



Castlereagh Macquarie County Council

**Operational Plan
2017/2018**

V3 04/04/17

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

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1. Glossary of Terms and Abbreviations

The following definitions and abbreviations are used in the Castlereagh Macquarie County Council Delivery Plan:

BASP: Castlereagh Macquarie County Council Business Activity Strategic Plan

BIS: Bio-Security Act, 2015

Constituent Councils: means Coonamble Shire Council, Gilgandra Shire Council, Walgett Shire Council, Warrumbungle Shire Council, and Warren Shire Councils collectively. These local government areas constitute the area of operation for the Castlereagh Macquarie County Council.

Council: Castlereagh Macquarie County Council

Councillors: Members of the CMCC governing body

County Council: Castlereagh Macquarie County Council

EEO: Equal Employment Opportunity

LGA 1993: NSW Local Government Act 1993

Noxious Plants: Plants which were declared noxious by NSW Noxious Weed Act 1993 for the area of operation of the Castlereagh Macquarie County Council need to reflect the requirements of the new Biosecurity Act, 2015.

NSW DPI: NSW Department of Primary Industries

NWA 1993: NSW Noxious Weed Act 1993

CMCC: Castlereagh Macquarie County Council

NWLLS: North West Local Land Service

CWLLS: Central West Local Land Services

2. Council Contact Details

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3. What is an Operational Plan?

Section 1 in the Castlereagh Macquarie County Council's Business Activity Strategic Plan (BASP) explains the background and general structure of the Integrated Planning and Reporting Framework that was introduced for Local Government by the Local Government Amendment (Planning and Reporting) Act 2009.

Section 405 of the Local Government Act 1993 requires that Council must develop an Operational Plan which is adopted before the beginning of each financial year 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) Statement of Revenue Policy for the year covered by the Operational Plan.

The Operational Plan is a sub-plan of the Delivery Programme and must be exhibited for at least 28 days during which period public submissions can be made to Council.

Council must accept and consider any submissions made on the draft Operational Plan before adopting the Operational Plan.

Clause 201 of the Local Government (General) Regulation 2005 (regulation) requires Council's annual statement of revenue policy to include details of:

- a) Estimated income and expenditure
- b) Proposed rates and charges
- c) Proposed pricing methodology
- d) Proposed borrowings
- e)

Clause 203 of the Regulation requires that budget review statements and a revision of estimates must be reported to Council within two (2) months after the end of each quarter (except the June quarter).

The Operational Plan must be prepared as a sub-plan of the Delivery Programme and:

- Directly address the actions outlined in the Delivery Programme and identify projects, programmes or activities that Council will undertake within the financial year towards addressing these actions.
- Allocate responsibilities for each project, programme or activity.
- Identify suitable measures to determine the effectiveness of the projects, programmes and activities undertaken.
- Include a detailed budget for the activities to be undertaken in that year.

4. Vision Statement

To prevent, contain or reduce the invasion of Noxious Plants within the Castlereagh Macquarie County Council area.

5. Mission Statement

To provide effective integrated weed management systems utilizing the latest technology to all Constituent Councils fairly and equitably in accordance with the Bio-Security Act, 2015 (formerly the Noxious Weeds Act, 1993)

6. Principal Activities of Council

Statement of Principal Activities to be undertaken to achieve objectives

Note: In the following tables the column headed "BA & SO" provides in order, a reference to the Main Business Activity Priorities number and the Strategic Objective number from the Business Activity Strategic Plan.

