.

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This is page 6 of 9 pages of the General Manager’s Report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

ITEM E. UPPER MACQUARIE COUNTY COUNCIL PESTICIDE USE NOTIFICATION PLAN

As resolved at the meeting held 16 December 2016, the draft Pesticide Use Notification Plan was placed on public exhibition for the required 28 days. In this time there were no submissions received by the public.

It is now recommended that Council adopt the draft UMCC Pesticide Use Notification which is shown at **attachment 1**.

Financial Implications:

The cost of implementing the Pesticide Use Notification Plan will be contained within existing budgets.

Recommendation:

That Council adopt the Draft UMCC Pesticide Notification Plan.

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This is page 7 of 9 pages of the General Manager's Report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

ITEM F. MACQUARIE VALLEY WEEDS ADVISORY COMMITTEE – UMCC REPRESENTATIVES

Council is represented on the Macquarie Valley Weeds Advisory Committee (MVWAC) by two representatives. These have traditionally been a councillor and one staff member being the Chief Weeds Officer.

Previously Clr Hunter from Lithgow Council was the councillor representative. Council is requested to nominate a replacement for Clr Hunter. Generally the MVWAC meets quarterly.

Financial Implications:

Costs of attending meetings is contained within existing budgets.

Recommendation:

That UMCC nominate a councillor delegate to the Macquarie Valley Weeds Advisory Committee.

Certificate

This is page 8 of 9 pages of the General Manager's Report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

ITEM G. CORRESPONDENCE AND INFORMATION

Councillors will note recent actions to promote awareness of Upper Macquarie County Council operations.

Some actions include;

1. UMCC’s Weeds Officer made a presentation in Burruga (**attachment 1**)
2. UMCC’s Weeds Officer were in attendance of Rydal Show to provide information concerning treatment of weeds.
3. Media Release (13 February 2017) – Noxious weeds to be targeted in spraying (**attachment 2**)

Financial Implications:

There are no financial implications from this report.

Recommendation:

That the information be noted.

Certificate

This is page 9 of 9 pages of the General Manager’s Report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

GENERAL BUSINESS

TO COUNCIL MEETING OF 17 MARCH 2017

BUSINESS ITEMS (PREVIOUSLY MADE) BROUGHT FORWARD

Items previously raised by Councillors and not yet actioned are listed here for due governance purposes;

MATTER	COUNCIL MEETING
<p>1. Works required at Wattle Flat concerning blackberry infestation. (Raised by Clr Kingham)</p>	<p>6 May 2016</p>
<p>2. Blackberries have taken off on roadsides in Burruga area: Could these be sprayed. General Manager noted matter will be reviewed. (Raised by Cr Francis)</p>	<p>16 December 2016</p>
<p>3. Noted CTLLS seeking information on handling of serrated tussock and St Johns Wort. Skills loss from staff leaving and future directions. (Raised by Clr Morgan) General Manager noted; Data storage and where it's being backed up. Other authorities may want data, this is likely to occur with the new Biosecurity Act. IT upgrades data allows capture of data such as site history etc, spraying history, correspondence history, this will help lessen some of the impact.</p>	<p>16 December 2016</p>
<p>4. Temporary staff how long till they are up and running. Weeds Officer advised around 1-2 weeks. General Manager noted will be trying to hire more staff as soon as practicable. (Raised by Clr Thompson) Currently 3 casual Weeds Officers have been employed.</p>	<p>16 December 2016 (COMPLETED)</p>
<p>5. Crown Land Mid Western Hwy: Has forwarded through concerns on several properties, difficult to identify the property numbers.</p>	<p>3 February 2017</p>

Certificate

This is page 1 of 2 pages of General Business to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

<p>It was noted that this advice from councillors is appreciated by the Weeds Officer and that to fine tune the exact site location, information can be sought from the UMCC or constituent council databases. (Raised by Clr Kingham)</p>	
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Recommendation:

That the information be noted.

Certificate

This is page 2 of 2 pages of General Business to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso, on Friday 17 March 2017.

Chairman.....General Manager.....

GENERAL MANAGER

REPORT ATTACHMENTS

TO COUNCIL MEETING OF 17 MARCH 2017

UPPER MACQUARIE COUNTY COUNCIL

DRAFT **BUSINESS ACTIVITY STRATEGIC PLAN** **2017/18 – 2026/27**

INCORPORATING
RESOURCING STRATEGY

Not yet adopted by the Council



The Noxious Weeds Control Authority for the areas of
Bathurst Regional Council, Blayney and Oberon Shire Councils and the Lithgow City Council

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Upper Macquarie County Council Contact Details

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Acknowledgements

Some of the explanatory material in this plan has been copied verbatim, or paraphrased, from material prepared and circulated to Councils by the Office of Local Government without in every instance the use of the material being separately attributed.

1. What is a Business Activity Strategic Plan?

The *Local Government Amendment (Planning and Reporting) Act 2009* was assented to on 9 October 2009.

The aim was to introduce a new reporting framework for NSW local government. This framework replaced the former Management Plan and Social Plan which local government had been required to prepare with an integrated framework. It also included a new requirement to prepare a long-term Community Strategic Plan and Resourcing Strategy.

The new framework recognized that communities do not exist in isolation – they are part of a larger natural, social, economic and political environment that influences and, to a large extent, shapes their future direction.

Neither do council plans exist in isolation – land use and infrastructure planning produces social, environmental and economic outcomes, and vice-versa – they are connected.

This framework encouraged councils to draw their various plans together, to understand how they interact and to get the maximum leverage from their efforts by planning holistically for the future.

It recognized that most communities share similar aspirations: a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for employment, reliable infrastructure, etc. The difference lies in how each community responds to these needs. That is what shapes the character of individual towns and cities.

The new framework opened the way for councils and their communities to have important discussions about funding priorities, service levels and preserving local identity and to plan in partnership for a more sustainable future.

The framework was developed after extensive consultation with the Local Government Sector and other key stakeholders.

Diagrammatically the new framework can be represented in this way –



Local Government Planning and Reporting framework

The specific aims of the new Integrated Planning & Reporting Framework, in summary, were to:

UPPER MACQUARIE COUNTY COUNCIL

- improve integration of various statutory planning and reporting processes undertaken by councils as required by the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979*,
- strengthen councils' strategic focus,
- streamline reporting processes,
- ensure that the *Local Government Act 1993* and the Government's guidelines support a strategic and integrated approach to planning and reporting by local councils.

However the Government recognized that county councils were different to general purpose or local councils (see "Upper Macquarie County Council" below) and that to require that each county council prepare a Community Strategic Plan would in many instances merely duplicate the Community Strategic Plan required to be prepared by constituent councils of the county council.

Accordingly, county councils were exempted by Clause 218 of the *Local Government (General) Regulation 2005* from the necessity to prepare a Community Strategic Plan and were instead required by Clause 219 of the same regulation to prepare a Business Activity Strategic Plan.

The remainder of the local government planning and reporting requirements continued to apply to county councils and therefore diagrammatically the planning and reporting framework for county councils can be represented in this way –



County Council Planning and Reporting framework

The Business Activity Strategic Plan of a county council must –

- be endorsed by the council, and
- identify the main business activity priorities of the council, and
- cover at least 10 years from when the plan is endorsed by the council, and
- establish strategic objectives, and
- establish strategies for achieving the strategic objectives, and
- be “developed having due regard to the community strategic plans of the county council’s constituent councils and in consultation with those councils”.

The Business Activity Strategic Plan of a county council must be reviewed before 30 June in the year following an ordinary election of councillors for the constituent councils of a county council. Following the review the county council may endorse the existing plan, endorse

amendments to the existing plan or develop and endorse a new Business Activity Strategic Plan, as appropriate to ensure that the council has a Business Activity Strategic Plan covering at least the next 10 years.

This Business Activity Strategic Plan includes the Upper Macquarie County Council resourcing strategy which is the council's long-term strategy for the provision of the resources required to implement the strategies established by the Business Activity Strategic Plan. The resourcing strategy includes long term financial planning, workforce management planning and asset management planning.

This Business Activity Strategic Plan should be read in conjunction with the Council's –

- Delivery Program, and
- Annual Operational Plan.

In a nutshell, the dual purpose of this Business Activity Strategic Plan, the Delivery Program, and the Annual Operational Plan is –

- to improve the way that the Upper Macquarie County Council conducts its core business, and
- to enhance the position of Upper Macquarie County Council as a key natural resource manager.

The Community Strategic Plans of the Upper Macquarie County Council constituent councils are available at the following locations –

Bathurst Regional Council

www.bathurst.nsw.gov.au

Lithgow City Council

www.lithgow.nsw.gov.au

Oberon Council

www.oberon.nsw.gov.au/

Blayney Shire Council

www.blayney.nsw.gov.au

2. Upper Macquarie County Council

Section 387 of the *Local Government Act 1993* empowers the Governor to establish county councils by proclamation.

The proclamation is, in effect, the constitution of the county council.

The county council must have a governing body which is responsible for managing the affairs of the county council. The members of the governing body are elected from among the councillors of the constituent councils (Section 390).

The functions of the county council are set out in the proclamation and may comprise “any one or more of the functions of a council under” the Act. A council may not undertake a function conferred on a county council but it may do so if the county council delegates the function to the constituent council (Section 394). With limited exceptions, including the power to make and levy an ordinary rate, the *Local Government Act 1993* applies to county councils and members of county councils in the same way as it applies to councils and councillors.

The method of constitution of a county council is no different to that of other councils. Only the method of election of councillors and the particularity of the functions of county councils differentiates them from councils. The method of election is similar to collegiate voting and provides indirect election: nevertheless the role of a member of a county council is the same as that of a councillor as set out in Section 232.

The Upper Macquarie County Council was originally constituted by proclamation on 18 February 1949. Part 7 of Schedule 7 to the *Local Government Act 1993* operated to continue the county council as if it had been constituted under Section 387 with an area of operations the same as its former county district.

As presently constituted, the constituent councils of Upper Macquarie County Council are –

Bathurst Regional Council
Lithgow City Council
Blayney Shire Council
Oberon Council

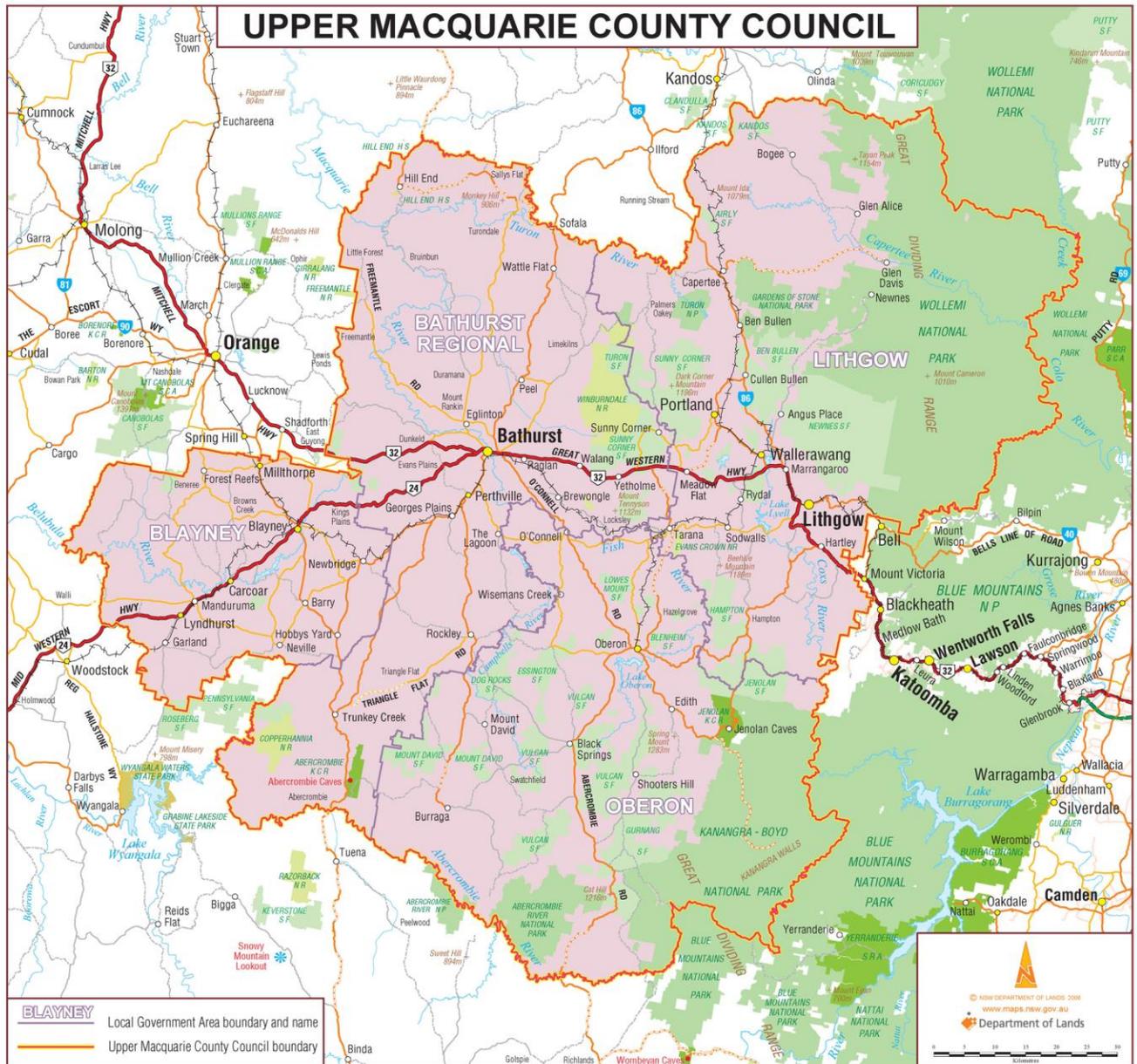
Being a county council upon which noxious weed control functions for its area of operations have been conferred the Upper Macquarie County Council is a local control authority as defined in Section 35 of the *Noxious Weeds Act 1993*. As such the county council has the functions set out in Section 36 of the Act.

Significantly, these functions include the responsibility for the control of noxious weeds by occupiers of land (other than public authorities) in the local area (the county council’s area of operations) and the control of noxious weeds on roads in the local area as required by Section 14 (although this is a joint obligation with any occupier required to control weeds on roads under Section 17).

A constituent council of the County Council is a “public authority” under the Act and therefore the county council is not responsible for the control of noxious weeds by constituent councils on land which they occupy (Section 11(2)), just as it is not responsible for the control of noxious weeds by other public authorities.

3. UMCC Area of Operations

Map showing Upper Macquarie County Council Area of Operations



The Area of Operations of Upper Macquarie County Council comprises an area of approximately 13,500 square kilometres with a population of approximately 76,811 people.

The following table shows some vital statistics for the four local government areas which make up the Upper Macquarie County Council Area of Operations.

UPPER MACQUARIE COUNTY COUNCIL

Local Government area	Total land area (km²)	Area of agricultural land (ha)	Population	Length of roads
Bathurst	3,818.2	241,000	42,906	1,335
Blayney	1,524.7	141,000	7,367	730
Lithgow	4,507.4	Not available	21,249	904
Oberon	3,628.0	172,000	5,289	951
Totals	13,478.3		76,811	3,920

Additional information about the individual local government areas may be obtained from the Community Strategic Plan for the individual areas or from the Bureau of Statistics at the following website address <http://www.abs.gov.au/> .

4. Noxious weeds

The Upper Macquarie County Council's functions relate to "noxious weeds".

Noxious Weeds are plants in respect of which the Minister has made a weed control order under Section 7 of the *Noxious Weeds Act 1993*.

There are five classes of noxious weed defined in section 8 of the Noxious Weeds Act 1993..

- (1) *The following weed control classes may be applied to a plant by a weed control order:*
- (a) *Class 1, State Prohibited Weeds,*
 - (b) *Class 2, Regionally Prohibited Weeds,*
 - (c) *Class 3, Regionally Controlled Weeds,*
 - (d) *Class 4, Locally Controlled Weeds,*
 - (e) *Class 5, Restricted Plants.*

(a) **Class 1** noxious weeds are plants that pose a potentially serious threat to primary production or the environment and are not present in the State or are present only to a limited extent.

(b) **Class 2** noxious weeds are plants that pose a potentially serious threat to primary production or the environment of a region to which the order applies and are not present in the region or are present only to a limited extent.

(c) **Class 3** noxious weeds are plants that pose a serious threat to primary production or the environment of an area to which the order applies, are not widely distributed in the area and are likely to spread in the area or to another area.

(d) **Class 4** noxious weeds are plants that pose a threat to primary production, the environment or human health, are widely distributed in an area to which the order applies and are likely to spread in the area or to another area.

(e) **Class 5** noxious weeds are plants that are likely, by their sale or the sale of their seeds or movement within the State or an area of the State, to spread in the State or outside the State.

Weed Control Order 2014 made under the Act declared various plants to be noxious weeds within the Area of Operations of the Upper Macquarie County Council. A full list of these plants, and the various control measures to be taken in respect of them, can be obtained at http://www.dpi.nsw.gov.au/agriculture/pests-weeds/weeds/noxweed/noxious-app-application?sq_content_src=%252BdXJsPWh0dHAIM0EIMkYIMkZ3d3dpLmFncmljLm5zdy5nb3YuYXUIMkZ0b29scyUyRnZpZXdj3VuY2lsLmh0bWwmYWxsPTE%253D&council_id=112 .

Information about the more common noxious weeds in the Area of Operations of Upper Macquarie County Council may be obtained at <http://www.umcc.nsw.gov.au/noxious-weeds/noxious-weeds-list.html> .

5. Principal Activities

As a local control authority as defined in Section 35 of the *Noxious Weeds Act 1993* Upper Macquarie County Council has the functions set out in Section 36 of the Act.

These functions are –

- (a) responsibility for the control of noxious weeds by occupiers of land (other than public authorities or local control authorities),
- (b) control of noxious weeds on land owned or occupied by the Upper Macquarie County Council and on certain roads and watercourses, rivers or inland waters as provided by the Act,
- (c) to ensure, so far as practicable, that owners and occupiers of land (other than public authorities or other local control authorities) carry out obligations to control noxious weeds imposed under this Act,
- (d) to develop, implement, co-ordinate and review noxious weed control policies and noxious weed control programs,
- (e) inspection of land within the local area in connection with its noxious weed control functions,
- (f) to report, at the request of the Minister, on the carrying out of the Upper Macquarie County Council's functions under the Act,
- (g) to co-operate with local control authorities of adjoining areas to control noxious weeds, where appropriate,
- (h) any other functions that are conferred or imposed on the Upper Macquarie County Council by or under the Act.

