



Trading as:

## NEW ENGLAND WEEDS AUTHORITY

ABN 35 514 007 354

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3 April 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, 17 April 2018 at 8:30 am**

Yours sincerely

Wayne Deer  
GENERAL MANAGER

## **AGENDA**

### **ORDINARY MEETING – Commencing at 8:30 am**

<b>1</b>	<b>PRESENT</b>	<b>3</b>
<b>2</b>	<b>APOLOGIES</b>	<b>3</b>
<b>3</b>	<b>DECLARATION OF INTEREST</b>	<b>3</b>
<b>4</b>	<b>CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 20 FEBRUARY 2018</b>	<b>3</b>
<b>5</b>	<b>MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 20 FEBRUARY 2018</b>	<b>3</b>
<b>6</b>	<b>CHAIRMAN’S REPORT</b>	<b>3</b>
<b>7</b>	<b>GENERAL MANAGER’S REPORT</b>	<b>9</b>
<b>7.1</b>	<b>ORGANISATIONAL MATTERS</b>	<b>9</b>
	7.1.1 NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN 2018-2019	9
	7.1.2 AUDIT OFFICE OF NSW – AUDIT FOR YEAR ENDING JUNE 2018	11
	7.1.3 NORTHERN TABLELANDS REGIONAL STRATEGIC WEED MANAGEMENT PLAN 2017-2022 – REGIONAL WEEDS BEST PRACTICE GUIDES	12
	7.1.4 INVESTED FUNDS REPORT	14
	7.1.5 MARCH 2018 QUARTERLY BUDGET REVIEW	17
<b>7.2</b>	<b>WEED CONTROL MATTERS</b>	<b>25</b>
	7.2.1 2017/2018 WEEDS ACTION PROGRAM	25
<b>8</b>	<b>MATTERS OF URGENCY</b>	<b>32</b>
<b>9</b>	<b>NEXT MEETING: TUESDAY, 19 JUNE 2018 AT 8:30 AM.</b>	<b>32</b>
<b>10</b>	<b>ATTACHMENTS</b>	<b>32</b>
	10.1.1 New England Weeds Authority Annual Operational Plan 2018 - 2019.	32
	10.1.2 Client Services plan for 2017/18 Audit	32

**1 PRESENT**

**2 APOLOGIES**

**3 DECLARATION OF INTEREST**

**4 CONFIRMATION OF THE MINUTES OF THE ORDINARY  
MEETING HELD ON TUESDAY 20 FEBRUARY 2018**

**5 MATTERS ARISING FROM THE MINUTES OF THE ORDINARY  
MEETING HELD ON TUESDAY 20 FEBRUARY 2018**

**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  
20 FEBRUARY 2018 COMMENCING AT 8:37 AM**

**PRESENT:** Councillor M Dusting - Chairperson, Councillor S Kermode and Councillor L Martin.

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

**APOLOGIES:** Councillor A Murat.

**1/18 RESOLVED** on the motion of Councillors Kermode and Martin that the apology be accepted.

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON  
TUESDAY 24 OCTOBER 2017.**

**2/18 RESOLVED** on the motion of Councillors Kermode and Martin that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 24 October 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 TUESDAY 24 OCTOBER 2017.**

There were no matters arising.

**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  
20 FEBRUARY 2018 COMMENCING AT 8:37 AM**

**CHAIRMAN'S REPORT**

The Chair advised of the following:

- Advised of his attendance at the Local Government NSW Annual Conference held in Sydney from 4 to 6 December 2017 where Councillors and General Managers from NSW Councils and County Councils discussed and debated motions on the future direction of the local government sector in NSW.

Conference delegates were addressed by Acting Premier John Barilaro; the Minister for Local Government Gabrielle Upton; Roads, Maritime & Freight Minister Melinda Pavey as well as the Shadow Minister for Local Government Peter Primrose, amongst other distinguished speakers. The key note address on transforming local government was presented via video link by Dr Jonathan Carr-West, Chief Executive Local Government Information Unit, United Kingdom.

Topics covered at the Conference included planning reform, the container deposit scheme, prevention of violence towards women and children, and issues related to economic development of Aboriginal lands. Delegates also debated motions relating to infrastructure and planning policy, the risks involved in private certification and Independent Hearing and Assessment Panels. There were some 89 motions debated over the course of the Conference.

Of particular interest from our Council's perspective was the presentation by Ms Dianna Watkins, Group Director Legislation Performance and Consultation, Biosecurity & Food Safety of the Department of Primary Industries who spoke about "*What is Biosecurity*". Ms Watkins spoke about the Government's efforts to prevent, respond and recover from plant and animal pests, and diseases as well as engaging and making communities aware of the impacts of invasive weeds in local communities. A further speaker complimenting this theme was Dr Tom Calebrezza, Director Biodiversity Policy, Office of Environment & Heritage who presented an interesting paper on land management biodiversity conservation reforms, simplifying the Local Land Services Act, the Biodiversity Offset Scheme, the Biodiversity Conservation Act and various other associated Acts.

