

Upper Hunter County Council

(Upper Hunter Weeds Authority)

Delivery Program

2017-2021



Prepared in accordance to provisions contained in the Local Government Act 1993

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Glossary of Terms and Abbreviations

The following definitions and abbreviations are used in the Upper Hunter County Council Delivery Plan:

BASP	Upper Hunter County Council Business Activity Strategic Plan
Constituent Councils	means Muswellbrook Shire Council, Singleton Council and Upper Hunter Shire Councils collectively. These local government areas constitute the area of operation for the Upper Hunter County Council.
Council	Upper Hunter County Council
County Council	Upper Hunter County Council
GDB	General Biosecurity Duty as it applies to weeds in the NSW Biosecurity Act 2015. This Duty requires that: Any person dealing with biosecurity matter must take measures to prevent, eliminate or minimise the biosecurity risk (as far as is reasonably practicable). The GDB applies equally to a carrier of biosecurity matter and to any person who knows or ought to know of the biosecurity risks associated with the activity.
HRSWMP	Hunter Regional Strategic Weed Management Plan
Invasive Plant(s)	Plants which have been regionally prioritised by the HRSWMP or contained in Biosecurity Act 2015 and associated regulations for the area of operation of the Upper Hunter County Council.
LGA 1993	NSW Local Government Act 1993
NSW DPI	NSW Department of Primary Industries
NBA 2015	NSW Biosecurity Act, 2015
UHCC	Upper Hunter County Council
UHWA	Upper Hunter Weeds Authority, the Upper Hunter County Council's registered trading name

County Council Contact Details

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District Contacts

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Scone District

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SCONE NSW 2337
Telephone: 0408 683 492

Muswellbrook District

Muswellbrook Shire Council
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MUSWELLBROOK NSW 2333
Telephone: 0408 683 491

Singleton District

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SINGLETON NSW 2330
Telephone: 0408 683 493

Legislative Requirements of the Delivery Plan

In accordance with Section 404, Local Government Act 1993, Council is required to develop a Delivery Plan which:

- a) Details the principal activities that Council will undertake to achieve the objectives established in the Business Activity Strategic Plan (BASP), which are within the resources available to Council as outlined in Resourcing Strategy contained in Council's BASP.
- b) Includes a method of assessment to determine the effectiveness of each principal activity in achieving the objectives at which the activity is directed.
- c) Is reviewed, at least every six (6) months, via principal activity progress reports from the General Manager to Council.

Council is also required to prepare a new Delivery Plan after each ordinary election of Councillors to cover the principal activities of Council for the four (4) year period commencing on the 1 July following the election.

County Council- Vision and Mission Statements

Vision

To prevent, contain or reduce the biosecurity risk of Invasive Plants to the environment, economy and community within the County.

Mission

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

1. Principal Activities

1.1 Control of Invasive Plants

- Program Goals:**
- Prevent the establishment of new Invasive Plants on public lands under the control of constituent Councils.
 - Fully and continuously suppress and destroy all regionally prioritise *eradicate* category Invasive Plants
 - Prevent the spread and reduce the numbers and distribution of regionally prioritised Invasive Plants on Constituent Councils lands subject to adequate funding.
 - Support Invasive Plant control programs on private lands.
 - Reduce the risk from Invasive Plants which are poisonous to humans and animals on public lands.
 - Maintain the health of staff and public who may come into contact with herbicides during the weed spraying program

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
1. Prevent the establishment of new Invasive Plants on public lands under the control of constituent Councils.	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	Staff instigate and conduct coordinated treatment programs on high risk sites and pathways.	1,200 hectares of high risk sites monitored and any new infestations treated.	Reports to Council contain details species and area of new infestations found and area treated.
		When conducting other principle activities staff monitor for infestations of new invasive plants.	2,400 km of high risk pathways monitored and any new infestations treated.	Reports to Council contain details species and area of new infestations found and area treated.
2. Fully and continuously suppress and destroy all Invasive Plants Regionally classified as eradicate.	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	Using the latest weed control techniques and practices, treat with herbicides and other suitable integrated weed management systems.	All infestations treated	All reported eradicate classified Invasive Plants infestations to be treated each year.

