



Trading as:

NEW ENGLAND WEEDS AUTHORITY

ABN 35 514 007 354

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11th April 2017

Dear Councillors,

You are requested to attend the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council to be held in the Armidale Office of the Authority at 129 Rusden Street, Armidale on,

Wednesday, 26 April 2017 at 8:30 am

Yours sincerely

A handwritten signature in black ink that reads 'Wayne Deer'. The signature is written in a cursive style with a long horizontal stroke at the end.

Wayne Deer
GENERAL MANAGER

AGENDA

ORDINARY MEETING – Commencing at 8:30 am

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1 **PRESENT**

2 **APOLOGIES**

3 **DECLARATION OF INTEREST**

4 **CONFIRMATION OF THE MINUTES OF THE ORDINARY
MEETING HELD ON TUESDAY 7 FEBRUARY 2017**

5 **MATTERS ARISING FROM THE MINUTES OF THE ORDINARY
MEETING HELD ON TUESDAY 7 FEBRUARY 2017**

6 **CHAIRMAN'S REPORT**

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY 7 FEBRUARY 2017 COMMENCING AT 8:30 AM

PRESENT: Councillor M Dusting - Chairperson, Councillor S Kermode and Armidale Regional Council Administrator, Dr I Tiley.

IN ATTENDANCE: General Manager Mr W. Deer and Senior Weeds Officer Mr J Browning, NSW Department of Primary Industries, Invasive Species Officer, Mr P. Blackmore.

APOLOGIES: Nil

DECLARATIONS OF INTEREST

There were no declarations of interest.

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 25th OCTOBER 2016.

1/17 RESOLVED on the motion of Councillors Tiley and Kermode that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 25th October 2016, copies of which have been distributed to all members, are taken as read and confirmed a true record.

BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON WEDNESDAY 25th OCTOBER 2016.

There were no matters arising.

CHAIRMAN'S REPORT

The Chair advised of the following:

- Expressed appreciation to the General Manager, staff and Councillors for their cooperation and hard work in making 2016 such a successful year for the County Council.
- Stated that the focus of Council in the coming year will be to continue to implement the strategic and operational plans of Council as well as look at ways of improving our performance and achieving efficiencies where possible.
- Mentioned the changes to legislation particularly the new Biosecurity Act 2015 and draft Regulation that will see the repeal of the Noxious Weeds Act 1993 and amendments to associated Acts such as the Local Land Services and Native Vegetation Acts.

1. AUDIT OFFICE OF NSW-MANAGEMENT LETTER FINANCIAL YEAR 2015/16 (ITEM 7.1.1)

2/17 RESOLVED on the motion of Councillors Tiley and Kermode that the report on the Audit Office of NSW, Management Letter for the year ended 30 June 2016 be received and noted.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY
7 FEBRUARY 2017 COMMENCING AT 8:30 AM**

**2. BIOSECURITY ACT 2015 – DRAFT BIOSECURITY REGULATION 2016 (ITEM
7.1.2)**

3/17 RESOLVED on the motion of Councillors Tiley and Kermode:

1. That the report on the draft Biosecurity Regulation 2016 to the Biosecurity Act 2015 be received and noted.
2. That Council endorse the response to the draft Biosecurity Regulation 2016 as circulated prior to the Council meeting and as attached to the report.

3. ENTERPRISE RISK MANAGEMENT STRATEGY (ITEM 7.1.3)

4/17 RESOLVED on the motion of Councillors Kermode and Tiley:

1. That the report on the review of the NEWA Risk Management Policy and Strategy, including the updated Risk Register be received and noted.
2. That Council adopt the NEWA Risk Management Policy 01/17, as attached to the report.
3. That Council reaffirm the NEWA Risk Management Strategy, as attached to the report.

4. DELIVERY PROGRAM PROGRESS REPORT (ITEM 7.1.4)

5/17 RESOLVED on the motion of Councillors Tiley and Kermode that the report on the 6 monthly progress of the Principal Activities under Council's Delivery Program to 31st December 2016 be received and noted.

5. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 7.1.5)

6/17 RESOLVED on the motion of Councillors Kermode and Tiley:

1. That the six- monthly report to 31st December 2016 on Council's compliance with their obligations under the Public Interest Disclosures Act 1994 be received and noted.
2. That a copy of the report be forwarded to the NSW Ombudsman.

6. INVESTED FUNDS REPORT (ITEM 7.2.1)

7/17 RESOLVED on the motion of Councillors Tiley and Kermode that:

1. The report indicating Council's Fund Management position be received and noted.
2. The Certificate of the Responsible Accounting Officer be noted and the report adopted.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY
7 FEBRUARY 2017 COMMENCING AT 8:30 AM**

7. DECEMBER 2016 QUARTERLY BUDGET REVIEW (ITEM 7.2.2)

8/17 RESOLVED on the motion of Councillors Kermode and Tiley that Council adopt the December 2016 Quarterly Budget Review and approve the Budget variations.

8. 2015/2016 WEEDS ACTION PLAN (ITEM 7.3.1)

9/17 RESOLVED on the motion of Councillors Kermode and Tiley that the report on the 2016/2017 Weeds Action Program be received and noted.

9. MATTERS OF URGENCY

**COMMITTEE OF THE WHOLE REFERRAL - GENERAL MANAGER'S
CONTRACT OF EMPLOYMENT**

10/17 RESOLVED on the motion of Councillors Kermode and Tiley that in accordance with the provisions of Section 10 of the Local Government Act, 1993, that the matter of the General Manager's renewal of Contract of Employment be discussed in confidential matters in Committee of the Whole for the reason that it relates to personnel matters concerning particular individuals.

The General Manager, Senior Weeds Officer and Invasive Species Officer, Mr Phil Blackmore left the meeting.

11/17 RESOLVED on the motion of Councillors Kermode and Tiley that in accordance with the provisions of Section 10 of the Local Government Act, 1993, that Council move from Committee of the Whole.

