

Upper Hunter County Council

(Upper Hunter Weeds Authority)

Delivery Program

2022-2026



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

Contents

1. Glossary of Terms and Abbreviations.....	3
2. County Council Contact Details.....	4
3. Legislative Requirements of the Delivery Plan	5
4. County Council- Vision and Mission Statements	6
Vision	6
Mission.....	6
5. Principal Activities.....	7
5.1 Control of Invasive Plants	7
5.2 Inspection of Properties.....	10
5.3 Community Awareness and Engagement.....	12
5.4 Governance.....	14
6. Financial Estimates 2022-2026.....	16
7. Annual Statements and Plan Reviews.....	22
7.1 Activities to Protect Environmentally Sensitive Areas	22
7.1.1 Use Integrated Management Techniques to Reduce Reliance on Herbicides	22
7.1.2 Use of Selective Herbicides	22
7.2 Notification of Pesticide Use on Roadsides and Aquatic Areas.....	23
8. Equal Employment Opportunity (EEO) Implementation Management Plan.....	24
9. Equal Employment Opportunity Management Plan	25

1. 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

2. County Council Contact Details

Head Office

Muswellbrook Shire Council Administration Building
157 Maitland Rd
MUSWELLBROOK NSW 2333

All Correspondence to be addressed to:

General Manager
Upper Hunter County Council
PO Box 122
MUSWELLBROOK NSW 2333

Telephone: 02 6549 3802

Facsimile: 02 6549 3701

Email: uhwa@muswellbrook.nsw.gov.au

Web Site: <http://www.muswellbrook.nsw.gov.au/Council-services/Environment/Weeds/Index.htm>

District Contacts

Merriwa District

Upper Hunter Shire Council Depot
12 McCartney Street.
MERRIWA NSW 2329
Telephone: 0429 683 494

Scone District

National Parks and Wildlife Depot
17 Hayes Street.
SCONE NSW 2337
Telephone: 0408 683 492

Muswellbrook District

Muswellbrook Shire Council
157 Maitland Rd
MUSWELLBROOK NSW 2333
Telephone: 0408 683 491

Singleton District

Singleton Council
Cnr Queen Street and Civic Avenue
SINGLETON NSW 2330
Telephone: 0408 683 493

3. 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 require 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.

4. 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 management of priority invasive plants utilizing the latest technology to all Constituent Councils fairly and equitably in accordance with the Biosecurity Act, 2015.

5. Principal Activities

5.1 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"> • General Manager • District Biosecurity Officers 	Staff instigate and conduct coordinated treatment programs on high-risk sites and pathways.	1,440 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 principal activities staff monitor for infestations of new invasive plants.	10,000 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"> • General Manager • 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"> • General Manager • 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"> • General Manager • 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>	Conduct integrated control programs targeting species considered to be eradicable in designated areas by 2026	<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 2026.</p>
5. Support coordinated Invasive Plant control programs on private lands	<ul style="list-style-type: none"> • General Manager • 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"> • General Manager • 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
<p>7. Maintain the health of staff and public who may come into contact with herbicides during the invasive weed spraying program.</p>	<ul style="list-style-type: none"> • General Manager • 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>	<p>Report of no herbicide related illnesses.</p>	<p>No complaints or reports of ill health from the public or staff related to this activity.</p>

5.2 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 land manager's GBD commence consultation and/or legal action under the Biosecurity Act, 2015.
- Prevent the establishment of new Priority Invasive Plant species
- Advise land managers on Priority Invasive Plant Species best practice control methods

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
1. Prevent the establishment of priority Invasive Plant species on private and public lands.	<ul style="list-style-type: none"> • General Manager • 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 3,200 inspections of rural properties (>1 ha) by June 2026	Annual report to Council contains the total number of inspections conducted each year.
			Conduct 800 inspections of urban properties (<1 ha) by June 2026	
			Inspect 10,000km of high risk pathways by June 2026.	
			Inspect 1,440 high risk sites by June 2026	

Objective	Responsibility for Achievement	Statement of Means	Performance Target	Performance Measure
2. Prevent the sale and transport of Invasive Plants.	<ul style="list-style-type: none"> General Manager 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.
3. Re-inspect all properties systematically who are or should be undertaking Invasive Plant control programs.	<ul style="list-style-type: none"> General Manager District Biosecurity Officers 	Annual inspection programs contain scheduled inspections of properties with a history of significant infestations of Invasive Plants.	A decrease of 10% 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"> General Manager 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.
5. Develop and maintain a Potential Priority Invasive Plant species list	<ul style="list-style-type: none"> General Manager District Biosecurity Officers 	<p>Using the Weed Risk Matrix investigate the potential of the introduction of new Invasive Plant species through climate change.</p> <p>Landholders advised of potential Invasive Plant species during inspections and community engagement activities.</p>	Review all invasive plants species present in adjoining LLS Strategic Plans and not contained in Hunter Regional Strategic Weed Management Plan	Reports to Council indicate the likelihood of potential new invasive plants introduction to the Upper Hunter.