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
3. Prevent the spread and reduce the numbers and distribution of Invasive Plants	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	Using the latest weed control techniques and practices treat plants with herbicides and other suitable integrated weed management systems.	Contain and reduce known infestations of Invasive Plants on infestations on Council Controlled lands on an annual seasonal basis.	All reported Invasive Plants infestations to be treated each year subject to funding and in accordance with Council's Roadside Spraying Policy.
4. Eradicate targeted Invasive Plants species from designated areas.	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	<p>Council develops and adopts an Invasive Plant Strategic Control Policy to guide integrated control programs in areas where eradication of specified Invasive Plant species is considered achievable.</p> <p>Financially assist approved projects in accordance with Council's Invasive Plant Strategic Control Policy.</p>	Develop 4 integrated control programs targeting species considered to be eradicable in designated areas by 2021	<p>Programs commenced by December 2017</p> <p>Quarterly reports to Council report decreasing areas of infestations of target species in their designated control areas.</p> <p>Targeted species considered eradicated from designated program areas by 2021.</p>
5. Support coordinated Invasive Plant control programs on private lands	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officer 	<p>Support Grant applications by the public for weed control projects.</p> <p>Provide advice on control methods and assist in developing control programs.</p>	Number of landholder programs assisted.	Annual Report to Council on the number of landholders assisted.
6. Reduce the risk from Invasive Plants which are poisonous to humans and animals on public lands.	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	Annual control programs prioritise control of poisonous Invasive Plants.	Contain and reduce infestations of poisonous invasive plants on an annual seasonal basis.	No reports of humans or animals being affected by contact with Invasive Plants on public lands..

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
7. Maintain the health of staff and public who may come into contact with herbicides during the invasive weed spraying program.	<ul style="list-style-type: none"> • General Manager • Works Coordinator • District Biosecurity Officers 	<p>Staff to use herbicides in accordance with guidelines of Council, industry standards and specific guidelines on the label of each herbicide being used.</p> <p>Spraying operations to cease when there is a danger of the public coming into contact with herbicides by spray or volatile drift onto neighbouring properties or contamination of produce likely to be consumed by the public, such as blackberry fruit.</p>	Report of no herbicide related illnesses.	No complaints or reports of ill health from the public or staff related to this activity.

1.2 Inspection of Properties

Program Goals:

- Inspect public and private properties and to advise land managers on the implementation of Invasive Plant control programs in accordance with their GBD under Biosecurity Act, 2015.
- Report the existence, type and extent of Invasive Plant infestations.
- Monitor the effectiveness of each land manager's Invasive Plant control program.
- Where control programs do not comply with a landmanager's GBD commence consultation and/or legal action under the Biosecurity Act, 2015.

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
1. Prevent the establishment of new invasive weed species on private and public lands.	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	Systematically inspect various new areas bounded by specific landmarks, such as creek or road systems, each year. Report Invasive Plants found, degree of infestation, location and area infested and input of all data to the database system. Report action being carried out by land occupier and further action required by land occupier to Council.	Conduct 5,412 inspections of rural properties (>1 ha) by June 2021	Annual report to Council contains the total number of inspections conducted each year.
			Conduct 1,160 inspections of urban properties (<1 ha) by June 2021	
			Inspect 10,000km of high risk pathways by June 2021.	
			Inspect 1,428 high risk sites by June 2021	
2. Prevent the sale and transport of Invasive Plants.	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	Conduct regular inspections of all nurseries and other outlets involve in the sale of plants.	No regional prioritised Invasive Plants sold in area of operation.	Inspections carried out on all nurseries and other outlets involve in the sale of plants.

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
3. Re-inspect all properties systematically who are, or should be undertaking Invasive Plant control programs.	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	Annual inspection programs contain scheduled inspections of properties with a history of significant infestations of Invasive Plants.	A decrease of 40% in area infested by Invasive Plants on properties with known established infestations.	Annual reports indicate the degree of reduction in the area infested by Invasive Plants on properties subject to re-inspection program.
4. Advise, co-ordinate and implement Invasive Plant control programs.	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	Provide advice to land managers on a one to one basis. This advice will be provided during inspections, field days, over the phone, by letter or by fact sheets.	All land managers carry out Invasive Plant control procedures using integrated management techniques in accordance with the specified actions for the categories of Invasive Plants.	Inspection reports indicate a containment, reduction and eradication of Invasive Plants on the property.