The General Manager, Senior Weeds Officer and Invasive Species Officer, Mr Phil Blackmore returned to the meeting.

12/17 RESOLVED on the motion of Councillors Kermode and Tiley that Council:

1. Note the above satisfactory performance of the General Manager, Mr W. Deer.
2. Re-appoint the General Manager, Mr W Deer for a further 3 year period, commencing 30th June 2017 in accordance with the revised Contract of Employment and Performance Agreement, based on 11hours per week.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY
7 FEBRUARY 2017 COMMENCING AT 8:30 AM**

**NORTHERN TABLELANDS REGIONAL STRATEGIC WEED MANAGEMENT
PLAN 2017 -2022**

The General Manager table a copy of the draft Northern Tablelands Regional Strategic Weed Management Plan 2017-2022 which is currently on public exhibition until 8th March 2017. Advice was provided on the input of Council staff to this document that is a direct response to recent legislative reform including the new Biosecurity Act 2015.

NEXT MEETING:

The next meeting will be held on Wednesday, 26th April 2017 at 8.30 am.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE
MEETING CLOSED AT 9:33 AM.**

**THE MEETING WAS FOLLOWED BY THE CHAIRMAN'S ANNUAL TOUR OF THE
COUNTY AREA.**

7 GENERAL MANAGER'S REPORT

7.1 ORGANISATIONAL MATTERS

7.1.1 NEW ENGLAND WEEDS AUTHORITY BUSINESS ACTIVITY STRATEGIC PLAN 2017- 2027, 4 YEAR DELIVERY PROGRAM AND ANNUAL OPERATIONAL PLAN 2017-2018

Introduction

Under the provisions of the Local Government (General) Regulation 2005 following an ordinary election of Councillors for the constituent councils of a County Council (which occurred in September 2016), the County Council must review its Business Activity Strategic Plan before the 30th June following the election.

As Councillors are aware, Council adopted the New England Weeds Authority 10 Year Business Activity Strategic Plan 2013-2023 at its meeting on the 26th June 2013.

Report

The Regulation provides that the Council may endorse the existing Business Activity Strategic Plan, endorse amendments to the existing Plan or develop and endorse a new Plan as appropriate, to ensure the Council has a Business Activity Strategic Plan covering at least the next 10 years.

A comprehensive review has been undertaken of Council's previously adopted Business Activity Strategic Plan with consideration given to comments received from the Division of Local Government under the Integrated Planning and Reporting process. The Plan identifies Council's and the communities' main priorities and aspirations for the future, by taking action to address scheduled priority and invasive weeds on behalf of its member Councils to improve agricultural sustainability, primary industry productivity and to deliver broad environmental outcomes for the New England region.

A copy of Council's updated draft Business Activity Strategic Plan 2017-2027 (the Draft Plan) is attached for the information and consideration of Councillors.

In accordance with legislation requirements the 4 Year Delivery Program, Annual Operational Plan and Resourcing Strategy (incorporating the Long Term Financial Plan, Workforce Strategy and Asset Management Plan) have all been reviewed and updated as appropriate.

Further changes have been made to the documents reflecting the State Governments decision on 12th May 2016 to amalgamate the previous constituent member Councils of Armidale - Dumaresq and Guyra Shire into the new Armidale Regional Council under the Local Government (Council Amalgamations) Proclamation 2016.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

In accordance with Sections 402, 404 and 405 of the Local Government Act 1993 the Draft Plan, Draft 4 Year Delivery Plan and Draft Annual Operational Plan must be placed on public exhibition for a period of at least 28 days and submissions received by Council must be considered by Council before the Draft Plans can be endorsed by Council.

It is also considered appropriate that each of the constituent member Councils of Armidale Regional, Walcha and Uralla be provided with a copy of the draft Plans for comment.

ATTACHMENT:

New England Weeds Authority Draft 10 Year Business Activity Strategic Plan 2017 – 2027 and Resourcing Strategy, Draft 4 Year Delivery Plan and Draft Annual Operational Plan.

RECOMMENDATION:

- 1. That the Draft New England Weeds Authority Business Activity Strategic Plan 2017- 2027 and Resourcing Strategy, the Draft 4 Year Delivery and Annual Operational Plans be placed on public exhibition for a period of at least 28 days in accordance with the provisions of the Local Government Act 1993.**
- 2. That following the conclusion of the public exhibition period a further report be presented to Council on submissions received on the Draft New England Weeds Authority Business Activity Strategic Plan 2017 – 2027 and Resourcing Strategy, Draft 4 Year Delivery and Annual Operational Plans, prior to adoption of the plans by Council.**
- 3. That the constituent member Councils of Armidale Regional, Walcha and Uralla be provided with a copy of the Draft New England Weeds Authority Business Activity Strategic Plan 2017 – 2027 and Resourcing Strategy, Draft 4 Year Delivery and Annual Operational Plans for comment.**

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

7.1.2 HIGH RISK WEEDS STUDY TOUR

Introduction

The Macquarie Valley Weeds Advisory Committee which covers the Local Control Authorities from Bathurst to Mildura in the south and to Broken Hill in the west were successful in obtaining a grant from the NSW Environmental Trust to conduct a High Risk Weeds Study Tour from 19 – 23 March 2017. Council was represented on the tour by Council's District Weed Officers, Josh Biddle and Luke Turner and this report provides information on their involvement.

Report

The Macquarie Valley Weeds Advisory Committee High Risk Weeds Tour commenced at Tamworth saleyards looking at hygiene practices then onto Armidale where Josh Biddle gave a presentation on the Mexican Water Lily infestations in the Gara Dam and river system. This was followed by visits to Coffs Harbour reviewing aquatic weed issues on abandoned Banana farms and the NSW Department of Primary Industries (NSWDPI) Research Centre at Grafton. These were followed by visits to the White Rock Wind farm, west of Glen Innes looking at weed problems and biosecurity measures then on to a Moree Pecan Nut farm where weed prevention measures on a broad scale are being addressed on the property which fronts a large section of the Gwydir River, concluding on the last morning with a visit to a Parthenium Weed infestation at a grain handling facility at Bellata.