1. Provide information to Council to allow decisions at Council Meetings				
Required Activity	BA & SO	Resp	Target	Performance Measure
Ensure Business Paper is ready for distribution.	2.3	GM	At least 7 days, but preferably 10 working days prior to the Council Meeting. Include in business paper for Council's consideration.	Satisfactory completion of task in accordance with target level.
Provide recommendations to Council when possible.	2.3	GM		

2. Respond to Councillor inquiries related to the administration function				
Required Activity	BA & SO	Resp	Target	Performance Measure
Provide information to Councillors within Council's policy guidelines	2.3	GM	On day requested where possible, or within 5 working days (unless request requires detailed investigation).	Satisfactory completion of task in accordance with target level.
Provide written information as requested	2.3	GM	Within 5 working days (unless request requires detailed investigation)	

3. Update Council policy register				
Required Activity	BA & SO	Resp	Target	Performance Measure
Update new or amended administration policies in Council's policy register.	2.3	GM	Within 14 days of adoption or amendment	Satisfactory completion of task in accordance with target level.
Review Council administration policies.	2.3	GM	Within 2 months of expiry of policy or every 2 years	

4. Provide information to public in a timely and effective manner				
Required Activity	BA & SO	Resp	Target	Performance Measure
Ensure Council business papers are made available in hard copy at Council's office.	2.1	GM	At least 3 working days before the Council meeting.	Satisfactory completion of task in accordance with target level.
Ensure other public information is made available at Council's office.	2.1	GM	As soon as practicable after it becomes public information.	
Ensure business papers are provided to constituent councils.	2.1	GM	Post to General Managers at the same time as Councillors' business papers.	
Ensure minutes, business papers and other information is posted to Council's website.	2.1	GM	As soon as practicable.	

5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date				
Required Activity	BA & SO	Resp	Target	Performance Measure
Quarterly Budget Review Statements and Delivery Programme Review to Council.	2.2	GM	August, October, February and April Meetings.	Satisfactory completion of task in accordance with target level.
Audited Financial Statements to Division of Local Government.	2.2	GM	By the end of November.	
Financial Data collection return.	2.2	GM	By date specified by Division of Local Government.	
Notice of meeting at which audited reports are to be presented.	2.2	GM	Prior to October meeting.	
Audited Financial Reports presented to public	2.2	GM	October meeting.	
Draft Operational Plan and Budget on public exhibition.	2.2	GM	Following April meeting.	
Operational Plan and Budget to be adopted	2.2	GM	June meeting	

6. Ensure all other statutory returns are completed and lodged by the due date				
Required Activity	BA & SO	Resp	Target	Performance Measure
Pecuniary Interest Returns.	2.2	GM	30 September annually.	Satisfactory completion of task in accordance with target level.
Council's Annual Report prepared and lodged with Division of Local Government	2.2	GM	30 November annually.	
Other returns as required by Division of Local Government, Department of Primary Industries, or others	2.2	GM	No later than return date specified	

7. Implementation of Council decisions				
Required Activity	BA & SO	Resp	Target	Performance Measure
Implement Council decisions following Council meeting	2.2	GM	Within 10 working days of Council Meeting For prosecutions, within 2 months of Council resolution	Satisfactory completion of task in accordance with target level.

8. Continue to ensure the provision of finance to Council from available sources				
Required Activity	BA & SO	Resp	Target	Performance Measure
Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions.	2.4	GM	Continuously.	Satisfactory completion of task in accordance with target level.
Letter to Constituent Councils concerning Council's proposed Delivery Plan and Budget estimates for the forthcoming financial year, and the contribution sought from constituent councils.	2.4	GM	30 April.	
Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary.	2.4	GM	As required under Weeds Action Programme 1520.	
Provide grant returns to Department of Primary Industries.	2.4	GM	As required under Weeds Action Programme 1520.	
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4	GM	As required	

9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme				
Required Activity	BA & SO	Resp	Target	Performance Measure
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously	Satisfactory completion of task in accordance with target level.
Review Delivery Programme.	2.1 & 2.4	GM	Continuously	
Provide adequate funds for employee leave entitlements.	2.3	GM	Maintain reserve of at least 50% of Long Service Leave liability	

10. Provide financial information and advice to Council				
Required Activity	BA & SO	Resp	Target	Performance Measure
Provide financial advice as required.	2.2 & 2.3	GM	At Council meetings	Satisfactory completion of task in accordance with target level.
Provide quarterly update on financial trends relating to Council's expenditure.	2.2 & .3	GM	At Council Meeting following end of quarter	

11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year				
Required Activity	BA & SO	Resp	Target	Performance Measure
Draft Plan to be presented to Council.	2.2	GM	April Meeting.	Satisfactory completion of task in accordance with target level.
Draft Plan adopted to allow 28 day public exhibition.	2.2	GM	April Meeting.	
Draft Plan to be adopted following consideration of any submissions received.	2.2	GM	June Meeting.	

