

# Hawkesbury River County Council

*The Local Control Authority for Blacktown, Hawkesbury, Penrith and The Hills Shire Councils*

## Delivery Plan 2017-2021



**DRAFT**

Prepared in accordance with provisions contained in the *Local Government Act 1993* and its regulations.

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# Glossary of Terms and Abbreviations

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The following definitions and abbreviations are used in the Upper Hunter County Council Business Activity Strategic Plan:

<b>B Act</b>	Biosecurity Act 2015 (NSW), replaces NW Act.
<b>BASP</b>	Hawkesbury River County Council Business Activity Strategic Plan
<b>Biosecurity Duty</b>	The obligation to minimise and control risk from Biosecurity Matter, such as weeds.
<b>BIS</b>	Business Information System (NSW Department of Primary Industries)
<b>Constituent Councils</b>	Blacktown City Council, Penrith City Council, The Hills Shire Council and Hawkesbury City Council. These local government areas constitute the area of operation for the Hawkesbury River County Council.
<b>Council</b>	Hawkesbury River County Council
<b>County Council</b>	Hawkesbury River County Council
<b>LGA 1993</b>	Local Government Act 1993 (NSW)
<b>Noxious Weeds</b>	Plants which were declared noxious by NSW Noxious Weed Act 1993 for the area of operation of the Hawkesbury River County Council. As of 1 July 2017, this Act will be repealed and the term no longer assist. See B Act.
<b>NSW DPI</b>	NSW Department of Primary Industries
<b>NWA 1993</b>	NSW Noxious Weed Act 1993
<b>HRCC</b>	Hawkesbury River County Council
<b>SWBM</b>	Sydney West Blue Mountains Regional Weeds Committee
<b>SWC</b>	Sydney Weeds Committee, established under the Local Land Services Act 2014 (NSW)
<b>WAP</b>	NSW Weeds Action Program

# County Council Contact Details

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# Legislative Requirements of the Delivery Plan

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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 1st July following the election.

# County Council- Vision and Mission Statements

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## Vision Statement

An improved environment through an integrated approach to weed management and building community capacity.

## Mission Statement

To provide effective integrated weed management systems to all Constituent Councils fairly and equitably in accordance with the Biosecurity Act 2015 (NSW).



Figure 1: HRCC Aquatic Harvester in action at Windsor

# Principal Activities

## 1.1 Control of Weeds

<b>Meet Strategic Objectives:</b>		<ul style="list-style-type: none"> <li>• 4.1 <b>Exclude,</b></li> <li>• 4.2 <b>Eradicate or Contain,</b></li> <li>• 4.3 <b>Effectively Manage</b></li> </ul>
<b>Meets Grant Objectives:</b>		<ul style="list-style-type: none"> <li>• Hawkesbury-Nepean Aquatic Weed Supplement Project 2015-2020</li> </ul>
<b>Program Goals:</b>	<ul style="list-style-type: none"> <li>• To control <b>Priority Weeds</b> on public roads, recreation areas and other lands controlled by Constituent Councils in accordance with the <i>Biosecurity Act 2015 (NSW)</i>.</li> <li>• To ensure that other weeds do not adversely affect the health and welfare of the community.</li> </ul>	

Objective	Performance Target	Actions	Responsibility for Achievement	Performance Measure	Budget Allocation 2017/18
1. Remove and destroy all priority weed species.	Control all reported high priority weed infestations within resource allocation.	When carrying out weed control or other principal activities, inspect for the presence of prohibited biosecurity matter.	Operations Manager, Authorised Officers, Weed Officers	358 HA of priority weeds (regional eradicate target species) by 30/06/18.	\$542,883
2. Fully and continuously suppress and destroy priority weed species (containment) in line with state-wide priorities.	No increase in infestations.	Using the latest weed control techniques and practices, treat with herbicides and other suitable integrated weed management systems.	Operations Manager, Authorised Officers, Weed Officers	49.35 HA of Weeds controlled by 30/6/2018.	