1.3 Community Awareness and Engagement

Program Goals:

- To promote an effective level of understanding of weed awareness and management strategies amongst all stakeholders.
- To maintain membership of and/or provide assistance to:
 - (i) Constituent Councils
 - (ii) Weeds Advisory Groups;
 - (iii) Neighbouring Councils;
 - (iv) Landcare Groups;
 - (v) Associated Weed Professional Associations;
 - (vi) Department of Primary Industries and other State Government Bodies;
 - (vii) C.S.I.R.O. and other Federal Government Bodies.

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
1. Develop awareness of potentially damaging weeds and promote good weed management practices using integrated weed management strategies and develop Weed Management Plans for Weeds of regional importance.	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	Conduct field days, seminars and weed walks, speak at various farmer or community group meetings.	Conduct 80 extension events by June 2021.	Annual Reports contain summary of field days and other activities conducted or attended by staff.
		Use various mediums such as newsprint, radio, television (video) and fact sheets to distribute information best practice for Invasive Plant control	Produce or be involved in 80 media articles by June 2021. Distribute 3,700 public awareness fact sheets and weed information guides by June 2021.	Annual Reports contain summary of articles and other promotional material distributed by staff to the public.
		Develop landholder contact database to provide seasonal information by their preferred contact method on best practice for weed control activities.	Staff when conducting inspections and community awareness activities collect contact information from landholders. Staff provide seasonal information to established community groups involved in land care type activities.	Report more effective invasive weed control programs being undertaken by landholders.
		Promote appropriate vegetation management using integrated weed control and management techniques.	Provide information on seasonal weed control to participating landholders.	

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
2. Participate in regional advisory groups, campaigns and surveys being conducted by stakeholders with weed control interests	<ul style="list-style-type: none"> • Works Coordinator • District Biosecurity Officers 	<p>Consult neighbouring Councils and their Senior Staff.</p> <p>Attend meetings which directly or indirectly affect Council's Invasive Plant control program.</p>	<p>Co-ordinate activities with neighbouring Councils Maintain membership of Hunter Regional Weed Management Committees and Northern Inland Weed Advisory Committee.</p> <p>Participate in meetings of stakeholders.</p>	Annual Reports contains summary of staff attendance at Regional meetings.
		Complete surveys or reports which support the endeavours of other bodies interested in weed control.		Annual Reports contain a summary of support given to other bodies engaged in weed control activities

1.4 Governance

Program Goals

- To ensure effective and continuous communication, co-ordination and co-operation with each Constituent Council and the Department of Primary Industries.
- To secure the appropriate level of contributions and grants from Constituent Councils and Department of Primary Industries, sufficient to achieve Council's Goals and Objectives.
- Ensure that the County Council complies with its Legislative Reporting and Planning obligations.

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
REPORTING				
1. Provide ongoing information to Constituent Councils and the NSW Department of Primary Industries.	<ul style="list-style-type: none"> • Councillors • General Manager • Works Coordinator 	<p>The General Manager or Works Coordinator to provide feedback and reports on operations to each Constituent Council.</p> <p>Provide an annual Grant Return report to Council and in turn the Constituent Councils in summary form.</p>	<p>Councillors to report to their respective Councils after each meeting, distribute fact sheets and annual reports.</p> <p>Maintain effective level of accurate cost/benefit feedback to Councils and the NSW Department of Primary Industries</p>	<p>Elected Members/Senior Staff's understanding and appreciation of the need for invasive weed control.</p> <p>Compare level of funds to previous year and willingness of Constituent Councils to make level of contributions sought.</p>

