

# UPPER MACQUARIE COUNTY COUNCIL

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## 4 YEAR DELIVERY PROGRAM

**FINANCIAL YEARS 2018/19 TO 2022/23**

Adopted 15<sup>th</sup> June 2018



The Local Control Authority for Priority Weeds throughout the areas of Bathurst Regional Council, Blayney Shire Council, Oberon Shire Council and the Lithgow City Council

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# Upper Macquarie County Council Contact Details

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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.

# Activities to achieve Strategic Objectives and Priorities

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



## GOVERNANCE

### 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 Priority weed control by natural resource managers.

**Activities**

- 1.1.3.1 Investigate how the Council might undertake Priority Weed control work jointly with other natural resource managers.
- 1.1.3.2 Encourage other natural resource managers to consider undertaking Priority 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 no Priority Weed control work.
- 1.1.3.4 Investigate what incentives the Council might offer to private occupiers to enter into joint arrangements for Priority Weed control work.

**BIOSECURITY**

**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 Priority 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 Priority Weeds found on property visits are mapped and properly recorded.
- 1.2.1.3 Ensure that Priority 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 Priority Weed infestations on land of public authorities are mapped and properly recorded.

1.2.1.6 Respond promptly to complaints about the presence of Priority Weeds.

1.2.2 Provide assistance and support to private occupiers in controlling Priority Weeds on their land.

**Activities**

1.2.2.1 Conduct a regular program of property visits to enhance the Council's knowledge of Priority 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 Priority Weed control obligations.

1.2.2.3 Provide encouragement to private landholders and public authorities to prepare Priority Weed 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 Priority 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 Priority Weed control work by the Council on vacant Crown land.

1.2.3.1 Provide information to the responsible Department on the state of Priority Weed control on vacant Crown land.

1.2.3.1 Promptly respond to complaints regarding Priority Weeds on vacant Crown land.

1.2.4 Actively pursue the control of Priority 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 Priority Weed risks.

1.2.4.3 Follow up to ensure control work is carried out on potential Priority 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 Priority Weeds spreading to adjoining land.

- 1.2.5 Conduct aerial spraying programs for Priority Weeds.

**Activities**

- 1.2.5.1 Organize programs for the aerial spraying of Priority 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.

**BIOSECURITY**

**1.3 Strategic objective**

Improve the effectiveness of the control of Priority Weed on roadsides by promoting changes in management techniques and cooperative action.

**Strategy**

- 1.3.1 Ensure that all occupiers are aware of their obligations to control Priority 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 Priority Weed on roads.
- 1.3.1.2 Weeds officers to explain to occupiers, where necessary, their obligations to control Priority 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 Priority Weeds on roads, as required by the Act, bring the requirements to their attention in writing.
- 1.3.2 Identify the extent of Priority Weed infestations on roads and who is responsible for their control.

**Activities**

- 1.3.2.1 Institute a program of inspections to identify all Priority 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 Priority Weed on roads is the constituent council's or the adjoining occupier's.
- 1.3.2.3 Ensure that all Priority Weed infestations on roads are properly recorded.



### 1.3.3 Control identified Priority Weed infestations on roads.

#### **Activities**

- 1.3.3.1 Prepare a program of work for the control by the Council of Priority Weed on roads where the responsibility for control is that of a constituent council and funding has been made available by the council.
- 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 Seek to secure funding from constituent councils, to include in the Council's annual budget estimates, adequate provision to fund the program of work for the control of Priority 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 Priority 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 Priority 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 Priority Weeds on roads.

#### **Activities**

- 1.3.4.1 Investigate options for having adjoining landowners undertake work on roads for the control of Priority Weeds, where the constituent council is the occupier, 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 Priority Weeds on roads.
- 1.3.4.5 Investigate the use of constituent council Weeds Officers for the control of Priority Weeds on roads where they are undertaking weed control on the road for other purposes (road maintenance or environmental weed control).

## GOVERNANCE

### 1.4 Strategic objective

Secure funding, where possible, to assist occupiers in their management of Priority 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 Priority Weed control.

#### Activities

1.4.1.1 Endeavour to ensure that the Council is aware of all sources of funding for Priority Weed control.

1.4.1.2 Disseminate information to occupiers on the availability of grant funding to assist with Priority Weed control.

1.4.1.3 Encourage occupiers to apply for grants to assist with Priority Weed control wherever possible and appropriate.

1.4.1.4 Provide assistance to occupiers in applying for grant funds for Priority Weed control work.

1.4.2 Lobby politicians and others to increase awareness of the necessity of providing public support for Priority Weed control work on private land.