As part of the tour Josh Biddle was engaged to document the events of the week and compile a digital presentation which will be presented at the NSW Weeds Conference to be hosted by Council in Armidale in October 2017. This presentation was part of the funding outcome of the grant received from the NSW Environmental Trust.

There was a wide cross section of participants from NSW DPI, Local Land Services, Crown Lands and Weed Officers from southern and western Councils of the State. A total of 32 people undertook the tour. The opportunity to utilise the skills of staff and to allow recently appointed Weed Officer, Luke Turner to participate in the tour and widen his experience in gaining knowledge of the expanse of different weed species not necessarily found in our area has been most beneficial.

The tour also provided an excellent networking opportunity for those involved to gain a wider knowledge and understanding of the weed issues in other geographical areas.

RECOMMENDATION:

That the report on the Macquarie Valley Weeds Advisory Committee High Risk Weeds Tour be received and noted.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

7.1.3 ARMIDALE REGIONAL COUNCIL REPRESENTATION ON NEW ENGLAND WEEDS AUTHORITY

Introduction

As Councillors are aware on 12th May 2016 the NSW State Government announced that Armidale Dumaresq and Guyra Shire Councils were amalgamated as of that date to form the new Armidale Regional Council, under the Local Government (Council Amalgamations) Proclamation 2016. Dr Ian Tiley was appointed as the Administrator and holds the functions of the elected Council and Mayor until the election for Councillors of the new Armidale Regional Council scheduled for 9th September 2017. Since the proclamation Dr Tiley has been the Armidale Regional Council representative on our County Council.

In order to be prepared for the transition from the Administrator to the newly elected Council after September 2017, Dr Tiley on behalf of Armidale Regional Council wrote to the NSW Office of Local Government seeking clarification on the 2016 Proclamation in regard to the representation of elected Councillors on our County Council. This matter is the subject of this report.

Report

Following Dr Tiley's letter to the NSW Office of Local Government a response has now been received from the Acting Chief Executive, Mr Tim Hurst, a copy of which is attached to the report for the information of Councillors.

Mr Hurst's advice is that amendments made by Schedule 1 of the Local Government (Bayside) Proclamation 2016 to the Local Government (Council Amalgamations) Proclamation 2016 have clarified arrangements for ongoing representation by members of merged Councils on County Councils. In particular, Clause 8(1A)(b) provides that: "*the number of members to be elected by the new council to the county council's governing body is to be the same as the total number of members of the former councils on the governing body*".

Consequently as the number of Councillors representing the former Armidale Dumaresq and Guyra Shire Councils on our County Council were two (2) and one (1) respectively, then three (3) Councillors may be elected by Armidale Regional Council to our County Council following the September 2017 local government elections.

Attachment: Letter from NSW Office of Local Government Regarding Armidale Regional Council's Representation on New England Weeds Authority.

RECOMMENDATION:

That the report on the advice from the NSW Office of Local Government regarding Armidale Regional Council's representation on the New England Weeds Authority following the 2017 Local Government elections be received and noted.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

7.1.4 WRITE OFF OF DEBT TO COUNCIL

Introduction

The Local Government (General Regulation) 2005, Clause 213 details the restrictions on writing off debts to a Council. The purpose of this report is for Council to consider the writing off of a debt owed to Council and to resolve to fix an amount above which debts to the Council may be written off only by resolution of the Council.

Report

The Local Government (General Regulation) 2005, Clause 213 states the following:

(1) This clause does not apply to amounts owed to a council for rates or other charges for which the Act, or any other regulation in force under the Act, makes specific provision for writing off those amounts in specified circumstances.

(2) A council must from time to time, by resolution, fix an amount above which debts to the council may be written off only by resolution of the council.

(3) A debt of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subclause (2), the council's debts can be written off only by resolution of the council.

(4) A resolution or order writing off a debt to a council must:

- (a) specify the name of the person whose debt is being written off, and*
- (b) identify the account concerned, and*
- (c) specify the amount of the debt,*

or must refer to a record kept by the council in which those particulars are recorded.

(5) A debt can be written off under this clause only:

- (a) if the debt is not lawfully recoverable, or*
- (b) as a result of a decision of a court, or*
- (c) if the council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.*

(6) The fact that a debt is written off under this clause does not prevent the council concerned from taking legal proceedings to recover the debt.

It has come to Council's notice that there is an outstanding debt of \$200.00 (excl GST) in relation to an advertisement placed in the Northern Inlands Weeds Advisory Committee, Weed Management Guide for North West NSW in 2015.

Where difficulty is experienced in recovering sundry debts there comes a point where it is inappropriate to pursue recovery further. Despite the best endeavours of staff to recover this debt, they have proved to be unsuccessful as it remains in dispute with the advertiser as to the appropriate size of the advertisement.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

It is considered that the cost of attempting to continue to recover the outstanding amount would exceed the debt owed to Council, and Council should therefore consider writing off the debt.

As mentioned above provisions for the write off of a debt of this type to a Council are contained within Regulation 213 of the Local Government (General) Regulation 2005.

Whilst outstanding debts are a rare occurrence for Council it is considered appropriate as a consequence of this matter that Council in accordance with Clause 213 (2) of the Local Government (General Regulation) 2005, should resolve to fix an amount above which debts to the Council may be written off only by resolution of the Council. It is suggested that this amount be \$1,000.00. It being noted that should Council resolve this way then outstanding debts that occur in the future below this amount could be written off by order of the General Manager.