<b>Objective</b>	<b>Performance Target</b>	<b>Actions</b>	<b>Responsibility for Achievement</b>	<b>Performance Measure</b>	<b>Budget Allocation 2017/18</b>
3. Prevent the spread and reduce the numbers and distribution of priority (asset protection) weed species.	Contain and reduce biosecurity matter that poses a biosecurity impact, on an annual and seasonal basis.	Using the latest weed control techniques and practices to treat priority weeds with herbicides and other suitable integrated weed management systems.	Operations Manager, Authorised Officers Weed Officers	73.5 HA of Class 4 Noxious Weeds controlled by 30/6/2018.	
4. Reduce the risk from biosecurity matter that is toxic to humans and animals on public lands.	Reduce the extent of infestations of priority weeds (containment and asset protection) which are a risk to human and animal health.	Prioritise treatment of toxic priority weed species (containment and asset protection) on public land.	Operations Manager, Authorised Officers, Weed Officers	40.95 HA of priority weeds controlled on public land by 30/6/2018.	
5. Maintain the health of staff and public who may come into contact with herbicides whilst council is conducting control priority weed species.	Report of no herbicide related illnesses.	Staff to use herbicides in accordance with guidelines of council, industry standards and specific guidelines on the label of each herbicide being used.  Spraying operations to cease when there is a danger of the public becoming contaminated 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.	General Manager, Operations Manager, Authorised Officers, Weed Officers	Less than 5 complaints or reports of ill health from the public or staff related to this activity.	

## 1.2 Inspection of Properties and Surveillance

### Meet Strategic Objectives:



- 4.1 **Exclude,**
- 4.2 **Eradicate or Contain,**
- 4.3 **Effectively Manage,**
- 4.4 **Build Capacity**

### Meets Grant Objectives:



- Hawkesbury-Nepean Aquatic Weed Management Project 2012-2016 [HNAWMP]

### Program Goals:

- To inspect public and private properties and to advise land managers on the implementation of priority weed control programs.
- To report the existence, type and extent of biosecurity matter (weeds).
- To monitor the effectiveness of each landholder's undertaking of their general biosecurity duty.
- Where control programs are not put in place or are ineffective commence education and mentorship to build weed control capacity and adherence to the *Biosecurity Act 2015 (NSW)*.

Objective	Performance Target	Actions	Responsibility for Achievement	Performance Measure	Budget Allocation 2017/18
1. Inspect properties which have the most influence on exclusion of new weed incursions and/or protection of key landscape assets.	Carry out at least 2,300 property inspections annually in a systematic manner within sub-catchments that reflect management "zones" around key assets.	Systematically inspect various new areas bounded by specific landmarks, such as creek or road systems, each year. Report weeds found, degree of infestation, location and area infested and input all data to the database system. Report action being carried out by land occupier and further action required by land occupier to Council.	Operations Manager, Authorised officers	2,378 Property Inspections completed by 30/6/2018.	\$465,286