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
STRATEGIC PLANNING				
1. Achieve Management Planning Practices	<ul style="list-style-type: none"> • Councillors • General Manager • Works Coordinator 	The General Manager and Works Coordinator will review and monitor the Operational Plan and report to Council.	Annually Update and Review Council's Delivery Program as part of the development of Council's Annual Operational Plan.	Operational Plan adopted by Council by 30 June each year.
	<ul style="list-style-type: none"> • General Manager • Works Coordinator 	The General Manager and Works Coordinator to update Long Term Financial Plan report to Council.	Update Council's Long Term Financial Plan annually.	Plan update by 30 June each year.
	<ul style="list-style-type: none"> • Councillors • General Manager • Works Coordinator 	The General Manager and Works Coordinator prepare Annual Report in accordance with Local Government (General) Regulation 2005	Council's Annual Report submitted Annually.	Council adopts and Submits Annual Report by 30 November each year.
	<ul style="list-style-type: none"> • General Manager • Works Coordinator 	The General Manager and Works Coordinator will review Workforce Management Strategy and report to Council.	Workforce Management Strategy reviewed within four years.	Review conducted by 30 June 2021.
2. Ensure level of Grant Funding is maintained.	<ul style="list-style-type: none"> • General Manager • Works Coordinator 	The General Manager and Works Coordinator will complete applications and returns.	Complete Grant Application and Returns on time.	Grant returns completed and returned on time by 1 st September annually.
3. Ensure Council Policies and Procedures up to date and current.	<ul style="list-style-type: none"> • General Manager • Works Coordinator 	The General Manager and Works Coordinator to conduct annual policy and procedure reviews and submit to Council for adoption.	Review and adopt Policies and Procedures by review date.	Policies and Procedures reviewed and adopted by review date.

2. Financial Estimates 2017-2021

		Estimates 2017/18	Estimates 2018/19	Estimates 2019/20	Estimates 2020/21
INCOME					
Grants	Subsidy-Weed Control & Co-Ordination	203,220	203,220	203,220	230,000
	Administration	25,000	25,000	25,000	25,000
	WAP 1520	667,156	667,156	667,156	750,000
	Grants- Weed Control Projects	25,000	25,000	25,000	25,000
Constituent Councils					
	Muswellbrook Shire Council	96,133	97,741	99,381	101,055
	Upper Hunter Shire Council	174,578	177,499	180,478	183,516
	Singleton Council	96,133	97,741	99,381	101,055
Sundry Income					
	Private Works	50,000	51,750	53,561	55,436
	Interest on Investments	1,109	1,148	1,188	1,229
	Section 64 Certificates	7,500	7,500	7,500	7,500
	Vehicles Contribution	4,836	4,836	4,836	4,836
	Equipment Hire				0
	Fines & Costs	800	800	800	800
	Sundry Income	3,105	3,214	3,326	3,443
	Profit on Sale of Assets	12000			
Total Operational Income		1,366,570	1,362,604	1,370,828	1,488,869
Non-Operating Funds Employed					
	Assets Sold	54,000	73,000	58000	77,000
	Movement in ELE				
Total Non-Operating Funds Employed		54,000	73,000	58,000	77,000
TOTAL INCOME		1,420,570	1,435,604	1,428,828	1,565,869

EXPENDITURE**Operating Expenditure****Administration**

Administration (General Manager)	21,066	21,803	22,566	23,356
Administration (Weeds Officers)	73,716	73,716	73,716	76,296
Rental & Administration Support	40,486	41,903	43,369	44,887

Members Expenses

Chairman's Allowance	3,901	4,018	4,138	4,283
Members Fees Sec 29A	12,762	13,145	13,539	14,013

Subscriptions

Control of Noxious Weeds	38,116	43,322	44,576	45,872
Hunter WAP 1520	618,440	618,440	618,440	698,704
Weed Control Grant Projects	85,000	85,000	85,000	85,000

Private Property Inspections

Fields Ground	203,317	179,326	205,419	212,965
Fields Aerial				
Staff Training Wages	6,000	6,000	6,000	6,000
Office	86,875	86,875	86,875	86,875

Additional Items

Schools/Conferences	16,000	16,000	16,000	16,000
Field Days	7,863	7,863	7,863	7,863
Small Plant & Equipment	1,200	1,200	1,200	1,200

Office Expenses

Clerical Assistance	1,552	1,607	1,663	1,721
Advertising	2,000	2,000	2,000	2,000
Postage	100	2,000	100	104
Sundries	500	500	500	500
Telephone Charges	7,634	7,634	7,634	7,901
Stationery	2,000	2,000	2,000	2,000
Legal Expenses	595	595	595	616
Computer & Software Expenses	15,000	15,525	16,068	16,631
Hardware Lease Rental	1,875	1,875	1,875	1,875

Insurance

Members Accident	1,180	1,221	1,264	1,308
Fidelity Guarantee	481	498	515	533
Professional Indemnity	8,131	8,416	8,710	9,015