These statutory functions may usefully be broken down into the following day to day activities which are, or may be, undertaken by Upper Macquarie County Council

- Private property visits. (Property visits differ from “inspections” in that they are extension/advisory and not regulatory in nature and are not carried out using regulatory powers.)
- Private property inspections. (Property inspections are carried out either using regulatory powers under the Act or for the purpose of taking or enforcing regulatory action under the Act.)
- Assisting in the preparation of Property Weed Management Plans.
- Approval of Property Weed Management Plans.
- Pre-purchase property visit and report.
- Pre-purchase certificate regarding any weed control notices on land.
- Report on noxious weeds status of land (are there noxious weeds on my land?).
- Advice on legal requirements for noxious weed control.
- Advice on how to control noxious weeds.
- Preparation of education and advisory material.
- Supply of education and advisory material.
- Sale of chemicals for noxious weed control.
- Advice on use of chemicals (application rates, time of application, appropriate application methods).
- Aerial spraying of noxious weed.

- Undertaking noxious weed control work on private land by arrangement with the landholder and at the landholder's cost.
- Undertaking noxious weed control work on private land by arrangement with the landholder at the cost of the County Council.
- Undertaking noxious weed control work on Crown land at the cost of the Crown.
- Undertaking noxious weed control work on Constituent Council land by arrangement with the Constituent Council and at its cost.
- Inspection of public authority land to ensure compliance with the requirements of the Act in relation to noxious weed control and to promote cooperative arrangements for the control of noxious weeds.
- Undertaking noxious weed control work funded by Catchment Management Authorities and others.
- Undertaking noxious weed control work on public roads.
- Inspection of public roads to ensure that landholders are carrying out their obligations under the Act to control noxious weeds.
- Identification of suspected noxious weed.
- Liaison between neighbours to establish cooperative weed control programs.
- Conducting trials and demonstrations relating to noxious weed control.
- Conducting seminars, workshops, meetings, field days, to promote the work of the County Council and noxious weed control.
- Inspection of nurseries and aquaria, and other high risk enterprises, for compliance with the Act in relation to noxious weeds.
- Inspection of waterways for the presence of aquatic noxious weeds.
- Monitor the presence of noxious weeds in its Area of Operations and keep the records required by Section 37.
- Report to the Director-General as required under Section 37.
- Research measures for the effective long term control of serrated tussock on non-productive land.
- Provide incentives to promote the control of noxious weeds on non-productive land and to protect biodiversity.
- Research and promote the use of non-productive noxious weed infested lands for the carbon sequestration.
- Research and promote the more effective and environmentally sensitive control of noxious weeds on public roads.
- Promote and maintain a voluntary register of land onto which "off farm" fodder or grain has been taken, particularly in drought, to enable monitoring of any spread of noxious weeds and the provision of advice and assistance to the landholder.

In undertaking its functions under the *Noxious Weeds Act 1993* the Upper Macquarie County Council, being a council constituted under the *Local Government Act 1993*, has the following charter as set out in Section 8A (1) of that Act which it is required to pursue –

8A Guiding principles for councils

(1) Exercise of functions generally

The following general principles apply to the exercise of functions by councils:

- a) Councils should provide strong and effective representation, leadership, planning and decision-making.

- b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- g) Councils should work with others to secure appropriate services for local community needs.
- h) Councils should act fairly, ethically and without bias in the interests of the local community.
- i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

6. Main business activity priorities, strategic objectives and strategies

A preliminary note on paragraph numbering.

Paragraph numbers in this Plan extend to three numbers.

These numbers have a significance as follows.

The first number refers to one of the Main Business Activity Priorities

1.1.1

The second number refers to one of the Strategic Objectives

1.1.1

The third number refers to one of the Strategies

1.1.1

Main business activity priorities

1. Improve the natural environment through a reduction in noxious weeds.
2. Develop an efficient, effective and financially secure County Council.
3. Enhance the educational and advisory role of the County Council.
4. Improve the effectiveness of the County Council's regulatory role.

Strategic objectives and strategies to achieve main business activity priorities

1.1 Strategic objective

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

Strategies

- 1.1.1 Foster a spirit of cooperation with other natural resource managers.
- 1.1.2 Encourage and establish personal contact between Council staff and staff of other natural resource managers.
- 1.1.3 Promote joint works for noxious weed control by natural resource managers.

1.2 Strategic objective

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

Strategies

- 1.2.1 Ensure that the Council is aware of any presence of noxious weeds in its Area of Operations.
- 1.2.2 Provide assistance and support to private occupiers in controlling noxious weeds on their land.
- 1.2.3 Actively pursue the control of noxious weeds on vacant Crown land.
- 1.2.4 Actively pursue the control of noxious weeds on land of Forests NSW.
- 1.2.5 Conduct aerial spraying programs for noxious weeds.

1.3 Strategic objective

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

Strategies

- 1.3.1 Ensure that all occupiers are aware of their obligations to control noxious weeds on roads.
- 1.3.2 Identify the extent of noxious weed infestations on roads and whether the responsibility for control is the Council's or the adjoining occupier's.
- 1.3.3 Control identified noxious weed infestations on roads.
- 1.3.4 Pursue alternatives for the control of noxious weeds on roads.

1.4 Strategic objective

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

Strategies

- 1.4.1 Provide assistance and support to occupiers in securing funding for noxious weed control.
- 1.4.2 Lobby politicians and others to increase awareness of the necessity of providing public support for weed control work on private land.

2.1 Strategic objective

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

Strategies

- 2.1.1 Improve the Council's profile in the community.
- 2.1.2 Hold Council's Ordinary meetings at least once each year in the area of each of the constituent councils.
- 2.1.3 Inform members of the Council's community of the Council's activities and seek input into the Council's operations.
- 2.1.4 Inform members of the Council's community of new initiatives by the Council and of changes in Council's policies, etc.
- 2.1.5 Encourage members of the Council's community to make comments, suggestions, criticisms, etc., on the Council's activities and to otherwise have input into the Council's operations.

2.2 Strategic objective

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

Strategies

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

- 2.2.2 Ensure that members of the Council's community are aware of the dates, times and places of Council meetings.
- 2.2.3 Ensure that members of the Council's community receive meaningful information on the Council's operations.
- 2.2.4 Establish a proper complaints handling procedure.

2.3 **Strategic objective**

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

Strategies

- 2.3.1 Engage and retain sufficient skilled staff to provide administrative services to the Council.
- 2.3.2 Provide up to date computer and other technological facilities.
- 2.3.3 Provide an efficient records management system.
- 2.3.4 Provide administrative support for the Council's education and advisory functions to enhance communication by the Council with its community.

2.4 **Strategic objective**

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

Strategies

- 2.4.1 Secure alternative sources of funding for the Council's ordinary operations.
- 2.4.2 Secure alternative sources of funding for particular Council functions.
- 2.4.3 Maximise income from fees, charges and income producing operations.
- 2.4.4 Eliminate unnecessary expenditure.

3.1 **Strategic objective**

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

Strategies

- 3.1.1 Increase politician's awareness of weeds.
- 3.1.2 Foster an interest in weeds in the local and rural press and news media.
- 3.1.3 Publicise weed matters within the Council's community.

3.2 **Strategic objective**

Enhance the educational and advisory role of the Council through the provision of a range of written and electronic material and staff promotion of this role.

Strategies

- 3.2.1 Ensure that the Council fulfils its educational and advisory role.

4.1 **Strategic objective**

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

Strategies

- 4.1.1 To use the Council's regulatory powers, where necessary, to enforce the requirements of the Act with regard to noxious weed control.
- 4.1.2 Publicise the Council's intention to use its regulatory powers to enforce the requirements of the Act with regard to noxious weed control.

- 4.1.3 Ensure that the powers of inspection are used strictly in accordance with the Act and the Council's priorities.
- 4.1.4 Use the power under Section 21 to recommend to the Minister that the Minister serve a weed control notice on a public authority.
- 4.1.5 Ensure that the regulatory powers are used fairly and impartially and in accordance with this strategy.

7. Background information to strategic objectives

1.1 Strategic objective

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

When the Council was established in 1949 for the control of serrated tussock the primary concern was the damage that noxious weeds could do to agricultural production.

The environmental movement was in its infancy and there was little or no appreciation of the true cost of noxious weeds to the community. The impact of noxious weeds on the environment, including biodiversity, was of little concern beyond the impact on agriculture.

This is no longer the case and the control of noxious weeds is recognised as a vital part of natural resource management.

It is impossible, however to control noxious weeds without considering the broader environment, both in terms of the impact of the weeds and the impact that control measures may have. The management of noxious weeds therefore needs to be a cooperative and consultative process involving all natural resource managers.

In this context, a natural resource manager is either a person or organisation who, or which, is responsible for the management of particular land which they occupy, including private land, or who, or which, has broader responsibility for the management of land.

Natural resource managers within this definition would include private land owners (particularly primary producers), Local Land Services, Catchment Management Authorities, Office of Environment & Heritage (National Parks and Wildlife Service), Sydney Catchment Management Authority, Forestry Corporation of NSW, Department of Primary Industries - Lands, and local Councils.

There is scope within the Noxious Weeds Act for the Council to delegate its functions under the Act and also for it to "enter into agreements or other arrangements" with others for the exercise of all or any of its functions, or for assistance in the exercise of its functions.

As well as such formal arrangements under the Act, there is undoubtedly scope for natural resource managers to cooperate in the exercise of their functions to the mutual benefit of the community.

1.2 Strategic objective

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

Local control authorities, of which the Upper Macquarie County Council is one, are in the front line of managing noxious weeds in New South Wales.

It is to local control authorities that the responsibility falls not only to carry out the majority of the face to face education and advisory work relating to noxious weeds in the community but

also to act as the “policeman” in ensuring that the statutory obligations imposed on landholders, both public and private, with regard to noxious weed control are complied with.

It is to the local control authorities that most complaints about noxious weeds come and it is the local control authorities that have the responsibility of responding to these complaints.

Noxious weeds are the responsibility of local control authorities.

1.3 Strategic objective

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

The *Noxious Weeds Act 1993* requires the Council to control noxious weeds on all roads in the Council’s area of operations (Section 14(2)). This obligation does not include a road that is a freeway, tollway or a State work within the meaning of the *Roads Act 1993*.

The obligation on the Council to control weeds on roads is a joint obligation with any occupier required to control the weeds on the road under Section 17.

Section 17 requires an occupier of land to control noxious weeds on –

- any part of a road that intersects the land, except where the road is fenced on both sides, and
- half the width of any part of a road that forms part of the boundary of the land, except where the part of the road is fenced on both sides, and
- any part of a road that forms part of the boundary of the land where the side of the road forming the boundary is not fenced but the other side is.

Section 17 does not apply to a State highway, freeway, tollway or State work within the meaning of the *Roads Act 1993*.

It should be noted that the Council’s obligation under Section 14(2) extends to a State highway, but the obligation on an occupier under Section 17 does not.

1.4 Strategic objective

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

Because the Council’s funds are limited, it generally does not undertake weed control work at its cost on private land.

Nor does it undertake work at its cost on the land of public authorities who have a statutory obligation to control weeds on land which they occupy.

The Council does provide limited funds to subsidise noxious weed control work for impecunious occupiers. The individual amounts involved are small, generally involving the removal of urban weeds by pensioners. The Council does not have sufficient funds to subsidise costly weed control work, even in those cases where the work might be seen to be imperative.

In many cases effective control of noxious weeds is expensive and is sometimes beyond the financial resources of private land occupiers.

Similarly, the funds provided to public authorities for the management of land which they occupy are invariably insufficient for the purpose. In this case, noxious weed control is, in many cases, low on the priority list for the expenditure of funds and consequently is invariably under resourced.

Logically, the social benefit (public good) resulting from some weed control work would justify wider government intervention in the form of financial or other assistance to owners or occupiers of infested land.

Public financing of weed control on private land would require the development of cost sharing rules so that both private and social costs and benefits are taken into account. This would ensure that there is no overpayment to landholders, which would result if private benefits are understated, while still compensating a landholder for the social benefits (public goods) resulting from weed control work and thus providing sufficient incentive for a landholder to undertake the work. (See Comerford et al., *Approaches to cost sharing for incentives: a practical guide for regional NRM groups in Queensland*, The State of Queensland, Department of Natural Resources, Mines and Water 2005).

It might be argued that the *Noxious Weeds Act 1993* (“the Act”) addresses this entitlement to, and need for, financial assistance for weed control to private land owners and occupiers by virtue of the Minister’s power in Section 33(d) of the Act to make “...grants of money, out of money appropriated by Parliament, to assist public authorities, local control authorities and trustees of commons or reserves in carrying out their obligations under this Act or to further the objects of this Act”. However, the objects of the Act have been drafted so narrowly, (“control mechanisms”, “monitoring”, “reporting”) that it is doubtful if this is the case, and, in practice, the Minister does not make grants available for expenditure on private land.

The Act and Government policy needs to promote and facilitate the provision of assistance, both financial and otherwise, to private landholders for weed control.

Until society recognizes the social benefit (public good) resulting from requiring weed control on unproductive land, and adequately funds such control to the extent of the public good, the control of weeds such as serrated tussock on non-productive or low productivity land will, in the long term, fail and such land will continue to be a source of infestation of quality land.

2.1 Strategic objective

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

Communication is the sharing or imparting of information.

Communication is vital to the operations of the Council and, particularly, to an effective and efficient program for the control of noxious weeds.

The Council, for its part, needs to communicate to its Community the requirements of the Act in relation to noxious weed control; how they might meet those requirements; the consequences if they do not; advice and assistance on noxious weed control; and information about the Council’s budget and management strategies.

For their part, members of the Council's Community need to communication to the Council their views on how the Council is managing its noxious weed responsibilities; suggestions on how the Council might improve its budget and management strategies; reports on noxious weed infestations; and complaints about and criticisms of the Council's operations.

Communication needs to be two way and it is the Council's responsibility to facilitate a two way exchange of information.

2.2 Strategic objective

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

The *Local Government Act 1993* sets out the formal mechanisms by which Councils, including County Councils, are made accountable for their actions.

The Council is required to keep proper accounts which are to be audited each year.

Each year, the Council is required to prepare an annual report on its work and activities.

Members of the public are entitled to inspect a wide range of council documents (Section 12). They are also entitled, under the *Government Information (Public Access) Act 2009* (the GIPA Act), to be given access to certain other documents held by the council.

At least once each six months the General Manager is required to report to the council its progress with respect to the principal activities detailed in its delivery program.

Meetings of the Council are also, generally, open to the public and the public are invited and encouraged to attend.

2.3 Strategic objective

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

Efficient and effective management of its services and facilities is part of the Council's charter under the *Local Government Act 1993*.

In addition, the Council has obligations under the *Noxious Weeds Act 1993* (Section 37) related to the monitoring of noxious weeds and keeping of records relating to –

- (a) the presence and distribution of noxious weed in the local area, and
- (b) the implementation of the Council's weed control policy and weed control programs.

Section 37 also requires the Council, if required by the Director-General, to “report to the Director-General on the presence and distribution of noxious weeds in the local area and on its weed control policy and weed control programs and their implementation”.

There are other requirements on the Council to keep proper records of its activities, such as the requirement to keep proper accounting records as required by the *Code of Accounting Practice and Financial Reporting* with which the Council must comply.

It is obvious that an effective and efficient administration is vital to the Council carrying out its noxious weed functions.

2.4 Strategic objective

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

Section 491 of the *Local Government Act 1919* lists the sources of income for a council, including a county council.

These are –

- rates
- charges
- fees
- grants
- borrowings
- investments.

Missing from this list is the income of county councils which consists of financial contributions made by its constituent councils.

Under the *Local Government Act 1919* a county council could levy an assessment on its constituent councils based on the proportion that the unimproved capital value of rateable land in each area bore to the whole.

This provision was not reproduced in the *Local Government Act 1993* presumably on the basis that a county council would obtain income, in the same way as other councils, from the sources set out in Section 491 of the Act or from contributions by constituent councils pursuant to a regulation made under Section 399.

While contributions by constituent councils is the traditional method of financing county councils such contributions are not compulsory. They can be made compulsory, and the level of contribution set, by regulation made under the Act. No such regulation has been made.

The Council has agreed with the constituent councils of Upper Macquarie County Council that they will continue to contribute to the operations of the County Council on the basis of an agreed formula.

While the County Council under the *NSW Weeds Action Program* also receives some funds by way of grants by the Minister under Section 33 of the Noxious Weeds Act, these grants are insufficient to run the Council's ordinary operations.

Similarly, the County Council receives some funds from charges and fees and from its other operations but these funds are minor and would not provide sufficient funds to run the Council's ordinary operations.

The cost pressures on the Council have, previously, caused the Council to investigate the levying of a rate under the Local Government Act.

Under the Act, a council may normally levy two types of rates: ordinary rates and special rates.

However, because of the terms of Section 400 of the Act the county council does not have power to levy an ordinary rate.

The Council does have power to levy a special rate.

Following extensive consultation with its constituent councils the Council determined that it was not in the interests of landholders in its Area of Operations for it to levy a special rate.

3.1 Strategic objective

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

Recent research has established that weeds cost Australia \$3.9 billion per year in lower farm incomes and higher food costs.

A paper prepared by Jack Sinden and Rachel McFadyen, presented at the 13th *Biennial Noxious Weeds Conference* summarised the result of the research undertaken by the Weeds Co-operative Research Centre through the University of New England.

The costs to agriculture were estimated as direct financial costs of control (such as the cost of herbicides and fuel), yield losses, lost net income to farmers and higher food costs to consumers. The lost income to farmers included the financial costs of control and yield losses.

Control costs were highest for the cropping industries, but yield losses were greater for livestock. Indeed, yield losses due to weeds in the livestock industries were a substantial \$1,870m each year. While the mean loss was \$3,927m per annum the range was \$3,442m to \$4,420m per annum. The mean loss comprised \$883m in the beef industry, \$717m in the wheat industry and \$588m in the wool industry.

The loss of \$3.9 billion is about 14% of the current value added by agriculture to the economy, so Australia loses about \$1 in every \$7 of its agricultural income due to weeds.

Primary producers bear 81.4% of the mean loss while consumers bear 18.6%.

This relatively large cost to consumers indicates that the losses caused by weeds in agriculture impact widely across the whole community. The real cost to the community also includes damage to the natural environment, impacts on human health, and the huge effort of the many volunteers engaged in weed control across the country.

The report concludes that at an annual cost of \$3.9 billion per year to agriculture, weeds constitute a major natural resource management issue. Indeed, this estimate of the cost of weeds exceeds the combined estimates of the cost of salinity, soil acidity and soil sodicity, all major problems in the farm sector.

Weeds are also one of the greatest threats to biodiversity in Australia.

3.2 Strategic objective

Enhance the educational and advisory role of the Council through the provision of a range of written and electronic material and staff promotion of this role.

The Council has no formal function to educate members of its community about noxious weed or to advise on noxious weed control.

To some, the regulatory role, together with the control of weeds on roads, is seen to be the principal or only role of the Council.

This is not the case.

The Council has a vital role in educating its community on the impact of noxious weeds; the identification of noxious weeds; and the control of noxious weeds.