5.3 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"> • General Manager • District Biosecurity Officers 	Conduct and/or field days, seminars and weed walks, speak at various farmer or community group meetings.	Conduct and/or 80 extension events by June 2026.	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 2026. Distribute 2,000 public awareness fact sheets and weed information guides by June 2026.	Annual Reports contain summary of articles and other promotional material distributed by staff to the public. Report more effective invasive weed control programs being undertaken by landholders.
		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.	
		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
		Assist Constituent Councils in developing and implementing strategies to fulfil their invasive plant biosecurity obligations.	Initiate consultation with relevant staff of Constituent Councils to define the role of each entity in invasive plant management and assist in the development of operational procedures to minimise the risk of spread and/or introduction of invasive plants.	Report on the progress of the adoption of strategies to fulfil Constituent Councils and the County Councils' biosecurity obligations regarding invasive plants.
2. Participate in regional advisory groups, campaigns and surveys being conducted by stakeholders with weed control interests	<ul style="list-style-type: none"> • General Manager • 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</p> <p>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 entities interested in weed control.	Support provided to other entities engaged in weed control activities	Annual Reports contain a summary of support given to other entities engaged in weed control activities

5.4 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				
Provide ongoing information to Constituent Councils and the NSW Department of Primary Industries.	<ul style="list-style-type: none"> • Councillors • General Manager 	<p>The General Manager 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>Constituent Elected Members/Senior Staff 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 	The General Manager 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 	The General Manager 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 	The General Manager 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 	The General Manager will review Workforce Management Strategy and report to Council.	Workforce Management Strategy reviewed within four years.	Review conducted by 30 June 2026.
2. Ensure level of Grant Funding is maintained.	<ul style="list-style-type: none"> • General Manager 	The General Manager 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 	The General Manager 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.

6. Financial Estimates 2022-2026

		Estimates 2022/23	Estimates 2023/24	Estimates 2024/25	Estimates 2025/26
INCOME					
Grants	Subsidy-Weed Control & Co-Ordination	262,495	261,675	277,871	284,818
	Administration	27,318	28,138	28,982	29,707
	WAP 1520	1,102,018	1,154,396	1,148,029	1,185,568
	Grants- Weed Control Projects Wild Dog	50,000	50,000	50,000	50,000
Constituent Councils					
	Muswellbrook Shire Council	104,725	106,950	109,231	111,568
	Upper Hunter Shire Council	190,228	194,270	198,413	202,660
	Singleton Council	104,725	106,950	109,231	111,568
Sundry Income					
	Private Works	27,718	28,688	29,692	30,731
	Interest on Investments	3,326	3,443	3,563	3,688
	Section 64 Certificates	-	-	-	-
	Vehicles Contribution		-	-	-
	Equipment Hire	-	-	-	-
	Fines & Costs	2,000	2,000	2,000	2,000
	Sundry Income	5,000	5,175	5,356	5,544
	Profit on Sale of Assets	49,000	15,000	9,000	11,000

Total Operational Income	1,928,579	1,956,711	1,971,395	1,983,669
Assets Sold	120,000	35,000	70,000	70,000
Movement in ELE				
Total Non-Operating Funds Employed	120,000	35,000	70,000	70,000
TOTAL INCOME	2,048,579	1,991,711	2,041,395	2,053,699

EXPENDITURE
Operating Expenditure

Administration

Administration (General Manager)	130,532	133,795	137,140	140,569
Administration WAP (HLLS)	116,139	119,623	123,212	126,908
Administration WAP (UHWA)	27,318	28,138	28,982	28,982
Administration HLLS Projects				
Rental & Administration Support	13,305	13,770	14,252	14,751

Members Expenses

Chairman's Allowance	4,000	4,140	4,285	4,435
Members Fees	13,020	13,476	13,947	14,436

Subscriptions

Control of High Priority Invasive Plants	46,250	60,823	77,293	62,363
Hunter WAP 2025	985,316	1,034,773	1,024,817	1,021,121
Weed Control Grant Projects	50,000	50,000	50,000	50,000
HLLS - Strategic Projects	60,000	60,000	60,000	60,000

