

Trading as:

NEW ENGLAND WEEDS AUTHORITY

ABN 35 514 007 354

129 RUSDEN STREET, ARMIDALE NSW 2350 • PO BOX 881, ARMIDALE NSW 2350

Telephone: (02) 6770 3602 ♦ Fax: 02 6771 1893 Email: newa@newa.nsw.gov.au

5 February 2018

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:

**Tuesday,
20 February 2018 commencing at 8.30 am.**

The Meeting will be followed by the Chairman's Annual Tour of the County area.

Yours sincerely,

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 24 OCTOBER 2017**
- 5 **MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 24 OCTOBER 2017**
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**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,
24 OCTOBER 2017 COMMENCING AT 8:35AM**

PRESENT: Councillor M Dusting - Chairperson, Councillor S Kermode, Councillor L Martin and Councillor J Galletly. Councillor A Murat joined the meeting at 9.02 am.

IN ATTENDANCE: General Manager Mr W. Deer and Senior Weeds Officer Mr J Browning.

APOLOGIES: Nil.

DECLARATIONS OF INTEREST:

Councillor L Martin made a general disclosure under Section 454 of the Local Government Act 1993 that she is the cousin of Council's Senior Weeds Officer, Mr J Browning. The General Manager informed Council of his discussions with the Office of Local Government in relation to this matter and tabled extracts from the Local Government Act 1993 of the relevant pecuniary interest and disclosure provisions.

There were no further declarations of interest.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON
WEDNESDAY 22 AUGUST 2017**

40/17 RESOLVED on the motion of Councillors Kermode and Galletly that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 22 August 2017, 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 22 AUGUST 2017**

There were no matters arising.

CHAIRMAN'S REPORT

The Chair advised of the following:

- Welcomed the newly elected Armidale Regional Councillor representatives, Councillors Libby Martin, Jon Galletly and Andrew Murat to their first meeting following the local government elections held on 9 September 2017, congratulating them on their election and that we looked forward to working with them and the contribution they will make to Council.
- Reported on the highly successful 19th NSW State Weeds Conference which Council along with the Weeds Society of NSW and the NSW Department of Primary Industries hosted in Armidale from 16 – 19 October 2017. Advised there were 247 delegates who attended the conference and that it has been one of the most enjoyable and successful conferences held in recent times with excellent feedback from those who attended. Congratulated members of the Conference Organising Committee for

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all their hard work and particularly Council staff for ensuring such a memorable event, noting that the conference was also a financial success.

- Referred to the Annual Report for 2016-17 and the report in the Business Paper on the sound financial result for Council as evidenced in the Financial Statements for 2016-2017, thanking staff for their ongoing commitment to the prudent financial management as well as meeting the program objectives in weed management and control for the reporting period.
- Thanked Councillors for the opportunity to represent Council as Chairman for the past twelve months and for their valued contributions to the activities of Council over this period.

1. ELECTION OF CHAIRPERSON (ITEM 7.1)

41/17 RESOLVED on the motion of Councillors Galletly and Kermode that in the event that there is more than one Councillor nominated for each of the positions of Chairman or Deputy Chairman, then the method of election to determine the position(s) be by Ordinary Ballot **AND FURTHER THAT** the Returning Officer destroys all documentation following such elections.

The General Manager, Mr W. Deer acting as Returning Officer then called for nominations for the position of Chairperson. On receiving only one nomination that of Councillor M. Dusting, the Returning Officer, declared Councillor Dusting elected Chairperson for the ensuing twelve month period unopposed.

The Returning Officer then called for nominations for the position of Deputy Chairperson. On receiving only one nomination that of Councillor S. Kermode, the Returning Officer declared Councillor Kermode elected Deputy Chairperson for the ensuing twelve month period unopposed.

2. COMMITTEES AND DELEGATES (ITEM 7.2)

42/17 RESOLVED on the motion of Councillors Kermode and Martin that the Chairperson of the New England Tablelands (Noxious Plants) County Council, Councillor M. Dusting be Council's delegate to:

- Local Government NSW,
- New England Group of Councils and
- Northern Tablelands Local Land Services Regional Weeds Committee.

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3. MEETING TIMES (ITEM 7.3.1)

43/17 RESOLVED on the motion of Councillors Martin and Kermode that Council adopt the following meeting dates for 2018.

| | |
|-------------------------|---|
| 20 February 2018 | 2nd Quarterly Review. Councillors Tour. |
| 17 April 2018 | 3rd Quarterly Budget Review. Draft Annual Operational Plan 2018/19. |
| 19 June 2018 | Adopt Annual Operational Plan and Budget 2018/19 and update 4 Year Delivery Program and 10 year Financial Plan in the Business Activity Strategic Plan 2017- 2027 |
| 21 August 2018 | 4th Quarterly Budget Review. Refer Accounts to Audit. Pecuniary Interests Returns. |
| 23 October 2018 | 1st Quarterly Budget Review. Adopt Financial Statements. Election of Chairperson and Review Delegations. Payment of Expenses Policy Review. Annual Report adopted. |

**4. PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES FOR
CHAIRPERSON, COUNCILLORS AND STAFF (ITEM 7.3.2)**

44/17 RESOLVED on the motion of Councillors Galletly and Kermode that Council, in accordance with Section 252 of the Local Government Act 1993, reaffirm the Policy for Payment of Expenses and the Provision of Facilities for Chairpersons, Councillors and Staff, as attached to the report.

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**5. INTERNAL REPORTING POLICY - PUBLIC INTEREST DISCLOSURES ACT
1994 (ITEM 7.3.3)**

45/17 RESOLVED on the motion of Councillors Martin and Kermode that Council adopt Internal Reporting Policy No: 04/17, as attached to the report.

6. ANNUAL REPORT 2016/2017 (ITEM 7.3.4)

46/17 RESOLVED on the motion of Councillors Galletly and Martin that:

1. The Annual Report for the financial year ending 30 June 2017 be received and adopted.
2. A copy of the Council's Annual Report 2016/17 be forwarded to constituent member Councils.
3. Council's General Manager and staff be commended on the excellent results achieved for the 2016/17 financial year.

**7. NEW ENGLAND WEEDS AUTHORITY MODEL CODE OF CONDUCT
(ITEM 7.3.5)**

47/17 RESOLVED on the motion of Councillors Murat and Galletly that:

1. Council reaffirm the adoption of the New England Weeds Authority Code of Conduct and the Procedures for the Administration of the New England Weeds Authority Code of Conduct, as attached to the report.
2. Council appoint the Senior Weeds Officer to act as a Complaints Coordinator and the Administration Officer as the alternate Complaints Coordinator.
3. That Council use the services of the Internal Audit Bureau for dealing with Code of Conduct complaints about Councillors or the General Manager should the need arise.

**8. NEW ENGLAND WEEDS AUTHORITY WORK HEALTH AND SAFETY
MANAGEMENT SYSTEM (ITEM 7.3.6)**

48/17 RESOLVED on the motion of Councillors Murat and Kermode that:

1. Council reaffirm the New England Weeds Authority Work Health and Safety Management System incorporating Council's Work Health and Safety Policy, as attached to the report.
2. Council reaffirm the New England Weeds Authority Emergency Plan, as attached to the report.

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9. STATEWIDE MUTUAL RISK MANAGEMENT ACTION PLAN (ITEM 7.3.7)

49/17 RESOLVED on the motion of Councillors Murat and Martin that the report on the updated Statewide Mutual, NEWA Risk Management Action Plan (July 2017-June 2018) as attached to the report, be received and noted.

10. FINANCIAL REPORTS 2016/17 (ITEM 7.4.1)

50/17 RESOLVED on the motion of Councillors Galletly and Murat that the Financial Statements and Auditors Report for the financial year ending 30 June 2017 be received and adopted.

11. INVESTED FUNDS REPORT (ITEM 7.4.2)

51/17 RESOLVED on the motion of Councillors Martin and Murat 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.

12. SEPTEMBER 2017 QUARTERLY BUDGET REVIEW (ITEM 7.4.3)

52/17 RESOLVED on the motion of Councillors Kermode and Martin that Council adopt the September 2017 Quarterly Budget review and approve the budget variations.

13. 2017/2018 WEEDS ACTION PROGRAM (7.5.1)

53/17 RESOLVED on the motion of Councillors Kermode and Martin that the report on the 2017/2018 Weeds Action Program be received and noted.

8. MATTERS OF URGENCY – NSW STATE WEEDS CONFERENCE - ARMIDALE

53/17 RESOLVED on the motion of Councillors Murat and Martin that the General Manager and staff be commended for their efforts in ensuring a highly successful 19th NSW State Weeds Conference that was held in Armidale from 16-19 October 2017.

NEXT MEETING:

The next meeting will be held on Tuesday, 20 February 2018 at 8:30 am.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE
MEETING CLOSED AT 9:46 AM.**

7 GENERAL MANAGER'S REPORT

7.1 ORGANISATIONAL MATTERS

7.1.1 19th BIENNIAL NSW WEEDS CONFERENCE - ARMIDALE

INTRODUCTION

The 19th Biennial NSW Weeds Conference was held in Armidale from 16 to 19 October 2017 and as Councillors are aware was hosted by our Council in conjunction with the Weeds Society of NSW and the NSW Department of Primary Industries (NSW DPI). This report provides Council with a summary of the successful outcome of the Conference.