Voting also took place to elect the new 18 member LGNSW Board, including a new President and Treasurer, new metro and regional Vice Presidents and 14 new Directors (7 from Metro-Urban and 7 from Rural- Regional Councils). The new President of LGNSW is Councillor Linda Scott from the City of Sydney.

**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  
20 FEBRUARY 2018 COMMENCING AT 8:37 AM**

Clr Dusting thanked Council for the opportunity to attend what was a very interesting and worthwhile Conference.

- Reported on the recent Northern Tablelands Regional Weeds Committee meeting held at Inverell on 6 February 2018 informing Councillors that matters discussed included member delegates reports and an update from Mr P Blackmore Invasive Species Officer, NSW Department of Primary Industries, Armidale on various aspects of the new Biosecurity Act 2015. Further reports were presented on the regional priority weed projects, the NSW Weeds Action Program 1520 Year 3 funding allocations and the templates for the Best Practice Management Guidelines for priority weeds identified under the Northern Tablelands Regional Strategic Weed Management Plan 2017-2022. The next meeting of the Committee will be a joint meeting with the North West Regional Weeds Committee and will be held at Walcha on 8 May 2018.

**1. 19<sup>th</sup> BIENNIAL NSW STATE WEEDS CONFERENCE ARMIDALE (ITEM 7.1.1)**

**3/18 RESOLVED** on the motion of Councillors Martin and Kermode that the report on the 19<sup>th</sup> Biennial NSW State Weeds Conference be received and noted.

**2. NORTHERN TABLELANDS NSW WEED ACTION PROGRAM 2015-2020 SUB-REGIONAL PROGRAM-FUNDING DEED CONTRACT FOR REGIONAL SERVICES (ITEM 7.1.2)**

**4/18 RESOLVED** on the motion of Councillors Kermode and Martin 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.

**3. STATECOVER WORKERS COMPENSATION AND WORK HEALTH & SAFETY ANNUAL REPORT (ITEM 7.1.3)**

**5/18 RESOLVED** on the motion of Councillors Martin and Kermode 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.

**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  
20 FEBRUARY 2018 COMMENCING AT 8:37 AM**

**4. GRIEVANCE POLICY (ITEM 7.1.4)**

**6/18 RESOLVED** on the motion of Councillors Martin and Kermode that the NEWA Grievance Policy No: 01/18, as attached to the report, be adopted.

**5. ENTERPRISE RISK MANAGEMENT STRATEGY REVIEW (ITEM 7.1.5)**

**7/18 RESOLVED** on the motion of Councillors Martin and Kermode:

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.

**6. DELIVERY PROGRAM PROGRESS REPORT (ITEM 7.1.6)**

**8/18 RESOLVED** on the motion of Councillors Kermode and Martin that the report on the 6 monthly progress of the Principal Activities under Council's Delivery Plan 2017-2021 to 31 December 2017 be received and noted.

**7. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 7.1.7)**

**9/18 RESOLVED** on the motion of Councillors Martin and Kermode:

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.

**8. INVESTED FUNDS REPORT (ITEM 7.2.1)**

**10/18 RESOLVED** on the motion of Councillors Kermode and Martin 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.

**9. DECEMBER 2017 QUARTERLY BUDGET REVIEW (ITEM 7.2.2)**

**11/18 RESOLVED** on the motion of Councillors Martin and Kermode that Council adopt the December 2017 Quarterly Budget Review and approve the Budget variations.

**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  
20 FEBRUARY 2018 COMMENCING AT 8:37 AM**

**10. 2017/2018 WEEDS ACTION PROGRAM (ITEM 7.3.1)**

**12/18 RESOLVED** on the motion of Councillors Martin and Kermode that the report on the 2017/2018 Weeds Action Program be received and noted.

**11. MATTERS OF URGENCY**

Nil

**NEXT MEETING:**

The next meeting will be held on Tuesday, 17<sup>th</sup> April 2018 at 8.30 am.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE  
MEETING CLOSED AT 9:20 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 ANNUAL OPERATIONAL PLAN 2018-2019**

##### **INTRODUCTION**

At its June 2017 meeting Council adopted its 10 Year Business Activity Strategic Plan 2017-2027 as part of the Integrated Planning and Reporting framework and in accordance with the provisions of the Local Government Act 1993, and Local Government (General) Regulation 2005.

The Business Activity Strategic Plan details the activities Council will undertake over the Four Year Delivery Plan 2017-2021 together with the actions to be undertaken through the Annual Operational Plan to implement weed management and control of scheduled priority and invasive weed species, identified in the Northern Tablelands Regional Strategic Weed Management Plan 2017-2022, for our constituent member Councils.

##### **REPORT**

In accordance with the provisions of Section 405 of the Local Government Act 1993, Council must have an Annual Operational Plan that is adopted before the beginning of each financial year that details the activities to be undertaken by the Council during the year as part of the Delivery Plan covering that year.

In addition the Annual Operational Plan must include the Statement of Revenue Policy detailing the Budget, Fees and Charges.