RECOMMENDATION:

- 1) That in accordance with the provisions of Clause 213 (3) of the Local Government (General) Regulation 2005, Council write off the debt of \$200.00 in respect of the advertisement placed in the Weed Management Guide for North West NSW in 2015, as identified in Council's Tax Invoice No 74:14/15 dated 11/05/2015.**
- 2) That in accordance with the provisions of Clause 213 (2) of the Local Government (General) Regulation 2005 that Council fix the total of \$1,000.00 as the amount above which debts to Council may be written off only by resolution of Council.**

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

7.1.5 INVESTED FUNDS REPORT

Introduction

The Local Government (General) Regulation, Clause 212, requires that the Responsible Accounting Officer must provide Council with a written report setting out all money Council has invested under Section 625 of the Local Government Act 1993, up to the last day of the Month immediately preceding the meeting.

Report

Included in this report are the following items that highlight Council's Investment Portfolio Performance for the period ending 31 March 2017 and an update of the investment environment:

- a) Councils Investments for reporting period 1 January 2017 – 31 March 2017;
- b) Investment Portfolio Performance and
- c) Investment Commentary.

Financial Impact

The actual interest earned for the January to March 2017 period is \$9,842.06, bringing the year to date total to \$29,786.83.

a) Council's Investments for reporting period 1 January 2017 – 31 March 2017

Commonwealth Bank Business Online Saver:

As at	Rate	Balance	Interest
31 st March 2017	1.65%	\$165,000.28	\$282.40

Bank Term Deposits:

Term Deposit	Opened	Due	Rate	Term Deposit	Balance at 31 Mar 17	Interest accrued Jan – Mar 2017
1	26 Sept 2016	26 Jan 2017	2.6%	\$900,000	\$0	\$1,662.30
2	7 Nov 2016	6 Feb 2017	2.52%	\$1,000,000	\$0	\$2,561.54
3	21 Feb 2017	21 June 2017	2.54%	\$1,006,679.49	\$1,006,679.49	\$2,746.78
TOTAL					\$1,006,679.49	\$6,970.62

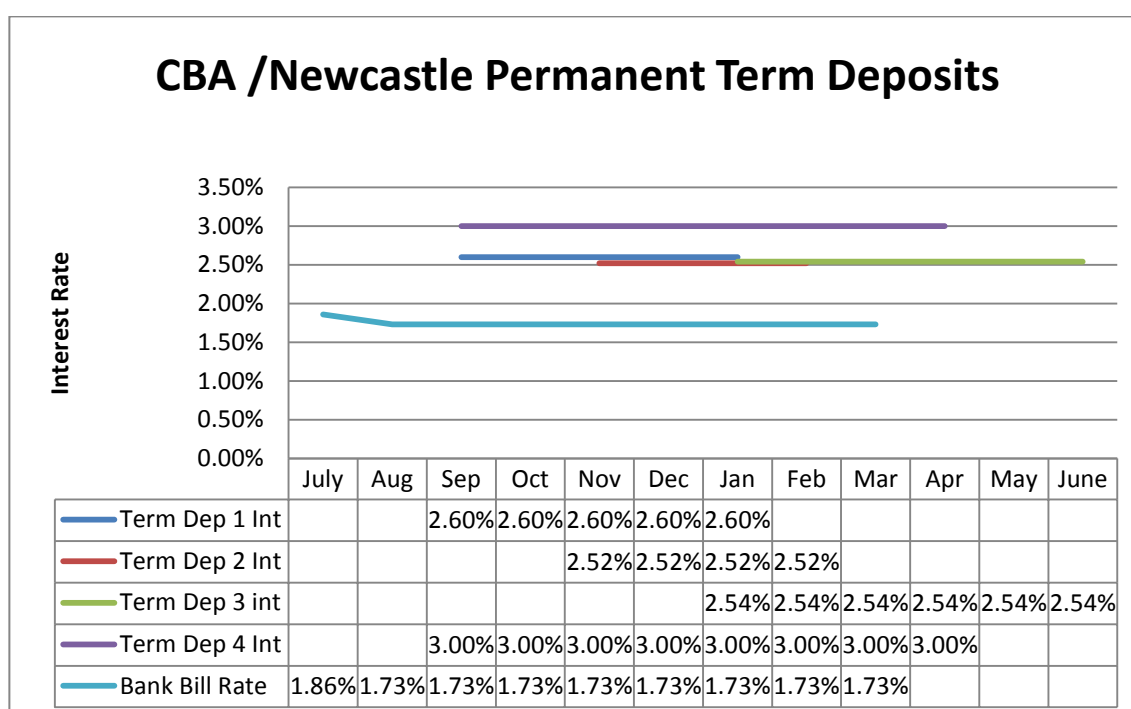
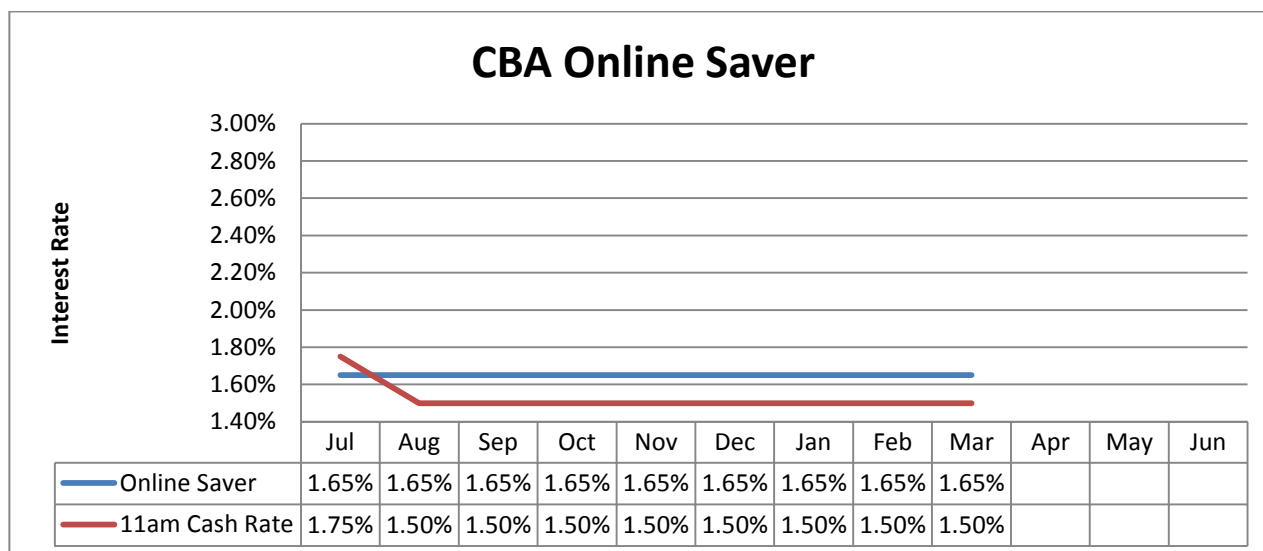
REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