REPORT

The Conference Organising Committee comprised Cllr Mark Dusting, Heather Apps, James Browning, Josh Biddle, Russel Smith, Matthew Benham, Robert Williams, Luke Turner and Wayne Deer from Council, Birgitte Verbeek and Tony Cook from the Weeds Society of NSW, Phil Blackmore from NSW DPI, Jonathan Lawson and Ross Fuller from the Northern Tablelands Local Land Services and Peter Dawson from the North West Local Land Services. Ms Sharon Gallen from the New England Conference Company, Armidale was also engaged to assist in organising the Conference.

The theme of the Conference was “*Experience the highs – working smarter together*”. The conference program presented a varied and thought-provoking array of expert national, state and local speakers across a wide range of topics in weed management and control, biosecurity, innovation and technology, rural health, community engagement and collaboration as well as scenic field trips and innovative trade displays.

The conference was attended by 247 delegates representing councils, local control authorities, government agencies and industry representatives from across the state and interstate.

Delegates were welcomed to the Conference by Council's Chair, Cllr Mark Dusting and the Mayor of Armidale, Cllr Simon Murray, with a welcome to country by Mr Steve Widders.

The Conference was opened by the Director General, NSW Department of Primary Industries, Mr Scott Hansen with an address also given by Dr Andrew Sanger, the Director of Invasive Plants and Animals, NSW DPI.

The conference key note speaker was Prof David Lamb, MyClymont Distinguished Professor (Research), Precision Agriculture Research Group, University of New England, Armidale. Professor Lamb set the scene for the Conference with an engaging, entertaining and informative presentation on “*Connecting to our farming future*” through the uptake and investing in emerging technologies and opportunities for on-farm technologies and techniques through SMART farming.

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Mr Andrew Storrie from AGRONOM, Albany, Western Australia who is a Technical Specialist in Weeds and was a District Agronomist as well as working with the Commonwealth Research Centre presented an excellent paper on meeting the challenges of herbicide resistance as a result of the increased reliance on herbicide.

It was also timely to have Dr John Robertson, General Manager for Invasive Plant and Animals with Biosecurity Queensland to talk about their experiences of introducing their Biosecurity Act in 2014, as the NSW new Biosecurity Act 2015 came into force in our State from 1 July 2017.

Prof Paul Martin, Director, Australian Centre for Agriculture and Law, University of New England gave an excellent presentation on the prospects of building on the good work of weed professionals in the past by taking opportunities for refreshment and innovation in their work by striving to achieve genuine shared responsibility, particularly around community engagement, human behaviour and institutional reform.

Over the duration of the conference there were many more notable speakers covering a wide cross section of topics in regard to practical weed management and control, innovation and technology, collaboration and community engagement some of which included: The Tropical Soda Apple Eradication Project; Spread of Invasive Grasses; Illegal on line trade in of noxious weeds in Australia; Combatting glyphosate resistance in weeds; Fire and weeds; Developing a portable DNA platform for identification of Chilean needle grass and Serrated tussock; Economic use of Drone technology; Remotely piloted aircraft systems in Australia; Community based social marketing approach to managing weeds; Community engagement approaches; Rearing biological agents for controlling weeds; Management and application of Biosecurity undertakings; GIS mapping and the Biosecurity Information System. Several papers were presented on controlling various invasive weeds including Water Hyacinth and various other aquatic weeds, Tropical Soda Apple, Chilean needle grass, Fireweed and Serrated Tussock.

A further innovation at the Conference was to have a session related to rural health and we were fortunate to be able to engage Mr Craig Semple from the Black Dog Institute and Mr Tom Hungerford, Clinical Leader, Rural Fit and Health Team Australia to talk about breaking down depression, building resilience in regards to mental health issues and exercise medicine. Both these speakers provided life experiences and were very well received.

The three Conference field trips afforded delegates not only the opportunity to see first hand some of the practical and innovative on ground work that is being carried out in our area by our staff in collaboration with other agencies but also the scenic beauty of the region. These trips included the Serrated Tussock, Dangar Falls and Oxley Wild Rivers National Park tour, the Glen Innes Grass Weeds tour and the Wollomombi Falls, Trout Hatchery and Rainforest tour all of which from feedback received were a success.

We also canvassed a wide variety of organisations for support and had structured sponsorship packages based around gold and silver sponsors as well as sponsors of various activities such as the welcoming reception. As well trade exhibitor packages were tailored to encourage as many companies and agencies allied to the weed industry as possible to participate. We were encouraged by the support from our sponsors and trade exhibitors who also provided positive feedback on their experiences at the Conference. It

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 20th FEBRUARY 2018

is worth noting that our Gold Sponsors were: Armidale Regional Council, NSW Local Land Services and the University of New England, whilst our Silver Sponsors were: Macspred Australia, Dow AgroSciences, Quickspray, Alphakem, the Weeds Society of NSW and New England Weeds Authority. There were a total of 22 agencies and trade exhibitors represented at the Conference.

The Conference dinner guest speaker was District Veterinarian from the Northern Tablelands Local Land Services, Mr Nigel Brown who gave an entertaining insight into his worldly experiences as a veterinarian.

A highlight of the dinner was the Awards presentation for the Buerckner and Stephenson Local Government Weed Professional Awards and Industry Awards. These awards honour the Parkes Shire Council Weed Officers, Mal Buerckner and Ian Stephenson who were tragically killed in a helicopter accident in 2006 whilst performing their duties. The Buerckner Award recognises an outstanding contribution towards protecting NSW from the impacts of weeds, whilst the Stephenson Award recognises the outstanding contribution to planning and coordinating weed management programs in NSW.

Whilst there was no award presented for the Buerckner Award this year, Mr Mel Wilkerson from the Snowy Valley Council received the Stephenson Award and Dr Peter Turner, Team Leader Invasive Species Policy and Programs, NSW DPI received the Industry Award. In addition, at the conference dinner the announcement of the successful applicant to host the next NSW Weeds Conference in 2019 was announced, this being Newcastle City Council.

Whilst a considerable amount of time and effort goes into planning the program, ensuring notable speakers and having interesting field trips, the budgeting aspects of a conference such as this, and its financial success or otherwise, is very much dependent upon meeting budget targets for sponsorship, trade exhibitor sponsorship and most importantly delegate registration numbers. I am pleased to report that the Conference has also been a financial success with a profit of \$15,543.49. To achieve this result the total net income for the Conference was \$185,251.80 with total net expenditure being \$169,708.31. In accordance with the Memorandum of Understanding with the Weeds Society of NSW Inc. to host the Conference any profit received as a result of the Conference has to be shared on an equal basis. Consequently this will mean that \$7,771.75 will be paid to the Society with a similar amount retained by Council. It is further noted that the amount to be received by Council exceeds our budget forecast.

Following discussions with Armidale Regional Council, Economic Development Officer, Mr Harold Ritch it is estimated that based on the figure of 247 people attending the Conference from the 16 to 19 October 2017 that the total visitor spend was approximately \$180,000 with the combination of all direct, industrial and consumption effects (flow on effects) would result in a total estimated rise in output of \$270,000 in the local economy. It is estimated the Gross Regional Product (GRP) to the Armidale Regional Council area was increased by \$113,652 as a result of the State Weeds Conference being hosted in Armidale.

The final meeting of the Conference Organising Committee was held on 4 December 2017 which discussed the evaluation responses and feedback on the Conference, received the

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final financial report and noted letters of appreciation that had been forwarded to sponsors, trade exhibitors and relevant guests and speakers.

The commitment of members of the Conference Organising Committee and in particular staff of Council for their dedication in ensuring such a successful Conference is to be commended. Having the support of the Chair, Cllr Mark Dusting, Deputy Chair, Cllr Scott Kermode and the newly elected Councillors of Armidale Regional Council, Cllr Libby Mather, Cllr Jon Galletly and Cllr Andrew Murat in their involvement and attending the Conference was very much appreciated. It was also pleasing to see the Mayors of constituent member Councils of Walcha Council, Cllr Eric Noakes and Uralla Shire Council, Cllr Michael Pearce as well as the Mayor of Armidale, Cllr Simon Murray attend the Conference.

The general feedback from those attending the conference has been very positive towards all aspects of the Conference from the venue and variety of topics covered to the quality of speakers, with remarks that it was a very rewarding experience with valuable opportunities for delegates to network and exchange ideas with their peers not only from the state but also nationally.

RECOMMENDATION

That the report on the 19th Biennial NSW Weeds Conference 2017 hosted by Council in Armidale from 16 to 19 October 2017 be received and noted.

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7.1.2 NORTHERN TABLELANDS NSW WEEDS ACTION PROGRAM 2015-2020 SUB-REGIONAL PROGRAM-FUNDING DEED CONTRACT FOR REGIONAL SERVICES

INTRODUCTION

In previous reports to Council, Councillors were advised that under the NSW Department of Primary Industries NSW Weeds Action Program 2015 -2020 (WAP 1520) Amended Guidelines published in May 2017 that Local Land Services organisations throughout the State would undertake the role of Lead Organisation for implementation of the NSW WAP1520 program as from 1 July 2017. Council was previously the lead organisation for the Northern Tablelands region with this function being taken over by the Northern Tablelands Local Land Services (NTLLS) as from that date in accordance with the Amended Guidelines. However, the Guidelines also provided for the lead organisation i.e. NTLLS to contract the delivery of this function to a third party.