12. Promote the Council's interests through participation with relevant organisations				
Required Activity	BA & SO	Resp	Target	Performance Measure
Participate in Macquarie Valley Weeds Advisory Committee activities through attendance at meetings and supply of information as required to assist the lobbying of State and Federal Governments. (Note: This process will need revision as from 1 July, 2017 when new LLS requirements come into place.)	1.1	GM	Attend meetings and provide information as requested.	Satisfactory completion of task in accordance with target level.

13. Provide active support for LGNSW				
Required Activity	BA & SO	Resp	Target	Performance Measure
Provide information as requested by LGNSW to assist it to lobby governments.	3.1	GM	Information to be provided by the date requested.	Satisfactory completion of task in accordance with target level.
Utilise the services of LGNSW to further Council's interests	3.1	GM	As and when required by Council.	

14. Actively pursue politicians to further Council's interests				
Required Activity	BA & SO	Resp	Target	Performance Measure
Invite politicians to attend Council meetings.	3.1	GM	At least 2 politicians to be invited to Council meetings annually.	Satisfactory completion of task in accordance with target level.
Meet with State and Federal Politicians to promote the interests of Council.	3.1	GM	As required	

15. Minimise the risks associated with all functions of Council				
Required Activity	BA & SO	Resp	Target	Performance Measure
Identify new risks associated with Council's functions.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Analyse and prioritise all risks identified.	2.3	GM	Within 3 months after identification.	
Minise exposure through rectification of risks.	2.3	GM	Within budget constraints.	
Update policy on the use of contractors.	2.3	GM	Ongoing.	
Review risk management policy.	2.3	GM	Ongoing.	
Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3	GM	When resources allow.	

16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO				
Required Activity	BA & SO	Resp	Target	Performance Measure
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.
Provide training on EEO to staff.	2.3	GM	Ongoing as required.	
Provide staff with training on risk management.	2.3	GM	Ongoing as required.	
Review and update staff training programme.	2.3	GM	Annually.	
Review EEO Management Plan.	2.3	GM	As required	

17. Maintain and update Council's records management system				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of Council's activities.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Review record keeping procedures with a view to updating and computerizing.	2.3	GM	Ongoing.	

18. Implement system of information technology capable of providing information that is relevant and timely				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor reporting system ability to provide information requirements.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Monitor technology improvements and assess future requirements.	2.3	GM	Ongoing.	
Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow).	2.3	GM	As required.	
Review Council's website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2	GM	Ongoing.	

19. Compile accurate data on the condition of current Council assets				
Required Activity	BA & SO	Resp	Target	Performance Measure
Maintain assets register for all assets over \$5,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Monitor the condition of those assets	2.3	GM	Ongoing.	
Identify maintenance requirements for those assets.	2.3	GM	Ongoing.	
Cost maintenance requirements and incorporate into annual budget.	2.3	GM	As identified.	

20. Introduce a system for electronic mapping of noxious weed infestations and the automation of Weeds Officers' reports				
Required Activity	BA & SO	Resp	Target	Performance Measure
Monitor the introduction of electronic mapping of noxious weed infestations and the automation of Weeds Officers' reporting procedures.	1.3 & 2.3	GM/SWO	In conjunction with year 1 WAP 1520 and BIS.	Satisfactory completion of task in accordance with target level.
Expand the introduction of electronic mapping of noxious weeds infestation and the automation of Weeds Officers' Reporting Procedures to the whole of Council's Area of Operations.	1.3 & 2.3	GM/SWO	In conjunction with year 1 WAP 1520 and BIS.	
Continue the training of staff in the use of the system in order to ensure its most efficient and effective use.	1.3 & 2.3	GM/SWO	Ongoing.	