#### Activities

1.4.2.1 Publicise where ever possible the necessity for the broad Community to assist with Priority 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 Priority 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 Priority Weed control.

## GOVERNANCE

### 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.

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- 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.

**GOVERNANCE**

**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 Priority 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 wish 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](http://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.

## **GOVERNANCE**

### **2.3 Strategic objective**

Develop an efficient and effective Council administration for the management of Priority 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.
- 2.3.4.3 Provide appropriate hardware and software to establish and maintain a complaints database.
- 2.3.4.4 Continually update and enhance the Council’s website ([www.umcc.nsw.gov.au](http://www.umcc.nsw.gov.au)).

**GOVERNANCE**

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 Priority 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 Priority 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 Priority Weed control work on roads.
- 2.4.2.2 Continue to seek grants from Catchment Management Authorities for specified Priority 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 Priority 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 Priority 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 Priority Weeds 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.

**BIOSECURITY**

**3.1 Strategic objective**

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

**Strategy**

3.1.1 Increase politicians awareness of Priority Weeds.

**Activities**

3.1.1.1 Write to politicians at every opportunity drawing attention to the importance of Priority Weeds and their impact on the community.

3.1.1.2 Encourage interested groups in the community to lobby politicians about Priority Weed 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 Priority Weed 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 Priority 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 Priority Weed events.
  - 3.1.2.3 Provide photo opportunities for media representatives of council Priority Weed control activities.
  - 3.1.2.4 Encourage the reporting of “good news” stories such as successful Priority Weed control programs, either by Council or others.
  - 3.1.2.5 Always make Council staff available for interview or comment on Priority Weed control matters.
  - 3.1.2.6 Investigate the placing of annual advertisements in the local press reminding occupiers of their Priority 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 Priority 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 Priority Weed status of land and information on obtaining a Section 28 certificate.
- 3.1.3.5 Investigate financial feasibility of preparing suitable information brochures about identification of Priority 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.

## BIOSECURITY

### 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](http://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 Priority 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.
- 3.2.1.8 Encourage awareness by purchasers of the desirability of obtaining pre-purchase Priority Weed status reports.
- 3.2.1.9 Target solicitors and conveyances and educate them on Priority Weed problems and how they might best protect their clients.

## BIOSECURITY

### 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 Priority Weed control.

#### Activities

- 4.1.1.1 Institute a program of inspections to identify private occupiers who have not complied with their weed biosecurity obligations under 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 Priority 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. Instead, where all other efforts to encourage compliance with the requirements of the Act have been unsuccessful, a 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 Priority Weeds and further the implementation of this Strategy.
- 4.1.1.8 Where a 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 will be taken at the General Manager's discretion where control of the Priority Weed the subject of the notice is 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 Priority 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 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.

**Activities**

- 4.1.4.1 Monitor the control of Priority Weed by public authorities on land that they occupy, 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 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 2018/2019– 2021/2022**