As previously advised discussions and negotiations have been continuing with officers of the NTLLS with the view to Council continuing in this role albeit under a new contract and revised terminology to meet the requirements of the Guidelines, on behalf of the NTLLS and member Councils and organisations of the NTLLS Regional Weed Committee. The NTLLS Regional Committee region encompasses the local government areas of Tenterfield, Inverell, Glen Innes- Severn, the New England Weeds Authority incorporating Walcha, Uralla and Armidale Regional, an area of some 42,000 sq kms with a population of around 72,000.

This report details the outcome of the negotiations with the NTLLS and provides further information on funding received under the NSW WAP 1520 grant funding for this financial year.

REPORT

As a result of the aforementioned discussions with officers of the NTLLS, Council has received correspondence dated 28 December 2017 from Mr Paul Hutchings, General Manager NTLLS enclosing the Funding Deed Contract for Council to carry out the Regional Coordination Services on behalf of the NTLLS under the Northern Tablelands NSW WAP 1520 Regional Sub-Program for the financial year 2017/18.

This new Contract with its requirements to deliver Regional Coordination Service on behalf of the NTLLS will see Council continuing to undertake a similar role as it did previously as the lead organisation. In summary to meet the outcomes of the Contract and NTLLS WAP 1520 objectives Council is required to:

- Employ a Regional Weed Coordinator to fulfil all functions of the Regional Coordinator at a min of 0.5 FTE.
- Function as the Executive Officer for the Regional Weed Committee.
- Coordinate implementation of the WAP 1520 Regional sub-program.
- Administer the WAP 1520 budgets and processes.

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- Collect and upload or ensure regional member Councils are uploading mapping data to the Biosecurity Information System (BIS) in accordance the NSW Weeds Metadata Standards.
- Produce all mandatory documents in accordance with NSW Weeds Action Program Guidelines.
- Distribute the funds to regional member Councils in accordance with the WAP 1520 Regional sub-program submission.
- Collect all the reporting data from the Regional member Councils and collate into WAP reporting documents.
- Produce and deliver the annual Regional sub-program report to the NTLLS by 13 August 2018.
- Report to the Regional Weed Committee on weed matters within the region.
- Report to the Regional Weed Committee for the purposes of the WAP 1520.

Council since the changes that have occurred from 1 July 2017 has continued to employ Mrs Heather Apps in the role of Regional Weeds Coordinator to fulfil the undertakings given to the NTLLS to ensure continuity of the WAP 1520 program in the NTLLS region. This Contract will now formalise Mrs Apps role and give some certainty to the position in delivering, with the assistance of other staff where necessary, the abovementioned outcomes. An amount of \$85,000 has been allocated from the WAP 1520 grant funding for 2017/18 to fund this position and associated oncosts and activities.

The total grant funding received by the NTLLS from the NSW Department of Primary Industries under the NSW WAP 1520 Program for the financial year 2017/18 is \$658,915 which is an increase of approximately 18% over last year's allocation. However, it should be noted that this amount includes a one- off allocation of \$100,000 to assist the NTLLS in transitioning to its new Lead Organisation role under WAP1520. Notwithstanding this increase will result in each local control authority (council) receiving an increase in funds, details of which for our Council are contained in the Quarterly Budget Report contained within the Business Paper.

The Funding Deed Contract NT00590 between the NTLLS and Council for the provision of Regional Coordination Services on behalf of the NTLLS under the Northern Tablelands NSW Weeds Action Program 1520 Regional Sub-Program for the financial year 2017/18 has been signed by the General Manager and returned to the NTLLS as requested.

COMMENT

It is worth noting that Council's Contract with the NTLLS for the delivery of Regional Coordination Services, on their behalf, for the WAP 1520 Program is for this financial year only. Discussion will continue with representatives of the NTLLS to ascertain their agreement or otherwise to continuing the Contract past 30 June 2018 to at least the conclusion of this current five (5) year funding program which ends in 2020.

It is unfortunate that this transition period between the NSW DPI and the NTLLS has delayed not only the finality of the Contract with Council but also the allocation of grant

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funding to member Councils of the NTLLS Regional Weeds Committee for this financial year. However, Council has continued in its role albeit under different circumstances, as has Regional Weeds Coordinator, Mrs Heather Apps, ensuring that not only our Council's, but regional outcomes will be achieved in a timely manner in accordance with WAP 1520 requirements for this financial year.

RECOMMENDATION:

That the report on the Funding Deed Contract NT00590 between the Northern Tablelands Local Land Services and Council for the provision of Regional Coordination Services on behalf of the Northern Tablelands Local Land Services under the Northern Tablelands NSW Weeds Action Program 1520 Regional Sub-Program for the financial year 2017/18 be received and noted.

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7.1.3 STATECOVER WORKERS COMPENSATION AND WORK HEALTH & SAFETY ANNUAL REPORT

INTRODUCTION

Council has recently received the 2016/17 Workers Compensation and Work Health & Safety Annual Report from StateCover which provides a summary of Council's performance across various work place risk indicators over the 2016/17 financial year.

As well Council has received advice from StateCover in regard to their Specialised Insurer Loss Management Program and financial incentive scheme.

In addition Statewide Mutual on behalf of our insurers has provided a report on the recent valuation of the Contents at Council's declared locations.

This report will provide details of the abovementioned matters.

REPORT

The 2016/17 Workers Compensation and Work Health & Safety (WHS) Annual Report indicators compares Council's performance against those Councils grouped under the StateCover Group average being Councils of comparable wage roll and those of the OLG Group average which is the Office of Local Government Group of Councils.

A copy of the full report will be tabled at the February 2018 Council meeting for the information of Councillors.

The following is a summary of Council's performance against the performance indicators.

Average Premium Rate

The average premium rate (or rate on wages) is an indicator of both WHS and claims performance, as it combines both the number of claims and their cost over a three-year period.

| Group | 2016/17 Average premium Rate |
|--------------------|-------------------------------------|
| Council | 2.22% |
| OLG Group Average | 1.86% |
| StateCover Average | 2.94% |

Claim Performance Ratio

The Claim Performance Rate is a key factor of the premium formula that applies across all workers compensation policies, and is a measure of claims performance relative to all employers, regardless of the industry. This factor determines whether Council's base tariff premium will be loaded or discounted. A factor of <1 indicates a performance better than the overall scheme, whereas a factor of >1 is worse than the overall scheme.

| Group | 2016/17 Claim Performance Rate |
|-------------------|---------------------------------------|
| Council | 0.00 |
| OLG Group Average | 0.77 |

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Claim Frequency

The frequency of workplace injuries is an important indicator in monitoring Council's WHS performance. The following table shows the claim rate for Council compared to other groups.

| Measure | Council | OLG Group Average | Regional Group Average | StateCover Average |
|------------------------------------|----------------|--------------------------|-------------------------------|---------------------------|
| No. claims per 100 employees | 0.00 | 8.78 | 3.93 | 5.96 |
| No. claims per \$1million in wages | 0.00 | 1.18 | 0.66 | 0.82 |

Early Injury Reporting

Reporting injuries to StateCover within 48 hours of Council becoming aware of them is a legislative requirement. Prompt reporting allows for early intervention to assist with early recovery and return to work. The table below shows the percentage of claims reported by Council to StateCover within 2 Days in comparison to other group averages.

| Group | Injuries reported in 48 hours |
|--------------------|--------------------------------------|
| Council | 100% |
| OLG Group Average | 86% |
| StateCover Average | 79% |

COMMENT

As can be seen from the above this is a pleasing result for Council and reinforces Council's WH& S management system and its commitment to providing a safe work environment for staff. Council's staff are also to be commended on their commitment to safe work practises.

Council has received correspondence from Ms Linda Bostock, CEO StateCover in regard to their Specialised Insurer Loss Management Program an element of which is the annual Work Health & Safety (WHS) financial incentive, payable to all members, to encourage investment in improving the health and safety of Council employees. As a result of this program Council has received a cheque for \$5,500 including GST. This is a welcomed result.

As part of StateCover's continuous improvement process they will be introducing some changes to the WHS Incentive Program, designed to ensure funds are specifically targeted to improving WHS performance. The changes are:

- Greater emphasis will be placed on Councils to apply their incentive payments towards improving WHS or return to work outcomes.
- Council General Managers will be required to submit an acknowledgement that funding has been spent on WHS improvements with an outline of areas where the funding was applied.
- Some Councils with poor performance may have specific requirements on how the money is spent.

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These changes have been developed in conjunction with the StateCover Advisory Committee and representatives of StateCover Councils. The changes will take effect from the 2018/19 financial year.

As part of keeping up to date information for the purposes of determining the Contents Value of Council owned items at its office in Rusden St and storage shed at the Armidale Regional Council depot, Mann St Armidale, State Wide Mutual have conducted a valuation of the contents at the aforementioned locations in October 2017. The report has now been received outlining items to a total value of \$235,000. This valuation will now be reviewed on an annual basis and will assist Council when renewing its insurance cover each year.

RECOMMENDATION:

That the report on the 2016/17 Workers Compensation and Work Health and Safety Annual Report, the Work Health and Safety Incentive Program and Council's Contents Valuation be received and noted.