In preparing the Draft Annual Operation Plan, Council must give public notice of the draft Plan indicating that submissions may be made to Council at any time during the period, that must not be less than 28 days. Before adopting the Annual Operational Plan, Council must consider any submissions that have been made concerning the draft Plan. Once adopted Council must post a copy on its website within 28 days from the date of adoption.

Council's Draft Annual Operational Plan 2018-2019 and Statement of Revenue Policy has been prepared in accordance with the above mentioned requirements and is attached to the report for the consideration of Council.

Council will note that the Annual Operational Plan and Budget provides for the additional responsibilities of being the Regional Service Coordination provider on behalf of the Northern Tablelands Local Land Services, under the NSW Weeds Action Program 2015-2020, for the member Councils and organisations of the Northern Tablelands Local Land Services Regional Weed Committee area.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 17 APRIL 2018**

In addition the Plan and Budget reflects the continuing agreement between Council and Glen Innes Severn Council whereby our Council has been delegated their weeds functions and responsibilities under the Biosecurity Act 2015.

**ATTACHMENT: Draft New England Weeds Authority Annual Operational Plan 2018-2019.**

**RECOMMENDATION:**

1. That the Draft New England Weeds Authority Annual Operational Plan 2018-2019 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 and for the adoption of the Draft New England Weeds Authority Annual Operational Plan 2018-2019.
3. That the constituent member Councils of Armidale Regional, Walcha and Uralla be provided with a copy of the Draft New England Weeds Authority Annual Operational Plan 2018-2019 for comment.

# **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 17 APRIL 2018**

## **7.1.2 AUDIT OFFICE OF NSW – AUDIT FOR YEAR ENDING JUNE 2018**

### **INTRODUCTION**

Council at its April 2016 meeting appointed the NSW Auditor General as Council's Auditor. The Auditor General will be responsible for the Independent Auditors Report in accordance with Section 417 of the Local Government Act 1993 of Council's general purpose financial statements for the financial year ending 30 June 2018. The Auditor General will also be responsible for ensuring the audit is performed in accordance with the Australian Accounting Standards.

This report details the audit process to be undertaken for the financial year 2017/18.

### **REPORT**

Discussions have been held with the Director Financial Audit Services of the Audit Office of NSW, Mr J Sugamar, Mr P Cornall of Forsyths Chartered Accountants, Armidale, Mr J Duggan, Program Leader Financial Accounting, Armidale Regional Council and officers of Council.

As a result of these discussions a Client Services Plan and Agreement of Terms has been entered into with the Audit Office of NSW for the audit of Council's financial statements ending the 30 June 2018. A copy of the Plan is attached for the information of Councillors.

It is noted that the Auditor General has engaged Council's previous Auditors, Forsyths Chartered Accountants of Armidale to provide the financial services for this engagement.

The Client Services Plan details the key issues and risks that may impact the audit, the audit approach, the audit timetable, financial reporting issues and developments, as well as general matters and audit fees.

The auditing process for this year is underway with the preliminary audit being undertaken by Forsyths Chartered Accountants in May 2018.

The cost of the audit is \$9,500 (excluding GST) and is an increase of \$200 on last year's fee. The cost of the audit covers the Audit Office of NSW fee, Related Party Transactions checks and Forsyths Contract Audit fee. Provisions have been made in the budget for annual audit fees.

**Attachment: Client Services Plan for 2017/18 Audit.**

### **RECOMMENDATION:**

**That the report on the Audit process of Council's financial statements for the year ending 30 June 2018 be received and noted.**

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 17 APRIL 2018**

### **7.1.3 NORTHERN TABLELANDS REGIONAL STRATEGIC WEED MANAGEMENT PLAN 2017-2022 – REGIONAL WEEDS BEST PRACTICE GUIDES**

#### **INTRODUCTION**

In previous reports to Council, Councillors were advised of the formation of the Northern Tablelands Regional Weeds Committee and the development of the Northern Tablelands Regional Strategic Weed Management Plan 2017-2022 (RSWMP) which came into effect from 1 July 2017. The RSWMP plays an important role in articulating the shared responsibility principles of the Biosecurity Act 2015 and community weed control obligations for all local control authorities, State government agencies, landholders and the wider community across the Northern Tablelands Local Land Services (NTLLS) region.

This report provides Council with details of the preparation of Regional Best Practice Guides for scheduled priority weeds identified in the RSWMP.

#### **Report**

The Northern Tablelands Regional Weed Committee region encompasses the local government areas of Tenterfield, Inverell, Glen Innes- Severn and the New England Weeds Authority incorporating Walcha, Uralla and Armidale Regional Councils, an area of some 42,000 sq. kms with a population of around 72,000.

The RSWMP whilst not a regulatory document sets out a framework for a cooperative and coordinated approach to landscape scale weed management in the NTLLS region. It also provides information to enable all stakeholders to effectively discharge their obligations under the *Biosecurity Act 2015*, including their General Biosecurity Duty.

