

UPPER MACQUARIE COUNTY COUNCIL

DELIVERY PROGRAM 2012/13 – 2015/16

Adopted by the Council on 15 June 2012



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 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. The new council is also still required to prepare a new Delivery Program for its electoral term.

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 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.

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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.

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 whether the responsibility for control is the Council's or the adjoining occupier's.

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 the 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, in accordance with this Strategy, 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 of 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 goods that flow from noxious weed control.

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.
- 2.1.1.5 Investigate the registration of a business name under which the Council may conduct its business.

- 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 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 participation database.
 - 2.1.5.2 Ensure that the establishment of the database 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 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 wish to make a complaint. Use of the form is not to be compulsory.
 - 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.

2.3.1.6 Investigate the employment of a Community Liaison Officer to assist Weeds Officers in their education and advisory function.

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.

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 Expedite the installation, testing and expansion of the WeedMap Pro[®] 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 educational 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 Investigate the employment of a Community Liaison Officer to assist in the educational and advisory function.
- 3.2.1.7 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).
- 3.2.1.8 Investigate having constituent councils provide educational and advisory material to applicants for Sections 149 and 603 certificates (see Business Activity Priority number 1).
- 3.2.1.9 Encourage an awareness by purchasers of the desirability of obtaining pre-purchase noxious weed status reports.

- 3.2.1.10 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 exception 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 imperative for the protection of adjoining or adjacent landholders or for other pressing reason.

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.

Financial Estimates 2012/13 - 2015/16

These are the yearly estimates of the council's income and expenditure for the four years of the Delivery Program .which are required to be included in the Delivery Program

The following assumptions have been made when formulating these estimates..

- Grants increase by 3.1% per annum.
- The CPI is assumed to be 3.2% per annum for the four year term of the estimates.
- Constituent council contributions increase by 3.6% in 2012/13 and 3.4% in 2013/14 (in line with the general increase in General Revenue permitted by the Minister under the “rate pegging” legislation). Thereafter at 3.2% which is assumed to be the increase in the CPI.
- Interest revenue has been estimated at 5% of the year's opening estimated cash and cash equivalents amount for 2012/13 and thereafter annually at 3.2% on the preceding years figure.
- Other revenue increases by 3.2%.
- Salary costs increase by 3.25% for the first two years, the increases in the *Local Government (State) Award 2010* to come into effect on 1 July 2012 and 1 July 2013 for all staff (other than the GM) and thereafter at 3.2% per annum.
- Other costs increase by 3.5%

Where actual figures are available these have been used.

Plant and vehicle replacement is in accordance with the Asset Replacement Program which is in the Business Activity Strategic Plan.

Where it is not appropriate to project into future years on any one of these bases the amount used is a “best guess” estimate.

Financial Estimates 2012/13 - 2015/16

	Estimates 2012/13	Estimates 2013/14	Estimates 2014/15	Estimates 2015/16
INCOME				
Grants				
NSW Weeds Action Program	222,692	229,595	236,713	244,051
Vacant Crown land	9,000	9,279	9,567	9,863
Sub- total	231,692	238,874	246,280	253,914
Constituent Councils Contributions				
Bathurst Regional Council	195,060	201,692	208,146	214,807
Lithgow City Council	159,761	165,193	170,479	175,934
Oberon Shire Council	89,872	92,927	95,901	98,970
Blayney Shire Council	62,484	64,609	66,676	68,810
Sub- total	507,177	524,421	541,202	558,521
Sundry Income				
Interest	40,000	41,280	42,601	43,964
Chemical Sales	110,000	113,520	117,153	120,902
Private Work Aerial Spraying (inc. chemicals)	661,295	682,456	704,295	726,832
Private work by Council	13,125	13,545	13,978	14,426
Council admin. & supervision of private work	7,500	7,740	7,988	8,243
Profit on sale of assets	20,000	20,800	21,466	22,152
Section 64 Certificates	6,000	6,192	6,390	6,595
Fines & Costs	0	0	0	0
Sundry income	500	516	533	550
Sub- total	858,420	886,049	914,403	943,664

UPPER MACQUARIE COUNTY COUNCIL

Transfer from restricted assets

Purchase Computer Equipment	19,000	0	0	0
Plant - Motor Vehicle Replacement	20,000	0	0	0
Employee leave entitlements	89,825	0	0	25,083

Sub-total	128,825	0	0	25,083
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Transfer from retained earnings

For IT improvements	0	0	0	0
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Sub-total	0	0	0	0
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TOTAL INCOME	1,726,114	1,649,345	1,701,885	1,781,182
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EXPENDITURE**Administration**