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7.1.4 GRIEVANCE POLICY

INTRODUCTION

As previously reported to Council a review of Council's Policies and Procedures is an ongoing exercise. Councillors will recall the reports to the October 2017 meeting of Council where the Internal Reporting Policy No 04/17 and Code of Conduct were adopted. As a follow on from these policies it has been prudent to review Council's Grievance Policy and this policy is the subject of this report.

REPORT

A grievance is any work-related disagreement, complaint or matter which someone thinks is unfair or unjustified and which is causing that person concern or distress. Grievances can relate to almost any aspect of employment including but not limited to discrimination, harassment, bullying, vilification, victimisation, leave application, work environment, safety in the workplace and performance appraisal.

It is important that Council has in place a robust framework for managing and resolving grievances and complaints by employees so as to foster a safe and inclusive work place where individuals feel supported and are able to work effectively without fear of discrimination, harassment, bullying, vilification, victimisation and/or reprisal.

Council is committed to ensuring and supporting the rights of individuals to achieve their full potential free from the aforementioned grievances. The Grievance Policy No: 01/18 attached to the report for the consideration of Councillors, applies to Council employees and volunteers who may be engaged by Council.

The Policy highlights Council's commitment to its employees, the general principles under which the policy will be applied, the rights of employees as well as those subject to the complaint, the responsibilities of the General Manager and supervisors, the procedure for dealing with a complaint and related legislation.

The policy has been discussed with staff and is submitted for Council's consideration and adoption.

Attachment: NEWA Grievance Policy No: 01/18

RECOMMENDATION

That the NEWA Grievance Policy No: 01/18, as attached to the report, be adopted.

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7.1.5 ENTERPRISE RISK MANAGEMENT POLICY AND STRATEGY REVIEW

INTRODUCTION

Council at its October 2012 meeting adopted the New England Weeds Authority Risk Management Policy and Strategy and was advised of the establishment of Council's Risk Register.

As part of the continual improvement program and review of Council's Enterprise Risk Management Framework, it is important that the currency and effectiveness of Council's Risk Management Strategy is reviewed on an annual basis. In addition with the election of new Councillor representatives from Armidale Regional Council in September 2017 it is timely for Council to also review its Risk Management Policy.

REPORT

Risk management looks at co-ordinating activities to direct and control the organisation with regard to risk. The Risk Management Policy reinforces Council's commitment to the management of risk and "sets the tone" for its risk management approach, establishing objectives for the effective management of risk across the organisation. The policy is supported by the Risk Management Strategy which further defines the systems and processes necessary to maintain an effective and efficient risk management framework. It sets out the process for identifying and managing risks as well as the governance arrangements to ensure that the risk management framework remains active and helps all people within the organisation manage risk.

Flowing from the Strategy is the Risk Management Register that identifies risks across the organisation under the headings of Administration, Governance and Weed Control with associated risk factors identified, their risk category, control status and action plan. The risk management register is reviewed on a quarterly basis and reflects reports to Council on related matters as well as operational issues.

A recent review of the Policy, Strategy and Risk Register has been undertaken, copies of which are attached to the report for the consideration of Councillors. It is considered that Council's previously adopted Risk Management Policy and Strategy subject to minor updating changes are still current and no major changes are recommended. The Risk Register is under regular review to remain up-to-date.

ATTACHMENTS: NEWA Risk Management Policy 02/18, Risk Management Strategy and Risk Register.

RECOMMENDATION:

- 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 02/18, as attached to the report.**
- 3. That Council reaffirm the NEWA Risk Management Strategy, as attached to the report.**

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7.1.6 DELIVERY PROGRAM PROGRESS REPORT

INTRODUCTION

Council at its June 2017 meeting adopted the New England Weeds Authority 10 year Business Activity Strategic Plan 2017-2027 in accordance with the requirements of the Local Government Act 1993. Included in the Plan are Council's Four Year Delivery Plan 2017 - 2021, Annual Operational Plan and Resourcing Strategy. There are certain reporting requirements in regard to meeting obligations under the Local Government Act 1993, which are the subject of this report.

REPORT

Under the provisions of Section 404(5) of the Local Government Act 1993, the General Manager must provide regular reports to Council, at least every 6 months, on the progress with respect to the Principal Activities in its Delivery Plan.

The following Schedules attached to the report provide details of the progress of Council's Principal Activities under the Delivery Plan for the period 1st July 2017 to 31st December 2017.

ATTACHMENTS:

Delivery Plan Progress Report Schedules - 1 July 2017 to 31 December 2017.

RECOMMENDATION:

That the report on the 6 monthly progress of the Principal Activities under Council's Four Year Delivery Plan 2017 - 2021 to 31 December 2017 be received and noted.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 20th FEBRUARY 2018

7.1.7 PUBLIC INTEREST DISCLOSURES REPORT

INTRODUCTION

The Public Interest Disclosures Act 1994 (PID Act) requires Councils to prepare an annual report on their obligations under the Act within four months after the end of a reporting year. Council has already complied with this requirement with the report being included in the Annual Report 2016/17 forwarded to the NSW Ombudsman.

Councils are also required to provide the NSW Ombudsman with statistical information regarding their compliance with their obligations under the Act on a six monthly basis. This requirement is the subject of this report.

REPORT

The report is to be provided to the NSW Ombudsman within 30 days after the end of the relevant six month period or by such later time as the Ombudsman may approve. The information to be provided in the six monthly (and annual) report is outlined in the Public Interest Disclosures Regulation 2011(PID Reg).

Table 1 below details the six-monthly report information to 31st December 2017, required under section 4 of the Regulation, to be provided to the NSW Ombudsman under section 6CA of the PID Act.

Table 1

| Relevant Section | Requirement | Report |
|-------------------------|---|---|
| PID Reg – sect 2(a) | the number of public officials who have made public interest disclosure to the public authority, | Nil |
| PID Reg – sect 2(b) | the number of public interest disclosures received by the public authority in total and the number of public interest disclosures received by the public authority relating to each of the following: (i) corrupt conduct, (ii) maladministration, (iii) serious and substantial waste of public money or local government money (as appropriate), (iv) government information contraventions, (v) local government pecuniary interest contraventions. | Nil Nil Nil Nil Nil |
| PID Reg – sect 2(c) | the number of public interest disclosures finalized by the public authority, | Nil |
| PID Reg – sect 2(d) | whether the public authority has a public interest disclosures policy in place, | Yes |

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL
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| Relevant Section | Requirement | Report |
|-------------------------|---|--|
| PID Reg – sect 2(e) | what actions the head of the public authority has taken to ensure that his or her staff awareness responsibilities under 6E(1)(b) of the Act have been met. | Circulation of PID Policy to all staff & awareness training at staff meetings. |

RECOMMENDATION:

1. That the six - monthly report 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.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL
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7.2 FINANCIAL MATTERS

7.2.1 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 December 2017 and an update of the investment environment:

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

Financial Impact

The actual interest earned for the October to December 2017 period is \$8,214.16 bringing the year to date total to \$16,849.41.

- a) Council's Investments for reporting period 1 October 2017 – 31 December 2017

Commonwealth Bank Business Online Saver:

| As at | Rate | Balance | Interest |
|------------------|------|-------------|----------|
| 31 December 2017 | 0.6% | \$32,784.21 | \$77.70 |

Term Deposits:

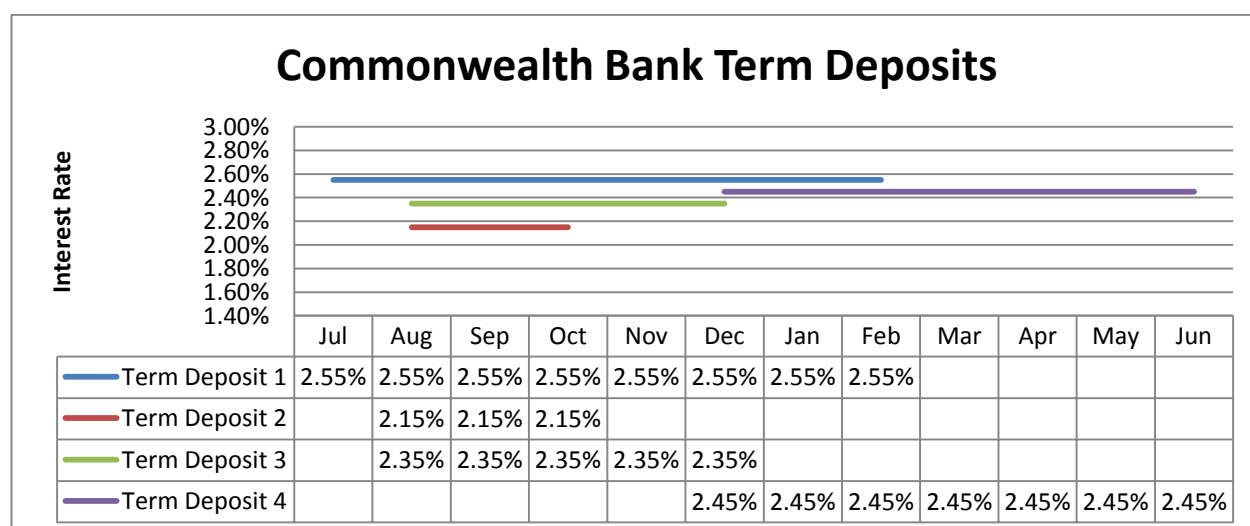
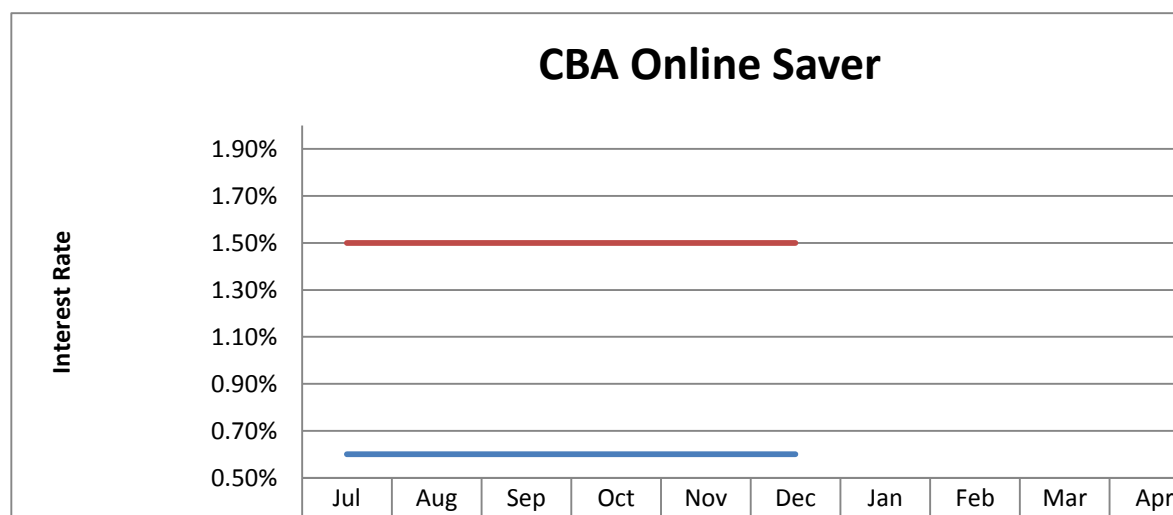
Commonwealth Bank Term Deposits