Objective	Performance Target	Actions	Responsibility for Achievement	Performance Measure	Budget Allocation 2017/18
2. Prevent the sale and transport of priority weeds.	No plants identified as prohibited biosecurity matter are sold in area of operation.	Inspect all nurseries and other outlets involved in the sale of plants quarterly for priority weed species.	Operations Manager, Authorised Officers	281 inspections of aquariums, nurseries and plant sale points by 30/6/2018.	
3. Re-inspect all properties systematically where landholders are under a Biosecurity direction from an authorised officer	Re-inspect as per the Property Re-Inspection Report produced from the database records.	Systematically reinspect identified properties. Report on action being carried out by landholder, and further action required by landholder to council, to comply with biosecurity direction.	Operations Manager, Authorised Officers	176 re-inspections of private properties by 30/6/2018.	
4. Advise, co-ordinate and implement priority weeds programs.	All land managers to carry out biosecurity duty in line with the <i>Biosecurity Act 2015 (NSW)</i> .	Provide advice to land managers on a one-to-one basis. This advice will be provided during inspections and field days, or over the phone, by letter or by fact sheets.	Operations Manager, Authorised Officers	171 landholders provided with advice by 30/6/2018.	
5. Undertake landscape surveillance to understand extent of weed control priorities.	Map the extent of all scheduled priority weed species. Map all state and local priority weed species.	Utilise a GIS mapping system to spatial record extent of weed infestations and achieve BIS compliance.	Operations Manager, Authorised officers, Weed Officers	105 HA of the County mapped by 30/6/2018.	
6. Inspect and record biosecurity matter along identified high risk pathways.	Inspect and eliminate new high priority weed species detected through inspection of high risk pathways.	Surveillance of High Risk Pathways in the region.	Operations Manager, Authorised Officers, Weed Officers	1,102.5km of High Risk Pathways monitored for weeds by 30/6/2018.	
7. Prevent establishment of prohibited matter and priority weed species in council's area of operation.	Inspect, survey and eliminate new	Seek and identify new weed incursions in the region	Operations Manager, Authorised Officers, Weed Officers	5 new species identified and assessed for weed potential with less than 5HA distribution by 30/6/2018.	

## 1.3 Community Awareness

<b>Meet Strategic Objectives:</b>		<ul style="list-style-type: none"><li>• 4.3 Effectively Manage,</li><li>• 4.4 Build Capacity</li></ul>
<b>Meets Grant Objectives:</b>	 	<ul style="list-style-type: none"><li>• NSW Landcare – Local Coordinators Initiative</li><li>• Hawkesbury-Nepean Aquatic Weed Management Project 2012-2016 [HNAWMP]</li></ul>
<b>Program Goals:</b>	<ul style="list-style-type: none"><li>• To promote an effective level of understanding of weed awareness and management strategies amongst all stakeholders.</li><li>• To maintain membership of and/or provide assistance to:<ul style="list-style-type: none"><li>(i) Weeds Advisory Groups</li><li>(ii) Neighbouring Councils</li><li>(iii) Landcare Groups</li><li>(iv) Associated Weed Professional Associations</li><li>(v) Department of Primary Industries and other State Government Bodies</li><li>(vi) C.S.I.R.O. and other Federal Government Bodies.</li></ul></li></ul>	

Objective	Performance Target	Actions	Responsibility for Achievement	Performance Measure	Budget Allocation
1. Develop awareness of prohibited and potentially damaging weeds and promote good weed management practices using integrated weed management strategies and develop Weed Management Plans for weeds of regional importance through a Regional Committee.	The public are targeted with awareness campaigns.	Conduct field days, seminars and weed walks, speak at various farmer or community group meetings.	Operations Manager, Authorised Officers, Weed Officers	25 field days, talks conducted by 30/6/2017.	\$337,738
		Use various media such as newsprint, radio, television (video) and fact sheets to distribute information on Noxious Weeds.	Operations Manager, Authorised Officers, Weed Officers	2 media releases produced. 30/06/2018.	
		Promote appropriate vegetation management using integrated weed control and management techniques.	Operations Manager, Authorised Officers, Weed Officers	25 Weed Management Plans developed for landholders. 30/06/2018.	
2. Participate in regional advisory groups, campaigns and surveys being conducted by stakeholders with weed control interests.	Co-ordinate activities with neighbouring Councils and the Sydney Weeds Committee.  Convene a "Local Weeds Committee" with all member Council key operational staff and other relevant stakeholders.	Consult neighbouring Councils and their Senior Staff.  Attend meetings which directly or indirectly affect Council's noxious plant control program.	Operations Manager, Authorised Officers, Weed Officers	5 Regional Meetings are attended. 30/06/2018.	
		Complete surveys or reports which support the endeavours of other bodies interested in weed control.	Operations Manager, Authorised Officers	4 surveys are completed. 30/06/2018.	
3. Support Hawkesbury Landcare Program	Update Strategic Plan for the Hawkesbury Landcare Network  Increase community engagement	Form and consult with Landcare Steering Committee plan including vision, objectives and activities.  Coordinate an increase in capacity and involvement in the Hawkesbury Landcare Network.	Local Landcare Coordinator  Local Landcare Coordinator	1 Plan Updated  60 new Landcarer's participate in activities  40 Existing Landcarer's attend community training events	\$50,000