An integral component of the RSWMP was the regional weed prioritisation process based on the NSW Weed Risk Management System to identify regional priority weeds, a list that comprises 21 weeds, together with the management requirements and recommended measures for controlling these weeds.

So as to provide more detailed information about the regional priority weeds and to facilitate increased community capacity through awareness, education and training, best practice guides for each weed has been developed. Copies of the weed guides have been circulated separately for the information of Councillors.

The Regional Best Practice Guides developed by regional Biosecurity Officers (Weeds) and NTLLS officers provide essential support to key elements of the RSWMP in allowing for a collaborative and coordinated approach to weed management across all tenures in the NTLLS region.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 17 APRIL 2018**

The guides, in an easy read format, not only provide technical information, regulatory requirements and control information but also provide important linkages to other weed related sources such as the NSW Department of Primary Industries Weedwise app.

**RECOMMENDATION:**

**That the report on the development of Regional Best Practice Guides for regional priority weeds identified in the Northern Tablelands Regional Strategic Weed Management Plan 2017 – 2022 be received and noted.**

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 17 APRIL 2018**

### **7.1.4 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 2018 and an update of the investment environment:

- a) Councils Investments for reporting period 1 January 2018 – 31 March 2018;
- b) Investment Portfolio Performance and
- c) Investment Commentary.

#### **Financial Impact**

The actual interest earned for the January 2018 to March 2018 period is \$8,195.61 bringing the year to date total to \$25,045.02.

- a) Council's Investments for reporting period 1 January 2018 – 31 March 2018

#### **Commonwealth Bank Business Online Saver:**

As at	Rate	Balance	Interest
31 March 2018	0.6%	\$257,897.67	\$113.46

#### **Term Deposits:**

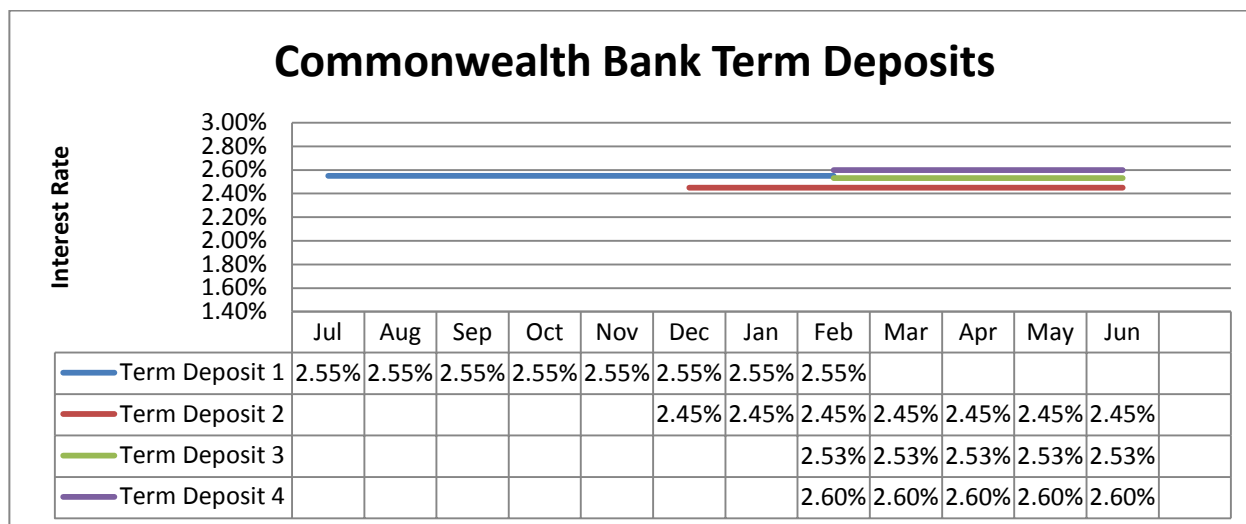
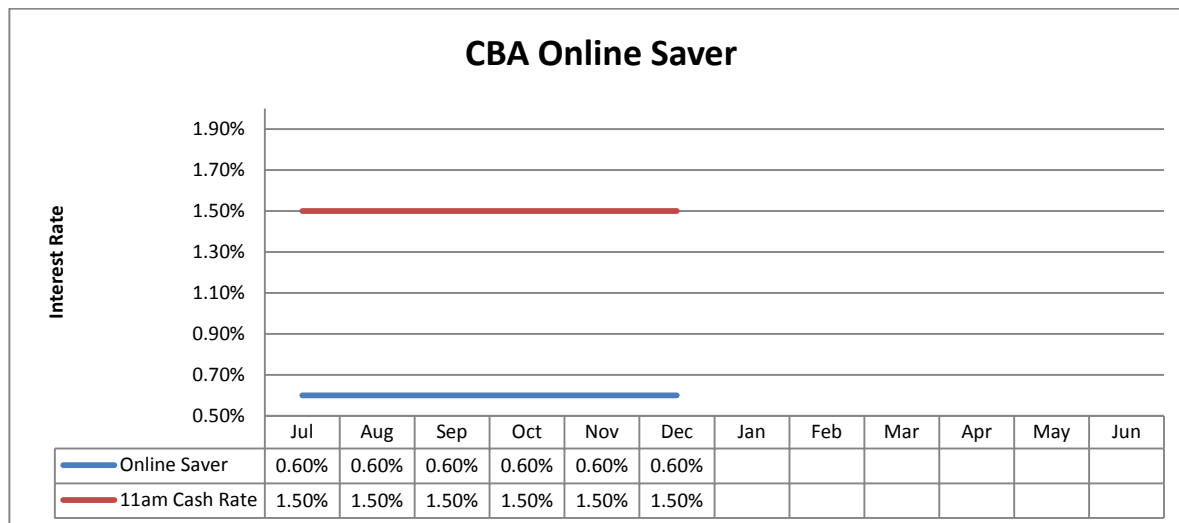
##### **Commonwealth Bank Term Deposits**