Bank Charges & FID Tax

Miscellaneous	2,357	2,439	2,525	2,613
Bank Charges	974	1,008	1,043	1,080

Sundry Administration Expenses	Audit Fees	6,490	6,717	6,952	7,196 0
	Fringe Benefit Tax	1,000	1,035	1,071	1,109
	Miscellaneous	1,200	1,242	1,285	1,330
	Host Meetings	400	400	414	428
	Depot Expenses	1,000	1,035	1,071	1,109
Private Works/Cost of Chemicals sold					
	Private Works	30,000	31,050	32,137	33,262
Depreciation					
	Plant	9,060	9,060	9,060	9,060
	Office Equipment	1,724	1,724	1,724	1,724
	Loss on Sale of Assets		4,000	1000	1000
		1,309,994	1,302,191	1,329,910	1,427,429
Employment Overheads					
	Annual Leave	31,879	32,994	34,149	35,344
	Long Service Leave	15,064	15,591	16,136	16,701
	Sick Leave	8,301	8,591	8,892	9,203
	Public Holidays	15,771	16,323	16,894	17,485
	Special Leave				
	Insurance - Accumulated Sick Leave				
	Workers Compensation	7,224	7,477	7,739	8,009
	Workers Compensation - Excess				
	Superannuation	45,024	46,599	48,230	49,918
	Local Government Super - Additional Cont.	12,000	12,000	12,000	12,000
	Training	8,316	8,607	8,908	9,220
	Medical Expenses	1,000			
	Interview Expenses	1,000			
	Protective Clothing	4,771	4,938	5,111	5,290
	Employment Overheads - Distributed	(150,348)	(153,121)	(158,060)	(163,172)
TOTAL OPERATING EXPENSES		1,309,994	1,302,191	1,329,910	1,427,429
Non Operating Funds Employed					
	Acquisition of Assets				
	- CWO Vehicles		35,000		37000
	- Inspectors Vehicles	84,000	84,000	84000	86000
	- Small Plant Items				
	- Large Plant Items				
	- Computer Hardware	16,000			
	- Office Equipment				
Total Non Operating Expenses		100,000	119,000	84,000	123,000
TOTAL EXPENDITURE		1,409,994	1,421,191	1,413,910	1,550,429

OPERATING SURPLUS(DEFICIT)	56,575	60,413	40,918	61,440
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RESTRICTED CASH ASSET MOVEMENTS

Transfers to Restricted Assets

Employees Leave Entitlements	13,926	14,413	14,918	15,440
HCC Committee Funds				
Vehicle Replacement				
Spray Equipment Replacement				
CMA - Grants				

Total - Transfer to Restricted Assets

13,926	14,413	14,918	15,440
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Transfers from Restricted Assets

Employees Leave Entitlements				
HCC Committee Funds	3,350			
Vehicle Replacement				
Spray Equipment Replacement				
CMA - Grants				

Total - Transfer from Restricted Assets

3,350	-	-	-
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Result after Operations	56,575	60,413	40,918	61,440
Equity Movement	(46,000)	(46,000)	(26,000)	(46,000)
Results After Equity Movements	10,575	14,413	14,918	15,440
Restricted Assets Movement	(10,576)	(14,413)	(14,918)	(15,440)
Net Result	(0)	(0)	0	0

3. Policy and Plan Review Schedule

3.1 Policies

Policy	Date Adopted	Next Review Date	Legislative Requirements
Model Code of Conduct	August 2009	August 2017	Within Twelve (12) months of the election of Council
Inspection Policy and Procedures	November 2015	August 2017	n/a
Roadside Control	November 2007	August 2017	n/a
OH&S	August 2003	August 2017	n/a
Drugs & Alcohol	November 2010	November 2017	n/a
Code of Meeting Practice	November 2010	February 2018	n/a
Workplace Rehabilitation	May 2014	May 2018	n/a
Payment of Expenses and the Provision of Facilities for Councillors Policy	May 2016	May 2018	Annually
Asset Management Policy	May 2012	May 2021	Reviewed as part of the BASP review
Invasive Plant Control Policy	May 2017	May 2021	n/a