Objective	Performance Target	Actions	Responsibility for Achievement	Performance Measure	Budget Allocation
4. Support Landcare Program with On-Ground Support (HRCC In-Kind)	Support Landcare activities with HRCC Operational hours.	Align support hours to be of most benefit to Landcare program	Local Landcare Coordinator / Operations Manager	200 hours	\$10,000

This activity is part of the Local Landcare Coordinators Initiative.



The Local Landcare Coordinators Initiative is funded by the NSW Government, and is supported through the partnership of Local Land Services and Landcare NSW.



## 1.4 Governance

<b>Meet Strategic Objectives:</b>		<b>4.4 Build Capacity</b>
<b>Meets Grant Objectives:</b>		<ul style="list-style-type: none"> <li>Hawkesbury-Nepean Aquatic Weed Management Project 2012-2016 [HNAWMP]</li> </ul>
<b>Program Goals:</b>		<ul style="list-style-type: none"> <li>To ensure effective and continuous communication, co-ordination and co-operation with each <b>Constituent Council</b> and the Department of Primary Industries.</li> <li>To secure the appropriate level of contributions and grants from <b>Constituent Councils</b> and Department of Primary Industries, sufficient to achieve <b>Council's</b> Goals and Objectives.</li> <li>Ensure that the <b>County Council</b> complies with its Legislative Reporting and Planning obligations.</li> </ul>

Objective	Performance Target	Actions	Responsibility for Achievement	Performance Measure	Budget Allocation
<b>REPORTING</b>					
1. Provide ongoing information to Constituent Councils and the NSW Department of Primary Industries.	<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>The General Manager to convene a HRCC Management Network with key managers from each Council.</p>	<p>The General Manager or Operations Manager to provide feedback and reports on operations to each Constituent Council.</p> <p>Provide an annual Grant Return report to Council and return to the Constituent Councils in summary form.</p> <p>The General Manager to provide regular updates on all major Council decisions and strategic planning processes.</p>	<p>Councillors</p> <p>General Manager</p> <p>Operations Manager</p>	<p>Elected Members/Senior Staff's understanding and appreciation of the need for weed control.</p> <p>Compare level of funds to previous year and willingness of Constituent Councils to make level of contributions sought.</p> <p>The General Manager to convene two meetings per year.</p>	\$155,094