	UHWA - Strategic Projects	60,000	60,000	60,000	60,000
	Broom				
	Wild Dog	250,000	250,000	250,000	250,000
Private Property Inspections					
	Fields Ground	146,680	155,228	152,771	158,335
	Fields Aerial				
	Staff Training Wages	6,000	6,000	6,000	6,000
	Office	60,000	61,800	63,654	65,564
Additional Items					
	Schools/Conferences	12,000	12,420	12,855	13,305
	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				
	Advertising	2,000	2,000	2,000	2,000
	Postage	111	115	119	123
	Sundries	500	500	500	500
	Telephone Charges	8,464	8,760	9,067	9,384
	Stationery	2,000	2,000	2,000	2,000
	Legal Expenses	660	683	707	731
	Computer & Software Expenses	27,852	28,827	29,836	30,880
	Hardware Lease Rental	1,875	1,875	1,875	1,875
Insurance					
	Members Accident	1,401	1,451	1,501	1,554
	Fidelity Guarantee	571	591	612	633

	Professional Indemnity	9,657	9,995	10,345	10,707
	Miscellaneous	2,799	2,897	2,999	3,104
Bank Charges & FID Tax					
	Bank Charges	1,157	1,197	1,239	1,283
	Audit Fees	13,194	13,656	14,133	14,628
Sundry Administration Expenses		-	-	-	-
	Fringe Benefit Tax	1,188	1,229	1,272	1,317
	Miscellaneous	1,425	1,475	1,527	1,580
	Host Meetings	459	475	492	509
	Depot Expenses	53,561	55,436	57,376	59,384
Private Works/Cost of Chemicals sold					
	Private Works	16,631	17,213	17,815	18,439
Depreciation					
	Plant	12,400	12,400	12,400	12,400
	Office Equipment	6,700	6,700	6,700	6,700
	Loss on Sale of Assets				
		2,154,791	2,242,524	2,262,786	2,265,561
Employment Overheads					
	Annual Leave	37,862	39,187	40,558	41,978
	Long Service Leave	17,891	18,517	19,165	19,836
	Sick Leave	9,859	10,204	10,561	10,931
	Public Holidays	18,730	19,386	20,065	20,767
	Special Leave				
	Insurance - Accumulated Sick Leave				
	Workers Compensation	8,580	8,880	9,191	9,513

Workers Compensation - Excess				
Superannuation	53,474	55,345	57,283	59,287
Local Government Super - Additional Cont.		-	-	-
Training	9,877	10,222	10,580	10,950
Medical Expenses				
Interview Expenses				
Protective Clothing	5,667	5,865	6,070	6,283
Employment Overheads - Distributed	(161,939)	(167,607)	(173,473)	(179,545)
TOTAL OPERATING EXPENSES	2,154,791	2,242,524	2,262,786	2,265,561
Non-Operating Funds Employed				
Acquisition of Assets				
- CWO Vehicles				
- Inspectors Vehicles	190,000		55,000	96,000
- Small Plant Items				
- Large Plant Items	25,000			
- Computer Hardware				
- Office Equipment				
Total Non-Operating Expenses	215,000	80,000	55,000	96,000
TOTAL EXPENDITURE	2,369,791	2,242,524	2,317,786	2,361,561
OPERATING SURPLUS(DEFICIT)	(226,212)	(285,813)	(291,391)	(281,892)

**RESTRICTED CASH ASSET
MOVEMENTS**

Transfers to Restricted Assets

Employees Leave Entitlements	15,525	16,068	16,631	17,213
Regional Weed Action Plan Grant				
Spray Equipment Replacement		43,119	16,978	
CMA - Grants				
HLLS - Wild Dogs				
HLLS- Invasive Plant				

Total - Transfer to Restricted Assets 15,525 59,187 33,609 17,213

Transfers from Restricted Assets

Employees Leave Entitlements				
Regional Weed Action Plan Grant				
HLLS -Wild Dog	250,000	250,000	250,000	250,000
HLLS- Strategic Projects	60,000	60,000	60,000	60,000
Broom				

Total - Transfer from Restricted Assets 336,737 310,000 310,000 325,105

Result after Operations	(226,212)	(285,813)	(291,391)	(281,892)
Equity Movement	(95,000)	35,000	15,000	(26,000)
Results After Equity Movements	(321,212)	(250,813)	(276,391)	(307,892)
Restricted Assets Movement	321,212	250,813	276,391	307,892
Net Result	0	0	0	0

7. Annual Statements and Plan Reviews

7.1 Activities to Protect Environmentally Sensitive Areas

7.1.1 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 eliminate an 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.

7.1.2 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.

7.2 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 County Council's Website <https://uhwa.org.au/index.php/documents#>

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 Glendon Brook, 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.

8. 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.

9. 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 2022/23 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, who 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.