3.2 Plans and Reports

Plan	Date Adopted	Review Dates	Review Schedule
Operational Plan	May 2015	August , November February, May	Quarterly Review
Long Term Financial Plan	May 2015	May 2018	Annually
Business Activity Strategy Plan	May 2013	May 2021	Every 4 years
Workforce Management Strategy	May 2013	May 2021	Every 4 years
Asset Management Strategy	May 2013	May 2021	Every 4 years
Annual Report	November Ordinary Council Meeting	November Ordinary Council Meeting	Annually
Delivery Plan	May Ordinary Council Meeting	May Ordinary Council Meeting	Annually
Equal Employment Opportunity Implementation Management Plan	May 2016	May Ordinary Council Meeting	Annually with the adoption of Delivery Plan
Pesticide Use Notification Plan	August 2015	May Ordinary Council Meeting	Annually with the adoption of Delivery Plan
Publication Guide	February Ordinary Council Meeting	February Ordinary Council Meeting	Annually

4. Annual Statements and Plan Reviews

4.1 Activities to Protect Environmentally Sensitive Areas

4.1.1 Use Integrated Management Techniques to Reduce Reliance on Herbicides

The control options of invasive weeds along roadsides are limited when compared with neighbouring land occupiers. The options include mechanical, chemical, cultural and biological.

An integrated approach will totally and completely eliminate a invasive weed infestation. However, at times only a partial control and containment of an infestation is feasible. Reliance only on the control options rarely eradicates weeds. Each control option has several advantages and disadvantages and these are often governed by outside influences such as seasonal conditions.

Mechanical techniques may include slashing, ploughing and grading. Chemical techniques use herbicides by various application techniques. Cultural control, which may use strategic grazing on properties, is limited to growing more desirable and competitive vegetation along roadsides. Biological control can be achieved by using either classical or innovative techniques suited to the specific vector. For biological control to be successful, a host population needs to be maintained so that the vector does not die out.

Invasive weed control activities around environmentally sensitive areas will be reduced or stopped until the risk is at its lowest. An integrated approach using alternative methods may be necessary.

4.1.2 Use of Selective Herbicides

When assessing invasive weed control programs, various suitable herbicides and additives are selected from a range of herbicides to give the following options:

- a) Reduce the risk of off target damage due to spray and/or volatile drift.
- b) Reduce the risk of off target damage due to leaching or sideways wash of soil herbicide residues.
- c) Treat greatest number of invasive weed species in one pass with one spray tank mix to reduce the impact of herbicides on the environment.
- d) Use additives which increase the efficiency of the herbicide, reduce rain fastness time, reduce volatility of herbicide and increase droplet size to reduce spray drift.
- e) Where it has found that birds use various shrubby invasive weeds such as African Boxthorn as nesting habitat, landholders are encouraged to plant desirable native shrubs alongside the weeds after they have been controlled.

4.2 Notification of Pesticide Use on Roadsides and Aquatic Areas

In accordance with the Pesticides Regulation 1995, Council has developed a Pesticide Use Notification Plan. This plan is available to the public at Constituent Council's Offices and on the Muswellbrook Shire Council's website: www.muswellbrook.nsw.gov.au/Weeds/index.html.

The Pesticide Use Notification Plan requires Council to include in its Management Plan reference of Council's intention to use pesticides on urban and rural roadsides, verges and reserves

Council uses pesticides to meet its obligations in relation to the control of Invasive Plants declared under the Biosecurity Act, 2015. Council's staff will carry out treatment programs on these plants throughout the year on urban and rural roads. The location, timing of application, target species and pesticides used in these programs are all governed by prevailing seasonal conditions.

Council may conduct up to three applications of herbicides to infestations of Alligator weed found in Anvil and Black Creeks and Hunter River in the locality of Branxton. These treatments are scheduled to occur annually between October and May.

When Council staff apply a pesticide to urban and rural road shoulders, verges and reserves at the request of a Constituent Council, the notification of the pesticides use will be in accordance with the Constituent Council's notification plan.

5. Equal Employment Opportunity (EEO) Implementation Management Plan

The objects and provisions relating to Council's EEO Management Plan are outlined in the following sections of the Part 4, LGA 1993;

344 Objects

- a) to eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital status and physical impairment in Councils; and
- b) to promote equal employment opportunity for women, members of racial minorities and physically handicapped persons in Councils.