| Term Deposit | Opened | Due | Rate | Term Deposit | Balance at 31 Dec 2017 | Interest accrued Oct-Dec 2017 |
|--------------|-------------|--------------|-------|--------------|------------------------|-------------------------------|
| 1 | 27 Jun 2017 | 22 Feb 2018 | 2.55% | \$750,000 | \$750,000 | \$4,820.54 |
| 2 | 9 Aug 2017 | 10 Oct 2017 | 2.15% | \$200,000 | \$0 | \$117.81 |
| 3 | 9 Aug 2017 | 7 Dec 2017 | 2.35% | \$602,436.16 | \$0 | \$2,637.04 |
| 4 | 12 Dec 2017 | 12 June 2018 | 2.45% | \$440,000 | \$440,000 | \$561.07 |
| TOTAL | | | | | \$1,189,000 | \$8,136.46 |

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 20th FEBRUARY 2018

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.



c) Investment Commentary

The Investment Portfolio continues to reflect the Reserve Bank's current hold on interest rates at 1.5%. The returns on investments to date are in line with budget forecasts.

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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
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7.2.2 DECEMBER 2017 QUARTERLY BUDGET REVIEW

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

| | <i>Job_No</i> | <i>2017-18 Budget</i> | <i>2017-18 Actual</i> | <i>% Used</i> | <i>Proposed Variation</i> | <i>Comment</i> |
|--|---------------|---------------------------|---------------------------|-------------------|-------------------------------|----------------|
| INCOME | | | | | | |
| Government Grants - WAP | | | | | | |
| Grant - N.T Lead Agency / Regional Project Officer | 11110 | 85,000 | 85,000 | 0% | | |
| Grant - Control | 11120 | 212,000 | 258,484 | 0% | | |
| Grant - WAP 1520 Glen Innes | 11143 | 59,500 | 72,701 | 0% | | |
| Grant - WAP TSA | | 20,000 | 40,000 | 0% | | |
| Grant - WAP DVD | | 0 | 3,000 | 0% | | |
| TOTAL WAP FUNDS 17-18 | | 376,500 | 459,185 | | | |
| TOTAL WAP GRANT | | 376,500 | 459,185 | 122% | 0% | |
| Council Contributions | | | | | | |
| Annual | | | | | | |
| Cont Annual - Armidale Regional | 11211 | 191,890 | 191,890 | 100% | | |
| Cont Annual - Uralla Shire | 11213 | 77,550 | 77,550 | 100% | | |
| Cont Annual - Walcha | 11214 | 77,550 | 77,550 | 100% | | |
| Cont Annual - Glen Innes Severn | 11215 | 92,630 | 92,630 | 100% | | |
| | | 439,620 | 439,620 | 100% | 0% | |
| Fees and Charges | | | | | | |
| Section 64 Fees - Constituent Councils | 11510 | 3,500 | 1,610 | 46% | | |
| Section 64 Fees - Glen Innes Severn Council | 11520 | 1,000 | 1,440 | 144% | | |
| | | 4,500 | 3,050 | 68% | 0% | |
| Investment Interest | | | | | | |
| Interest - 11 am | 11610 | 3,000 | 445 | 15% | | |
| Interest - Fixed | 11620 | 27,000 | 7,868 | 29% | | |
| | | 30,000 | 8,313 | 28% | 0% | |
| Profit on Sale of Assets | | | | | | |
| | | 5,000 | 0 | 0% | | |
| | | 5,000 | 0 | 0% | 0% | |
| Private Works | | | | | | |
| Private Works (Council's, NPWS, Private property, Crown, LHPA) | 11730 | 100,000 | 78,412 | 78% | | |
| | | 100,000 | 78,412 | 78% | 0% | |

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

| | <i>Job_No</i> | <i>2017-18 Budget</i> | <i>2017-18 Actual</i> | <i>% Used</i> | <i>Proposed Variation</i> | <i>Comment</i> |
|--|---------------|---------------------------|---------------------------|-------------------|-------------------------------|----------------|
| INCOME | | | | | | |
| Other Income | | | | | | |
| NT LLS/ OEH / Crown Land Projects | 11820 | 60,000 | 45,070 | 75% | | |
| Sundry Income | 11810 | 5,000 | 47,710 | 954% | | |
| Glen Innes Severn LLS / Crown Land Projects | 11830 | 1,000 | 0 | 0% | | |
| NSW Biennial Weeds Conference | | 5,000 | 7,772 | 155% | | |
| | | 71,000 | 100,552 | 142% | | |
| <hr/> | | | | | | |
| Total Income | | 1,026,620 | 1,089,132 | 106% | 0% | |

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

| | <i>Job_No</i> | <i>2017-18 Budget</i> | <i>2017-18 Actual</i> | <i>% Used</i> | <i>Proposed Variation</i> | <i>Comment</i> |
|--------------------------------|---------------|---------------------------|---------------------------|-------------------|-------------------------------|----------------|
| EXPENDITURE | | | | | | |
| Bank Charges | 13010 | -600 | -336 | 56% | | |
| Audit - Financial | 13020 | -8,500 | 0 | 0% | | |
| | | -9,100 | -336 | 4% | 0% | |
| OFFICE | | | | | | |
| Armidale | | | | | | |
| Staff - Armidale | 14110 | -78,500 | -36,258 | 46% | | |
| Rent - Armidale | 14130 | -12,000 | -6,381 | 53% | | |
| Computers M&R - Arm Off | 14140 | -1,000 | 0 | 0% | | |
| Other M&R - Arm Off | 14150 | -500 | -514 | 103% | | |
| Insurance | 14160 | -22,000 | -21,730 | 99% | | |
| Light, Power, Heating | 14170 | -4,000 | -977 | 24% | | |
| Postage | 14180 | -500 | -364 | 73% | | |
| Printing and Stationery | 14190 | -1,500 | -1,383 | 92% | | |
| Telephone and Communications | 14200 | -7,000 | -2,347 | 34% | | |
| Legal Costs | 14210 | -1,000 | 0 | 0% | | |
| Advertising - General | 14220 | -2,400 | -1,650 | 69% | | |
| Office Equipment Depreciation | | -4,000 | 0 | 0% | | |
| | | -134,400 | -71,604 | 53% | 0% | |
| Guyra | | | | | | |
| Computers M&R - Guyra | 14520 | -500 | 0 | 0% | | |
| | | -500 | 0 | 0% | 0% | |
| Walcha | | | | | | |
| Computers M&R - Walcha | 14720 | -500 | | 0% | | |
| | | -500 | 0 | 0% | 0% | |
| Glen Innes | | | | | | |
| GISC - Administration Expenses | 14810 | -75,100 | -23,937 | 32% | | |
| | | -75,100 | -23,937 | 32% | 0% | |