While others, such as Department of Primary Industries, provide educational materials about noxious weeds the Council is the first point of contact for members of its community in relation to noxious weeds. It is to the Council that members of the community will look first for the identification of noxious weeds and for information about those weeds.

Similarly, it is on the Council that members of the community will rely for advice on appropriate methods of control of noxious weeds.

The Council must be equipped to meet the community's expectations.

4.1 Strategic objective

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

The *Noxious Weeds Act 1993* provides that the functions of the Council include the following –

- responsibility for the control of noxious weeds by occupiers of land (other than public authorities or local control authorities),
- to ensure, so far as practicable, that owners and occupiers of land (other than public authorities or other local control authorities) carry out obligations to control noxious weeds imposed under this Act,
- inspection of land within the local area in connection with its noxious weed control functions.

Besides the powers of inspection of premises which Section 44 gives to an inspector, the Act gives the Council certain powers to enforce the requirements of the Act for the control of noxious weeds.

- Section 18 empowers the Council to serve a weed control notice on an owner or occupier of land (other than a public authority) requiring the owner or occupier to carry out any of the occupier's obligations to control noxious weeds on the land as required under a weed control order.

- Section 20 empowers the Council to control noxious weeds on land in respect of which a Section 18 weed control notice has been served if the owner or occupier fails, or a predecessor in title to the owner or occupier has failed, to comply with the weed control notice.
- Section 21 gives the Council the power to recommend to the Minister that a weed control notice be given by the Minister to a public authority. The Minister, under Sections 22 and 23, has the same powers in respect of a public authority as the Council has under Sections 18 and 20.

For present purposes these powers are referred to as “regulatory powers”.

8. Resourcing Strategy

This section sets out the County Council's Resourcing Strategy.

The County Council is required to have a long-term strategy for the provision of the resources required to implement the strategies established by the Business Activity Strategic Plan. This long-term strategy is called the Council's Resourcing Strategy.

The Resourcing Strategy is required to include –

1. long-term financial planning;
2. workforce management planning; and
3. asset management plan.



Long-term Financial Plan

The County Council's long-term financial planning is contained in its Long-term Financial Plan which is **Appendix A** to this Business Activity Strategic Plan.



Workforce Management Plan

The County Council must have a Workforce Management Strategy which must address the human resourcing requirements of the County Council's Delivery Program.

The Workforce Management Strategy must be for a minimum timeframe of 4 years.

The Upper Macquarie County Council Workforce Management Strategy is set out in the following paragraphs.

The current staff structure of the Council consists of a part time General Manager, a full time Chief Weeds Officer, a part time clerical assistant, and five full time Weeds Officers.

Part time Information Technology assistance is supplied on a contract basis and Bathurst Regional Council has also been willing to assist with this function on a resource sharing basis.

The Weeds Officers are each allocated the whole or part of a constituent council area for which they are responsible under the supervision of the Chief Weeds Officer.

All Weeds Officers are available to assist outside their designated area as and when required.

It is unlikely that this staffing structure will continue unaltered throughout the whole of the period covered by this Plan.

The position of Chief Weeds Officer is currently being filled by the next most experienced Weeds Officer, following the retirement in 2016 of the Chief Weeds Officer. Prior to making a permanent appointment it will be necessary to give consideration to the training and mentoring of the Weeds Officers to endeavour to ensure that a person with suitable qualifications and experience is available to fulfil the role of Chief Weeds Officer.

Financial constraints are such as to preclude the employment of field staff beyond the existing numbers and it will be necessary to consider a training and mentoring program to endeavour to

ensure that a suitably qualified person from the existing staff is available to undertake the necessary supervisory role.

Staff turnover has historically been very low and the Council previously has not had difficulty in recruiting and retaining staff at the level of Weeds Officer. This however appears to be changing in the current climate of *Fit For The Future* and Council mergers. Where candidates are available they mostly lack a detailed knowledge of the Noxious Weeds Act and experience in the regulatory aspects of the work, however, with training and mentoring they become effective within a relatively short time.

Weeds Officer positions are often attractive to many prospective employees from a rural and horticultural background due to their relative independence and high degree of self management. Due to the increasing use of technology by Council, prospective employees do, however, need to either be familiar with information technology or have the aptitude to quickly adapt to it.

Sources for prospective employees include former Local Land Services staff, Local Government Staff, nursery staff and rural landholders and workers.

Recruitment to Weeds Officer positions is not considered to be a limiting factor but financial constraints are, however, a continuing concern and make it imperative that the Council retain the goodwill of staff.

Staff, other than the General Manager, are currently remunerated in accordance with the *Local Government (State) Award*.

The General Manager is employed under a Contract of Employment in the form of the standard contract for general managers approved by the Chief Executive under Section 338(4) of the *Local Government Act 1993*.

All staff are given the opportunity for continuing training both to meet statutory requirements of their position and to enhance their effectiveness in their roles. The Council provides an appropriate budget for staff training and all staff are encouraged to participate.



Asset Management Plan

The County Council is required to account for and plan for all of the existing assets under its ownership and for any new assets proposed under its Business Activity Strategic Plan and Delivery Program.

For this purpose, the County Council must have an Asset Management Strategy which is included in its Asset Management Plan.

The Asset Management Strategy must be for a minimum timeframe of 10 years and must –

- include a council endorsed Asset Management Policy;
- identify assets that are critical to the council's operations and outline risk management strategies for these assets; and
- include specific actions required to improve the council's asset management capability and projected resource requirements and timeframes.

The Asset Management Plan must encompass all the assets under the council's control, must identify asset service standards, and must contain long term projections of asset maintenance, rehabilitation and replacement costs.

The Upper Macquarie County Council Asset Management Plan is set out in the following paragraphs.

Other than its human resources, the County Council's assets consist of the operational motor vehicles and plant used by staff on a day to day basis.

The Council has no fixed assets consisting of buildings or other infrastructure.

The motor vehicles comprise 7 tray back style vehicles, which are used by the Weeds Officers, and the Chief Weeds Officer.

The Council has a policy to grant to employees the private use of the motor vehicles which they normally use for Council purposes, subject to a written agreement setting out the terms and conditions of such use, but no employee has sought to take advantage of the policy.

The County Council's strategy is to replace each of these vehicles at intervals of three years in order to minimise maintenance costs and maximise trade in values. Where it has been required, or has been financially advantageous to do so, vehicles have been replaced more frequently. This annual plant replacement program is funded from the operational budget since the changeover cost is generally in line with the depreciated value of the vehicles.

Council has 2 vehicle mounted QuikSpray[®] spray units. The service life of these units is dependent on their workload but they are generally replaced every 4 to 6 years. The Council has found that this maximises their resale value as there is a strong demand for second hand units in good condition.

Depreciation of vehicles and plant is calculated using the straight line method in order to allocate an asset cost (net of residual values) over its estimated useful life

Estimated useful lives for Upper Macquarie County Council plant and equipment include:

- Office Equipment	5 to 10 years
- Office Furniture	10 to 20 years
- Vehicles and equipment	5 years

To ensure effective asset management, so far as practical and within the financial resources available the Council endeavours to ensure that –

- Assets are utilised to their fullest potential to maximise usage and economic performance.
- Asset renewal, disposal, upgrade or new asset provision is carried out in accordance with the adopted resourcing strategy that includes demonstrated need, life cycle costing, alternative modes of delivery and sustainability.
- Asset management practices conform to legislative requirements and reflect best practice in the industry.
- All asset purchase, maintenance, rehabilitation and replacement shall be guided by Council's Asset Management Plans and annual budgetary process.
- Assets are maintained so as to meet specifications and quality standards; and
- Assets always meet requirements for public safety, WH&S and maintainability.
- Vehicles and plant are used and maintained in accordance with manufactures' recommendations.

PROJECTED ASSET REPLACEMENT PROGRAM 2017/2018 - 2026/2027

Plant No.	Description	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
1	Tray top utility			\$ 21,425			\$ 23,754				\$ 27,258
2	Tray top utility	\$ 20,000			\$ 22,174				\$ 25,446		
3	Tray top utility		\$ 20,700				\$ 23,754			\$ 26,336	
4	Tray top utility			\$ 21,425				\$ 24,585			\$ 27,258
5	Tray top utility	\$ 20,000				\$ 22,950			\$ 25,446		
6	Tray top utility				\$ 22,174			\$ 24,585			
7	Tray top utility		\$ 20,700			\$ 22,950				\$ 26,336	
	Quickspray Unit 600l		\$ 15,000					\$ 17,815			
	Quickspray Unit 400l				\$ 16,000					\$ 20,356	
Total Purchases		\$ 40,000	\$ 56,400	\$ 42,849	\$ 60,349	\$ 45,901	\$ 47,507	\$ 66,986	\$ 50,891	\$ 73,029	\$ 54,516

ASUMPTIONS

1. Cost for vehicles quoted is estimated changeover price (i.e. after trade in)
2. Prices are increased by 3.5% per annum
3. Quickspray weed spraying units expected life - 5 years

Appendix A – Long-Term Financial Plan 2017/18 – 2026/2027

Income

Contributions by constituent councils are the traditional method of financing county councils.

Such contributions are no longer compulsory.

Under the *Local Government Act 1919* a county council could levy an assessment on its constituent councils based on the proportion that the unimproved capital value of rateable land in each area bore to the whole. The payment of the assessment was compulsory.

This provision was not reproduced in the *Local Government Act 1993* presumably on the basis that a county council would obtain income, in the same way as other councils, from the sources set out in Section 491 of the Act, or from contributions by constituent councils pursuant to a regulation made under Section 399.

Such a regulation can make contributions compulsory, and set the level of contribution, but no regulation has been made.

In 2007 the County Council sought, once and for all, to clarify the history of constituent council contributions to the County Council and to suggest a fair and transparent way to calculate the relative contributions to be made by constituent councils in future years.

It proposed that contributions should be apportioned between constituent councils based on the theoretical cost of noxious plant control in each of the constituent council areas: the theoretical cost was to be calculated using publicly available data available from the Local Government Grants Commission and the constituent councils.

Negotiations with each of the Constituent Council's resulted in each of them agreeing to the apportionment method proposed by the County Council and to continue contributions to the County Council on this basis in future years.

Contributions in the 2007/2008 were on the basis of the new formula and the same percentages have been used in subsequent years.

There has been no agreement by constituent councils to generally increase the level of funding beyond the general increase in General Revenue permitted by the Minister each year under the "rate pegging" legislation.

The other major source of income for the County Council is financial grants from noxious weed control, in particular State Government grants administered by NSW Department of Primary Industries. These grants have historically been allocated annually and are subject to NSW Government annual budget allocations.

In 2009 the State Government introduced the *NSW Weeds Action Program*. This replaced both the Weed Control Coordination Grant and the County Council Administration Grant with a new grant regime which was targeted at the objects in the *NSW Invasive Species Plan*. This change did not enhance "on ground" noxious weeds control in NSW, rather the reverse as it significantly increased grant administration and management costs, thus diverting scarce funds from this vital work.

For many years grants provided by the State Government have not kept pace with inflation and operating costs and can only be described as grossly inadequate having regard to the public benefit that flows to the wider community from effective noxious weed control.

The County Council has sought to access grants from other sources, in particular the Catchment Management Authorities and the Commonwealth Government, to supplement the State Government grants and intends, subject to the necessary resources being available, to pursue this source of funding. However, grants from these alternative sources are, at best, uncertain and cannot be relied on to fund the regular activities of the County Council.

Because of the terms of Section 400 of the *Local Government Act 1993* the County Council does not have the power to levy an ordinary rate.

The County Council does have the power to levy a special rate but has chosen not to do so. The difficulties facing the County Council should it wish to levy a special rate are both legal and practical and this is not a viable option in the short or medium term.

Section 501 would permit the County Council to make an annual charge for noxious weed services provided, or proposed to be provided, on an annual basis by the council but only if the Minister was prepared to recommend to the Governor that the necessary regulation be made to prescribe noxious weed services for the purposes of Section 501. This has not been done.

In the absence of a regulation the County Council cannot make an annual charge.

Although some income is gained from income producing activities there is little opportunity to increased income from these sources. Some possible avenues for increasing income, such as charging for routine regulatory inspections or operating the Council's aerial spraying program on a full cost recovery plus profit basis (currently Weeds Officers' time is not charged against the aerial spraying program), would be self defeating and would be likely to generate a great deal of ill-will, which would be contrary to the significant gains in community relations achieved in recent times.

Expenditure

There is almost no scope for expenditure reductions as the majority of the Council's expenditure is on staff salaries and associated costs.

Administrative staff is kept at an absolute minimum and the administrative function of the Council is substantially under resourced.

Expenditure reductions would result directly in a reduction in noxious weed control activities which would not be in the interests either of landholders in the County Council's Area of Operations or the broader Community.

There is scope for increasing productivity of staff by the use of technological advancements and these will need to increasingly be pursued in coming years.

Employee Provisions

The County Council currently has a policy of keeping employees' long service leave entitlements funded at 100% of the accrued entitlements and this minimum requirement is consistently met.

In practice, regard is continually had to liabilities arising from employees' total leave entitlements, and other possible staff entitlements, and this has an influence on the amount of retained earnings.

Risk Analysis

General

The major risk to the continued existence of the County Council is as a result of State Government policy or legal changes.

Starting in January 2014, *Local Land Services* will be regionally-based, semi-autonomous, statutory organizations, which are governed by locally elected and skills-based Board members, delivering services for farmers and landowners.

The new *Local Land Services* will deliver:

- Agricultural advice.
- Plant and animal pest control and biosecurity.
- Natural resource management.

At the time of writing there is no known proposal for noxious weed control to be delivered by *Local Land Services* but this must, at least, be considered a possibility, if not a probability, for the future.

Financial

The major risk to the continuing solvency of the County Council is the reliance on financial grants.

The *Weeds Action Program* (WAP) grant system initiated in 2010/11 is supposed to offer some certainty because applications were encouraged for a 5 year period. Upper Macquarie County Council's application was for a 5 year period.

Indeed, although funding was granted individually for each of the last three financial years there has been neither an acknowledgement that the application was for a 5 year period nor any indication of what the funding position will be in future years.

The result is that the Council does not know until later in each year (usually October or November) the amount that it will receive in State Government grants for the then current year. The current Delivery Program and Annual Operational Plan reflect the great funds shown in the WAP template received from Macquarie Valley Noxious Weeds Advisory Committee.

A critical assumption of Council future financial planning is the need for the NSW State Government grant funds to continue and to increase annually in line with operating costs, in particular employee costs and since the availability of grant funds is still at the whim of the NSW State Government the security of these funds is not assured beyond the current approval year.

Another critical assumption is that the Council will continue to receive significant income from the aerial spraying program which it conducts each year. Over time this program has grown until the income derived from it is now vital to support the Council's other noxious weed control activities. A year in which the Council was prevented by weather or other circumstances from conducting the program would result in significant constraints on the Council's activities.

The Council has sought to secure grant funds from the Commonwealth Government for noxious weed control but this has proven to be a futile exercise.

The Long Term Financial Plan assumes that the funding agreement established with the Constituent Councils will continue.

This means that in the absence of a major, and unlikely, change in the attitude of Constituent Councils, the Constituent Council contributions to the County Council will increase only by the general percentage increase in general revenue permitted by the Minister, in line with the Consumer Price Index, because of the “rate pegging” legislation, that is, Part 2 of Chapter 15 of the *Local Government Act 1993*.

The Council has actively sought to increase income from other sources such as private works and other grant sources, however if operational activities connected to alternative sources of income need to be substantially increased to cover the gap in traditional funding, the County Council will be forced to review the level of its core business operational activities and staffing levels.

Estimate Assumptions

The assumptions made when formulating the BASP projected financial statements are those used in formulating the Delivery and Operational Plans.

Plan Review

The Long Term Financial Plan is required to be reviewed at least annually as part of the development of the Operational Plan.

The Long Term Financial Plan must also be reviewed in detail as part of the four yearly review of the Business Activity Strategic Plan.

Projected Financial Plan 2017/18 – 2026/2027

The following tables contain the Upper Macquarie County Council projected Income and Expenditure, Balance Sheet and Cash Flow Statements for the period 2017/18 to 2026/27.