345 Preparation and Implementation Management Plan

1. A Council must prepare and implement an EEO management plan in order to achieve the objects of this Part.
2. The plan is to include provisions relating to:
 - a) The devising of policies and programs by which the objects of this Part are to be achieved; and
 - b) the communication of those policies and programs to persons within the staff of the Council; and
 - c) the collection and recording of appropriate information; and
 - d) the review of personnel practices within the Council (including recruitment techniques, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and
 - e) the setting of goals and targets, where these may reasonably be determined, against which the success of the plan in achieving the objects of this Part may be assessed; and
 - f) the means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a); and
 - g) the revision and amendment of the plan; and
 - h) the appointment of persons within the Council to implement the provisions referred to in paragraphs (a) (g)
3. An equal employment opportunity management plan may include provisions, other than those referred to in subsection (2), that are not inconsistent with the objects of this Part.

6. Equal Employment Opportunity Management Plan

OBJECTIVE: Compliance with objectives of Local Government Act 1993:

- a) to eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital status and physical impairment in Council; and
- b) to promote equal employment opportunity for women, members of racial minorities and physically handicapped persons in Council.

STRATEGIES:

1. Develop and implement EEO Policy statement.
2. Allocate responsibility for EEO program management.
3. Discuss Policy and proposed strategies with Council and Union representatives.
4. Communicate policy to staff by distribution.
5. Review and/or development of employment policies and practices with the aim of integrated EEO/merit principles including:
 - recruitment techniques
 - selection criteria
 - promotions and transfers
 - training and development
 - conditions of employment
6. Develop grievance procedure.
7. Determine appropriate performance indicators and set goals and targets against program objectives.
8. Establish monitoring and evaluation procedures for the management plan.
9. Review of management plan periodically.
10. Annual reporting on progress publicly.

IMPLEMENTATION SCHEDULE:

During 2016/17 it is proposed to undertake the following implementation program.

1. Review all existing Council policies to ensure compliance with EEO principles.
2. Further develop EEO policy.
3. Ensure people involved with EEO policy development and management have adequate training.

POLICY:

UHCC is committed to its human resource management practices being conducted in a manner that ensure fair and equal treatment for employees and potential employees.

To ensure that for any position, training opportunity or other benefit, the best available person is selected, the merit principle will apply in assessing each person's skills and abilities against the needs of the job and disregarding unlawful personal characteristics which are irrelevant to the job.

Equal opportunity is an integral part of sound business practice which will enhance productivity and result in better services to the community.

Consistent with the requirements of the Local Government Act, 1993, the broad objectives/purpose of the policy are:

- a) to eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital status and physical impairment; and
- b) to promote equal employment opportunity for women, members of racial minorities and physically handicapped persons.

PROCEDURES

1. All staff will contribute toward the development, implementation and maintenance of an equal opportunity management plan which will include the provisions specified in the Act to achieve its broad objectives.
2. The following key principles will apply:

Non-discriminatory Environment

Every person employed by **Council** is entitled to work in an environment which is free of discrimination by Council and its employees, where discrimination means denying a person fair and equal treatment in employment on grounds other than those based on the requirements of the job.

Merit as the basis for Recruitment, Development and Promotion

- Those with the abilities, skills, qualifications and experience which are required for a particular job will have an equal opportunity of being considered for the position.
- The person selected will be the person who best meets the requirements for the particular position.

- Selection criteria should be made explicit and may include the opportunity for career development and potential for further promotion beyond that position.
- There will be equal opportunity of access to appropriate training and development opportunities.

Access to Information

All employees will have access to information about conditions and benefits pertaining to their employment.

Access to Entitlements

All employees will have equal access to the benefits and entitlements pertaining to the positions held.

Affirmative Action

Positive and constructive measures will be taken to identify and eliminate barriers which may exclude certain groups from the equal opportunity to be considered on their merits.

Workplace Harassment

Appropriate disciplinary action will be taken against harassers where complaints have been substantiated.

Resolution of Grievance

Employees shall have access to effective process for the resolution of grievances concerning discrimination and/or harassment.

RESPONSIBILITY

The Equal Employment Opportunity Policy applies to all staff, as all staff are obliged to follow non-discriminatory practices in the workplace, as it is Council being the responsible employer, which is legally accountable for discrimination on employment matters.

The General Manager will ensure that:

- Council's EEO Management Plan is implemented and maintained within Council;
- All staff comply with Council's EEO Policy and with relevant legislation and that the organisation of Council is subject to public scrutiny by way of external reporting.

All staff:

- Are responsible for upholding the EEO principles outlined in Council's Policy;
- Have the right to seek advice through the appropriate grievance mechanisms concerning discrimination and/or harassment.