21. Compile data on Council's current vehicle and plant fleet – condition and usage				
Required Activity	BA & SO	Resp	Target	Performance Measure
Analyse Council's current vehicle and plant fleet and its activities and assess future vehicle and plant needs.	2.3	GM	Ongoing	Satisfactory completion of task in accordance with target level.

22. Ensure access to competitively priced chemicals for weeds control programmes				
Required Activity	BA & SO	Resp	Target	Performance Measure
Ensure access to competitively priced chemicals for weeds control programmes.	1.2	GM	As required	Satisfactory completion of task in accordance with target level.

23. Actively pursue the control of noxious weeds along roadsides in Council's area				
Required Activity	BA & SO	Resp	Target	Performance Measure
Inspect roadsides prior to control works to ensure that control programmes are efficient and effective.	1.3	SWO	At least one week prior to spraying.	Satisfactory completion of task in accordance with target level.
Carryout necessary control works in line with Council's Budget allocations.	1.3	SWO	As seasonal conditions / and available funding permit.	
Respond to reports of noxious weeds on roadsides.	1.3	SWO	Carry out inspection within 7 days of notification.	
Carry out control works in accordance with Council's policy and budget allocations.	1.3	SWO	As required	

24. Actively pursue the control of noxious weeds on private lands				
Required Activity	BA & SO	Resp	Target	Performance Measure
Inspection of private lands to assist landowners to fulfill their legal responsibilities in relation to noxious weeds.	1.2 & 3.2	SWO	At least 240 (4x5x4x3) inspections per quarter.	Satisfactory completion of task in accordance with target level.
Provide information to landowners on noxious weeds control	1.2 & 3.2	SWO	If not done at time of inspection then within 1 week.	
Respond to noxious weed complaints	1.2 & 3.2	SWO	Initial inspection within 10 working days.	

25. Actively pursue the control of noxious weeds on vacant Crown lands				
Required Activity	BA & SO	Resp	Target	Performance Measure
Inspect vacant Crown land parcels to facilitate application to DPI for funds for necessary control works.	1.2	SWO	Prior to submission of application.	Satisfactory completion of task in accordance with target level.
Inspect vacant Crown lands to ensure obligations for noxious weed control are being met.	1.2	SWO	As required as resources are available.	
Provide information to Department of Lands on noxious weed control requirements	1.2	SWO	Within 10 working days of inspection.	
Respond to complaints for noxious weeds on vacant Crown Land	1.2	SWO	Initial inspection within 10 working days.	

26. Actively pursue the control of noxious weeds on land held by Forests of NSW				
Required Activity	BA & SO	Resp	Target	Performance Measure
Inspect areas proposed to be clear felled in coming financial year.	1.2	SWO	Within 28 days of receipt of <i>Harvesting Plan of Operations</i> .	Satisfactory completion of task in accordance with target level.
Advise Forests NSW of proposed clear fell areas that are potential weeds risks.	1.2	SWO	Within 14 days of inspection.	
Follow up to ensure control work is carried out on potential weeds risks.	1.2	SWO	Prior to Spring each year.	
Inspect areas surrounding standing forests and "land bank" areas.	1.2	SWO	Ongoing as resources permit, or in response to complaints within 10 working days.	
Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2	SWO	14 days after inspection.	

27. Actively pursue the control of noxious weeds on other public authorities land				
Required Activity	BA & SO	Resp	Target	Performance Measure
Inspect lands of public authorities to ensure obligations for noxious weeds control are being met.	1.2 & 1.3	SWO	Ongoing.	Satisfactory completion of task in accordance with target level.
Provide information to public authority on noxious weed control requirements.	1.2 & 1.3	SWO	Within 10 working days of inspection.	
Respond to complaints regarding noxious weeds on lands of public authorities.	1.2 & 1.3	SWO	Initial inspection within 10 working days.	