Projected Income and Expenditure Statement 2017/18 - 2026/27

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income										
Rates and Annual Charges	0	0	0	0	0	0	0	0	0	0
User Charges and Fees	810	811	832	852	868	886	804	922	941	959
Interest and Investment Revenue	18	19	20	20	21	21	22	22	23	23
Other Revenues										
Grants and Contributions- Operating	807	839	857	874	892	909	928	946	965	984
Grants and Contributions- Capital	0	0	0	0	0	0	0	0	0	0
Net Gain from the Sale of Assets	0	0	0	0	0	0	0	0	0	0
Transfers (restricted assets)	77	0	0	0	0	0	0	0	0	0
Total Income from continuing operations	1,712	1,669	1,709	1,747	1,781	1,817	1,853	1,891	1,928	1,967
Expense										
Employee Costs	577	591	606	621	633	646	656	672	688	699
Borrowing Costs	0	0	0	0	0	0	0	0	0	0
Materials & Contracts	1,010	1,036	1,062	1,088	1,110	1,132	1,155	1,178	1,201	1,225
Depreciation	40	41	42	43	44	45	46	47	47	48
Other Expenses	85	86	89	91	93	94	96	98	100	102
Transfers (restricted assets)	0	0	0	0	0	0	0	0	0	0
Total Expenses from continuing operations	1,712	1,754	1,799	1,843	1,880	1,917	1,956	1,995	2,035	2,075
Operating Result from continuing operations	0	-85	-90	-96	-98	-100	-102	-104	-106	-108

Projected Balance Sheet Statement for the 10 year period 2017/18-2026/27

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
ASSETS										
Current Assets										
Cash & Cash Equivalents	743	670	569	471	376	287	186	94	-29	-143
Investments	0	0	0	0	0	0	0	0	0	0
Receivables	77	78	79	79	80	81	82	83	83	84
Inventories	34	34	35	35	35	36	36	36	37	37
Other	0	0	0	0	0	0	0	0	0	0
Non-current assets classified as held for sale	0	0	0	0	0	0	0	0	0	0
Total Current Assets	854	782	683	585	491	404	304	213	91	-22
Non-Current Assets										
Investments	0	0	0	0	0	0	0	0	0	0
Receivables	0	0	0	0	0	0	0	0	0	0
Inventories	0	0	0	0	0	0	0	0	0	0
Infrastructure, Property, Plant & Equipment	160	150	163	167	166	156	156	147	165	173
Other	0	0	0	0	0	0	0	0	0	0
Total Non-Current Assets	160	150	163	167	166	156	156	147	165	173
TOTAL ASSETS	1,014	932	845	752	657	560	461	360	256	151
LIABILITIES										
Current Liabilities										
Payables	87	88	89	90	91	92	93	95	96	97
Borrowings	0	0	0	0	0	0	0	0	0	0
Provisions	0	0	0	0	0	0	0	0	0	0
Total Current Liabilities	87	88	89	90	91	92	93	95	96	97
Non-Current Liabilities										
Payables	0	0	0	0	0	0	0	0	0	0
Borrowings	0	0	0	0	0	0	0	0	0	0
Provisions	89	81	93	94	96	98	100	102	104	106
Total Non-Current Liabilities	89	81	93	94	96	98	100	102	104	106
TOTAL LIABILITIES	176	179	182	185	188	191	194	197	200	203
NET ASSETS	838	753	664	567	469	369	267	163	56	-52
EQUITY										
Retained Earnings	838	753	664	567	469	369	267	163	56	-52
Revaluation Reserves	0	0	0	0	0	0	0	0	0	0
TOTAL EQUITY	838	753	664	567	469	369	267	163	56	-52

Projected Balance Sheet Statement for the 10 year period 2017/18-2026/27

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
ASSETS										
Current Assets										
Cash & Cash Equivalents	743	670	569	471	376	287	186	94	-29	-143
Investments	0	0	0	0	0	0	0	0	0	0
Receivables	77	78	79	78	80	81	82	83	83	84
Inventories	34	34	35	35	35	36	36	36	37	37
Other	0	0	0	0	0	0	0	0	0	0
Non-current assets classified as held for sale	0	0	0	0	0	0	0	0	0	0
Total Current Assets	854	782	683	585	491	404	304	213	91	-22
Non-Current Assets										
Investments	0	0	0	0	0	0	0	0	0	0
Receivables	0	0	0	0	0	0	0	0	0	0
Inventories	0	0	0	0	0	0	0	0	0	0
Infrastructure, Property, Plant & Equipment	180	150	183	187	186	158	156	147	165	173
Other	0	0	0	0	0	0	0	0	0	0
Total Non-Current Assets	160	150	163	167	166	156	156	147	165	173
TOTAL ASSETS	1,014	932	845	752	657	560	461	360	256	151
LIABILITIES										
Current Liabilities										
Payables	87	88	89	90	91	92	93	95	96	97
Borrowings	0	0	0	0	0	0	0	0	0	0
Provisions	0	0	0	0	0	0	0	0	0	0
Total Current Liabilities	87	88	89	90	91	92	93	95	96	97
Non-Current Liabilities										
Payables	0	0	0	0	0	0	0	0	0	0
Borrowings	0	0	0	0	0	0	0	0	0	0
Provisions	89	91	93	94	96	98	100	102	104	106
Total Non-Current Liabilities	89	91	93	94	96	98	100	102	104	106
TOTAL LIABILITIES	176	179	182	185	188	191	194	197	200	203
NET ASSETS	838	753	664	567	469	369	267	163	56	-52
EQUITY										
Retained Earnings	838	753	664	567	469	369	267	163	56	-52
Revaluation Reserves	0	0	0	0	0	0	0	0	0	0
TOTAL EQUITY	838	753	664	567	469	369	267	163	56	-52

UPPER MACQUARIE COUNTY COUNCIL

UPPER MACQUARIE COUNTY COUNCIL

DELIVERY PROGRAM 2017/18 – 2020/21



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What is a Delivery Program?

Section 404 of the *Local Government Act 1993* requires that the County Council must have a Delivery Program detailing the principal activities it will undertake to achieve the objectives established in the Business Activities Strategic Plan, within the resources available under the Resourcing Strategy.

The County Council must prepare a new Delivery Program by 30 June in the year following a local government ordinary election to cover the principal activities of the council for the 4 year period commencing on 1 July following the election.

The Delivery Program must –

- directly address the objectives and strategies of the Business Activity Strategic Plan,
- identify principal activities that council will undertake in response to the objectives and strategies,
- inform, and be informed by, the Resourcing Strategy,
- address the full range of council operations,
- allocate high level responsibilities for each action or set of actions, and
- include financial estimates for the four year period covered by the Program.

The draft Delivery Program must be exhibited for public comment for a minimum of 28 days and public submissions must be accepted and considered before the final program is adopted.

The Council must review its Delivery Program each year when preparing its Operational Plan.

The General Manager must ensure that progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months.

Council may choose to roll the Delivery Program forward beyond its elected term to enable effective forward planning, provided it is consistent with its Business Activity Strategic Plan and Resourcing Strategy. Where a council does this, it is still required to report on the implementation of its initial Delivery Program. Council is required to prepare a new Delivery Program after each general local government election.

Where an amendment to the Delivery Program is proposed, it must be included in a Council business paper which outlines the reasons for the amendment and be tabled and resolved to be noted at that meeting and considered by Council at its next meeting.

Where significant amendments are proposed, the Program must be re-exhibited.

Principal activities to achieve main business activity priorities

A preliminary note on paragraph numbering.

Paragraph numbers in this Program extend to four numbers.

These numbers have a significance as follows.

The first number refers to one of the Main Business Activity Priorities in the Business Activity Strategic Plan

1.1.1

The second number refers to one of the Strategic Objectives in the Business Activity Strategic Plan

1.1.1

The third number refers to one of the Strategies in the Business Activity Strategic Plan

1.1.1

The fourth number refers to one of the Activities in this Delivery Program

1.1.1.1



1.1 Strategic objective

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

Strategy

1.1.1 Foster a spirit of cooperation with other natural resource managers.

Activities

- 1.1.1.1 Attend seminars, workshops, etc., conducted by other natural resource managers where appropriate.
- 1.1.1.2 Encourage natural resource managers to participate in Council activities, such as public meetings and workshops.
- 1.1.1.3 Share information with other natural resource managers.
- 1.1.1.4 Host, where practicable, an annual meeting between natural resource managers to foster good relations and to provide a convenient forum for the exchange of information and the facilitation of cooperation.

- 1.1.2 Encourage and establish personal contact between Council staff and staff of other natural resource managers.

Activities

- 1.1.2.1 Establish and keep up to date a data base of contacts staff and others in other natural resource managers.
- 1.1.2.2 Encourage Council staff to establish contact with appropriate staff in other natural resource managers.
- 1.1.2.3 So far as possible, maintain contact between Council staff and the appropriate local staff of other natural resource managers and make such contacts the first point of contact between the Council and the other natural resource manager.

- 1.1.3 Promote joint works for noxious weed control by natural resource managers.

Activities

- 1.1.3.1 Investigate how the Council might undertake noxious weed control work jointly with other natural resource managers.
- 1.1.3.2 Encourage other natural resource managers to consider undertaking noxious weed control work jointly with other natural resource managers.
- 1.1.3.3 Where appropriate, endeavour to have natural resource managers, particularly private occupiers, enter into joint arrangements for noxious weed control work.
- 1.1.3.4 Investigate what incentives the Council might offer to private occupiers to enter into joint arrangements for noxious weed control work.

1.2 Strategic objective

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

Strategy

- 1.2.1 Ensure that the Council is aware of any presence of noxious weeds in its Area of Operations.

Activities

- 1.2.1.1 Conduct a regular and systematic program of property visits to private landholders.
- 1.2.1.2 Ensure that any infestations of noxious weeds found on property visits are mapped and properly recorded.
- 1.2.1.3 Ensure that weed infestations on roads are mapped and properly recorded.
- 1.2.1.4 In conjunction with public authorities, conduct a regular and systematic program of property visits to land of public authorities.
- 1.2.1.5 Ensure that weed infestations on land of public authorities are mapped and properly recorded.
- 1.2.1.6 Respond promptly to complaints about the presence of noxious weeds.

- 1.2.2 Provide assistance and support to private occupiers in controlling noxious weeds on their land.

Activities

- 1.2.2.1 Conduct a regular program of property visits to enhance the Council's knowledge of weed control work carried out on private land.
- 1.2.2.2 Ensure that private landholders are provided with accurate and timely advice on their weed control obligations.
- 1.2.2.3 Provide encouragement to private landholders and public authorities to prepare Property Weed Management Plans for their land and assist in the preparation of the Plans.
- 1.2.2.4 Ensure the availability of weed control advisory material and advice to private landholders and public authorities.
- 1.2.2.5 Provide assistance to occupiers in applying for grant funds for weed control work.

1.2.3 Actively pursue the control of noxious weeds on vacant Crown land.

Activities

- 1.2.3.1 Regularly inspect vacant Crown land to ensure weed control obligations are being met.
- 1.2.3.1 Facilitate application for necessary funds to finance weed control work by the Council on vacant Crown land.
- 1.2.3.1 Provide information to the responsible Department on the state of noxious weed control on vacant Crown land.
- 1.2.3.1 Promptly respond to complaints regarding noxious weeds on vacant Crown land.

1.2.4 Actively pursue the control of noxious weeds on land of Forests NSW.

Activities

- 1.2.4.1 Inspect areas proposed to be clear felled in coming financial year.
- 1.2.4.2 Advise Forests NSW of proposed clear fell areas that are potential weed risks.
- 1.2.4.3 Follow up to ensure control work is carried out on potential weed risks.
- 1.2.4.4 Inspect areas surrounding standing forests and "land bank" areas.
- 1.2.4.5 Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.

1.2.5 Conduct aerial spraying programs for noxious weeds.

Activities

- 1.2.5.1 Organize programs for the aerial spraying of noxious weeds throughout the year as seasonal conditions permit and demand requires.
- 1.2.5.2 Publicise aerial spraying in local media, and as occasions permits, to ensure maximum landholder participation.
- 1.2.5.3 Organize aerial spraying (involving all Weeds Officers) throughout the Council's Area of Operations in accordance with established programs.

1.3 **Strategic objective**

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

UPPER MACQUARIE COUNTY COUNCIL

Strategy

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

Activities

1.3.1.1 Include in the Council's advisory and extension material an explanation of the circumstances in which occupiers are required to control noxious weeds on roads.

1.3.1.2 Weeds officers to explain to occupiers, where necessary, their obligations to control weeds on roads.

1.3.1.3 Where appropriate, bring to the public's notice via press releases and by other appropriate means the obligations on occupiers to control noxious weeds on roads.

1.3.1.4 Where occupiers are failing to control weeds on roads, as required by the Act, bring the requirements to their attention in writing.

1.3.2 Identify the extent of noxious weed infestations on roads and who is responsible for their control.

Activities

1.3.2.1 Institute a program of inspections to identify all noxious weed infestations on roads in the Council's area of operations.

1.3.2.2 Identify whether or not the responsibility for control of the noxious weeds on roads is the Council's or the adjoining occupier's.

1.3.2.3 Ensure that all noxious weed infestations on roads are properly recorded.

1.3.3 Control identified noxious weed infestations on roads.

Activities

1.3.3.1 Prepare a program of work for the control by the Council of noxious weeds on roads where the responsibility for control is the Council's.

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

1.3.3.3 Include in the Council's annual estimates adequate provision to fund the program of work for the control of noxious weeds on roads.

1.3.3.4 Undertake each year so much of the prepared program of work as has been funded in the estimates.

1.3.3.5 The program of work for the control of noxious weeds on roads will be undertaken either by Council staff or by contractors, whichever is the most economical.

1.3.3.6 Where the adjoining occupier is liable for the control of noxious weeds on a road and the work is not being undertaken, encourage the occupier to comply with the obligations and where this is unsuccessful use the regulatory powers available to Council to enforce compliance.

1.3.4 Pursue alternatives for the control of noxious weeds on roads.

Activities

- 1.3.4.1 Investigate the legal issues involved in having adjoining occupiers undertake work on roads for the control of noxious weeds, where the Council is liable for the control under Section 14, and what incentives might be used to encourage such work. If legally feasible, and economically viable, institute a program to encourage adjoining occupiers to undertake work.
- 1.3.4.2 Investigate means to achieve the revegetation of roadsides with indigenous species.
- 1.3.4.3 Encourage road authorities to revegetate roadsides with indigenous species and to institute work practices which minimise disturbance of roadsides by road construction and maintenance work.
- 1.3.4.4 Lobby road authorities for the provision of funding for the control of noxious weeds on roads.
- 1.3.4.5 Investigate the use of constituent council Weeds Officers for the control of noxious weeds on roads where they are undertaking weed control on the road for other purposes (road maintenance or environmental weed control).

1.4 Strategic objective

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

Strategy

- 1.4.1 Provide assistance and support to occupiers in securing funding for noxious weed control.

Activities

- 1.4.1.1 Endeavour to ensure that the Council is aware of all sources of funding for noxious weed control.
 - 1.4.1.2 Disseminate information to occupiers on the availability of grant funding to assist with noxious weed control.
 - 1.4.1.3 Encourage occupiers to apply for grants to assist with noxious weed control wherever possible and appropriate.
 - 1.4.1.4 Provide assistance to occupiers in applying for grant funds for weed control work.
- 1.4.2 Lobby politicians and others to increase awareness of the necessity of providing public support for weed control work on private land.

Activities

- 1.4.2.1 Publicise where ever possible the necessity for the broad Community to assist with noxious weed control on private land where there is a public good in doing so.
- 1.4.2.2 Write to State and Federal politicians regularly drawing attention to the necessity for increased funding for noxious weed control and for a broadening of the eligibility criteria.
- 1.4.2.3 Encourage Constituent Councils to increase support for the Council because of the public benefits that flow from noxious weed control.

UPPER MACQUARIE COUNTY COUNCIL

2.1 Strategic objective

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

Strategy

2.1.1 Improve the Council's profile in the community.

Activities

2.1.1.1 Keep under review the appropriateness of the council's corporate logo.

2.1.1.2 Ensure that the corporate logo appears on all Council publications, advertisements, uniforms, letterhead, Council office, etc.

2.1.1.3 Keep under review the appropriateness of the council's letterhead and other forms.

2.1.1.4 Ensure that the Council's name and logo are prominently displayed on all Council vehicles.

2.1.2 Hold Council's Ordinary meetings at least once each year in the area of each of the constituent councils.

Activities

2.1.2.1 Investigate the feasibility and benefit of holding Council's Ordinary meetings at least once each year in the area of each of the constituent councils.

2.1.2.2 If feasible and beneficial, hold at least one Ordinary Council meeting each year in the area of Lithgow City Council, Oberon Shire Council and Blayney Shire Council.

2.1.2.3 Investigate the benefit of holding at least one Ordinary Council meeting in a central location in Bathurst Regional Council.

2.1.2.4 Any Ordinary Council meeting held outside the County Council Chambers should be held on a day, at a time, and at a venue that will encourage attendance and participation.

2.1.3 Inform members of the Council's community of the Council's activities and seek input into the Council's operations.

Activities

2.1.3.1 At least once each year, hold or attend a public meeting in the area of each of the constituent councils to inform the Council community of the Council's activities and to seek input into the Council's operations.

2.1.3.2 Ensure that each of the public meetings is advertised widely and that members of the Council community are invited, and encouraged, to attend.

2.1.3.3 Consider sending personal invitations to attend the meetings to appropriate members of the Council's community (e.g. Mayors, councillors, and appropriate staff of constituent councils, representatives of public land managers, etc.).

2.1.3.4 Ensure that each of the public meetings is held on a day, at a time, and at a venue that will encourage attendance and participation.

- 2.1.3.5 Consider having the meetings facilitated by an independent, skilled person.
- 2.1.3.6 Provide refreshments at the meeting.
- 2.1.3.7 Ensure that at each of the meetings the agenda is relevant to the audience.
- 2.1.3.8 Ensure that a proper record of the meeting is kept, particularly of any comments or suggestions from the attendees.
- 2.1.3.9 Where possible, provide feedback on action taken in response to comments, suggestions, criticisms, etc.

2.1.4 Inform members of the Council's community of new initiatives by the Council and of changes in Council's policies, etc.

Activities

- 2.1.4.1 As required, hold a public meeting or other public forum to explain new initiatives by the Council or changes in the Council's policies, Weeds Strategy, etc.
- 2.1.4.2 Such public meeting or public forum is to be arranged, as far as appropriate, in accordance with strategy 2.1.3.

2.1.5 Encourage members of the Council's community to make comments, suggestions, criticisms, etc., on the Council's activities and to otherwise have input into the Council's operations.

Activities

- 2.1.5.1 Establish a community enquiry facility on Council's webpage.
- 2.1.5.2 Ensure that the availability of the webpage receives wide publicity.
- 2.1.5.3 Provide a form for use by members of the Council community who wish to use it to make comments, suggestions, criticisms, etc. Use of the form not to be compulsory.
- 2.1.5.4 Ensure that all public participation comments, suggestions, criticisms, etc. and all other input from the community on the Council's operations are recorded.
- 2.1.5.5 At regular and frequent intervals, report to the Council on additions to the database since the last report and how the Council might modify its activities, or otherwise react to, input received.

2.2 Strategic objective

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

Strategy

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

Activities

- 2.2.1.1 Ensure that, through improved communications between the Council and its community, members of the Council's community are aware of the Council and its role.

- 2.2.1.1 Inform members of the Council's community of their rights to be kept informed of the Council's activities via newspaper advertisements and other Council publications.
- 2.2.1.1 Have staff who are in regular contact with members of the Council's community personally invite members to attend Council meetings at which items in which they may have an interest are to be considered.
- 2.2.2 Ensure that members of the Council's community are aware of the dates, times and places of Council meetings.
- Activities**
- 2.2.2.1 Publish notice of Council's Ordinary Meetings in accordance with Clause 232 of the Regulation on a six monthly basis.
- 2.2.2.2 Each six months, the Council is to give notice of the next six meetings by a single advertisement placed in each of local newspapers, that is, in the *Lithgow Mercury*, *Oberon Review*, *Western Advocate*, and *Blayney Chronicle*.
- 2.2.2.3 Notice of any change to the Ordinary Meeting schedule during the six monthly periods covered by the advertisement will be given by separate notice.
- 2.2.2.4 Each notice to contain advice of the entitlement of members of the public to attend the meeting and an invitation for them to do so.
- 2.2.3 Ensure that members of the Council's community receive meaningful information on the Council's noxious weeds operations.
- Activities**
- 2.2.3.1 Early in each financial year, prepare a leaflet containing succinct and meaningful information, in plain English, on the Council's operations for the past year and its planned operations and budget for the current year.
- 2.2.3.1 Publicise the availability of the leaflet and have staff hand a copy to any member of the Council's community with whom they come in contact.
- 2.2.3.1 Investigate having the leaflet mailed out to members of the Council's community, either with the rate notices of constituent councils or otherwise.
- 2.2.4 Establish a proper complaints handling procedure.
- Activities**
- 2.2.4.1 Establish a complaints database.
- 2.2.4.2 Provide a form for use by members of the Council community who which to make a complaint. Use of the form is not to be compulsory. Alternatively complaints may be lodged via the contact section on Council's website; www.umcc.nsw.gov.au
- 2.2.4.3 Ensure that all complaints are recorded in the database.
- 2.2.4.2 The General Manager to investigate all complaints and to make a determination on an appropriate response.
- 2.2.4.3 At regular and frequent intervals, report to the Council on complaints received and on the response.