Newcastle Permanent Term Deposit:

Term Deposit	Opened	Due	Rate	Term Deposit	Balance at 31 March 2017	Interest accrued Jan – Mar 2017
3	5 Sept 2016	5 April 2017	3%	\$350,000	\$350,000	\$2,589.04

b) Investment Portfolio Performance

Council’s Investment Policy provides for the benchmarking of its investments against the 11am Cash Rate and the Australian Financial Markets Association Bank Bill Rate. The following tables detail Council’s Investment Portfolio Performance.



REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

c) Investment Commentary

The Investment Portfolio continues to reflect the Reserve Bank's current hold on interest rates at 1.5%. It will be noted from the report that the opportunity has been taken to secure a higher interest rate of 3% at the Newcastle Permanent Building Society investing \$350,000 as a short term deposit for 7 months, maturing on 5 April 2017.

It is pleasing to report that interest received this financial year will exceed the budget forecast of \$30,000.

Certification – Responsible Accounting Officer.

I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy

Responsible Accounting Officer: Wayne Deer

RECOMMENDATION:

- 1. That the report indicating Council's Fund Management position be received and noted.**
- 2. That the Certificate of the Responsible Accounting Officer be noted and the report adopted.**

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

7.1.6 MARCH 2017 QUARTERLY BUDGET REVIEW

**New England Weeds Authority
Annual Operational Plan Budget**

	<i>Job_No</i>	<i>2016-17 Actual</i>	<i>2016-17 Budget</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
INCOME						
Government Grants - WAP						
Grant - N.T Lead Agency	11110	52,065	57,000	91%		
Grant - Control	11120	211,952	214,000	99%		
Grant - N.T.Regional Planner	11130	33,061	39,500	84%		
Grant - N.W.Regional Planner	11141	30,655	35,000	88%		
Grant - N.W.Lead Agency	11142	59,715	64,000	93%		
Grant - WAP 1520 Glen Innes	11143	59,613	60,000	99%		
Grant - WAP TSA		20,000	40,000	50%		
Grant - WAP DVD		0	3,000	0%		
TOTAL WAP FUNDS 16-17		467,062	512,500	91%		
TOTAL WAP GRANT		467,062	512,500	91%	0%	
Council Contributions						
Annual						
Cont Annual - Armidale Regional	11211	188,500	188,500	100%		
Cont Annual - Uralla Shire	11213	75,200	75,200	100%		
Cont Annual - Walcha	11214	75,200	75,200	100%		
Cont Annual - Glen Innes Severn	11215	91,000	91,000	100%		
		429,900	429,900	100%	0%	
Fees and Charges						
Section 64 Fees - Constituent Councils	11510	3,835	3,500	110%		
Section 64 Fees - Glen Innes Severn Council	11520	480	500	96%		
		4,315	4,000	108%	0%	
Investment Interest						
Interest - 11 am	11610	1,488	3,000	50%		
Interest - Fixed	11620	21,145	27,000	78%		
		22,632	30,000	75%	0%	
Profit on Sale of Assets						
		0	0	0%		
		0	0	0%	0%	

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

**New England Weeds Authority
Annual Operational Plan Budget Cont'd**

	<i>Job_No</i>	<i>2016-17 Actual</i>	<i>2016-17 Budget</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
INCOME CONT'D						
Private Works						
Private Works (Council's, NPWS, Private property, Crown, LHPA)	11730	91,786	100,000	92%		
		91,786	100,000	92%	0%	
Other Income						
NT LLS/ OEH / Crown Land Projects	11820	40,257	75,000	54%		
Sundry Income	11810	5,802	4,000	145%		
Glen Innes Severn LLS / Crown Land Projects	11830	0	2,000	0%		
		46,060	81,000	57%		
Total Income		1,061,754	1,157,400	92%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 26 APRIL 2017**

**New England Weeds Authority
Annual Operational Plan Budget Cont'd**

	<i>Job_No</i>	<i>2016-17 Actual</i>	<i>2016-17 Budget</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
EXPENDITURE						
Bank Charges	13010	-1,106	-500	221%		
Audit - Financial	13020	0	-8,000	0%		
		<u>-1,106</u>	<u>-8,500</u>	<u>13%</u>	<u>0%</u>	
OFFICE						
Armidale						
Staff - Armidale	14110	-62,817	-74,600	84%		
Rent - Armidale	14130	-9,572	-11,500	83%		
Computers M&R - Arm Off	14140	0	-1,000	0%		
Other M&R - Arm Off	14150	0	-500	0%		
Insurance	14160	-21,924	-20,000	110%		
Light, Power, Heating	14170	-1,368	-4,100	33%		
Postage	14180	-379	-500	76%		
Printing and Stationery	14190	-335	-1,500	22%		
Telephone and Communications	14200	-2,345	-7,000	33%		
Legal Costs	14210	0	-1,000	0%		
Advertising - General	14220	-1,882	-2,400	78%		
Photocopier Replacement		0	-	0%		
Office Equipment Depreciation		0	-4,000	0%		
		<u>-100,621</u>	<u>-128,100</u>	<u>79%</u>	<u>0%</u>	
Guyra						
Computers M&R - Guyra	14520	0	-500	0%		
		<u>0</u>	<u>-500</u>	<u>0%</u>	<u>0%</u>	
Walcha						
Computers M&R - Walcha	14720	0	-500	0%		
		<u>0</u>	<u>-500</u>	<u>0%</u>	<u>0%</u>	
Glen Innes						
GISC - Administration Expenses	14810	-32,663	-73,800	44%		
Staff Oncosts/Plant		-11,297				
		<u>-43,960</u>	<u>-73,800</u>	<u>60%</u>	<u>0%</u>	