#### **Assumptions:**

Grants from DPI are steady

Constituent Council contributions increased by rate pegging limit

Interest revenue steady

Other revenues increased by NIL to 2.5%

Salary Costs increased by 2.5%

Other costs increased by 2.5%

Income from aerial spraying steady at average level

Where actual figures are available these have been used

Where costs can be reliably calculated this has been done

<b>INCOME</b>	<b>2017/2018 ORIGINAL ESTIMATE 30/6/17</b>	<b>2017/2018 REVISED ESTIMATE 31/12/17</b>	<b>2018/2019 ESTIMATE 30/6/18</b>	<b>2019/2020 ESTIMATE</b>	<b>2020/2021 ESTIMATE</b>	<b>2021/2022 ESTIMATE</b>
<b>GOVERNMENT GRANTS</b>						
NSW Weeds Action Program Grant	\$244,782	\$337,498	\$337,498	\$337,498	\$337,498	\$337,498
Vacant Crown Land	\$10,000	-\$1,136	\$-	\$-	\$-	\$-
Innovation Fund	\$-	\$34,500	\$-	\$-	\$-	\$-
<b>CONSTITUENT COUNCIL CONTRIBUTIONS</b>						
Bathurst Regional Council	\$218,312	\$218,312	\$223,333	\$228,917	\$234,639	\$240,505
Lithgow City Council	\$178,805	\$178,805	\$182,918	\$187,490	\$192,178	\$196,982
Oberon Shire Council	\$100,585	\$100,585	\$102,898	\$105,471	\$108,108	\$110,810
Blayney Shire Council	\$69,932	\$69,932	\$71,540	\$73,329	\$75,162	\$77,041
<b>GENERAL ADMINISTRATIVE SERVICES</b>						
Section 28 (former S64) Certificates, Property Inspection Reports	\$12,000	\$6,510	\$5,000	\$5,000	\$5,000	\$5,000
Sundry Income	\$3,921	\$1,000	\$3,000	\$3,000	\$3,000	\$3,000
Administration - Grants	\$2,000	\$1,000	\$-	\$-	\$-	\$-
<b>PUBLIC SERVICES</b>						
Fines & Costs	\$1,000	\$500	\$11,250	\$11,250	\$11,250	\$11,250
<b>UNCLASSIFIED SERVICES</b>						
Chemical Sales	\$124,373	\$70,000	\$56,250	\$57,656	\$57,656	\$57,656
Aerial Spraying Program	\$614,347	\$493,000	\$575,000	\$583,625	\$592,379	\$601,265
Private Works	\$20,000	\$5,000	\$-	\$-	\$-	\$-
Landholders Contributions	\$4,100	\$-	\$-	\$-	\$-	\$-
Council Supervision	\$7,688	\$7,688	\$-	\$-	\$-	\$-
Profit on sale of assets	\$3,793	\$3,793	\$-	\$-	\$-	\$-
Interest on Investments	\$18,981	\$12,120	\$20,000	\$20,000	\$20,000	\$22,000
StateCover Incentive	\$-	\$5,000	\$-	\$-	\$-	\$-
Transfer from Reserve	\$77,397	\$-	\$-	\$-	\$-	\$-
<b>TOTAL INCOME</b>	<b>\$1,712,016</b>	<b>\$1,544,107</b>	<b>\$1,594,688</b>	<b>\$1,619,236</b>	<b>\$1,642,871</b>	<b>\$1,669,008</b>

**UPPER MACQUARIE COUNTY COUNCIL**

**UPPER MACQUARIE COUNTY COUNCIL**

4 Year Delivery Program 2018/2019 – 2021/2022 – adopted 15 June 2018

EXPENDITURE	2017/2018 REVISED ESTIMATE 31/12/17	2017/2018 REVISED ESTIMATE 31/12/17	2018/2019 ESTIMATE	2019/2020 ESTIMATE	2020/2021 ESTIMATE	2021/2022 ESTIMATE
<b>GENERAL ADMINISTRATIVE SERVICES</b>						
Administration Salaries	\$102,585	\$134,338	\$157,218	\$161,148	\$165,177	\$169,307
<i>Accrual: Administration Leave</i>			\$6,358	\$6,517	\$6,680	\$6,847
Office Rental, Maint etc	\$5,426	\$6,660	\$6,000	\$6,150	\$6,304	\$6,461
Advertising	\$10,000	\$10,000	\$5,000	\$5,125	\$5,253	\$5,384
Community Consultation	\$5,000	\$2,500	\$3,500	\$3,588	\$3,677	\$3,769
Printing and Stationery	\$5,000	\$5,000	\$4,000	\$4,100	\$4,203	\$4,308
Contract IT Support	\$5,000	\$3,500	\$5,000	\$7,000	\$7,175	\$7,354
IT Improvements	\$18,800	\$20,300	\$17,500	\$23,000	\$23,575	\$24,164
Electronic Equip Maint & Replacement	\$5,000	\$3,500	\$5,000	\$8,000	\$8,200	\$8,405
Remote site work monitoring	\$5,901	\$5,901	\$6,100	\$6,253	\$6,409	\$6,569
Postages and Telegrams	\$1,250	\$2,250	\$1,500	\$1,538	\$1,576	\$1,615
Telephone Rent and Charges	\$14,000	\$14,000	\$10,000	\$10,250	\$10,506	\$10,769
Members - Chairman's Allowance	\$7,243	\$6,263	\$7,400	\$7,585	\$7,775	\$7,969
Members - Fees	\$14,805	\$14,805	\$15,150	\$15,529	\$15,917	\$16,315
Members - Travelling	\$3,617	\$3,617	\$3,700	\$3,793	\$3,887	\$3,984
Members - Subsistence	\$3,617	\$3,617	\$3,700	\$3,793	\$3,887	\$3,984
Audit Fees	\$15,450	\$17,000	\$17,000	\$17,425	\$17,861	\$18,307
Bank Charges	\$2,000	\$2,000	\$2,100	\$2,153	\$2,206	\$2,261
Legal Fees (Enforcement)	\$-	\$-	\$15,000	\$15,375	\$15,759	\$16,153
Accounting Fees (EoY SoAcc)	\$-	\$-	\$5,000	\$5,125	\$5,253	\$5,384
Record Keeping (TRIM)	\$-	\$-	\$6,000	\$6,150	\$6,304	\$6,461
Insurance - Members' Accident	\$1,440	\$1,388	\$1,500	\$1,538	\$1,576	\$1,615
Insurance - Crime	\$540	\$488	\$600	\$615	\$630	\$646
Insurance - Journey	\$356	\$-	\$400	\$410	\$420	\$431
Insurance - Professional Indemnity	\$10,495	\$9,542	\$10,000	\$10,250	\$10,506	\$10,769
Insurance - Public Liability	\$10,495	\$9,542	\$10,000	\$10,250	\$10,506	\$10,769
Insurance - Councillors & Officers	\$10,386	\$9,442	\$10,000	\$10,250	\$10,506	\$10,769
Workers Compensation - Insurance	\$19,925	\$19,925	\$15,000	\$15,375	\$15,759	\$16,153
Subscription - LGNSW	\$1,359	\$1,733	\$1,800	\$1,845	\$1,891	\$1,938