2.3 Strategic objective

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

Strategy

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

Activities

2.3.1.1 Constantly monitor the workload of all staff.

2.3.1.2 As necessary, engage additional staff, or provide other support, to meet the fluctuating workload of the Council.

2.3.1.3 Ensure that the administrative workload on Weeds Officers is not such as to interfere with their education, advisory and regulatory functions.

2.3.1.4 Ensure that all staff receive continuing training as required.

2.3.1.5 Investigate the provision of additional clerical and accounting assistance as finances permit.

2.3.2 Provide up to date computer and other technological facilities.

Activities

2.3.2.1 Provide adequate computer facilities for the use of Weeds Officers as budgets allow.

2.3.2.2 Provide adequate computer facilities to run an appropriate Geographical Information System (GIS).

2.3.2.3 Continue and enhance the present practice of entering into arrangements with constituent councils, or others, for obtaining GIS data.

2.3.2.4 Continue and enhance the present practice of entering into arrangements with constituent councils for the appropriate support of all information technology systems.

2.3.2.5 Continue to upgrade and utilise the electronic weed tracking and mapping system to facilitate management and reporting of weed infestations.

2.3.3 Provide an efficient records management system.

Activities

2.3.3.1 Improve the Council's records management system.

2.3.3.2 Investigate alternative records management systems to identify the most suitable for the Council's needs.

2.3.3.3 Investigate possible arrangements with constituent councils for the provision of expert records management advice and support.

2.3.3.4 Improve the Council's record storage.

2.3.4 Provide administrative support for the Council's education and advisory functions to enhance communication by the Council with its community.

Activities

2.3.4.1 Provide effective cataloguing and storage of educational and advisory material.

- 2.3.4.2 Provide appropriate hardware and software to establish and maintain a community participation database (see Business Activity Priority number 3).
- 2.3.4.3 Provide appropriate hardware and software to establish and maintain a complaints database (see Business Activity Priority number 2).
- 2.3.4.4 Continually update and enhance the Council's website (www.umcc.nsw.gov.au).

2.4 **Strategic objective**

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

Strategy

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

Activities

- 2.4.1.1 Lobby politicians to have the funds from which grants are made under Section 33 of the Act increased.
- 2.4.1.2 Lobby politicians to have the funds provided by Parliament for noxious weed control, specifically funds provided to the Department of Primary Industries, diverted from the bureaucracy so that a specified percentage of available funds must be spend on "on ground" work for noxious weed control.
- 2.4.1.3 Investigate the availability of grant funds from other sources to assist the Council in its ordinary operations.

2.4.2 Secure alternative sources of funding for particular Council functions.

Activities

- 2.4.2.1 Lobby public authorities for funding of weed control work on roads.
- 2.4.2.2 Continue to seek grants from Catchment Management Authorities for specified noxious weed control projects.
- 2.4.2.3 Investigate alternative sources of grant funds for identifiable council weed control projects, such as serrated tussock control.
- 2.4.2.4 Investigate alternative sources of grant funds to support Council's administrative and management functions.

2.4.3 Maximise income from fees, charges and income producing operations.

Activities

- 2.4.3.1 Charge appropriate fees and charges for Council services where this is legally possible and will not prejudice noxious weed control.
- 2.4.3.2 Investigate opportunities for the Council to enhance income from its operations.
- 2.4.3.3 Ensure that all operations carried out on a contract or agreed basis on behalf of others, including the control of weeds on private property by arrangement with the landholder, are properly costed and the cost fully recovered.

2.4.4 Eliminate unnecessary expenditure.

Activities

- 2.4.4.1 Ensure that the Council does not undertake weed control work for which the Council does not have a statutory obligation unless the work is properly costed and charged at its true cost.
- 2.4.4.1 Ensure that work done by the Council for public authorities, including work on vacant Crown land, is properly costed and charged at its true cost.
- 2.4.4.1 Ensure that where the Council supervises weed control work funded by other natural resource managers, or others, the cost of supervision is properly costed and brought to account.

3.1 **Strategic objective**

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

Strategy

- 3.1.1 Increase politicians awareness of weeds.

Activities

- 3.1.1.1 Write to politicians at every opportunity drawing attention to the importance of weeds and their impact on the community.
- 3.1.1.2 Encourage interested groups in the community to lobby politicians about weeds issues and provide background material for their use in doing so.
- 3.1.1.3 Invite politicians to Council meetings and to any other Council activities such as field days, community meetings, etc.

- 3.1.2 Foster an interest in weeds in the local and rural press and news media.

Activities

- 3.1.2.1 Generate an interest in weeds by means of press releases in relation to any relevant noxious weed matter, such as scientific advances, research, new control initiatives, council activities, and such like.
- 3.1.2.2 Invite media representatives to any newsworthy noxious weeds events.
- 3.1.2.3 Provide photo opportunities for media representatives of council noxious weed control activities.
- 3.1.2.4 Encourage the reporting of “good news” stories such as successful noxious weed control programs, either by Council or others.
- 3.1.2.5 Always make Council staff available for interview or comment on noxious weed control matters.
- 3.1.2.6 Investigate the placing of annual advertisements in the local press reminding occupiers of their noxious weed control obligations. Encourage accompanying editorial comment or stories on noxious weeds.

- 3.1.3 Publicise weed matters within the Council’s community.

Activities

- 3.1.3.1 Ensure that the importance of weeds is emphasised in all Council publications.

- 3.1.3.2 Continue and enhance the practice of having constituent councils include with rate notices a suitable information brochure about noxious weeds and the work of the Council.
- 3.1.3.3 Ensure that wide publicity is given to any Council community activities (see business activity priority number 2).
- 3.1.3.4 Continue and enhance the practice of having constituent councils include with Section 149 and 603 certificates a suitable information brochure about noxious weeds and the work of the Council and advising of the desirability of having a pre-purchase inspection about the noxious weed status of land and information on obtaining a Section 64 certificate.
- 3.1.3.5 Investigate financial feasibility of preparing suitable information brochures about identification of noxious weeds, control obligations, and the work of the Council.
- 3.1.3.6 Investigate financial feasibility of mailing an information brochure to all rural property occupiers on a regular basis.

3.2 Strategic objective

Enhance the educational and advisory role of the Council through the provision of a range of written and electronic material and staff promotion of this role.

Strategy

3.2.1 Ensure that the Council fulfils its education and advisory role.

Activities

- 3.2.1.1 Ensure that Weeds Officers are aware of the importance of the educational and advisory role.
- 3.2.1.2 Keep the training of Weeds Officer up to date so that they are better able to fulfil the educational and advisory role.
- 3.2.1.3 Have an appropriate range of educational material about noxious weeds available through the Council and ensure that it is kept up to date.
- 3.2.1.4 Continually update and enhance the Council's website (www.umcc.nsw.gov.au).
- 3.2.1.5 Provide assistance to occupiers in completing Property Weed Management Plans and applying for the Council's approval to such plans.
- 3.2.1.6 Council staff to attend at local agricultural shows and provide facilities for distributing educational and advisory material and provide advice on noxious weed matters (perhaps jointly with Department of Primary Industries).
- 3.2.1.7 Investigate having constituent councils provide educational and advisory material to applicants for Sections 149 and 603 certificates (see Business Activity Priority number 1).
- 3.2.1.8 Encourage an awareness by purchasers of the desirability of obtaining pre-purchase noxious weed status reports.
- 3.2.1.9 Target solicitors and conveyancers and educate them on noxious weed problems and how they might best protect their clients.

4.1 **Strategic objective**

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

Strategy

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

Activities

4.1.1.1 Institute a program of inspections to identify private occupiers who have not complied with their obligations under Sections 12, 15, 17 or 17A of the Act.

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

4.1.1.3 The General Manager will, in accordance with this Plan and other Council policies, authorise the issue of a penalty notice, or the prosecution of an occupier or owner, at the General Manager's discretion and after consultation with the Chief Weeds Officer, where it appears that an offence against the Act or the regulations has been committed.

4.1.1.4 The General Manager will authorise the issue of a penalty notice, or the prosecution of an occupier or owner, only where the General Manager is satisfied that such action –

(a) is necessary to enforce compliance by the offender with the Act and all other methods to encourage compliance have been unsuccessful, or,

(b) will serve as an example to others and will encourage the control of noxious weeds and further the implementation of this Strategy.

4.1.1.5 Only in exceptional circumstances, to be determined by the General Manager in accordance with Council's policies, will the General Manager authorise the issue of a penalty notice, or the prosecution of an occupier, for an offence under Sections 12, 17 or 17A. Instead, where all other efforts to encourage compliance with the requirements of the Act have been unsuccessful, a Section 18 weed control notice will be given.

4.1.1.6 The General Manager will authorise the issue of a penalty notice in preference to prosecution action.

4.1.1.7 The General Manager will authorise prosecution action only after consultation with the Chief Weeds Officer and where the General Manager is satisfied that a penalty notice is unlikely to secure compliance by the offender with the Act and believes that prosecution will encourage the control of noxious weeds and further the implementation of this Strategy.

4.1.1.8 Where a Section 18 notice has not been complied with and all efforts to encourage compliance have been unsuccessful the General Manager after consultation with the Chief Weeds Officer will either authorise issue of a penalty notice or prosecution action.

4.1.1.9 Action under Section 20 will be taken at the General Manager's discretion where control of the noxious weed the subject of the notice is

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imperative for the protection of adjoining or adjacent landholders or for other pressing reasons.

- 4.1.2 Publicise the Council's intention to use its regulatory powers to enforce the requirements of the Act with regard to noxious weed control.

Activities

- 4.1.2.1 Include in the Council's advisory and extension material an explanation of the Council's regulatory powers.
- 4.1.2.2 Include in the Council's advisory and extension material an explanation of the circumstances in which the Council will use its regulatory powers to enforce the requirements of the Act.
- 4.1.2.3 Weeds Officers to explain, both orally and in writing, to occupiers, and where appropriate, owners, who are failing to meet the requirements of the Act, the regulatory consequences that may follow their continued failure to comply with the requirements of the Act.
- 4.1.2.4 Emphasise in press releases and on all appropriate public occasions that the Council will use its regulatory powers to enforce the requirements of the Act where there is continued failure by occupiers and owners to comply with the Act.
- 4.1.3 Ensure that the powers of inspection are used strictly in accordance with the Act and the Council's priorities.
- Activities**
- 4.1.3.1 The General Manager shall ensure that Weeds Officers who have been appointed as inspectors under Section 41 of the Act shall receive instruction on the powers and duties of an inspector under the Act.
- 4.1.3.2 Before entering premises the Council will make every reasonable endeavour to contact the occupier to discuss its intention to enter and will endeavour to secure the occupier's consent to the entry.
- 4.1.3.3 A permanent record of the circumstances and details of all oral consents by occupiers to enter premises will be kept.
- 4.1.3.4 The Council will give oral notice of its intention to enter premises except where the circumstances indicate that written notice should be given.
- 4.1.3.5 A permanent record of the circumstances and details of all oral notice given will be kept.
- 4.1.4 Use the power under Section 21 to recommend to the Minister that the Minister serve a weed control notice on a public authority.
- Activities**
- 4.1.4.1 Monitor the control of noxious weeds by public authorities on land that they occupy, as required by Section 13, within the Council's area of operations.
- 4.1.4.2 Endeavour to secure the cooperation of public authorities in controlling noxious weeds on land that they occupy.
- 4.1.4.3 Where a public authority has failed to comply with Section 13, and the Council has been unsuccessful in securing its cooperation in controlling

noxious weeds on land that it occupies, recommend to the Minister that a weed control notice be given by the Minister to the public authority.

- 4.1.5 Ensure that the regulatory powers are used fairly and impartially and in accordance with this strategy.

Activities

- 4.1.5.1 All staff are to be made aware of the provisions of this plan relating to the use of regulatory powers.
- 4.1.5.2 The General Manager to thoroughly investigate all complaints concerning the use of the regulatory powers.
- 4.1.5.3 Institute a program of random reviews of selected instances of regulatory action to ensure that the powers have been used fairly and impartially and in accordance with this strategy.
- 4.1.5.4 Institute a program of random reviews of instances where a failure of occupiers or owners to comply with the Act has not resulted in regulatory action to ensure that the matters were managed in accordance with this strategy.
- 4.1.5.5 Report to the Council the result of any reviews conducted.

DELIVERY PROGRAM 2017/2018 – 2026/2027**Assumptions:**

Grants decrease as advised by MVWAC from \$296,966 to \$244,178

Constituent Council contributions increased by ratepegging limit 1.5%

Interest revenue increased by 2.6%

Other revenues increased by 2.5%

Salary Costs increased by 3%

Other costs increased by 2.5%

Income from aerial spraying increased in order to balance the budget

Where actual figures are available these have been used

Where costs can be reliably calculated this has been done

	2016/2017 ORIGINAL ESTIMATE	2016/2017 REVISED ESTIMATE 31/12/2016	2017/2018 ESTIMATE	2018/2019 ESTIMATE	2019/2020 ESTIMATE	2020/2021 ESTIMATE
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INCOME**GOVERNMENT GRANTS**

NSW Weeds Action Program Grant (1.)	\$292,631	\$296,966	\$244,782	\$250,901	\$257,172	\$262,315
Vacant Crown Land	\$10,061	\$10,061	\$10,000	\$10,250	\$10,506	\$10,769
Administration Grants and Contributions		\$10,727	\$2,000	\$2,050	\$2,101	\$2,154
Coxs Catchment Broom/Gorse		\$2,658	\$0	\$0	\$0	\$0

CONSTITUENT COUNCIL CONTRIBUTIONS

Bathurst Regional Council	\$215,086	\$215,086	\$218,312	\$221,587	\$226,019	\$230,539
Lithgow City Council	\$176,163	\$176,163	\$178,805	\$181,488	\$185,117	\$188,820
Oberon Council	\$99,099	\$99,099	\$100,585	\$102,094	\$104,136	\$106,219
Blayney Shire Council	\$68,899	\$68,899	\$69,932	\$70,981	\$72,401	\$73,849

GENERAL ADMINISTRATIVE SERVICES

Section 64 Certificates, Inspection Reports	\$6,753	\$16,800	\$12,000	\$12,300	\$12,608	\$12,923
Sundry Income	\$1,773	\$3,825	\$3,921	\$4,019	\$4,119	\$4,222

PUBLIC SERVICES

Fines & Costs - Noxious Weeds		\$0	\$1,000	\$1,025	\$1,051	\$1,077
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Delivery Program 2017/18 – 2020/21

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	2016/2017 ORIGINAL ESTIMATE	2016/2017 REVISED ESTIMATE 31/12/2016	2017/2018 ESTIMATE	2018/2019 ESTIMATE	2019/2020 ESTIMATE	2020/2021 ESTIMATE
UNCLASSIFIED SERVICES						
Interest on Investments	\$18,500	\$18,500	\$18,981	\$19,475	\$19,981	\$20,500
Chemical Sales	\$120,750	\$120,750	\$124,373	\$127,482	\$130,669	\$133,936
Chemical Sales - aerial spraying	\$204,088	\$250,000	\$204,347	\$209,456	\$214,692	\$220,059
Private Work Helicopter costs - aerial spraying	\$371,140	\$371,140	\$410,000	\$420,250	\$430,756	\$441,525
Private Work organised by Council	\$15,750	\$15,750	\$20,000	\$20,500	\$21,013	\$21,538
Council administration & supervision of private work	\$7,500	\$7,500	\$7,688	\$7,880	\$8,077	\$8,279
Profit on sale of assets	\$3,700	\$3,700	\$3,793	\$3,887	\$3,984	\$4,084
Landholder - Private Works (Contractors)		\$4,000	\$4,100	\$4,203	\$4,308	\$4,415
Transfer from Reserves (2.)		\$163,035	\$77,398			
TOTAL INCOME	\$1,611,893	\$1,854,659	\$1,712,017	\$1,669,826	\$1,708,709	\$1,747,223

2016/2017 ORIGINAL ESTIMATE	2016/2017 REVISED ESTIMATE 31/12/2016	2017/2018 ESTIMATE	2018/2019 ESTIMATE	2019/2020 ESTIMATE	2020/2021 ESTIMATE
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EXPENDITURE

GENERAL ADMINISTRATIVE SERVICES

Administrative costs payable in respect of WAP1520	\$27,800	\$28,926	\$25,510	\$26,147	\$26,801	\$27,471
Administration Salaries (GM & Clerical assistant)	\$109,655	\$79,655	\$102,585	\$105,150	\$107,778	\$110,473
Chief weeds Officer	\$74,469	\$56,000	\$60,801	\$62,321	\$63,879	\$65,476
Contract IT Support	\$5,000	\$5,000	\$5,000	\$5,125	\$5,253	\$5,384
Electronic equipment maintenance & replacement	\$10,000	\$10,000	\$5,000	\$5,125	\$5,253	\$5,384
Computer Mapping Software Maint. Etc.,	\$10,000	\$10,000	\$18,800	\$19,270	\$19,752	\$20,246
Advertising	\$5,000	\$5,000	\$10,000	\$10,250	\$10,506	\$10,769
Community consultation	\$5,000	\$5,000	\$5,000	\$5,125	\$5,253	\$5,384
Printing and Stationery	\$5,000	\$5,000	\$5,000	\$5,125	\$5,253	\$5,384
Postages	\$1,250	\$1,250	\$1,250	\$1,281	\$1,313	\$1,346
Telephone Rents and Charges, internet and website	\$11,000	\$14,000	\$14,000	\$14,350	\$14,709	\$15,076
Chairman's additional fee	\$7,243	\$7,243	\$7,243	\$7,424	\$7,610	\$7,800
Councillors Travelling and Subsistence	\$7,234	\$7,234	\$7,234	\$7,415	\$7,600	\$7,790
Members Annual Fees	\$14,805	\$14,805	\$14,805	\$15,175	\$15,555	\$15,943
Audit Fees (3.)	\$4,555	\$15,000	\$15,450	\$15,836	\$16,232	\$16,638
Bank Charges (includes merchant service fee)	\$2,000	\$2,000	\$2,000	\$2,050	\$2,101	\$2,154
Insurance - Councillors (Member's Accident)	\$1,346	\$1,307	\$1,440	\$1,476	\$1,513	\$1,551
Insurance - Councillors & Officers	\$9,554	\$9,442	\$10,386	\$10,646	\$10,912	\$11,185

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Delivery Program 2017/18 – 2020/21