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

**New England Weeds Authority
Annual Operational Plan Budget Cont'd**

	<i>Job_No</i>	<i>2016-17 Actual</i>	<i>2016-17 Budget</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
EXPENDITURE CONT'D						
DEPOTS						
Depot - ADC	15100	-2,988	-3,000	100%		
		<u>-2,988</u>	<u>-3,000</u>	<u>100%</u>	<u>0%</u>	
MEMBERS						
Member - Chair Allow	16010	-4,348	-6,400	68%		
Member - Fees & Allow	16020	-5,543	-12,800	43%		
Member - Expenses	16030	-2,763	-2,800	99%		
		<u>-12,654</u>	<u>-22,000</u>	<u>58%</u>	<u>0%</u>	
ADC SERVICES						
Consultants - Finance	18100	-3,360	-10,000	34%		
ADC - IT	18200	0	-7,200	0%		
ADC - Enterprise Risk management	18400	0	-1,000	0%		
ADC - Internal Audit	18300	0	-1,000	0%		
		<u>-3,360</u>	<u>-19,200</u>	<u>18%</u>	<u>0%</u>	
INSPECTIONS						
Inspections - Field						
Insp NDist - Field	20110	-26,463	-37,000	72%		
Insp CDist - Field	20120	-81,019	-108,000	75%		
Insp SDist - Field	20130	-26,611	-34,000	78%		
Insp - Glen Innes	20140	-5,093	-34,300	15%		
		<u>-139,186</u>	<u>-213,300</u>	<u>65%</u>	<u>0%</u>	
Inspections - Office						
Insp NDist - Office	20210	-6,384	-9,000	71%		
Insp CDist - Office	20220	-73,001	-58,000	126%		
Insp SDist - Office	20230	-10,759	-11,000	98%		
		<u>-90,144</u>	<u>-78,000</u>	<u>116%</u>	<u>0%</u>	

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26 APRIL 2017

**New England Weeds Authority
Annual Operational Plan Budget Cont'd**

	<i>Job_No</i>	<i>2016-17 Actual</i>	<i>2016-17 Budget</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
EXPENDITURE CONT'D						
MAPPING						
Mapping/GIS - Support	31200	-3,200	-3,200	100%		
		<u>-3,200</u>	<u>-3,200</u>	<u>100%</u>	<u>0%</u>	
COMMUNICATION / REPORTING						
Communication - Sundry	40100	0	-1,000	0%		
		<u>0</u>	<u>-1,000</u>	<u>0%</u>	<u>0%</u>	
EXTENSION/EDUCATION						
Extension - Sundry	42100	-2,018	-7,000	29%		
		<u>-2,018</u>	<u>-7,000</u>	<u>29%</u>	<u>0%</u>	
TRIALS						
Trials - Sundry	43100	0	-500	0%		
		<u>0</u>	<u>-500</u>	<u>0%</u>	<u>0%</u>	
TRAINING						
Training						
Training - Sundry	50101	-10,379	-7,000	148%		
First Aid Training	50102	-2,931	-4,000	73%		
WHS		-945	-1,000	95%		
		<u>-14,255</u>	<u>-12,000</u>	<u>119%</u>	<u>0%</u>	
Conferences						
Biennial Weeds Conference	50210	-278	-18,000	2%		
		<u>-278</u>	<u>-18,000</u>	<u>2%</u>	<u>0%</u>	
Publications and Subscriptions						
Subscriptions	50310	-340	-500	68%		
Publications	50320	0	-500	0%		
		<u>-340</u>	<u>-1,000</u>	<u>34%</u>	<u>0%</u>	
CORPORATE PLANNING						
Membership						
LGNSW Membership	60101	0	-1,800	0%		
NERGOC	60102	0	-1,000	0%		
		<u>0</u>	<u>-2,800</u>	<u>0%</u>	<u>0%</u>	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
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**New England Weeds Authority
Annual Operational Plan Budget Cont'd**