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

| | <i>Job_No</i> | <i>2017-18 Budget</i> | <i>2017-18 Actual</i> | <i>% Used</i> | <i>Proposed Variation</i> | <i>Comment</i> |
|----------------------------------|---------------|---------------------------|---------------------------|-------------------|-------------------------------|----------------|
| EXPENDITURE CONT'D | | | | | | |
| DEPOTS | | | | | | |
| Depot - ADC | 15100 | -3,000 | 0 | 0% | | |
| | | -3,000 | 0 | 0% | 0% | |
| MEMBERS | | | | | | |
| Member - Chair Allow | 16010 | -6,600 | -2,971 | 45% | | |
| Member - Fees & Allow | 16020 | -13,100 | -4,956 | 38% | | |
| Member - Expenses | 16030 | -2,900 | -2,395 | 83% | | |
| | | -22,600 | -10,322 | 46% | 0% | |
| ADC SERVICES | | | | | | |
| Consultants - Finance | 18100 | -10,000 | -4,080 | 41% | | |
| ADC - IT | 18200 | -7,200 | 0 | 0% | | |
| ADC - Enterprise Risk management | 18400 | -1,000 | 0 | 0% | | |
| ADC - Internal Audit | 18300 | -1,000 | 0 | 0% | | |
| | | -19,200 | -4,080 | 21% | 0% | |
| INSPECTIONS | | | | | | |
| Inspections - Field | | | | | | |
| Insp NDist - Field | 20110 | -37,000 | -23,679 | 64% | | |
| Insp CDist - Field | 20120 | -108,000 | -67,054 | 62% | | |
| Insp SDist - Field | 20130 | -34,000 | -19,891 | 59% | | |
| Insp - Glen Innes | 20140 | -34,900 | -22,305 | 64% | | |
| | | -213,900 | -132,929 | 62% | 0% | |
| Inspections - Office | | | | | | |
| Insp NDist - Office | 20210 | -9,000 | -3,572 | 40% | | |
| Insp CDist - Office | 20220 | -58,000 | -35,490 | 61% | | |
| Insp SDist - Office | 20230 | -11,000 | -7,249 | 66% | | |
| | | -78,000 | -46,312 | 59% | 0% | |

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

| | <i>Job_No</i> | <i>2017-18 Budget</i> | <i>2017-18 Actual</i> | <i>% Used</i> | <i>Proposed Variation</i> | <i>Comment</i> |
|---------------------------------------|---------------|---------------------------|---------------------------|-------------------|-------------------------------|----------------|
| EXPENDITURE CONT'D | | | | | | |
| MAPPING | | | | | | |
| Mapping/GIS - Support | 31200 | -5,000 | -6,000 | 120% | | |
| | | -5,000 | -6,000 | 120% | 0% | |
| COMMUNICATION / REPORTING | | | | | | |
| Communication - Sundry | 40100 | -1,000 | 0 | 0% | | |
| | | -1,000 | 0 | 0% | 0% | |
| EXTENSION/EDUCATION | | | | | | |
| Extension - Sundry | 42100 | -7,000 | -6,610 | 94% | | |
| | | -7,000 | -6,610 | 0% | 0% | |
| TRIALS | | | | | | |
| Trials - Sundry | 43100 | -500 | 0 | 0% | | |
| | | -500 | 0 | 0% | 0% | |
| TRAINING | | | | | | |
| Training | | | | | | |
| Training - Sundry | 50101 | -7,000 | -10,325 | 148% | | |
| First Aid Training | 50102 | -2,000 | 0 | 0% | | |
| WHS | | -1,000 | 0 | 0% | | |
| | | -10,000 | -10,325 | 103% | 0% | |
| Conferences | | | | | | |
| Biennial Weeds Conference | 50210 | -12,000 | -697 | 6% | | |
| | | -12,000 | -697 | 6% | 0% | |
| Publications and Subscriptions | | | | | | |
| Subscriptions | 50310 | -700 | -240 | 34% | | |
| Publications | 50320 | -500 | 0 | 0% | | |
| | | -1,200 | -240 | 20% | 0% | |

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**New England Weeds Authority
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| | <i>Job_No</i> | <i>2017-18 Budget</i> | <i>2017-18 Actual</i> | <i>% Used</i> | <i>Proposed Variation</i> | <i>Comment</i> |
|---|---------------|---------------------------|---------------------------|-------------------|-------------------------------|----------------|
| EXPENDITURE CONT'D | | | | | | |
| CORPORATE PLANNING | | | | | | |
| Membership | | | | | | |
| LGNSW Membership | 60101 | -1,800 | 0 | 0% | | |
| NERGOC | 60102 | -500 | 0 | 0% | | |
| | | -2,300 | 0 | 0% | 0% | |
| EXPENDITURE CONT'D | | | | | | |
| POLICY DEVELOPMENT | | | | | | |
| REGIONAL PLANNING | | | | | | |
| NTRWC | | | | | | |
| Lead Agency & Regional Project Officer | 62110 | -81,800 | -35,108 | 43% | | |
| | | -81,800 | -35,108 | 43% | 0% | |
| OPERATIONS | | | | | | |
| Council Land | | | | | | |
| African Lovegrass | 70110 | -12,000 | -2,429 | 20% | | |
| Blackberry | 70120 | -72,000 | -2,791 | 4% | | |
| Chilean Needle Grass | 70130 | -9,000 | -7,419 | 82% | | |
| Giant Parramatta Grass | 70140 | -3,000 | 0 | 0% | | |
| Tropical Soda Apple | 70260 | -15,000 | -10,014 | 67% | | |
| Gorse | 70160 | -500 | 0 | 0% | | |
| Nodding Thistle | 70170 | -5,000 | -421 | 8% | | |
| Privet | 70200 | -3,000 | 0 | 0% | | |
| St John's Wort | 70220 | -33,000 | -20,861 | 63% | | |
| Serrated Tussock | 70230 | -7,000 | -6,752 | 96% | | |
| Sundry Weeds | 70250 | -13,000 | -5,849 | 45% | | |
| Glen Innes Local Expenses | 70370 | -15,800 | -583 | 4% | | |
| Glen Innes Regional Expenses | 70380 | -32,900 | -13,093 | 40% | | |
| | | -221,200 | -70,213 | 32% | 0% | |

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**New England Weeds Authority
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| | <i>Job_No</i> | <i>2017-18 Budget</i> | <i>2017-18 Actual</i> | <i>% Used</i> | <i>Proposed Variation</i> | <i>Comment</i> |
|---|---------------|---------------------------|---------------------------|-------------------|-------------------------------|----------------|
| EXPENDITURE CONT'D | | | | | | |
| PRIVATE WORKS | | | | | | |
| PW - Miscellaneous | 80010 | -20,000 | -24,080 | 120% | | |
| PW - Armidale Regional | 80011 | -35,000 | -19,718 | 56% | | |
| PW - Uralla Shire | 80013 | -2,000 | 0 | 0% | | |
| PW - Walcha | 80014 | -20,000 | -13,902 | 70% | | |
| PW - Glen Innes | 80045 | | -2,678 | | | |
| Projects - Crown Lands, LLS, Landcare, Other | 80102 | -50,000 | -59,358 | 119% | | |
| | | -127,000 | -119,737 | 94% | 0% | |
| OTHER | | | | | | |
| Loss on Sale of Assets | 90010 | 0 | 0 | 0% | | |
| | | 0 | 0 | 0% | 0% | |
| PLANT | | | | | | |
| Plant Minor | 91010 | -8,000 | -3,708 | 46% | | |
| Plant No 1 - CD 90QW - Isuzu Dmax | 91110 | -9,000 | -2,939 | 33% | | |
| Plant No 2 - CF 36 ES - Isuzu Dmax | 91210 | -6,000 | -1,669 | 28% | | |
| Plant No 3 - BH 40 EG- Toyota Landcruiser | 91311 | -8,000 | -2,146 | 27% | | |
| Plant No 3 - CI 07 FM - Toyota Landcruiser | 91312 | | -825 | | | |
| Plant No 4 - CA 78 TN Isuzu Dmax | 91412 | -6,000 | -1,714 | 29% | | |
| Plant No 5 -BV 50 RD Isuzu Dmax | 91511 | -7,000 | -2,135 | 31% | | |
| Plant No 6 - CA 77 TN Isuzu Dmax | 91612 | -8,000 | -1,835 | 23% | | |
| Plant No 7 - BR 70 CP - Toyota Landruiser | 91710 | -8,000 | -5,259 | 66% | | |
| Plant No 7 - CL 64 RE - Toyota Landruiser | 91711 | | -727 | | | |
| Plant No 8 - BV 31 RD - Toyota Landcruiser | 91811 | -8,000 | -4,278 | 53% | | |
| Plant No 9 -Dmax - CF 37 ES | 91910 | -8,000 | -2,007 | 25% | | |
| Plant No B1 - Quad | 91992 | -3,000 | -525 | 18% | | |
| Plant No B2 - Rhino | 91920 | -3,000 | -487 | 16% | | |
| Plant No W - Wolverine | 91993 | | -217 | | | |
| Depreciation | | -85,000 | 0 | 0% | | |
| Loss from disposal of assets | | | | | | |
| | | -167,000 | -30,473 | 18% | 0% | |

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL
TO BE HELD ON 20th FEBRUARY 2018**