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	2016/2017 ORIGINAL ESTIMATE	2016/2017 REVISED ESTIMATE 31/12/2016	2017/2018 ESTIMATE	2018/2019 ESTIMATE	2019/2020 ESTIMATE	2020/2021 ESTIMATE
Insurance - Crime		\$488	\$540	\$554	\$567	\$582
Insurance - Public Liability	\$18,746	\$19,083	\$20,991	\$21,516	\$22,054	\$22,605
Insurance - Journey Injury		\$324	\$356	\$365	\$374	\$383
Subscription - Local Government NSW	\$1,313	\$1,319	\$1,359	\$1,393	\$1,428	\$1,463
Office Rent	\$5,268	\$5,268	\$5,426	\$5,562	\$5,701	\$5,843
Sundry Admin Misc. Expenses	\$3,620	\$2,808	\$2,892	\$2,964	\$3,038	\$3,114
OVERHEAD EMPLOYMENT EXPENDITURE						
Workers Compensation - Insurance	\$18,114	\$18,114	\$19,925	\$20,423	\$20,934	\$21,457
Superannuation Contributions	\$51,565	\$51,565	\$42,768	\$43,837	\$44,933	\$46,056
Staff training (excluding salaries)	\$5,496	\$5,496	\$5,500	\$5,638	\$5,778	\$5,923
ECONOMIC SERVICES						
Roadside Spraying Program (Contract) (4.)	\$104,124	\$104,124	\$107,248	\$109,929	\$112,677	\$115,494
Roadside Spraying Program (Inspector's salaries)	\$18,699	\$18,699	\$25,826	\$26,471	\$27,133	\$27,811
Chemicals - for use on road spraying	\$17,500	\$17,500	\$18,025	\$18,476	\$18,938	\$19,411
Destruction of Noxious weeds (Misc.)	\$5,000	\$5,000	\$5,000	\$5,125	\$5,253	\$5,384
Chemical sales - aerial spraying (5.)	\$159,560	\$159,560	\$164,347	\$168,456	\$172,667	\$176,984
Private work - aerial spraying (6.)	\$290,350	\$290,350	\$390,000	\$399,750	\$409,744	\$419,987
Chemicals - resale (7.)	\$105,000	\$105,000	\$108,150	\$110,854	\$113,625	\$116,466
Contractors - private work organised by Council	\$5,000	\$20,000	\$20,000	\$20,500	\$21,013	\$21,538
Vacant Crown Land	\$8,500	\$8,500	\$8,500	\$8,713	\$8,930	\$9,154

	2016/2017 ORIGINAL ESTIMATE	2016/2017 REVISED ESTIMATE 31/12/2016	2017/2018 ESTIMATE	2018/2019 ESTIMATE	2019/2020 ESTIMATE	2020/2021 ESTIMATE
Inspectors salaries -inspections, admin etc.		\$354,634	\$279,163	\$286,143	\$293,296	\$300,629
Inspectors Salaries - Leave Entitlements		\$178,606	\$24,596	\$25,211	\$25,841	\$26,487
Weeds Inspectors Safety Monitoring System (8.)			\$5,901	\$6,049	\$6,200	\$6,355
Sundry Expenses - WHS Equip/Clothing etc., (9.)		\$5,000	\$10,000	\$10,250	\$10,506	\$10,769
UNCLASSIFIED SERVICES						
Plant Running Expenses	\$40,000	\$40,000	\$40,000	\$41,000	\$42,025	\$43,076
Plant & equipment depreciation	\$40,000	\$40,000	\$40,000	\$41,000	\$42,025	\$43,076
Vehicle and plant replacement	\$37,000	\$37,000	\$40,000	\$41,000	\$42,025	\$43,076
Computer Equipment _ Capital Exp. (10.)	\$10,000	\$28,000	\$14,000	\$14,350	\$14,709	\$15,076
TOTAL EXPENDITURE	\$1,610,400	\$1,778,215	\$1,712,017	\$1,754,817	\$1,798,688	\$1,843,655
NET RESULT FOR YEAR	\$1,493	\$76,444	\$0	-\$84,991	-\$89,978	-\$96,432

Please note that there are two items in the original budget that have been removed from this budget totaling \$6,000 which would give an estimated deficit of \$4,507 for the year

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Delivery Program 2017/18 – 2020/21
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UPPER MACQUARIE COUNTY COUNCIL



ANNUAL OPERATIONAL PLAN 2017/18



The Noxious Weeds Control Authority for the areas of
Bathurst Regional Council, Blayney and Oberon Shire Councils and the Lithgow City Council

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What is an Operational Plan?

Section 1 in the County Council's Business Activity Strategic Plan explains the background and general structure of the **Integrated Planning and Reporting Framework** that was introduced for Local Government by the *Local Government Amendment (Planning and Reporting) Act 2009*.

Section 405 of the *Local Government Act 1993* requires that the County Council have an annual Operational Plan which is adopted before the beginning of each financial year and which outlines the activities to be undertaken that year as part of the Delivery Program.

The Operational Plan is a sub-plan of the Delivery Program and must include the Statement of Revenue Policy.

The draft Operational Plan must be publicly exhibited for at least 28 days and public submissions can be made to Council during the period.

The County Council must accept and consider any submissions made on the draft Operational Plan before adopting the Operational Plan.

Clause 201 of the *Local Government (General) Regulation 2005* includes provisions relating to the content of the County Council's annual statement of revenue policy.

This includes details of:

- Estimated income and expenditure
- Ordinary rates and special rates
- Proposed fees and charges
- Council's proposed pricing methodology
- Proposed borrowings.

Clause 203 of the Regulation requires that budget review statements and a revision of estimates must be reported to Council within two months after the end of each quarter (except the June quarter).

The Operational Plan must:

UPPER MACQUARIE COUNTY COUNCIL

- Be prepared as a sub-plan of the Delivery Program.
- Directly address the actions outlined in the Delivery Program and identify projects, programs or activities that Council will undertake within the financial year towards addressing these actions.
- Allocate responsibilities for each project, program or activity.
- Identify suitable measures to determine the effectiveness of the projects, programs and activities undertaken.
- Include a detailed budget for the activities to be undertaken in that year.



VISION STATEMENT

To protect the environment and agricultural pursuits through noxious weed control.

MISSION STATEMENT

Actively pursue the reduction of noxious weeds throughout the county area in a manner that is economically and environmentally sustainable and responsible.

Statement of Principal Activities to be undertaken to achieve objectives

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.

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 3 days, but preferably 5 working days, prior to the Council meeting.	Satisfactory completion of task in accordance with target level.
Provide recommendations to council when possible.	2.3		In business paper to allow council to consider.	

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		Within 5 working days (unless request requires detailed investigation).	

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		Within 2 months of expiry of policy or every 2 years.	

Provide information to public in a timely and effective manner			
Required Activity	BA & SO	Resp.	Target
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.
Ensure other public information is made available at council's office.	2.1		As soon as practicable after it becomes public information.
Ensure business papers are provided to constituent Councils.	2.1		Post to General Managers at the same time as Councillors' business papers.
Ensure minutes, Business Papers, and other information is posted on the Council's website.	2.1		As soon as practicable.
			Performance measure Satisfactory completion of task in accordance with target level.

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
June Quarterly Financial and Delivery Program Reviews to Council.	2.2	GM	August Meeting
Audited Financial Statements to Department of Local Government.	2.2		End November
Financial Data collection return	2.2		Date specified by Office of Local Government.
September Quarterly Financial and Delivery Program Reviews to council.	2.2		November Meeting
Notice of meeting at which audited reports are to be presented.	2.2		Prior to November meeting
Audited financial reports presented to public.	2.2		November meeting
			Performance measure Satisfactory completion of task in accordance with target level.

December Quarterly Financial and Delivery Program Reviews to council.	2.2		February Meeting	
Draft Operational Plan approved for public exhibition.			May meeting	
March Quarterly Financial and Delivery Program Reviews to council.	2.2		May meeting	
Operational Plan to be adopted (see financial actions).	2.2		June meeting	

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	30/9/16.	Satisfactory completion of task in accordance with target level.
Council Annual Report prepared and forwarded to Minister.	2.2		30/11/16.	
Other returns as required by Office of Local Government, Department of Primary Industries, or others.	2.2		Not later than return date specified.	

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.

Continue to ensure the provision of finance to the Council from available sources				
Required Activity	BA & SO	Resp.	Target	Performance measure
Liaise with Constituent Council 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 the County Council's proposed Delivery Plan and Estimates for the forthcoming financial year, and the contribution sought from constituent councils.	2.4		30 November.	
Application to Department of Primary Industries for grants under NSW Weeds Action Program as necessary.	2.4		As required under Weeds Action Program.	
Provide grant returns to Department of Primary Industries.	2.4		As required under Weeds Action Program.	
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4		As required.	

Continue current financial management direction and review Business Activity Strategic Plan and Delivery Plan			
Required Activity	BA & SO	Resp.	Target
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously.
Review Delivery Plan	2.1 & 2.4		Continuously.
Provide adequate funds for employee leave entitlements	2.3		Maintain cash at not less than 50% of Long Service Leave liability.

Provide financial information and advice to Council			
Required Activity	BA & SO	Resp.	Target
Provide financial information as required.	2.2 & 2.3	GM	At council meetings.
Provide quarterly update on financial trends relating to council's expenditure	2.2 & 2.3		At Council Meeting following end of quarter.

Ensure that Council's Operational Plan is considered in order to allow adoption by the due date			
Required Activity	BA & SO	Resp.	Target
Draft Plan to be presented to council.	2.2	GM	May meeting.
Draft plan to be adopted to allow 28 day public exhibition.	2.2		May meeting.
Draft Plan to be adopted following consideration of any submissions received.	2.2		June meeting.

Promote the county interests through participation in council bodies

Required Activity	BA & SO	Resp.	Target	Performance measure
Participate in Macquarie Valley Noxious Weeds Advisory Committee 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.

Provide active support to the Local Government NSW				
Required Activity	BA & SO	Resp.	Target	Performance measure
Provide information as requested by Local Government NSW to assist it to lobby governments. Utilise the services of the Local Government NSW to further Council's interests.	3.1	GM	Information to be provided by the date requested. As and when required by council.	Satisfactory completion of task in accordance with target level.

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

Minimise the risks associated with all functions of Council				
Required Activity	BA & SO	Resp.	Target	Performance measure
Identify new risks associated with the functions of council.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Analyse and prioritise all risks identified.	2.3		Within 3 months after identification.	
Minimise exposure through rectification of risks.	2.3		As possible within budget constraints.	
Update policy on the use of contractors.	2.3		Ongoing.	
Review risk management policy.	2.3		Ongoing.	
Undertake a Risk Assessment of materials handling and weed spraying on roads.	2.3		When resources allow.	

Ensure Council staff are aware of their rights and responsibilities in relation to WP H&S and Risk Management				
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 Equal Employment Opportunity to staff.	2.3		Ongoing as required	
Provide staff with training on risk management.	2.3		Ongoing as required	
Review and update staff training program.	2.3		Annually	
Review EEO Management Plan.	2.3		As required	

Implement system of information technology capable of providing information that is relevant and timely.			
Required Activity	BA & SO	Resp.	Target
Monitor reporting system ability to provide information requirements.	2.3	GM	1. Ongoing
Monitor technology improvements and assess future requirements.	2.3		2. Ongoing.
Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow).	2.3		3. As required.
Review Council's website and implement systems for expanding content and keeping content up to date (as resources allow).	2.1 & 3.2		4. As required.

Maintain and update as required the council's records management system			
Required Activity	BA & SO	Resp.	Target
Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of council activities.	2.3	GM	Ongoing.
Review record keeping procedures with a view to updating and computerising.	2.3		Ongoing.

Introduce a system for electronic mapping of noxious weed infestations and the automation of Weeds Officers' reporting procedures.			
Required Activity	BA & SO	Resp.	Target
Monitor the introduction of electronic mapping of noxious weed infestations and the automation of Weeds Officers'	1.3 & 2.3	GM	Ongoing.

reporting procedures.			Ongoing.
Expand the introduction of electronic mapping of noxious weed infestations and the automation of Weeds Officers' reporting procedures to the whole of Council's Area of Operations.	1.3 & 2.3		
Continue the training of staff in the use of the system in order to ensure its most effective and efficient use.	1.3 & 2.3		Ongoing.

Compile accurate data on the condition of current council assets.			
Required Activity	BA & SO	Resp.	Target
Maintain assets register for all assets valued over \$5,000.	2.3	GM	Ongoing.
Monitor the condition of those assets.	2.3		Ongoing.
Identify maintenance requirements for those assets.	2.3		Ongoing.
Cost maintenance requirements and incorporate in budget.	2.3		As identified.
			Performance measure
			Satisfactory completion of task in accordance with target level.

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

Provide access to competitively priced chemicals for participants in council noxious weed control programs and purchasers of bulk supplies.			
Required Activity	BA & SO	Resp.	Target
Provide access to chemicals at commercially competitive prices.	1.2	GM	As required.
			Performance measure
			Satisfactory completion of task in accordance with target level.

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

Health

Actively pursue the control of noxious weeds on private lands.			
Required Activity	BA & SO	Resp.	Target
Inspection of private lands to assist landowners to fulfil their legal responsibilities in relation to noxious weeds.	1.2 & 3.2	CWO	
Land classifications Rural/farmland Rural residential Urban Special (aquaria, pet shops, other)			(Annual) 15% (668) 15% (949) 1% (237) 100% (60, estimate only)
			Performance measure
			Satisfactory completion of task in accordance with target level.

Provide information to landowners on noxious weed control.	1.2 & 3.2		If not done at time of inspection within 1 week.
Respond to noxious weed complaints.	1.2 & 3.2		Initial inspection within 10 working days.

Actively pursue the control of noxious weeds on vacant Crown lands.			
Required Activity	BA & SO	Resp.	Target
Inspect vacant Crown land parcels to facilitate application to Department for funds for necessary control works.	1.2	CWO	Prior to submission of application.
Inspect vacant Crown lands to ensure obligations for noxious weed control are being met.	1.2		As required as resources are available.
Provide information to Department of Primary Industries – Lands on noxious weed control requirements.	1.2		Within 10 working days of inspection.
Respond to complaints regarding noxious weeds on vacant Crown land.	1.2		Initial inspection within 10 working days.

Actively pursue the control of noxious weeds on land of Forests NSW.			
Required Activity	BA & SO	Resp.	Target
Inspect areas proposed to be clear felled in coming financial year.	1.2	CWO	Within 28 days of receipt of <i>Harvesting Plan of Operations</i> .
Advise Forests NSW of proposed clear fell areas that are potential weeds risks.	1.2		Within 14 days of inspection.

Follow up to ensure control work is carried out on potential weed risks.	1.2			Prior to Spring each year.
Inspect areas surrounding standing forests and “land bank” areas.	1.2			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			14 days after inspection.

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

Conduct aerial spraying programs for noxious weeds				
Required Activity	BA & SO	Resp.	Target	Performance measure
Organize programs for the aerial spraying of noxious weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM CWO	As required.	Satisfactory completion of task in accordance with target level.
Publicise aerial spraying programs in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM CWO	As required.	
Organize aerial spraying (involving all	1.2	CWO	In accordance with programs.	

inspectors) throughout the county area in accordance with programs.				
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Actively pursue regional resource sharing with neighbouring councils and other public authorities to provide cost benefits to council in 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.

Revenue policy

What Revenue will be raised and how

Council's revenue is derived from the following main sources:

- Contributions from Constituent Councils
- Grants from Government Departments and other authorities
- Sale of Herbicides
- Other income producing activities.
- Fees and Charges

In setting its financial objectives Council is aware of the financial constraints that the current economic environment imposes. The Council is continuously striving to improve the services which it offers and to do so as economically as possible.

Rating policy

Council does not levy any rates but relies on voluntary contributions from its Constituent Councils.

Grants from Government Departments and other authorities

The main grants that the Council receives are provided by the Minister pursuant to Section 33 of the *Noxious Weed Act 1993*. As from 1 July 2010 these grants have been made available under the *NSW Weeds Action Program* which is complex and administratively expensive. The Council is a participant in the Department of Primary Industries – Lands regional control program consisting of all local control authorities in the area of Central Tablelands Local Land Services. It is anticipated that the amount the Council will receive from this Program in 2017/18 will be approximately \$244,000 less administrative costs.

The Council intends to actively pursue the availability of grants from other sources, and to attract more grant funds to the Council area. This strategy has previously resulted in the Council obtaining special purpose grants from Central West Catchment Management Authority and Hawkesbury-Nepean Catchment Management Authority. The opportunities for these types of grants in future will be impacted by the change to Local Land Services and these opportunities will be continuously monitored.

Herbicide sales

In order to encourage the control of Noxious Weeds the Council supplies herbicide at competitive prices to landholders within its areas. This is a low key activity which the Council undertakes as a service to its landholder constituents.

Other income producing activities

The Council will investigate and facilitate income producing opportunities as they become available.

Notice pursuant to Section 356, Local Government Act 1993

Section 356 of the *Local Government Act 1993* provides that a council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. It further provides that a proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under the section until at least 28 days public notice of the council's proposal to pass the necessary resolution has been given.

The section further provides that public notice is not required if –

- (a) the financial assistance is part of a specific program, and
- (b) the program's details have been included in the council's draft Business Activity Strategic Plan for the year in which the financial assistance is proposed to be given, and
- (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
- (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.

Council may, subject to formal resolution, occasionally subsidise noxious weeds control work by landholders. This may occur in either of two circumstances-

- where the landholder is in impecunious circumstances such as preclude the landholder complying with their obligations under the Act, or
- where the County Council considers that the provision of incentives to landholders will serve to encourage landholders to more effectively control noxious weeds on their land or will have more widespread benefits.

Fees and charges

Where fees are not set under legislation the Council will recover the full cost of providing the service to the customer.

Council's fees and charges are listed below and have not been increased above existing (2016/17) levels.

Service	Charge
Certificates under Section 64 of the Noxious Weeds Act 1993	
As to outstanding notices, expenses and charges	\$70.00
Urgency Fee	Additional \$70.00 + GST
Control Work on Noxious Weeds	

Treatment work on private land by Council by arrangement with the landholder	\$90.00 per hour per inspector engaged on work (including travelling time) + GST + cost of chemical
Supervision of treatment work on private land, by arrangement with the landholder, by contractor (landholder directly responsible for contractor's charge)	15% of contractor's charge (or \$100, whichever is the higher) for administration and supervision.
Section 20 Noxious Weeds Act 1993 – Entry and Control Work	
Entry onto private land to carry out treatment work under section 20 of the <i>Noxious Weeds Act 1993</i> , if undertaken by Council	\$90.00 per hour per inspector engaged on work (including travelling time) + GST + cost of chemical
Entry onto private land to carry out treatment work under section 20 of the <i>Noxious Weeds Act 1993</i> , if undertaken by Contractor	Contractor's charge + GST + cost of chemical (if not included in contractor's charge) + 15% of contractor's charge (or \$100, whichever is the higher) for administration and supervision.
Prosecution Fees	
Fee for withdrawal of prosecution for failing to control noxious weeds or to comply with a weed control notice	On withdrawal of a prosecution, once commenced, \$200 + court costs + legal costs + reinspection cost.
Court Attendance by General Manager or Council Inspector to pursue prosecutions	\$100.00 per hour (including travelling time) + GST + incidental expenses such as accommodation and travel
Inspection of Private Property	
Special inspection of private property at the request of the landholder, other than in connection with provision of a certificate as to the noxious weed status of a property (the General Manager to have authority to waive in special circumstances)	\$75.00 per hour (including travelling time) + GST plus \$0.60 per km + GST
Inspection of private property as part of the Council's regulatory function after the service of a notice under Section 18 of the <i>Noxious Weeds Act 1993</i> (the General Manager to have authority to waive in special circumstances)	\$90.00 per hour (including travelling time) + GST plus \$0.60 per km + GST
Certificate as to noxious weed status	
Provision of certificate advising subdivider/owner/purchaser of the noxious weeds status of a property	\$90.00 + GST +, where inspection is necessary, \$65.00 per hour (including travelling time) + GST plus \$0.60 per km + GST

Detailed Estimates of Income & Expenditure 2017/2018

This is the statement containing the detailed estimate of the council's income and expenditure for 2017/2018 required by Clause 201 of the *Local Government (General) Regulation 2005*.