Term Deposit	Opened	Due	Rate	Term Deposit	Balance at 31 March 2018	Interest accrued Jan - Mar 2018
1	27 Jun 2017	22 Feb 2018	2.55%	\$750,000	0	\$2,777.05
2	12 Dec 2017	12 June 2018	2.45%	\$440,000	\$440,000	\$2,657.70
2	13 Feb 2018	11 Oct 2018	2.53%	\$200,000	\$200,000	\$637.56
4	22 Feb 2018	22 Feb 2019	2.6%	\$762,575.34	\$762,575.34	\$2,009.84
<b>TOTAL</b>					<b>\$1,402,575.34</b>	<b>\$8,082.15</b>

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 17 APRIL 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.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 17 APRIL 2018**

**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 17 APRIL 2018**

**7.1.5 MARCH 2018 QUARTERLY BUDGET REVIEW**

**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>
<b>INCOME</b>						
<b>Government Grants - WAP</b>						
Grant - N.T Lead Agency / Regional Project Officer	11110	85,000	85,000	100%		
Grant - Control	11120	212,000	258,484	122%		
Grant - WAP 1520 Glen Innes	11143	59,500	72,701	122%		
Grant - WAP TSA		20,000	40,000	200%		
Grant - WAP DVD		0	3,000			
<b>TOTAL WAP FUNDS 17-18</b>		<b>376,500</b>	<b>459,185</b>	<b>121.96%</b>		
<b>TOTAL WAP GRANT</b>		<b>376,500</b>	<b>459,185</b>	<b>122%</b>	<b>0%</b>	
<b>Council Contributions</b>						
<b>Annual</b>						
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%		
		<b>439,620</b>	<b>439,620</b>	<b>100%</b>	<b>0%</b>	
<b>Fees and Charges</b>						
Section 64 Fees - Constituent Councils	11510	3,500	2,420	69%		
Section 64 Fees - Glen Innes Severn Council	11520	1,000	1,440	144%		
		<b>4,500</b>	<b>3,860</b>	<b>86%</b>	<b>0%</b>	
<b>Investment Interest</b>						
Interest - 11 am	11610	3,000	559	19%		
Interest - Fixed	11620	27,000	20,443	76%		
		<b>30,000</b>	<b>21,002</b>	<b>70%</b>	<b>0%</b>	
<b>Profit on Sale of Assets</b>						
		<b>5,000</b>	<b>0</b>	<b>0%</b>		
		<b>5,000</b>	<b>0</b>	<b>0%</b>	<b>0%</b>	
<b>Private Works</b>						
Private Works (Council's, NPWS, Private property, Crown, LHPA)	11730	100,000	108,180	108%		
		<b>100,000</b>	<b>108,180</b>	<b>108%</b>	<b>0%</b>	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 17 APRIL 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>
<b>INCOME</b>						
<b>Other Income</b>						
NT LLS/ OEH / Crown Land Project	11820	60,000	45,070	75%		
Sundry Income	11810	5,000	60,661	1213%		
Glen Innes Severn LLS / Crown Land Projects	11830	1,000	0	0%		
NSW Biennial Weeds Conference		5,000	7,772	155%		
		71,000	113,503	160%		
<b>Total Income</b>		<b>1,026,620</b>	<b>1,145,350</b>	<b>112%</b>	<b>0%</b>	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 17 APRIL 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>
<b>EXPENDITURE</b>						
Bank Charges	13010	-600	-481	80%		
Audit - Financial	13020	-8,500	-9,500	112%		
		-9,100	-9,981	110%	0%	
<b>OFFICE</b>						
<b>Armidale</b>						
Staff - Armidale	14110	-78,500	-57,549	73%		
Rent - Armidale	14130	-12,000	-9,572	80%		
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	-1,459	36%		
Postage	14180	-500	-626	125%		
Printing and Stationery	14190	-1,500	-1,468	98%		
Telephone and Communications	14200	-7,000	-3,548	51%		
Legal Costs	14210	-1,000	0	0%		
Advertising - General	14220	-2,400	-1,650	69%		
Office Equipment Depreciation		-4,000	0	0%		
		-134,400	-98,116	73%	0%	
<b>Guyra</b>						
Computers M&R - Guyra	14520	-500	0	0%		
		-500	0	0%	0%	
<b>Walcha</b>						
Computers M&R - Walcha	14720	-500		0%		
		-500	0	0%	0%	
<b>Glen Innes</b>						
GIS - Administration Expenses	14810	-75,100	-30,870	41%		
		-75,100	-30,870	243%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 17 APRIL 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>
<b>EXPENDITURE CONT'D</b>						
<b>DEPOTS</b>						
Depot - ADC	15100	-3,000	0	0%		
		-3,000	0	0%	0%	
<b>MEMBERS</b>						
Member - Chair Allow	16010	-6,600	-4,457	68%		
Member - Fees & Allow	16020	-13,100	-8,042	61%		
Member - Expenses	16030	-2,900	-2,445	84%		
		-22,600	-14,943	66%	0%	
<b>ADC SERVICES</b>						
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%	
<b>INSPECTIONS</b>						
<b>Inspections - Field</b>						
Insp NDist - Field	20110	-37,000	-35,064	95%		
Insp CDist - Field	20120	-108,000	-83,928	78%		
Insp SDist - Field	20130	-34,000	-24,209	71%		
Insp - Glen Innes	20140	-34,900	-26,833	77%		
		-213,900	-170,034	79%	0%	
<b>Inspections - Office</b>						
Insp NDist - Office	20210	-9,000	-6,824	76%		