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

| | <i>Job_No</i> | <i>2017-18 Budget</i> | <i>2017-18 Actual</i> | <i>% Used</i> | <i>Proposed Variation</i> | <i>Comment</i> |
|----------------------------|---------------|---------------------------|---------------------------|-------------------|-------------------------------|----------------|
| EXPENDITURE CONT'D | | | | | | |
| ONCOST | | | | | | |
| Oncost Expenses | | | | | | |
| Public Holidays | 92120 | -22,000 | -13,935 | 63% | | |
| Sick Leave | 92130 | -15,500 | -11,851 | 76% | | |
| Long Service Leave | 92140 | -12,000 | 0 | 0% | | |
| Annual Leave | 92150 | -36,000 | -30,060 | 84% | | |
| Superannuation | 92170 | -46,000 | -30,242 | 66% | | |
| Workers Compensation | 92180 | -16,000 | -6,981 | 44% | | |
| Other Employee Costs (PPE) | 92200 | -4,000 | -1,574 | 39% | | |
| | | -151,500 | -94,643 | 62% | 0% | |
| <hr/> | | | | | | |
| Total Expenditure | | -1,343,800 | -663,566 | 49% | | |
| <hr/> | | | | | | |
| Net Cost | | -317,180 | 425,566 | -134% | | |
| <hr/> | | | | | | |
| Add Plant Hire | | -167,000 | -30,473 | 18% | | |
| Add Oncost | | -151,500 | -94,643 | 62% | | |
| <hr/> | | | | | | |
| Final Profit (Loss) | | 1,320 | 300,450 | | | |
| <hr/> | | | | | | |

RECOMMENDATION: That Council adopt the December 2017 Quarterly Budget Review and approve the Budget variations.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 7 FEBRUARY 2017**

7.3 WEED CONTROL MATTERS

7.3.1 2017/2018 WEEDS ACTION PROGRAM

Private Property Inspections – Nominated Division 2017/2018

Inspections have continued during the period. Rainfall events in late September triggered a late germination of weed species that have kept Weeds Officers busy with enquiries and complaints.

Private Property Inspections – Other Divisions

| District | Number of Properties Inspected | Number of Properties to be Inspected | Percent Complete |
|-------------------|--------------------------------------|--|---------------------|
| Northern District | 2 | 25 | 8% |
| Central District | 37 | 25 | 148% |
| Southern District | 6 | 25 | 24% |

Private Property Inspections – Reinspections

| District | Number of Properties Inspected | Number of Properties to be Inspected | Percent Complete |
|-------------------|--------------------------------------|--|---------------------|
| Northern District | 17 | 25 | 68% |
| Central District | 24 | 40 | 60% |
| Southern District | 2 | 25 | 8% |

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 7 FEBRUARY 2017**

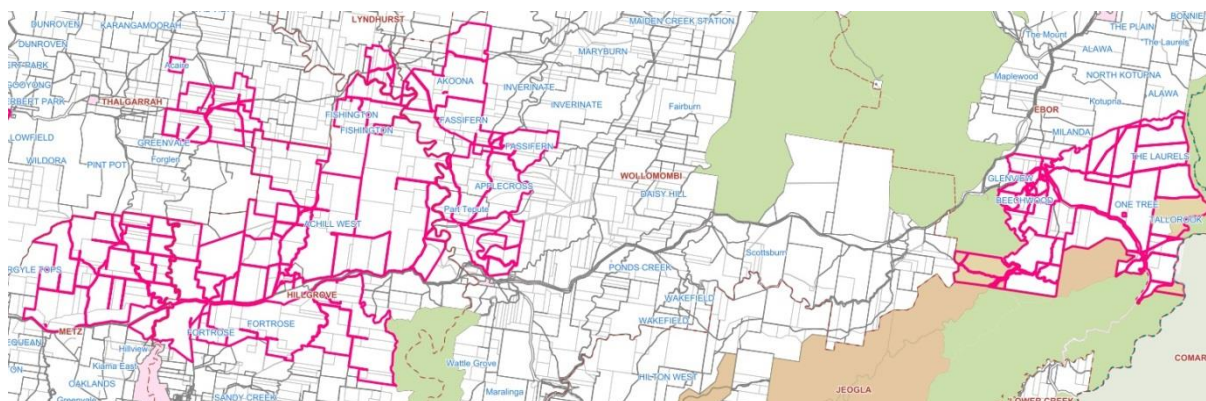
Specific Inspections

Weeds Action Plan Regional Measurable Outcomes, Inspections/ NEWA

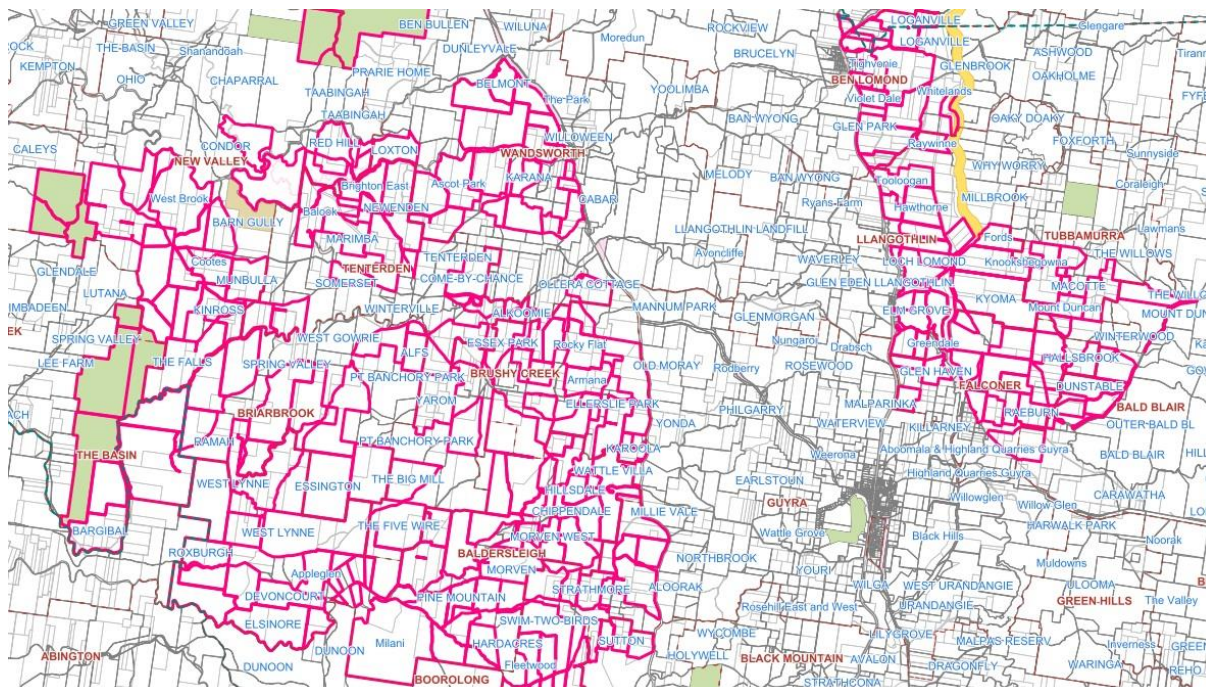
| Inspections | Number | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun |
|---|---------------|----------------|----------------|----------------|----------------|
| Nurseries | 10 | 3 | 1 | | |
| Rural Outlets | 0 | 2 | | | |
| ARTC - No. | 3 | | 2 | | |
| ARTC - Ha. | 0 | | 10 | | |
| Weekend Markets | 5 | 3 | | | |
| Dept of Lands - No. | 4 | 4 | 1 | | |
| Dept of Lands - Ha. | 0 | 150 | 25 | | |
| Nat Parks/Reserves - No. | 4 | 3 | | | |
| Nat Parks/Reserves - Ha. | 0 | 60 | | | |
| Aquaria/Pet shops | 2 | 1 | | | |
| LH&PA Reserves - No. | 5 | 8 | | | |
| LH&PA Reserves - Ha. | 0 | 125 | | | |
| Gravel Quarries | 40 | 2 | 1 | | |
| Machinery Dealers | 0 | | | | |
| Grain Handling Sites | 0 | | | | |
| Border Crossings | 0 | | | | |
| Recreational Areas - No. | 10 | | 20 | | |
| Recreational Areas - Ha. | 0 | | 58 | | |
| Wetlands | 1 | | 1 | | |
| Saleyards | 3 | | 1 | | |
| Machinery Wash-down Bays | 0 | | | | |
| Other | 0 | | | | |
| Roadside Truck Stops | 0 | 5 | | | |
| No Booklets to New Landowners | 55 | | | | |
| Private Property High Risk areas - No. | 500 | 63 | | | |
| Private Property High Risk areas - Ha. | 100,000 | 17,131 | | | |
| PP HR Re inspections - No. | 100 | | 3 | | |
| PP HR Re inspections - Ha. | 20,000 | | 600 | | |
| Roadside Inspections High Risk Pathways - Km. | 640 | 200 | 440 | | |
| Roadside Inspections High Risk Pathways - Ha. | 12,800 | 400 | 880 | | |
| Waterways High Risk Pathways - No. | 20 | 20 | | | |
| Waterways High Risk Pathways - Ha. | 4000 | 2000 | | | |
| Private Property Inspections - No. | 1000 | 564 | 112 | | |
| Private Property Inspections - Ha. | 200,000 | 154,182 | 16,875 | | |
| Private Property Re Inspections - No. | 120 | | | | |
| Private Property Re Inspections - Ha. | 22,000 | | | | |
| Private property Waterways - No. | 0 | | | | |