The statement shows total income of \$ 1,712,017 and total expenditure of \$1,712,017 giving a net result of \$0. Please note this budget has been balanced by transferring an amount from Council's reserve for section 474 work.

	2016/2017 ORIGINAL ESTIMATE	2016/2017 REVISED ESTIMATE 31/12/2016	2017/2018 ESTIMATE
INCOME			
GOVERNMENT GRANTS			
NSW Weeds Action Program Grant (1.)	\$292,631	\$296,966	\$244,782
Vacant Crown Land	\$10,061	\$10,061	\$10,000
Administration Grants and Contributions		\$10,727	\$2,000
Coxs Catchment Broom/Gorse		\$2,658	\$0
CONSTITUENT COUNCIL CONTRIBUTIONS			
Bathurst Regional Council	\$215,086	\$215,086	\$218,312
Lithgow City Council	\$176,163	\$176,163	\$178,805
Oberon Council	\$99,099	\$99,099	\$100,585
Blayney Shire Council	\$68,899	\$68,899	\$69,932
GENERAL ADMINISTRATIVE SERVICES			
Section 64 Certificates, Inspection Reports	\$6,753	\$16,800	\$12,000
Sundry Income	\$1,773	\$3,825	\$3,921
PUBLIC SERVICES			
Fines & Costs - Noxious Weeds		\$0	\$1,000
UPPER MACQUARIE COUNTY COUNCIL			

	2016/2017 ORIGINAL ESTIMATE	2016/2017 REVISED ESTIMATE 31/12/2016	2017/2018 ESTIMATE
UNCLASSIFIED SERVICES			
Interest on Investments	\$18,500	\$18,500	\$18,981
Chemical Sales	\$120,750	\$120,750	\$124,373
Chemical Sales - aerial spraying	\$204,088	\$250,000	\$204,347
Private Work Helicopter costs - aerial spraying	\$371,140	\$371,140	\$410,000
Private Work organised by Council	\$15,750	\$15,750	\$20,000
Council administration & supervision of private work	\$7,500	\$7,500	\$7,688
Profit on sale of assets	\$3,700	\$3,700	\$3,793
Landholder - Private Works (Contractors)		\$4,000	\$4,100
Transfer from Reserves (2.)		\$163,035	\$77,398
TOTAL INCOME	\$1,611,893	\$1,854,659	\$1,712,017

2016/2017 ORIGINAL ESTIMATE	2016/2017 REVISED ESTIMATE 31/12/2016	2017/2018 ESTIMATE
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EXPENDITURE**GENERAL ADMINISTRATIVE SERVICES**

Administrative costs payable in respect of WAP1520	\$27,800	\$28,926	\$25,510
Administration Salaries (GM & Clerical assistant)	\$109,655	\$79,655	\$102,585
Chief weeds Officer	\$74,469	\$56,000	\$60,801
Contract IT Support	\$5,000	\$5,000	\$5,000
Electronic equipment maintenance & replacement	\$10,000	\$10,000	\$5,000
Computer Mapping Software Maint. Etc.,			\$18,800
Advertising	\$10,000	\$10,000	\$10,000
Community consultation	\$5,000	\$5,000	\$5,000
Printing and Stationery	\$5,000	\$5,000	\$5,000
Postages	\$1,250	\$1,250	\$1,250
Telephone Rents and Charges, internet and website	\$11,000	\$14,000	\$14,000
Chairman's additional fee	\$7,243	\$7,243	\$7,243
Councillors Travelling and Subsistence	\$7,234	\$7,234	\$7,234
Members Annual Fees	\$14,805	\$14,805	\$14,805
Audit Fees (3.)	\$4,555	\$15,000	\$15,450
Bank Charges (includes merchant service fee)	\$2,000	\$2,000	\$2,000
Insurance - Councillors (Member's Accident)	\$1,346	\$1,307	\$1,440
Insurance - Councillors & Officers	\$9,554	\$9,442	\$10,386

UPPER MACQUARIE COUNTY COUNCIL

	2016/2017 ORIGINAL ESTIMATE	2016/2017 REVISED ESTIMATE 31/12/2016	2017/2018 ESTIMATE
Insurance - Crime		\$488	\$540
Insurance - Public Liability	\$18,746	\$19,083	\$20,991
Insurance - Journey Injury		\$324	\$356
Subscription - Local Government NSW	\$1,313	\$1,319	\$1,359
Office Rent	\$5,268	\$5,268	\$5,426
Sundry Admin Misc. Expenses	\$3,620	\$2,808	\$2,892
OVERHEAD EMPLOYMENT EXPENDITURE			
Workers Compensation - Insurance	\$18,114	\$18,114	\$19,925
Superannuation Contributions	\$51,565	\$51,565	\$42,768
Staff training (excluding salaries)	\$5,496	\$5,496	\$5,500
ECONOMIC SERVICES			
Roadside Spraying Program (Contract) (4.)	\$104,124	\$104,124	\$107,248
Roadside Spraying Program (Inspector's salaries)	\$18,699	\$18,699	\$25,826
Chemicals - for use on road spraying	\$17,500	\$17,500	\$18,025
Destruction of Noxious weeds (Misc.)	\$5,000	\$5,000	\$5,000
Chemical sales - aerial spraying (5.)	\$159,560	\$159,560	\$164,347
Private work - aerial spraying (6.)	\$290,350	\$290,350	\$390,000
Chemicals - resale (7.)	\$105,000	\$105,000	\$108,150
Contractors - private work organised by Council	\$5,000	\$20,000	\$20,000
Vacant Crown Land	\$8,500	\$8,500	\$8,500

	2016/2017 ORIGINAL ESTIMATE	2016/2017 REVISED ESTIMATE 31/12/2016	2017/2018 ESTIMATE
Inspectors salaries - inspections, admin etc.	\$354,634	\$299,549	\$279,163
Inspectors Salaries - Leave Entitlements		\$178,606	\$24,596
Weeds Inspectors Safety Monitoring System (8.)			\$5,901
Sundry Expenses - WHS Equip/Clothing etc., (9.)	\$5,000	\$50,000	\$10,000
UNCLASSIFIED SERVICES			
Plant Running Expenses	\$40,000	\$40,000	\$40,000
Plant & equipment depreciation	\$40,000	\$40,000	\$40,000
Vehicle and plant replacement	\$37,000	\$37,000	\$40,000
Computer Equipment _ Capital Exp. (10.)	\$10,000	\$28,000	\$14,000
TOTAL EXPENDITURE	\$1,610,400	\$1,778,215	\$1,712,017
NET RESULT FOR YEAR	\$1,493	\$76,444	\$0

Please note that there are two items in the original 2016/17 budget that have been removed from this budget totalling \$6,000 which would give an estimated deficit of \$4,507 for the year

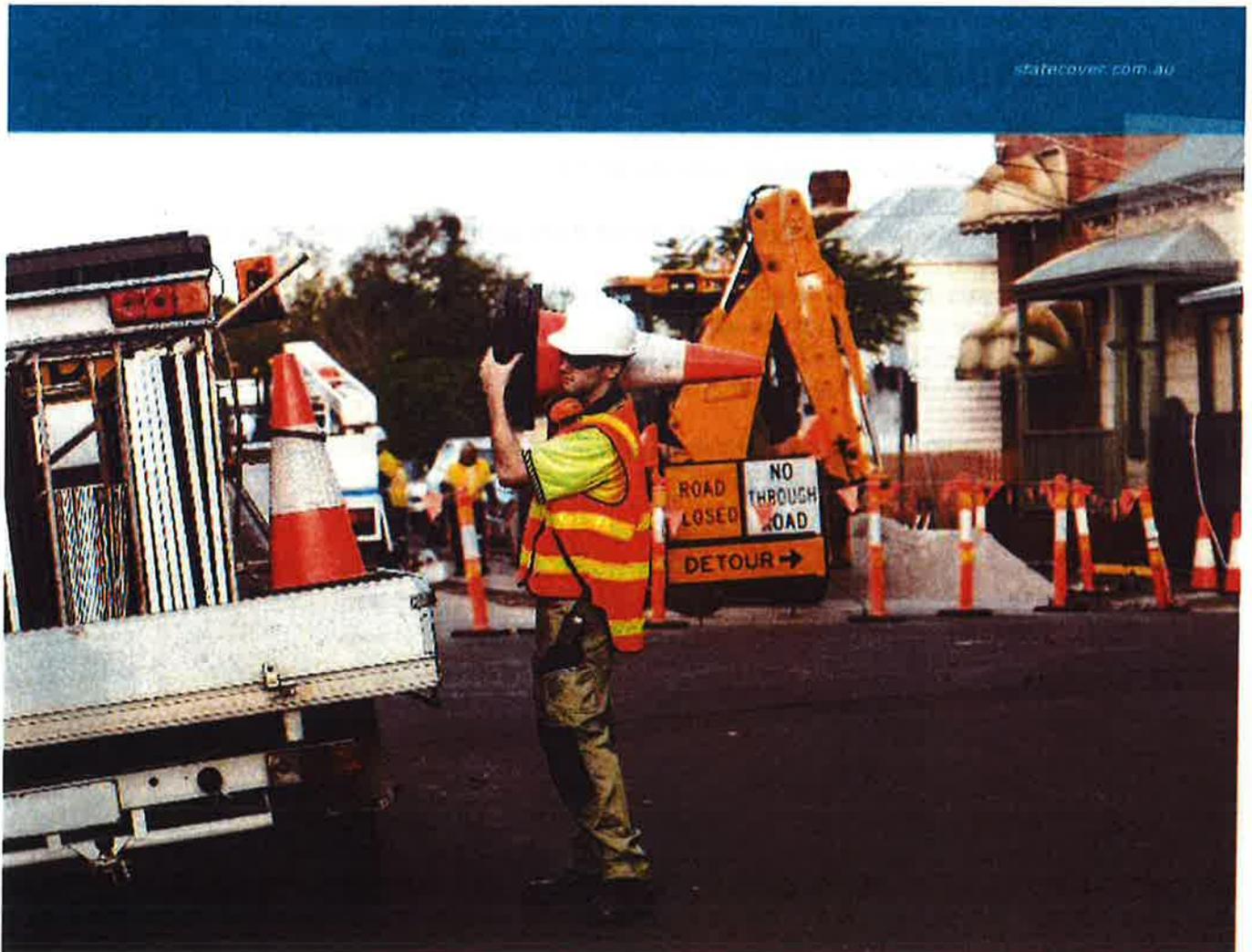
Please note that the annotations to this budget report have been provided to Councillors under separate memo.



WHS Action Plan 2016

Upper Macquarie County Council

statecover.com.au





INTRODUCTION

The following template has been prepared to assist you in developing an action plan that addresses any weaknesses identified in the recent StateCover WHS Audit Report. The customised template includes all WHS issues from your audit results that were rated "poor" or "fair". This is shown for both sections of the audit as described below:

- **Section 1 - WHS Management System** - This section examined 14 key elements of a WHS management system including the availability of WHS documentation and the effective implementation of WHS procedures.
- **Section 2 - Specific Hazards** - This section examined how well your Council manages 21 common types of hazards that can lead to injury or illness.

For each section, any elements that were rated "poor" are listed first with the relevant recommendations, followed by any elements that were rated "fair".

Based on the recommendations provided, Council should determine specific actions required to address the identified weaknesses. When developing the action plan, it is important to consider:

- Which issues should be addressed first? (i.e. which have the highest priority due to their likelihood to result in injuries and/or the potential for serious consequences?) Items in the action plan should be re-ordered as required.
- What is the underlying cause of the issue that needs to be addressed? – eg:
 - Inadequate time or resources
 - Inadequate skills or knowledge
 - Insufficient or inadequate equipment
 - Poor safety culture
- Is additional information required before a decision can be made on how best to proceed?
- Who will have primary responsibility for completing the action?
- When should the action be completed?
- What additional resources are needed?
- How and when will progress be measured?

Please refer to your StateCover WHS Audit Report for additional recommendations on addressing the identified WHS issues.



WHS Action Plan

1 - WHS System Elements

No.	Current Rating	Element	Recommendations	Actions Required	Person Responsible	Proposed Completion Date	Completed
1.	Poor	Hazard Identification	Develop a comprehensive procedure that specifies requirements for identifying, assessing and controlling hazards. The procedure should include: <ul style="list-style-type: none"> the methodology for assessing risk when it is applied use of Hierarchy of Controls review of implemented controls measures. 	<ol style="list-style-type: none"> 1. Corp. Risk matrix develop. 2. Pre-start checklists 3. Appoint consultant to review procedure & policies. 	GM.	<ol style="list-style-type: none"> 1. 31. Dec 2016 2. 31 Dec 2016 3. 31 Oct 2016 	<p>IN DRAFT.</p> <p>COMPLETED</p> <p>COMPLETED</p>
2.	Poor	Hazard Identification	Implement an effective hazard identification process through the routine use of a variety of hazard identification methods including: <ul style="list-style-type: none"> workplace inspections Incident investigations risk assessments. 	<ol style="list-style-type: none"> 1. Appoint consultant to review procedures & policies 2. Regular staff sites meetings 	<ol style="list-style-type: none"> 1. Consultant 	<ol style="list-style-type: none"> 1. 31. Dec 2016 	<p>COMPLETED</p> <p>Draft procedure booklet produced.</p> <p>2. WHy meetings in place ONGOING.</p>
3.	Poor	Hazard Identification	Implement a process to ensure that the Hierarchy of Controls is routinely followed when developing risk controls.	<ol style="list-style-type: none"> 1. Appoint consultant to review procedures & policies 2. Management Review (periodic) 	<ol style="list-style-type: none"> 1. Consultant GM/CWO 	<ol style="list-style-type: none"> 1. 31. Dec 2016 	<p>COMPLETED</p> <p>Consultant appointed Oct 2016</p> <p>Weekly meetings & bi-monthly review of Action Plan occurring</p> <p>Risk matrix in place</p>

1 - WHS System Elements							
No.	Current Rating	Element	Recommendations	Actions Required	Person Responsible	Proposed Completion Date	Completed
4.	Poor	Hazard Identification	Conduct regular follow-up reviews to ensure that implemented controls have been effective.	1. To be developed as part of consultant review	GM/CWO	31.3.2017	COMPLETED - Ongoing ongoing
5.	Poor	Training	Develop a comprehensive procedure that includes requirements for: <ul style="list-style-type: none"> identifying WHS training needs for all job roles how and when training will be provided record keeping. 	1. Implement e-learning module 2. Review current training needs 3. Develop a training register & review procedure.	GM GM GM Training matrix being finalised - Finished	31.12.2016 31.12.2016 31.3.2017	COMPLETED Actioned COMPLETED
6.	Poor	Training	Identify all job-specific training needs (eg. manual handling, hazardous chemicals, equipment use, etc.), develop a training schedule and ensure appropriate training is provided to all workers within required timeframes.	1. Review current training needs 2. Appoint consultant to review systems Have been identified	CWO GM 2. Consultant appointed Oct 2016 Review being finalised	31.12.2016 31.10.2016	COMPLETED COMPLETED Ongoing.
7.	Poor	Training	Implement a process to ensure that WHS inductions are routinely provided to all new workers and cover key WHS issues such as: <ul style="list-style-type: none"> hazard/ incident reporting emergency procedures manual handling risk assessment principles WHS responsibilities. 	1. Appoint Consultant to review systems. 2. Hazard Incident report form 3 Utilise Centroc Induction Training Consultant developing WHS issues which will address this issue.	1. Consultant 2. 31.10.2016	31.10.2016	COMPLETED OCT 2016 ACTIONED ACTIONED COMPLETED

1 - WHS System Elements

No.	Current Rating	Element	Recommendations	Actions Required	Person Responsible	Proposed Completion Date	Completed
8.	Poor	Emergency Preparedness	<p>Develop procedures that identify all potential emergency situations throughout Council. In accordance with AS 3745 "Planning for Emergencies in Facilities", specify the:</p> <ul style="list-style-type: none"> • emergency procedures to be followed • equipment requirements • required training. 	<p>1. Emergency Plans (develop) 2. Evacuation Charts. 3. Warden Training. <i>Consultants proposed WHS MS will partially address this item</i></p>	<p>1. Training "Warden" undertaken 2016 2. Training M.V. - spill kits, switch straps undertaken, see schedule</p>	30.6.2017	
9.	Poor	Emergency Preparedness	<p>Conduct emergency training and evacuation drills at least once per year at all facilities and keep appropriate records to demonstrate compliance.</p>	<p>1. Training to occur 2. Evacuation <i>Awaiting finalising of WHS MS 1</i></p>		30.6.2017	
10.	Poor	Purchasing	<p>Develop a comprehensive procedure that considers WHS in the purchase of plant, equipment, and services, including:</p> <ul style="list-style-type: none"> • requirements for identifying hazards prior to purchase • what purchases must be assessed • the assessment process to be used • the approval process 	<p>1. 2.</p>	<p><i>Awaiting finalising of WHS MS</i></p>		

1 - WHS System Elements							
No.	Current Rating	Element	Recommendations	Actions Required	Person Responsible	Proposed Completion Date	Completed
11.	Poor	Purchasing	Implement a process to ensure all key purchases of plant, equipment, goods and services are routinely and adequately assessed for potential hazards prior to purchase.	1. 2.			
12.	Poor	Inspection & Testing	Develop procedures that include requirements for conducting workplace inspections and testing/ maintenance of plant and equipment across Council. This should cover the type of inspections to be conducted, how these will be conducted, the frequency of inspections, responsibilities, etc.	1. Test e Tag 2. Fire Extinguisher 3. Pumps - Engines 4. M.Vehicles Proposed WHSMS will formulate the management system (currently being developed)		1. 30.9.2016 2. 30.9.2016 3. 4. RMS inspections start up checklist	ACTIONED ACTIONED Ongoing ACTIONED
13.	Poor	Inspection & Testing	Implement a process to ensure workplace inspections & equipment testing are scheduled and regularly conducted across Council. Identified hazards should be addressed in a timely manner.	1. Develop register of Equip & site inspections scheduled with a notification mechanism. 2. Nominate responsible position for register		1. 30.6.2017 2. 30.6.2017	Proposed WHSMS will formalise the systems to be followed
14.	Poor	Incident Investigation	Develop a comprehensive procedure for investigating incidents including the composition of the investigation team, the level of investigation required, determining root causes and managing corrective actions.	1. Develop Policy 2. Appoint apt consultant Consultant currently updating process, for a more formalised process.		1. 31.3.2017 2. 31.10.2016	APPT 05/2016



1 - WHS System Elements							
No.	Current Rating	Element	Recommendations	Actions Required	Person Responsible	Proposed Completion Date	Completed
15.	Poor	Incident Investigation	Implement a process to ensure all incidents (including near misses) are routinely investigated. Ensure that effective corrective actions are implemented which follow the Hierarchy of Controls.	1. Develop Policy 2. Develop Incident Investigation Form (interim) <i>Awaiting WHSPS from Consultant</i>		1. 30.6.2017 2. 31.12.2017	Interim form in place.
16.	Poor	Document Control	Develop a procedure that specifies document control requirements including the document identification structure, review process and timeframes, removal of obsolete documentation from circulation, etc.	1. 2.			<i>Consultant has drafted initial document control protocols.</i>
17.	Poor	Document Control	Implement a process to ensure all documents are clearly identified in a consistent manner, routinely reviewed at specified times and obsolete versions removed from circulation.	1. 2.			<i>Review process implemented for procedural/policy documents.</i>
18.	Poor	Record Management	Develop a comprehensive procedure that specifies requirements for records management including records identification, storage, retrieval, retention periods and disposal.	1. 2.			