Insp CDist - Office	20220	-58,000	-51,011	88%		
Insp SDist - Office	20230	-11,000	-11,611	106%		
		-78,000	-69,446	89%	0%	
<b>MAPPING</b>						
Mapping/GIS - Support	31200	-5,000	-6,000	120%		
		-5,000	-6,000	120%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 17 APRIL 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>
<b>EXPENDITURE CONT'D</b>						
<b>COMMUNICATION / REPORTING</b>						
Communication - Sundry	40100	-1,000	0	0%		
		-1,000	0	0%	0%	
<b>EXTENSION/EDUCATION</b>						
Extension - Sundry	42100	-7,000	-8,828	126%		
		-7,000	-8,828	0%	0%	
<b>TRIALS</b>						
Trials - Sundry	43100	-500	0	0%		
		-500	0	0%	0%	
<b>TRAINING</b>						
<b>Training</b>						
Training - Sundry	50101	-7,000	-12,923	185%		
First Aid Training	50102	-2,000	0	0%		
WHS		-1,000	0	0%		
		-10,000	-12,923	129%	0%	
<b>Conferences</b>						
Biennial Weeds Conference	50210	-12,000	-697	6%		
		-12,000	-697	6%	0%	
<b>Publications and Subscriptions</b>						
Subscriptions	50310	-700	-240	34%		
Publications	50320	-500	0	0%		
		-1,200	-240	20%	0%	
<b>CORPORATE PLANNING</b>						
<b>Membership</b>						
LGNSW Membership	60101	-1,800	0	0%		
NERGOC	60102	-500	0	0%		
		-2,300	0	0%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 17 APRIL 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>
<b>EXPENDITURE CONT'D</b>						
<b>POLICY DEVELOPMENT</b>						
<b>REGIONAL PLANNING</b>						
<b>NTRWC</b>						
Lead Agency & Regional Project Officer	62110	-81,800	-45,213	55%		
		-81,800	-45,213	55%	0%	
<b>OPERATIONS</b>						
<b>Council Land</b>						
African Lovegrass	70110	-12,000	-2,656	22%		
Blackberry	70120	-72,000	-82,049	114%		
Chilean Needle Grass	70130	-9,000	-7,433	83%		
Giant Parramatta Grass	70140	-3,000	0	0%		
Tropical Soda Apple	70260	-15,000	-10,450	70%		
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	-38,752	117%		
Serrated Tussock	70230	-7,000	-7,237	103%		
Sundry Weeds	70250	-13,000	-6,851	53%		
Glen Innes Local Expenses	70370	-15,800	-583	4%		
Glen Innes Regional Expenses	70380	-32,900	-39,294	119%		
		-221,200	-195,727	88%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 17 APRIL 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>
<b>EXPENDITURE CONT'D</b>						
<b>PRIVATE WORKS</b>						
PW - Miscellaneous	80010	-20,000	-32,257	161%		
PW - Armidale Regional	80011	-35,000	-22,403	64%		
PW - Uralla Shire	80013	-2,000	-307	15%		
PW - Walcha	80014	-20,000	-14,867	74%		
PW - Glen Innes	80045		-6,375			
Projects - Crown Lands, LLS, Landcare, Other	80102	-50,000	-91,138	182%		
		-127,000	-167,347	132%	0%	
<b>OTHER</b>						
Loss on Sale of Assets	90010	0	0	0%		
		0	0	0%	0%	
<b>PLANT</b>						
Plant Minor	91010	-8,000	-5,681	71%		
Plant No 1 - CD 90QW - Isuzu Dmax	91110	-9,000	-7,818	87%		
Plant No 2 - CF 36 ES - Isuzu Dmax	91210	-6,000	-3,461	58%		
Plant No 3 - BH 40 EG- Toyota Landcru	91311	-8,000	-3,283	41%		
Plant No 3 - CI 07 FM - Toyota Landcru	91312		-825			
Plant No 4 - CA 78 TN Isuzu Dmax	91412	-6,000	-2,704	45%		
Plant No 5 -BV 50 RD Isuzu Dmax	91511	-7,000	-3,453	49%		
Plant No 6 - CA 77 TN Isuzu Dmax	91612	-8,000	-4,230	53%		
Plant No 7 - BR 70 CP - Toyota Landrui	91710	-8,000	-8,324	104%		
Plant No 7 - CL 64 RE - Toyota Landrui	91711		-2,038			
Plant No 8 - BV 31 RD - Toyota Landcru	91811	-8,000	-11,560	144%		
Plant No 9 -Dmax - CF 37 ES	91910	-8,000	-6,172	77%		
Plant No B1 - Quad	91992	-3,000	-1,825	61%		
Plant No B2 - Rhino	91920	-3,000	-695	23%		
Plant No W - Wolverine	91993		-217			
Depreciation		-85,000	0	0%		
Loss from disposal of assets						
		-167,000	-62,284	37%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 17 APRIL 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>
<b>EXPENDITURE CONT'D</b>						
<b>ONCOST</b>						
<b>Oncost Expenses</b>						
Public Holidays	92120	-22,000	-20,881	95%		
Sick Leave	92130	-15,500	-16,094	104%		
Long Service Leave	92140	-12,000	0	0%		
Annual Leave	92150	-36,000	-38,053	106%		
Superannuation	92170	-46,000	-43,948	96%		
Workers Compensation	92180	-16,000	-10,470	65%		
Other Employee Costs (PPE)	92200	-4,000	-2,267	57%		
		<b>-151,500</b>	<b>-131,712</b>	<b>87%</b>	<b>0%</b>	
<hr/>						
<b>Total Expenditure</b>		<b>-1,343,800</b>	<b>-1,028,441</b>	<b>77%</b>		
<hr/>						
<b>Net Cost</b>		<b>-317,180</b>	<b>116,908</b>	<b>-37%</b>		
<hr/>						
Add Plant Hire		-167,000	-62,284	37%		
Add Oncost		-151,500	-131,712	87%		
<b>Final Profit (Loss)</b>		<b>1,320</b>	<b>310,905</b>			