Objective	Performance Target	Actions	Responsibility for Achievement	Performance Measure	Budget Allocation
<b>GOVERNANCE</b>					
1. Conduct Council Meetings.	Conduct 6 Council meetings per year.	Conduct 6 Council meetings per year in accordance with the Local Government Act 1993.	Councillors General Manager	6 Meetings per year are held and minutes recorded and published on Council website.	
<b>STRATEGIC PLANNING</b>					
1. Achieve Management Planning Practices.	Annually Update and Review Council's Annual Operational Plan.	The General Manager and Operations Manager will review and monitor the Operational Plan and report to Council.	Councillors General Manager	Operational Plan adopted by Council by 30 June each year.	
	Update Council's Long-Term Financial Plan annually.	The General Manager and Operations Manager to update Long-Term Financial Plan report to Council.	General Manager Operations Manager	Plan update by 30 June each year.	
	Council's Annual Report submitted Annually.	The General Manager and Operations Manager prepare Annual Report in accordance with Local Government (General) Regulation 2005.	Councillors General Manager Operations Manager	Council adopts and Submits Annual Report by 30 November each year.	
	Workforce Management Strategy reviewed within four years.	The General Manager and Operations Manager will review Workforce Management Strategy and report to Council.	General Manager Operations Manager	Review conducted by 30 June 2018.	
	Review and Update Councils Delivery Program	The HRCC Delivery Plan 2013-2017 will be reviewed.  The HRCC Delivery Plan 2017-2021 will be adopted	General Manager  General Manager	Review conducted by Local Government election date. Plan adopted by 30 June 2017.	
2. Ensure level of Grant Funding is maintained.	Complete Grant Application and Returns on time.	The General Manager and Operations Manager will complete applications and returns.	General Manager Operations Manager	Grant returns completed and returned on time by 1 <sup>st</sup> September annually.	
3. Ensure Council Policies and Procedures are up to date and current.	Review and adopt Policies and Procedures by review date.	The General Manager and Operations Manager to conduct annual policy and procedure reviews and submit to Council for adoption.	General Manager Operations Manager	Policies and Procedures reviewed and adopted by review date.	

# Financial Estimates 2017-2021

<b>PROJECTED INCOME 2017-21</b>	Projection	Projection	Projection	Projection
	2017/18	2018/19	2019/20	2020/21
<b>User Charges &amp; Fees</b>				
External Contract Work	\$40,250	\$60,000	\$72,000	\$86,400
Certificates	\$4,923	\$5,022	\$5,122	\$5,225
<i>Total User Charges &amp; Fees</i>	\$45,173	\$65,022	\$77,122	\$91,625
<b>Interest</b>				
Interest on Investments	\$50,000	\$52,250	\$54,601	\$57,058
<i>Total Interest</i>	\$50,000	\$52,250	\$54,601	\$57,058
<b>Other Revenues</b>				
Leaseback Fees	\$21,993	\$23,093	\$24,248	\$25,460
Government Traineeship Rebate	\$5,000	\$5,000	\$10,000	\$5,000
Gain on Plant sales	\$5,000	\$0	\$0	\$0
Leases	\$8,400	\$8,820	\$9,261	\$9,724
Other	\$25,000	\$80,000	\$130,000	\$140,000
Lead Agency WAP	\$97,000	\$99,425	\$101,911	\$104,458
<i>Total Other Revenues</i>	\$162,393	\$216,338	\$275,419	\$284,642

<b>Operating Grants</b>				
NSW DPI Aquatic Weed Control Program	\$ 97,600	\$ 97,600	\$ 97,600	\$ 97,600
Local Landcare Coordinator	\$ 50,000	\$ 30,000	\$ 25,000	\$ -
20 Million Trees	\$ 22,138	\$ 22,000	\$ -	\$ -
20 Million Trees CarryOver	\$ 22,956			
Other Grant Programs	\$20,000	\$60,000	\$61,800	\$63,654
NSW DPI Weed Action Program	\$320,000	\$304,000	\$288,800	\$317,680
<i>Total Grants (Operating)</i>	\$532,694	\$513,600	\$473,200	\$478,934
<b>Member Contributions</b>				
Constituent Councils	\$ 686,068	\$706,650	\$727,850	\$749,685
<i>Total Contributions</i>	\$686,068	\$706,650	\$727,850	\$749,685
<b>Total Operating Income</b>	\$ 1,476,329	\$1,553,860	\$1,608,192	\$1,661,945
<b>Capital Funding Income</b>				
Sale of Assets	\$ 20,000	\$ 159,500	\$ 17,500	\$ 173,000
Transfer from Plant Reserve (Plant)	\$192,000	\$0	\$0	\$0
Transfer from Reserves - Furniture & Computers	\$15,000	\$0	\$0	\$0
Transfer from Reserves - Buildings & Depot	\$0	\$0	\$0	\$0
<b>Total Capital Funding Income</b>	\$227,000	\$159,500	\$17,500	\$173,000
<b>TOTAL INCOME</b>	<b>\$1,703,329</b>	<b>\$1,713,360</b>	<b>\$1,625,692</b>	<b>\$1,834,945</b>