1 - WHS System Elements							
No.	Current Rating	Element	Recommendations	Actions Required	Person Responsible	Proposed Completion Date	Completed
19.	Poor	WHS Audits	Schedule and conduct periodic internal and/or external audits by qualified personnel to identify any deficiencies in the WHS Management System and the corrective actions required.	<ol style="list-style-type: none"> 		Ongoing	
				<p>The WHSMS will produce a procedure for undertaking of audits. Currently consultant undertaking a gap analysis - Helicopter Spraying.</p> <p>Meetings have been held with road side spray contractor to resolve safety issues.</p>			

2 - Specific Hazards							
No.	Current Rating	Category	Issue	Actions Required	Person Responsible	Proposed Completion Date	Completed
1.	Poor	Manual Handling	Identify all hazardous manual handling tasks within Council and assess their level of risk.	<ol style="list-style-type: none"> Consultant to evaluate after appointed SWMS being developed 	G.M.	31.3.2016	1. Sept Oct 2016
2.	Poor	Manual Handling	Implement effective control measures that follow the Hierarchy of Controls to minimise risks associated with manual handling tasks.	<ol style="list-style-type: none"> Training for staff SWMS Being developed 	CWO	30.9.2016	1. CENTRAL TRAIN.
3.	Poor	Hazardous Noise	Identify and assess hazardous noisy equipment / processes in accordance with the "Managing Noise and Preventing Hearing Loss" code of practice.	<ol style="list-style-type: none"> Appoint Consultant May need to appoint a separate consultant due to specific technical expertise requirements 		31.10.2016	1. Sept Oct 2016

2 - Specific Hazards							
No.	Current Rating	Category	Issue	Actions Required	Person Responsible	Proposed Completion Date	Completed
4.	Poor	Hazardous Noise	Implement effective control measures for noisy equipment/processes that follow the Hierarchy of Controls.	1. Appoint Consultant 2.		31.10.2016	1. Appt Oct 2016
5.	Poor	Contractor Management	Implement a contractor management process to ensure suitable due diligence checks are conducted when engaging contractors including checking required insurances, qualifications and WHS documentation.	1. Appoint Consultant 2. Part of WHS system meetings held with: 1. Aerial spray contractors 2. Aerial spray EOI/control document developed for aerial spraying.		31.10.2016	1. Appt Oct 2016
6.	Poor	Contractor Management	Implement a formal process to ensure contractors adhere to safe working practices.	1. Appoint Consultant 2.		31.10.2016	1. Appt Oct 2016
7.	Poor	Office Safety	Assess the ergonomic set-up of office workstations and modify as required.	1. Appoint Consultant 2. Assess Ergo seating as required Initial review undertaken. May need more in depth analysis in the future.		31.10.2016	1. Appt Oct 2016
8.	Poor	Office Safety	Train office staff in ergonomic workstation adjustments.	1. Initial review has occurred. May need more in depth analysis in the future 2. Appoint Consultant		31.10.2016	1. Appt Oct 2016
9.	Poor	PPE	Implement a process to ensure Personal Protective Equipment (PPE) is provided as required with appropriate instruction in its use and maintenance.	1. Review of PPE completed 2. All PPE issued eg gaiters, hats etc. Review of equipment needs undertaken by consultant		31.10.2016	1. Appt Oct 2016
10.	Poor	Sun Protection	Implement an effective program to identify and control UV risks for staff working outdoors.	1. All staff provided with hats 2. Sunscreen.			

2 - Specific Hazards							
No.	Current Rating	Category	Issue	Actions Required	Person Responsible	Proposed Completion Date	Completed
11.	Poor	Preventative Maintenance	Implement an effective preventative maintenance program for Council plant and equipment.	<ol style="list-style-type: none"> 1. APPT CONSULTANT 2. WITSMs system being developed will address this 		31.10.2016	1. Consult. Oct 2011 COMPLETED
12.	Fair	Chemicals Management	Identify hazards associated with the use, storage and disposal of hazardous chemicals and ensure these risks are controlled.	<ol style="list-style-type: none"> 1. Review Needs 2. Provide for shed. Equip for shed. Equipment for shed purchased. Full Risk Assessment to be undertaken. 			2. wheel chemical mixture - Activated 2. Trolley Jack - Activated COMPLETED.
13.	Fair	Chemicals Management	Provide safety data sheets for all chemicals used by workers.	<ol style="list-style-type: none"> 1. Provide MSDS sheets 2. Completed 		31.08.2016	ACTIOned COMPLETED
14.	Fair	Chemicals Management	Provide employees with appropriate training in the use, storage and disposal of chemicals.	<ol style="list-style-type: none"> 1. TRAINING 2. Completed see certificates required. 	CWO	30.6.2017	Staff have undergone training
15.	Fair	First Aid	Provide appropriate first aid facilities for all workers that address the hazards associated with the work performed (e.g. specific first aid supplies, specialised equipment, first aid room, etc.)	<ol style="list-style-type: none"> 1. Review first aid kits 2. New kits currently being purchased, after review of needs, includes snake kits. 	CWO	31.12.2016	COMPLETED.
16.	Fair	First Aid	Ensure that all workgroups have adequate access to trained first aid assistance.	<ol style="list-style-type: none"> 1. Training appropriate staff 2. All staff trained in first aid. 	CWO	30.6.2017	COMPLETED
17.	Fair	Workplace Stress	Implement policies to identify and control factors that can lead to workplace stress, including bullying and workplace violence, in line with WorkCover guidelines.	<ol style="list-style-type: none"> 1. Develop Policy 2. Implement training WITSMs will add further coverage to this item. 	GM/CWO GM	30.6.2017 31.12.2016	2. e-learning modules activated

UPPER MACQUARIE COUNTY COUNCIL

PESTICIDE USE NOTIFICATION PLAN

March 2017

PESTICIDE USE NOTIFICATION PLAN

1. INTRODUCTION

The Pesticides Act 1999 and Pesticides Regulation 2009 require Councils and other public authorities to notify the community when they use or allow the use of pesticides in outdoor public places that are owned or controlled by Council.

This Pesticide Use Notification Plan has been prepared in accordance with the requirements of the Pesticides Regulation 2009 and sets out how Upper Macquarie County Council will notify members of the community of pesticide applications that it makes or allows to be made to public places that it owns or controls.

A pesticide is defined as any substance or mixture of substances used to destroy, suppress or alter the life cycle of any pest. Pesticides can be naturally derived or synthetically produced substances and are often classified according to the organisms that they are applied to control. Examples of pesticides include herbicides, insecticides, fungicides, bactericides, nematocides, rotenticides, algacides, baits and repellents.

Upper Macquarie County Council is a single purpose authority whose sole responsibility is the control of Noxious Weeds throughout the Council areas of Bathurst, Blayney, Lithgow and Oberon.

Although Council ensures that pesticides are applied in public places in a safe, responsible manner by qualified persons, this Plan will allow members of the community to take action to avoid contact with pesticides, should they wish. Council uses pesticides in public places only when necessary to control noxious weeds.

This Pesticide Notification Plan will describe:

- what public places are covered by this Plan
- who regularly uses these public places and an estimate of the level of use
- how and when Council will provide the community with information about its pesticide applications in public places (i.e. what notification arrangements will be used)
- how the community can access the Plan and get more information about Council's notification arrangements
- how future reviews of the Plan will be conducted
- contact details for anyone wishing to discuss this plan with Council.

The majority of Council's pesticide use consists of applying herbicides for weed control during various times of the year. These applications target chiefly grass and noxious weeds in parks, reserves and roadsides throughout the Bathurst, Blayney, Lithgow and Oberon Local Government Areas. These applications are undertaken on an as needs basis and are generally limited to roadside verges and areas of Crown Land when contracted to do so. Upper Macquarie County Council does not control any public parks or reserves. These are the responsibility of the relevant constituent Councils or other authorities. Seasonal conditions and prevailing weather conditions have a major influence on the extent of pesticide applications that Council undertakes.

On average, Council sprays the roadside verges annually. Other areas where Council is contracted to undertake spraying activities will be as required by the relevant authority.

In addition to the requirements contained within this notification plan, Council will be required to adhere to other legal requirements imposed by the Pesticides Act and other Commonwealth and State Government policies when applying pesticides. It should be noted that Council staff that apply pesticides are required to hold appropriate qualifications for the application of chemicals, and keep records of chemical applications undertaken.

Contractors employed by Council are also required to hold the appropriate qualifications and keep the requisite records.

2. PUBLIC PLACES COVERED BY THIS PLAN

Upper Macquarie County Council proposes to use or allow the use of pesticides in the following categories of outdoor public places that it has responsibility for in the Bathurst, Blayney, Lithgow and Oberon Local Government Areas.

- riverine corridors
- road reserves & lane ways
- vacant Crown land & bushland reserves where contracted

Council's estimate of the level of community use, regular user groups and types of pesticide use in each of these categories of public places is summarised in the following table.

Public places	Regular user groups	Level of use of public place	Type of pesticide use
Road reserves & laneways	<ul style="list-style-type: none"> • Adjoining landholders and residents • Walkers and joggers • Maintenance staff 	Low to high	<ul style="list-style-type: none"> • Spot spray herbicides • Spot spray insecticides • Broad scale spraying herbicides • Broad scale spraying insecticides
Bushland reserves and Crown land managed by Council	<ul style="list-style-type: none"> • Maintenance staff • Local residents • Contractors • Education and tour groups 	Low	<ul style="list-style-type: none"> • Spot spray herbicides • Spot spray insecticides • Cut & paint herbicides • Vermin control (baiting rabbits etc)

3. NOTIFICATION ARRANGEMENTS

This section of the plan describes how and when Council will provide notice of pesticide use in public places, including special measures for sensitive places that are adjacent to public places, arrangements for emergency pesticide applications and circumstances where notice will not be given.

These notification requirements are based on Council's assessment of:

- The level of usage of public places where pesticides may be used
- The extent to which members of the public who are most likely to be sensitive to pesticides are likely to use these areas
- The extent to which activities generally undertaken in these areas could lead to some direct contact with pesticides (such as picnic areas where food is consumed; sporting or other recreational activities that result in contact with the ground)
- The type and quantity of pesticide used

3.1 When notice of pesticide use will not be provided

Council uses small quantities of some pesticides that are widely available in retail outlets and ordinarily used for domestic purposes (including home gardening). Council does not intend to provide notice for such pesticide applications other than by way of this description in this plan.

This will apply to control of noxious weeds, spot weed control using vehicle/tractor mounted tank & wand based application methods, hand-held or back-pack spray bottles, cut & paste herbicide applications, and linear weed spraying operations within sealed road ways, including kerb & gutters. Such chemicals may include Glyphosate (*Roundup*^R), Pyrethrum, Dipel^R, amongst other common chemical products.

3.2 How and when notice of pesticide use will be provided

The public will be notified of all other incidences of spraying by way of one or more of the following:

- information on Council's website
- signs
- telephone, fax or e-mail
- personal contact (sensitive places and emergency applications only)

The notification procedures described below will apply to the following public place categories owned or controlled by Council within the local government area:

- Vacant Crown lands where Council is contracted to control noxious weeds
- Road verges
- Water-way areas where Council is required/contracted to do so.

In these public places, information will be available to the general community on Council's website which will advise about the forward program for the following types of pesticide applications. Pesticide application information will be provided with a minimum of 24hrs prior notice, except for emergency conditions:

- High volume spraying of herbicides

In addition, Council will erect signs near the application area immediately prior to application and remove them immediately after application. Such signs will only advise the public that pesticide works are being conducted. If a spray vehicle is used, an additional sign may also be attached to the vehicle.

Where any of the above pesticide uses occur adjacent to sensitive places the occupiers will be provided with **5 working days'** notice by phone, fax, email or letterbox drop (whichever is most practical), except for emergency situations.

3.3 Special measures for sensitive places

Clause 18 (Definitions) of the *Pesticides Regulation* defines a sensitive place to be any:

- school or pre-school
- kindergarten
- childcare centre
- hospital
- community health centre
- nursing home
- place declared to be a sensitive place by the Environment Protection Authority.

In addition to the notification requirements contained in section 3.2 above, further notification procedures for pesticides applied near a sensitive place shall be undertaken as follows:

- For non-emergency reactive pesticide use in outdoor public places within 20m from the property boundary of sensitive places, Council will provide concurrent notice shortly before use to the occupier by phone, door-knock or letterbox drop, depending upon what is practical.
- If a pesticide must be used to deal with an emergency in an outdoor public place that is within 20m from a sensitive place, Council will organise a door-knock of that sensitive place, immediately before application, so people are aware that a pesticide is about to be used to deal with a dangerous pest infestation.

3.5 Pesticide contractors and lessees of public places

Where Council uses contractors to apply pesticides on its behalf, Council will ensure that notification is made in accordance with the notification requirements of this plan.

In public areas where multiple agencies have responsibility for the management and or maintenance of that land, where Council is undertaking the pesticide application it will follow this Pesticide Notification Plan, unless it is operating under contract to another authority.

4. WHAT INFORMATION WILL BE PROVIDED

In accordance with clause 20h of the Pesticides Regulation, notice of pesticides uses will include the following information:

- the full product name of the pesticide to be used, and
- the purpose of the use, clearly setting out what weed or weeds are being treated, and
- the proposed date/s or date range of the pesticide use, and
- the places where the pesticide is to be used, and
- contact telephone number and email address of the Council officer who people can contact to discuss the notice, and
- any warnings regarding re-entry to or use of the place, if specified on the pesticide product label or any required permits for use.

As already noted, Council's website will have a dedicated area that describes its programmed, reactive and, if practicable, emergency pesticide use in public places with a link to this notification plan. The relevant website address will be publicised in Council information brochures and by periodic inclusions in advertisements in local newspapers.

5. HOW THE COMMUNITY WILL BE INFORMED OF THIS PLAN

Council will advise the community of this plan and its contents by:

- making a copy of the plan available for viewing, free of charge, at Council's Office at 7 Lee Street Kelso, at Bathurst Regional Council, Bathurst Regional Library and Blayney, Lithgow and Oberon Council Offices during office hours.
- placing a copy of the plan on its website at www.umcc.nsw.gov.au
- placing a notice in local papers inviting submissions from the public on the draft notification plan
- adopting the plan, after public consultation, at one of Council's Ordinary Meetings.

6. FUTURE REVIEWS OF THE PLAN

This notification plan will be reviewed via Council's standard review processes every 5 years, or as required by changes to legislation. Where changes to the plan (other than minor) are required, the plan will be placed on public exhibition identifying the proposed changes and calling for public submissions. Any changes will then be incorporated. Notification of the revised plan will be as detailed in Section 5 of this Plan.

7. CONTACT DETAILS

Anyone wishing to contact Council to discuss the notification plan or to obtain details of pesticide applications in public places should contact:

Chief Weeds Officer
Upper Macquarie County Council
Telephone (02) 6338 2875
7 Lee Street
KELSO NSW 2795

OR

View Council's Website: www.umcc.nsw.gov.au



WEEDS WEEDS WEEDS

The Burruga Ag-Bureau has arranged for Jill O'Grady (B App. Sc. Maths, Grad Dip. Equine Science, Cert. III Horticulture) to make a presentation on Weeds to our district.

Jill, working for Macquarie County Council as weeds officer to Oberon Council is well aware of our weed problems. Jill will explain:

**Macquarie County Council's function;
Why a weed is declared noxious in our region;
The role of the weeds officer;
Weed inspection process;
Aerial Spraying operations.**

Jill's talk will cover local weeds and highlight how the weeds officer can assist Burruga farmers.

**Jill's talk will commence at 7.30pm
on
Monday 20th February 2017
at
Burruga Sports & Recreation Club**

UPPER MACQUARIE COUNTY COUNCIL

MEDIA RELEASE

13 February 2017

Noxious weeds to be targeted in spraying program

Upper Macquarie County Council will start its next noxious aerial weed spraying campaign in early March and is calling on landowners to sign up and tackle blackberry and serrated tussock infestations on their land.

UMCC chairman Cr Geoff Braddon OAM said UMCC had undertaken a successful aerial spraying campaign in November and would follow this up with the March program.

“In November we sprayed more than 3000 hectares, targeting more than 2800 hectares affected by serrated tussock and a small amount of blackberry. During February and March the aerial spraying program will focus on blackberry and serrated tussock.

“Serrated tussock is one of the worst weeds in Australia which spreads quickly and can cause significant losses in production capabilities on properties.”

“Blackberry is a weed of national significance and is highly invasive, reducing pasture production, restrict access to water and land and can provide food and shelter for pest animals such as foxes and rabbits,” Cr Braddon said.

Landholders who would like more information about the spraying program or to register their interest in taking part should email admin@umcc.nsw.gov.au

Information on both serrated tussock and blackberry is available on the UMCC website at www.umcc.nsw.gov.au

Upper Macquarie County Council is the control authority for noxious weeds in the Bathurst Regional Council, Lithgow City Council, Oberon Council and Blayney Shire Council.

Ends

More information: Chris Jackson, Weeds Officer P: 02 6338 2875 M: 0429 455 189

The noxious weeds control authority for the areas of Bathurst Regional Council, Blayney and Oberon Shire Councils and the Lithgow City Council