	<i>Job_No</i>	<i>2016-17 Actual</i>	<i>2016-17 Budget</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
EXPENDITURE CONT'D						
POLICY DEVELOPMENT						
REGIONAL PLANNING						
NTRWC						
NTRWC - Reg Planner	62110	-24,136	-32,300	75%		
NTRWC - Reg Planner On costs		-6,375	-8,500	75%		
NTRWC - Meeting Expenses	62120	-276	-4,000	7%		
NTRWC - Training	62130	-3,000	-3,000	100%		
NTRWC - Admin / Reporting	62140	-16,543	-20,200	82%		
NTRWC - Office Expenses	62150	-3,602	-10,000	36%		
NTRWC - Auditing	62160	0	-2,500	0%		
NTRWC - Shared Services Cost	62170	-3,363	-15,500	22%		
		-57,295	-96,000	60%	0%	
NWRWC						
NWRWC - Reg Planner	62180	-19,366	-35,300	55%		
NWRWC - Reg Planner On costs		-4,250	-8,500	50%		
NWRWC - Meeting Expenses	62190	-1,044	-9,000	12%		
NWRWC - Training	62200	0	-3,000	0%		
NWRWC - Admin / Reporting	62210	-10,196	-34,200	30%		
NWRWC - Office Expenses	62220	-2,840	-10,000	28%		
NWRWC - Auditing	62230	0	-2,500	0%		
NWRWC - Shared Services Cost	62240	-755	-15,500	5%		
		-38,450	-118,000	33%	0%	
OPERATIONS						
Council Land						
African Lovegrass	70110	-515	-12,000	4%		
Blackberry	70120	-88,683	-70,000	127%		
Chilean Needle Grass	70130	-9,911	-9,000	110%		
Giant Parramatta Grass	70140	0	-3,000	0%		
Tropical Soda Apple	70260	-6,584	-14,000	47%		
Gorse	70160	0	-500	0%		
Nodding Thistle	70170	-537	-5,000	11%		
Privet	70200	0	-3,000	0%		
St John's Wort	70220	-36,783	-32,000	115%		
Serrated Tussock	70230	-3,282	-6,000	55%		
Sundry Weeds	70250	-8,258	-13,000	64%		
Glen Innes Local Expenses	70260	-8,385	-15,500	54%		
Glen Innes Regional Expenses	70270	-29,872	-32,300	92%		
		-192,811	-215,300	90%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
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**New England Weeds Authority
Annual Operational Plan Budget Cont'd**

	<i>Job_No</i>	<i>2016-17 Actual</i>	<i>2016-17 Budget</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
EXPENDITURE CONT'D						
PRIVATE WORKS						
PW - Miscellaneous	80010	-31,438	-20,000	157%		
PW - Armidale Regional	80011	-33,765	-35,000	96%		
PW - Uralla Shire	80013	-150	-4,000	4%		
PW - Walcha	80014	-24,288	-15,000	162%		
Projects - Crown Lands, LLS, Landcare, Other	80102	-74,471	-60,000	124%		
		<u>-164,112</u>	<u>-134,000</u>	122%	0%	
OTHER						
Loss on Sale of Assets	90010	0	-5,000	0%		
		<u>0</u>	<u>-5,000</u>	0%	0%	
PLANT						
Plant Minor	91010	-8,866	-8,000	111%		
Plant No 1 - CD 90QW - Isuzu Dmax	91110	-4,369	-9,000	49%		
Plant No 2 - CF 36 ES - Isuzu Dmax	91210	-3,582	-6,000	60%		
Plant No 3 - BH 40 EG- Toyota Landcruiser	91311	-8,482	-8,000	106%		
Plant No 4 - CA 78 TN Isuzu Dmax	91412	-3,462	-6,500	53%		
Plant No 5 -BV 50 RD Isuzu Dmax	91511	-3,718	-7,000	53%		
Plant No 6 - CA 77 TN Isuzu Dmax	91612	-5,551	-8,000	69%		
Plant No 7 - BR 70 CP - Toyota Landcruiser	91710	-6,868	-7,000	98%		
Plant No 8 - BV 31 RD - Toyota Landcruiser	91811	-6,317	-9,000	70%		
Plant No 9 -Dmax - CF 37 ES	91910	-5,794	-9,000	64%		
Plant No B1 - Rhino	91992	-1,480	-3,000	49%		
Plant No B2 - Quad	91920	-1,638	-3,090	53%		
Depreciation			-80,000	0%		
Loss from disposal of assets						
		<u>-60,126</u>	<u>-163,590</u>	37%	0%	

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	<i>Job_No</i>	<i>2016-17 Actual</i>	<i>2016-17 Budget</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
EXPENDITURE CONT'D						
ONCOST						
Oncost Expenses						
Fringe Benefits		0	0			
Public Holidays	92120	-21,773	-19,500	112%		
Sick Leave	92130	-17,759	-15,500	115%		
Long Service Leave	92140	-5,875	-14,000	42%		
Annual Leave	92150	-34,981	-35,000	100%		
Superannuation	92170	-42,989	-46,000	93%		
Workers Compensation	92180	-11,051	-16,000	69%		
Other Employee Costs (PPE)	92200	-2,422	-4,000	61%		
		-136,850	-150,000	91%	0%	
			-			
Total Expenditure		-926,905	1,474,290	63%		
Net Cost		134,850	-316,890	-43%		
Add Plant Hire		60,126	168,590	36%		
Add Oncost		136,850	150,000	91%		
Final Profit (Loss)		331,826	1,700			

RECOMMENDED: That Council adopt the March 2017 Quarterly Budget Review and approve the proposed Budget variations.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 27 APRIL 2017

7.2 WEED CONTROL MATTERS

7.2.1 2016/2017 WEEDS ACTION PROGRAM

Private Property Inspections – Nominated Division 2016/2017

Inspections have progressed well during the period with all complaints and enquiries being attended to. All staff have been actively involved in the spray program during Jan/Feb completing the bulk of the program in a timely manner. This has enabled inspectors to then concentrate on completing inspection programs and various weeds projects that Council currently has in operation. The Authority's Inspection programs are currently 90% completed.

Private Property Inspections – Other Divisions

District	Number of Properties Inspected	Number of Properties to be Inspected	Percent Complete
Northern District	25	25	100%
Central District	15	25	53%
Southern District	5	25	25%

Private Property Inspections – Reinspections

District	Number of Properties Inspected	Number of Properties to be Inspected	Percent Complete
Northern District	34	25	140%
Central District	26	40	60%
Southern District	11	25	48%