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 7 FEBRUARY 2017

| Inspections cont'd | Number | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun |
|----------------------------------|--------|---------|---------|---------|---------|
| Private property Waterways - Ha. | 0 | | | | |
| Roadside Inspections - Km. | 3,489 | | 2,400 | | |
| Roadside Inspections - Ha. | 69,780 | | 4,800 | | |
| Other Council Lands - No. | 0 | | 10 | | |
| Other Council Lands - Ha. | 0 | | 40 | | |
| TSRs - No. | 1 | | | | |
| TSRs - Ha. | 2 | | | | |

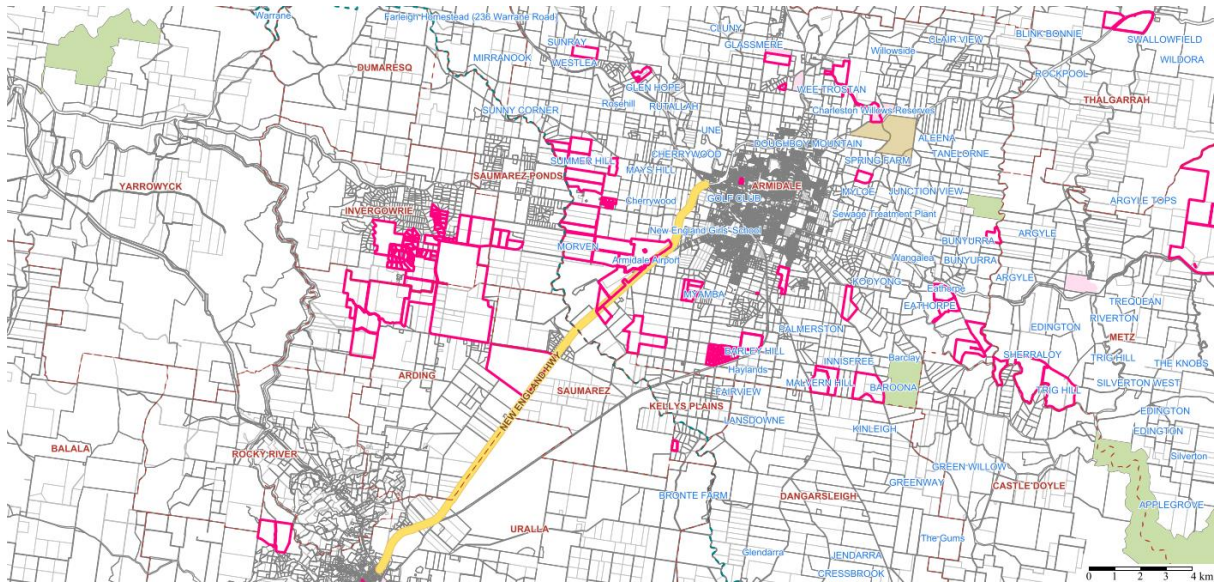


Property Inspections – Armidale Regional Council (Armidale)



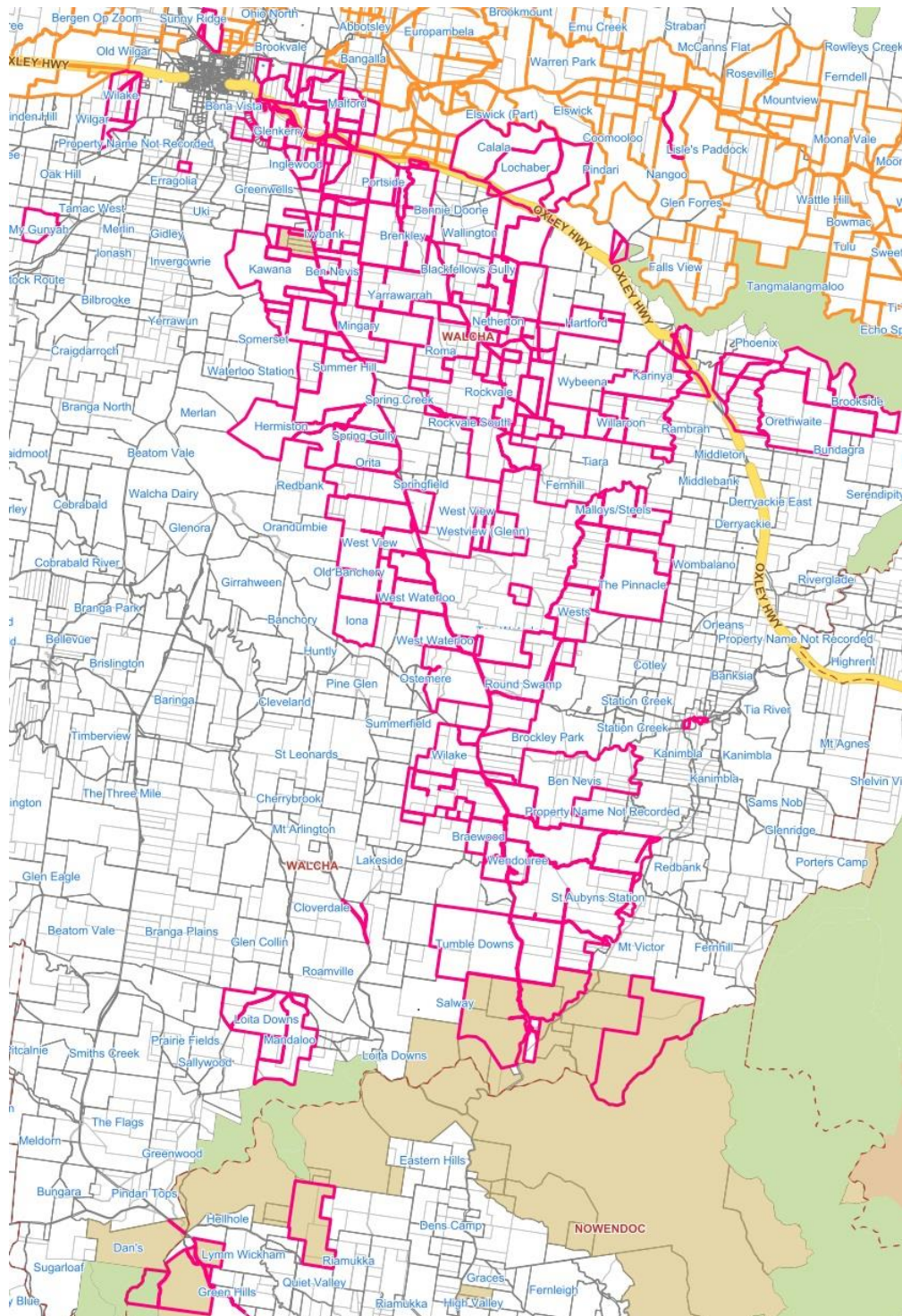
Property Inspections – Armidale Regional Council (Guyra)

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 7 FEBRUARY 2017**



Property Inspections – Uralla Shire Council (inc. Armidale)

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 7 FEBRUARY 2017**



Property Inspections – Walcha Council

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 7 FEBRUARY 2017

Weed Recording, Mapping, Survey and Reporting Activities

| Date | Activity | Details |
|------|--------------|---------------------|
| | Weed mapping | Tropical Soda Apple |

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 | |
| Guyra Show | Armidale | |
| Uralla Show | Uralla | Cancelled |
| Walcha Show | Walcha | |
| GLENRAC Landcare Farmers Info Day | Ben Lomond | 28 August 2017 |
| Water Quality Weeds Field Day | Armidale | 2 September 2017 |
| UNE Student Presentation | Armidale | 18 August 2017 |
| Uralla Primary Producers Night | Uralla | 29 November 2017 |
| Tropical Soda Apple/Vine Weeds Field Day, Blackbird Flat | Armidale | 25 October 2017 |

Weeds Action Plan Regional Measurable Outcomes, Extension/ NEWA

| Extension | | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun |
|----------------------|-----|---------|---------|---------|---------|
| School Visits | 2 | 1 | | | |
| Field Days | 4 | 2 | 1 | | |
| Media Releases | 6 | 3 | 3 | | |
| Team Talk Meetings | 4 | 3 | 3 | | |
| Ag Quip | 1 | 1 | | | |
| Shows/Expos | 3 | | | | |
| Landcare Events | 4 | | 2 | | |
| Other | 3 | | 1 | | |
| Landowners contacted | 200 | 50 | 62 | | |

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 7 FEBRUARY 2017**

Staffing

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

| Date | Activity | Details |
|----------------------|--------------------------|---|
| 20-22 September 2017 | Biosecurity Act Training | All staff |
| 31 October 2017 | AQF-3 | James Browning, Peter Constance, Russel Smith |
| 16-19 October 2017 | Weeds Conference | All Staff |

Operational Program –

Weed control programs have been carried out for Tropical Soda Apple, Serrated Tussock, Broome, Chilean Needle Grass and St Johns Wort.

Private Works programs have been carried out in Armidale Regional, Glen Innes Severn and Walcha Councils for Roadside Furniture, Rural Roads, Cemeteries, Urban Streets and Parks and Gardens.

RECOMMENDATION:

That the report on the 2017/2018 Weeds Action Program be received and noted.

8 MATTERS OF URGENCY

9 NEXT MEETING: Tuesday, 17 April 2018 at 8:30 am.

10 ATTACHMENTS:

10.1.1 Grievance Policy 01/18

10.1.2 NEWA Risk Management Policy 02/18, Risk Management Strategy and Risk Register.

10.1.3 Delivery Program Progress Report Schedules - 1 July 2017 to 31 December 2017