**UPPER MACQUARIE COUNTY COUNCIL**



Superannuation Contributions	\$42,768	\$42,768	\$52,142	\$53,446	\$54,782	\$56,151
General Administration Expenditure	\$2,892	\$2,892	\$2,500	\$2,563	\$2,627	\$2,692
Regional Weeds Co-ordinator	\$25,510	\$25,510	\$-	\$-	\$-	\$-
Contractors Crown Land	\$8,500	\$-	\$-	\$-	\$-	\$-
Safety Equipment	\$10,000	\$10,000	\$8,000	\$9,025	\$10,050	\$11,075
Staff Training	\$5,500	\$8,500	\$8,500	\$9,525	\$10,550	\$11,575
<b>ROADSIDE SPRAYING</b>						
ALL LGAs	\$107,248	\$107,248	\$107,100	\$88,000	\$44,000	\$-
Priority Weeds - Road Stock	\$18,025	\$18,025	\$18,000	\$12,000	\$6,000	\$-
Inspectors Salaries Roadside Salaries	\$25,826	\$25,826	\$26,000	\$-	\$-	\$-
<b>ECONOMIC SERVICES</b>						
Private Works	\$20,000	\$5,000	\$-	\$-	\$-	\$-
Aerial Spraying	\$554,347	\$443,000	\$500,000	\$507,500	\$507,500	\$507,500
Priority Weeds - Sundries	\$5,000	\$3,500	\$5,000	\$5,125	\$5,253	\$5,384
Priority Weeds - Publicity	\$-	\$500	\$-	\$-	\$-	\$-
Chemicals for Sale	\$108,150	\$60,000	\$50,000	\$60,000	\$65,000	\$70,000
Weeds Officers Salaries - Property Inspections	\$339,964	\$275,211	\$367,429	\$376,615	\$386,030	\$395,681
Weeds Officers - Leave Entitlements	\$24,596	\$24,596	\$14,858	\$15,229	\$15,610	\$16,000
<b>UNCLASSIFIED SERVICES</b>						
Plant Running Expenses	\$40,000	\$40,000	\$42,000	\$43,050	\$44,126	\$45,229
Plant & equipment depreciation	\$40,000	\$40,000	\$41,000	\$44,000	\$50,000	\$51,000
Plant & Equipment	\$54,000	\$54,000				
<b>TOTAL EXPENDITURE</b>	<b>\$1,712,016</b>	<b>\$1,493,887</b>	<b>\$1,594,055</b>	<b>\$1,596,204</b>	<b>\$1,580,908</b>	<b>\$1,561,153</b>
<b>NET RESULT FOR YEAR</b>	<b>\$-</b>	<b>\$50,220</b>	<b>\$633</b>	<b>\$23,032</b>	<b>\$61,963</b>	<b>\$107,856</b>

**UPPER MACQUARIE COUNTY COUNCIL**