**RECOMMENDED: That Council adopt the March 2018 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 2017/2018 WEEDS ACTION PROGRAM**

**Private Property Inspections – Nominated Division 2017/2018**

Inspections have continued during the period with all enquiries and complaints being attended to. Officers have been involved in the completion of the spray program and will now concentrate on the completion of the inspection program by the end of the financial year.

**Private Property Inspections – Other Divisions**

District	Number of Properties Inspected	Number of Properties to be Inspected	Percent Complete
Northern District	8	25	32%
Central District	37	25	148%
Southern District	8	25	32%

**Private Property Inspections – Reinspections**

District	Number of Properties Inspected	Number of Properties to be Inspected	Percent Complete
Northern District	20	25	80%
Central District	30	40	75%
Southern District	5	25	20%

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

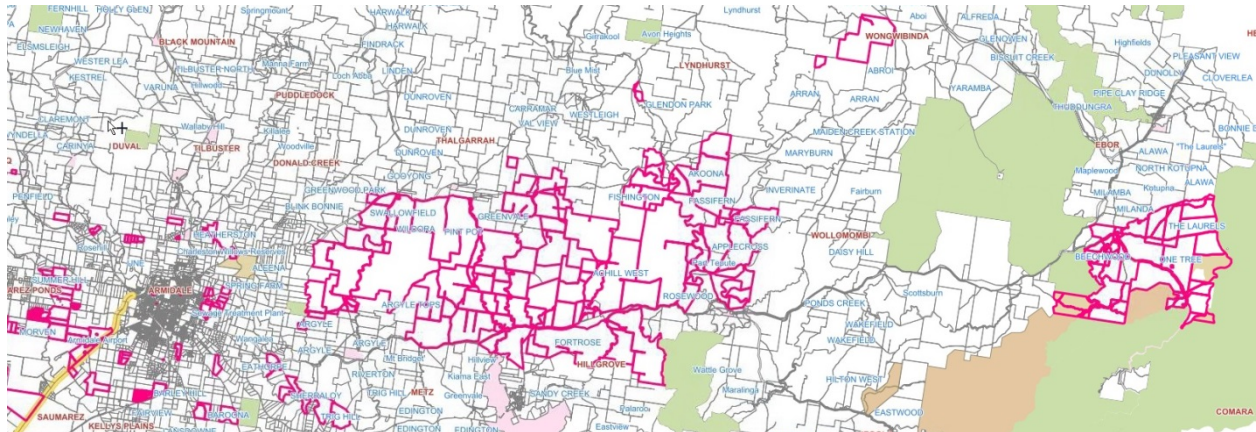
**Specific Inspections**

**Weeds Action Plan Regional Measurable Outcomes, Inspections/ NEWA**

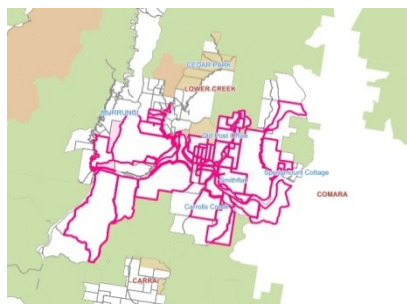
<b>Inspections</b>	<b>Number</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>