<b>PROJECTED EXPENDITURE</b>	<b>Last Year 2015/16</b>	<b>BUDGET</b>	<b>Projection</b>	<b>Projection</b>	<b>Projection</b>
	<b>ACTUALS</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Employee Costs</b>					
Salaries & Wages, incl. ELE		\$977,717	\$1,007,048	\$1,037,260	\$1,068,378
Superannuation		\$92,092	\$53,389	\$54,724	\$56,092
Workers' Compensation		\$40,098	\$23,646	\$24,238	\$24,843
Training		\$15,000	\$15,750	\$16,538	\$17,364
<i>Total Employee Costs</i>		\$1,124,907	\$1,099,834	\$1,132,759	\$1,166,678
<b>Depreciation</b>					
Depreciation (Plant)		\$75,831	\$116,444	\$122,234	\$129,633
Depreciation (Non-Plant)		\$29,188	\$30,422	\$29,163	\$33,979
<i>Total Depreciation</i>		\$105,019	\$146,866	\$151,397	\$163,612
<b>Other Expenses</b>					
Chemicals		\$23,951	\$25,149	\$26,406	\$27,727
Plant running		\$95,000	\$99,832	\$103,996	\$108,346
Depot & General Expenses		\$12,120	\$12,726	\$13,362	\$14,030
GIS System		\$15,000	\$15,450	\$15,914	\$16,391
Landcare Exp.			\$15,000	\$5,000	\$0
20 Mil Trees Exp.		\$10,000	\$22,000	\$0	\$0
20 Mil Trees Carry Over		\$0			
Administration expenses		\$104,000	\$106,080	\$108,202	\$110,366
Governance costs		\$60,956	\$62,785	\$64,669	\$66,609
<i>Total Other Expenses</i>		\$321,028	\$359,022	\$337,548	\$343,468

<b>Total Operating Expenses</b>		\$1,550,954	\$1,605,723	\$1,621,704	\$1,673,757
<b>Capital Costs</b>					
Plant - Purchases		\$192,000	\$270,000	\$101,000	\$209,000
Buildings & Depot - Purchases		\$15,000	\$15,000	\$0	\$3,000
Furniture & Office Equipment		\$20,000	\$2,000	\$0	\$17,000
Other - Truxor		\$0	\$0	\$0	\$0
Profit & Loss on Sale of Assets		\$0	(\$140,813)	(\$3,750)	(\$23,500)
<b>Total Capital Costs</b>		\$227,000	\$146,188	\$97,250	\$205,500
<b>TOTAL EXPENDITURE</b>		<b>\$1,777,954</b>	<b>\$1,751,910</b>	<b>\$1,718,954</b>	<b>\$1,879,257</b>

<b>BUDGET PROJECTION 2017-18</b>	<b>Last Year 2015/16</b>	<b>BUDGET</b>	<b>Projection</b>	<b>Projection</b>	<b>Projection</b>
	<b>ACTUALS</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
<b>INCOME</b>					
Total Operating Income		\$1,476,329	\$1,553,860	\$1,608,192	\$1,661,945
Total Capital Funding Income		\$227,000	\$159,500	\$17,500	\$173,000
<b>TOTAL INCOME</b>		<b>\$1,703,329</b>	<b>\$1,713,360</b>	<b>\$1,625,692</b>	<b>\$1,834,945</b>
<b>EXPENDITURE</b>					
Total Operating Expenses		\$1,550,954	\$1,605,723	\$1,621,704	\$1,673,757
Total Capital Costs		\$227,000	\$146,188	\$97,250	\$205,500
<b>TOTAL EXPENDITURE</b>		<b>\$1,777,954</b>	<b>\$1,751,910</b>	<b>\$1,718,954</b>	<b>\$1,879,257</b>
<b>OVERALL BUDGET RESULT</b>					
Operating		(\$74,625)	(\$51,863)	(\$13,512)	(\$11,813)
Capital		\$0	\$13,313	(\$79,750)	(\$32,500)
<b>NET BUDGET RESULT</b>		<b>(\$74,625)</b>	<b>(\$38,550)</b>	<b>(\$93,262)</b>	<b>(\$44,313)</b>