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Specific Inspections

Weeds Action Plan Regional Measurable Outcomes, Inspections/ NEWA

Inspections	WAP Targets	Jul- Sep	Oct- Dec	Jan- Mar	Apr- Jun
Nurseries	10	2	3	2	
Rural Outlets	0	1			
ARTC - No.	3		1		
ARTC - Ha.	0		80		
Weekend Markets	5	2	2	1	
Dept of Lands - No.	4	2	3		
Dept of Lands - Ha.	0	50	75		
Nat Parks/Reserves - No.	4	1	1	1	
Nat Parks/Reserves - Ha.	0	10	50	10	
Aquaria/Pet shops	2	1	1		
LLS Reserves - No.	5	2		2	
LLS Reserves - Ha.	0	20		80	
Gravel Quarries	40	10	6		
Machinery Dealers	0				
Grain Handling Sites	0				
Border Crossings	0				
Recreational Areas - No.	10	3	20	4	
Recreational Areas - Ha.	0	10	58	6	
Wetlands	1	3	2	1	
Saleyards	3	1	1	2	
Machinery Washdown Bays	0				
Roadside Truck Stops	0	16			
Private Property High Risk areas - No.	500	43	66	48	
Private Property High Risk areas - Ha.	100,000	660	8,117	9,788	
PP HR Re inspections - No.	100	15	33	12	
PP HR Re inspections - Ha.	20,000	2,850	4,780	2,712	
Roadside Inspections High Risk Pathways - Km.	640		440	250	
Roadside Inspections High Risk Pathways - Ha.	12,800		880	500	
Waterways High Risk Pathways - No.	20	2	1	6	
Waterways High Risk Pathways - Ha.	4,000	1,000	1,000	1,030	
Private Property Inspections - No.	1,000	231	242	246	
Private Property Inspections - Ha.	200,000	68,710	75,896	48,728	
Private Property Re Inspections - No.	120	17	30	17	
Private Property Re Inspections - Ha.	22,000	424	2,114	671	
Roadside Inspections - Km.	3,489		3,000	136	
Roadside Inspections - Ha.	69,780		6,000	272	
Other Council Lands - No.	0		6	24	
Other Council Lands - Ha.	0		60	121	

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Weed Recording, Mapping, Survey and Reporting Activities

Date	Activity	Details
Nov 16-Feb 16	Weed Survey, Glen Innes Windfarm	M Benham
21/11/2016	Intramap Inspection program	Initial training – all staff
March 2016	Mexican Water Lily Survey	Environmental Trust Mexican Water Lily, Project

Communication, Education, Extension and Publicity Activities

Extension Activities this year will be carried out in the following areas:

Extension Activity	Council Area	Date Achieved
Armidale Show	Armidale	10,11 March 2017
Guyra Show	Guyra	17 February 2017
Bundarra Show	Uralla	27 January 2017
Uralla Show	Uralla	3 February 2017
Walcha Show	Walcha	18 March 2017
Weeds Activity	Armidale	
Weeds Activity	Uralla	
Bald Blair Farmers Field Day	Guyra	13 September
Landcare Field day	Walcha Township	12 August 2016
UNE Student Presentation	Armidale	19 August 2016

Opportunities that become available through our association with Land Care will continue to be utilized. Stands at saleyards, Ag Quip and static displays will also be carried out.

Weeds Action Plan Regional Measurable Outcomes, Extension/ NEWA

Extension	Target	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
School Visits	2	1			
Field Days	4	1	1		
Media Releases	6	3	3	3	
Team Talk Meetings	4	3	3	2	
Ag Quip	1	1			
Shows/Expos	3			5	
Landcare Events	4	1			
Other	3				
Landowners contacted	200	50	35		

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 27 APRIL 2017

Staffing

Staff training will be carried out during the year in accordance with the Corporate Training Program.

Date	Activity	Details
4 August 2016	Traffic Control at Worksites	All Staff
19 September	White Card	Luke Turner
21 November 2016	Inspection Program Training	All staff
5 December 2016	First Aid Refresher	All Staff
20-24 March 2017	High Risk Weeds Study Tour	Josh Biddle, Luke Turner.

Operational Program –

St Johns Wort control programs were completed in early January with a second follow up pass carried out during the Blackberry program. Armidale's roadside Blackberry program was completed in January, the Walcha and Guyra Blackberry programs were completed in February. The Uralla Blackberry program was completed in March and 90% of the Glen Innes program was also completed in March. This comprises a 5,000km road network that the Authority manages. Armidale and Walcha townships have also been treated.

Operational staff will then concentrate on other roadside weeds, other council lands, Local Land Services Travelling Stock Routes, private works and projects.

Projects that the Authority has currently running and regional projects that staff are involved in include:

- Northern Tablelands Local Lands Services (NTLLS) Tropical Soda Apple Project, Macleay Valley.
- NSW DPI Tropical Soda Apple Inspection Assistance funding, Macleay Valley.
- NSW Environmental Trust, Mexican Water Lily Project.
- NTLLS Tecoma (Yellow Bells) funding Priority Weeds Project Macleay Valley.
- NTLLS African Boxthorn funding Priority Weeds Project Tenterfield.
- Chilean Needle Grass, NTLLS Priority Weeds Project Tenterfield/Glen Innes.
- NTLLS Mimosa Control Trials Priority Weeds Project, Yetman.
- Assistance in the Green Cestrum Control program Gwydir/Moree Councils.
- Assistance in the Namoi Alligator Weed project, Gunnedah Shire Council.

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Private works programs have been carried out in Armidale Regional, Glen Innes Severn and Walcha Councils for Roadside Furniture, Rural Roads, Cemeteries, Urban Streets, Parks and Gardens. An African Black Beetle control program was also carried out on Armidale Parks.

A Tropical Soda Apple pass in the Macleay Valley was completed in March and due to wet conditions will be completed in April.

RECOMMENDATION:

That Council adopt the quarterly report on the 2016/2017 Weeds Action Program.

8 MATTERS OF URGENCY

9 NEXT MEETING: Wednesday, 20 June 2017 at 8:30 am.

10 ATTACHMENTS

10.1.1 New England Weeds Authority Draft 10 Year Business Activity Strategic Plan 2017-2027 and Resourcing Strategy, 4 Year Delivery Plan And Annual Operational Plan.

10.1.2 Letter from NSW Office of Local Government regarding Armidale Regional Council's Representation on New England Weeds Authority