28. Conduct aerial spraying programmes for noxious weeds				
Required Activity	BA & SO	Resp	Target	Performance Measure
Organise programmes for aerial spraying of noxious weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM/SWO	As required.	Satisfactory completion of task in accordance with target level.
Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM/SWO	As required.	
Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes.	1.2	SWO	In accordance with Programmes	

29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services				
Required Activity	BA & SO	Resp	Target	Performance Measure
Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control	1.1	GM	Liaise with appropriate members and officers of surrounding councils and other public authorities as required.	Satisfactory completion of task in accordance with target level.

7. Other Information Relating To Principal Activities of Council

1. CAPITAL WORKS PROJECTS TO BE CARRIED OUT

Council has not planned any Capital Works Programs for 2017/2018 other than plant and equipment replacement and provision of alternate depot facilities at Coonamble.

2. SERVICES TO BE PROVIDED

Private Works: Private works will be carried out for private individuals or Government Departments on requests on a sundry debtor basis provided the carrying out of such work will not interfere with Council's primary responsibility of noxious weed control in accordance with the Bio-Security Act, 2015 (formerly the Noxious Weeds Act, 1993).

Sale of Herbicides: Herbicides used for noxious weed control will not be made available to the public to purchase.

Advice: Fact sheets and brochures on noxious weed identification and control procedures will be forwarded to upon request.

3. ASSET REPLACEMENT PROGRAMS TO BE IMPLEMENTED BY COUNCIL

Council will seek quotations for replacement plant and equipment from suppliers within and outside the County area. Suppliers within the County area will be given preference. Petrol driven motor vehicles will be replaced at 40,000 kilometres or two (2) years, whichever comes first and diesel vehicles will be replaced at 80,000 kilometers or two (2) years, within Council's budget.

4. SALES AND PURCHASES OF ASSETS TO BE CONDUCTED BY COUNCIL

The General Manager is authorised to sell and purchase items of equipment.

5. HUMAN RESOURCES ACTIVITIES

Staff are to have training to meet the minimum requirements of the industry standards in noxious weed identification, use of herbicides, health and safety and understanding integrated management techniques. All Weeds staff are to successfully complete the Local Government Industry Training Committee (LGITC) Weed Control Course or its equivalent.

6. EQUAL EMPLOYMENT OPPORTUNITY IMPLEMENTATION MANAGEMENT PLAN

Council's Equal Employment Opportunity Implementation and Management Plans are separate documents and are available on request.

7. ENVIRONMENTAL FACTORS

Council complies with legislative requirements that relate to the environment and the use of herbicides to control noxious weeds. Such legislation includes the Environmental Planning and Assessment Act, Clean Water Act, etc.

8. Weed Categories

The content provided here is for information purposes only and is taken from the Noxious Weeds (Weed Control) Order 2014 published in the NSW Government Gazette, detailing weeds declared noxious in New South Wales, Australia, under the Noxious Weeds Act 1993. The Order lists the weed names, the control class and the control requirements for each species declared in a Local Control Authority area.

(This list needs revision following introduction of the new Bio-Security Act, 2015 Regulations - insert table from Weed Wise app here.)

9. Annual Statement of Revenue Policy

For further financial information reference should be made to Council's 2017/2018 Budget and Long Term (ten year) Financial Plan.

FEES AND CHARGES

1. CONSTITUENT COUNCIL CONTRIBUTIONS

Each Constituent Council will contribute an equal amount annually determined by Council. The contribution will be increased annually by the allowable general rate increase set by the Minister for Local Government and Co-operatives or as otherwise provided.

2. FEES

Council provides professional and specialist information in furnishing applicants with "Noxious Weeds Certificates" under Section 64 of the Noxious Weeds Act, 1993. (Update for new Bio-Security Act, 2015 Regulation).

3. CHARGES – SALE OF MERCHANDISE

Items provided to land holders for the destruction or control of weeds on private land are charged on the basis of cost plus 15%

4. PRIVATE WORKS

All private work will be charged on the basis of plant hire plus labour and on costs

5. BORROWINGS

There are no proposed borrowings in accordance with Section 622 of the Local Government Act, 1993.

6. PRIVATE WORKS FOR CONSTITUENT COUNCILS

All private work carried out for Constituent Councils will be charged at actual costs plus overheads and 15% administration.