# 1. Policy and Plan Review Schedule

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## 3.1 Policies

Policy	Date Adopted	Next Review Date	Legislative Requirements
Model Code of Conduct	Aug 2013	May 2017	Within Twelve (12) months of the election of <b>Council</b>
Motor Vehicle Management Policy	June 2010	June 2012	n/a
WH&S	November 2016	Nov 2017	Annually
Purchasing Policy	Feb 2013	May 2017	n/a
Pesticide Use Notification Policy	April 2016	April 2018	2 years
Workplace Bullying Policy	June 2015	June 2017	n/a
Employee Assistance Policy	July 2013	May 2017	n/a
Investment Policy	August 2014	May 2017	
Payment of Expenses and the Provision of Facilities for Councillors Policy	April 2017	April 2018	Annually

## 3.2 Plans and Reports

Plan	Date Adopted	Review Dates	Review Schedule
Operational Plan	May 2012		Quarterly Review
Long-Term Financial Plan	May 2012	May 2013	Annually
Business Activity Strategy Plan	May 2012	May 2016	Every 4 years
Workforce Management Strategy	May 2012	May 2016	Every 4 years
Asset Management Strategy	May 2012	May 2016	Every 4 years
Annual Report	November 2011	November 2012	Annually
Delivery Plan	May 2012	May 2013	Annually

## 2. Annual Statements and Plan Reviews

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### 4.1 Activities to Protect Environmentally-Sensitive Areas

#### 4.1.1 Use of Integrated Management Techniques to Reduce Reliance on Herbicides

The control options for noxious weeds along roadsides, rivers and reserves includes mechanical, chemical, cultural and biological.

An integrated approach may totally and completely eliminate a noxious weed infestation in a specific area. However, at times only a partial control and containment of an infestation is feasible. Reliance on only one of 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 harvesting, slashing, ploughing and grading. Chemical techniques use herbicides by various application techniques. Cultural control, which may include the use of 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.

Noxious 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 noxious 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 noxious 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 noxious 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 on the Hawkesbury River County Council website: [www.hrcc.nsw.gov.au](http://www.hrcc.nsw.gov.au).

The Pesticide Use Notification Plan requires Council to include in its Management Plan reference to 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 Noxious Weeds declared under the Noxious Weeds Act 1993. 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.

When Council undertakes herbicide treatment on the Hawkesbury /Nepean River it notifies the public by way of a public notice in the local paper. This notice indicates area, duration, target weed and chemical used.

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 pesticide's use will be in accordance with the Constituent Council's notification plan.

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## 3. Equal Employment Opportunity (EEO) Implementation Management Plan

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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 of 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.

# 4. Equal Employment Opportunity Management Plan

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## **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 develop 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 procedures.
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 management plan periodically.
10. Annual reporting on progress publicly.

## **IMPLEMENTATION SCHEDULE:**

During 2017/2018 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:**

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

To ensure that the best available person is selected for any position, training opportunity or other benefit, the merit principle will apply in assessing each person's skills and abilities against the needs of the job, 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 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. See HRCC Workplace Bullying Policy.

### **Resolution of Grievances**

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 Council is 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; and
- have the right to seek advice through the appropriate grievance mechanisms concerning discrimination and/or harassment.