Administration salaries (GM & Clerical Assistant)	100,166	103,422	106,731	110,147
Chief Weeds Officer	66,781	68,952	71,158	73,435
Office rent	4,923	5,095	5,274	5,458
Contract IT support	11,440	11,840	12,255	12,684
Long service leave entitlement payable on resignation	89,825	0	0	25,083
Information Technology improvements	15,000	15,480	5,000	5,160

Sub-total	288,136	204,789	200,418	231,967
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Office Expenses

Electronic equipment maintenance and replacement	10,000	10,350	10,712	11,087
Advertising	10,000	10,350	10,712	11,087
Postage	1,250	1,294	1,339	1,386
Telephone Charges, internet, website	11,000	11,385	11,783	12,196

UPPER MACQUARIE COUNTY COUNCIL

Printing and stationery	10,000	10,350	10,712	11,087
Sub-total	42,250	43,729	45,259	46,843
Insurance				
Councillors (Member's Accident)	1,955	2,023	2,094	2,168
Fidelity Guarantee	668	691	716	741
Public Liability	16,798	17,386	17,994	18,624
Stat & bus Pract Liability	4,042	4,183	4,330	4,481
Councillors & Officers	6,220	6,438	6,663	6,896
Sub-total	29,683	30,722	31,797	32,910
Overhead employment expenditure				
Workers Compensation	15,985	16,544	17,124	17,723
Superannuation	40,135	41,540	42,994	44,498
Fringe Benefits Tax	5,500	5,693	5,892	6,098
Staff training	5,000	5,175	5,356	5,544
Sub-total	66,620	68,952	71,365	73,863
Members Expenses				
Chairman's additional fee	6,392	6,597	6,808	7,025
Councillors Travelling and Subsistence	6,384	6,588	6,799	7,017
Members Annual Fees	13,065	13,483	13,915	14,360
Sub-total	25,841	26,668	27,521	28,402
Control Programs				
Roadside spraying (including chemicals)	135,902	140,659	145,582	150,677
Destruction of noxious weeds (misc.)	10,000	10,350	10,712	11,087
Aerial spraying (including chemicals)	565,550	585,344	605,831	627,035
Chemicals -resale	93,500	96,773	100,160	103,665
Contractors - private wk organised by Council	5,000	5,175	5,356	5,544

UPPER MACQUARIE COUNTY COUNCIL

Subsidised work for impecunious occupiers	5,000	5,175	5,356	5,544	
Vacant Crown Land	8,500	8,798	9,105	9,424	
Inspectors Salaries	278,997	288,762	298,868	309,329	
Prosecutions - Noxious Weeds	0	0	0	0	
Roadside advertising signs	2,000	2,070	2,142	2,217	
Sundry Expenses	5,000	5,175	5,356	5,544	
	Sub- total	1,109,449	1,148,280	1,188,470	1,230,066
Unclassified services					
Community consultation	5,000	5,175	5,356	5,544	
Audit Fees	3,220	3,333	3,449	3,570	
Bank Charges (includes merchant service fee)	2,000	2,070	2,142	2,217	
Subscription - Shires Association	1,128	1,167	1,208	1,251	
Interest on Overdraft	0	0	0	0	
Sundry Admin Misc. Expenses	7,500	7,763	8,034	8,315	
Office Equipment Depreciation	0	0	0	0	
Plant Running Expenses	50,000	51,750	53,561	55,436	
Plant & Equipment Depreciation	40,000	41,400	42,849	44,349	
Vehicle and plant replacement	30,000	31,050	54,127	47,261	
	Sub- total	138,848	143,708	170,728	167,943
Transfers to restricted assets					
Employees LSL Entitlements	10,000	0	0	0	
For Vehicle Replacement	0	0	0	0	
	Sub- total	10,000	0	0	0
TOTAL EXPENDITURE		1,710,827	1,666,847	1,735,558	1,811,994
RESULT FOR YEAR		15,287	-17,502	-33,673	-30,812

UPPER MACQUARIE COUNTY COUNCIL

RESTRICTED CASH ASSET MOVEMENTS

Transfers to Restricted Assets

Employees Leave Entitlements	10,000	0	0	0
Motor vehicle replacement	0	0	0	0
Total Transfer to Restricted Assets	10,000	0	0	0

Transfers from Restricted Assets

Purchase Computer Equipment	19,000	0	0	0
Plant - Motor Vehicle Replacement	20,000	0	0	0
Employee leave entitlements	89,825	0	0	25,083
Total Transfer from Restricted Assets	128,825	0	0	25,083