Nurseries	10	3	1	2	
Rural Outlets	0	2			
ARTC - No.	3		2	1	
ARTC - Ha.	0		10		
Weekend Markets	5	3		1	
Dept of Lands - No.	4	4	1		
Dept of Lands - Ha.	0	150	25		
Nat Parks/Reserves - No.	4	3			
Nat Parks/Reserves - Ha.	0	60			
Aquaria/Pet shops	2	1		1	
LH&PA Reserves - No.	5	8		4	
LH&PA Reserves - Ha.	0	125		65	
Gravel Quarries	40	2	1	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	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		26	
Private Property High Risk areas - Ha.	100,000	17,131		9,578	
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	179	
Private Property Inspections - Ha.	200,000	154,182	16,875	19,328	
Private Property Re Inspections - No.	120				
Private Property Re Inspections - Ha.	22,000				
Private property Waterways - No.	0				
Private property Waterways - Ha.	0				
Roadside Inspections - Km.	3,489		2,400		
Roadside Inspections - Ha.	69,780		4,800		

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

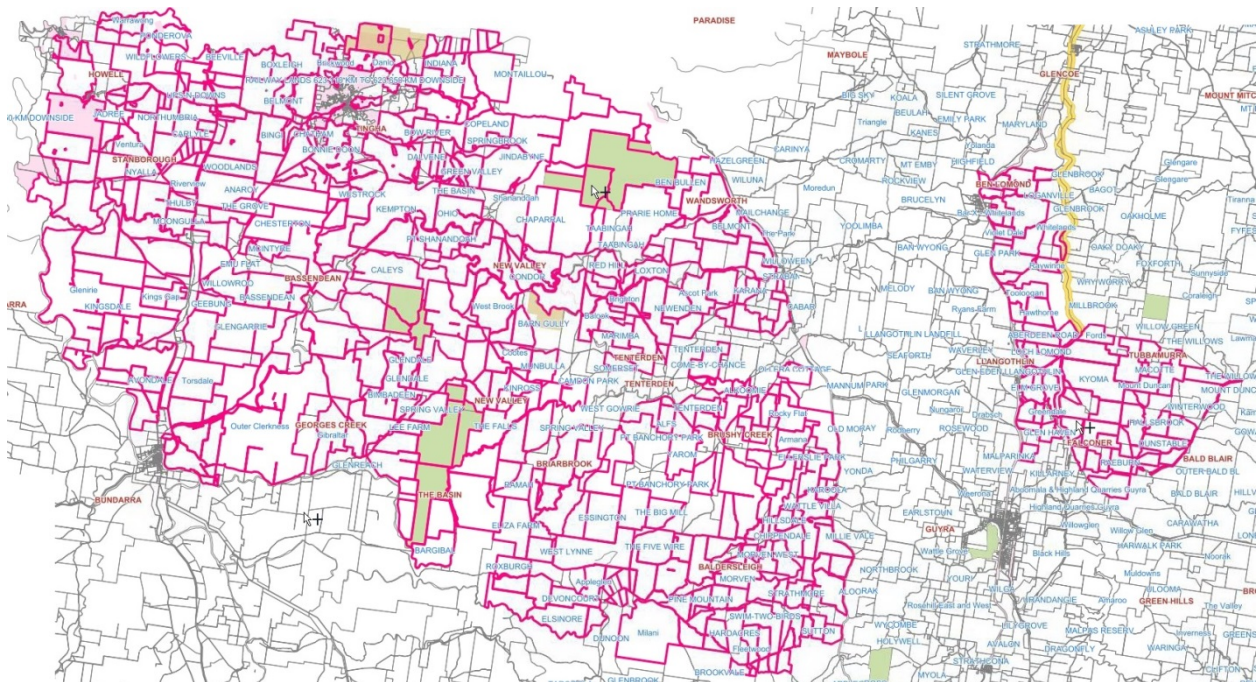
<b>Inspections cont'd</b>	<b>Number</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>
Other Council Lands - No.	0		10		
Other Council Lands - Ha.	0		40		
TSRs - No.	1				
TSRs - Ha.	2				



Property Inspections – Armidale Regional Council (Armidale)



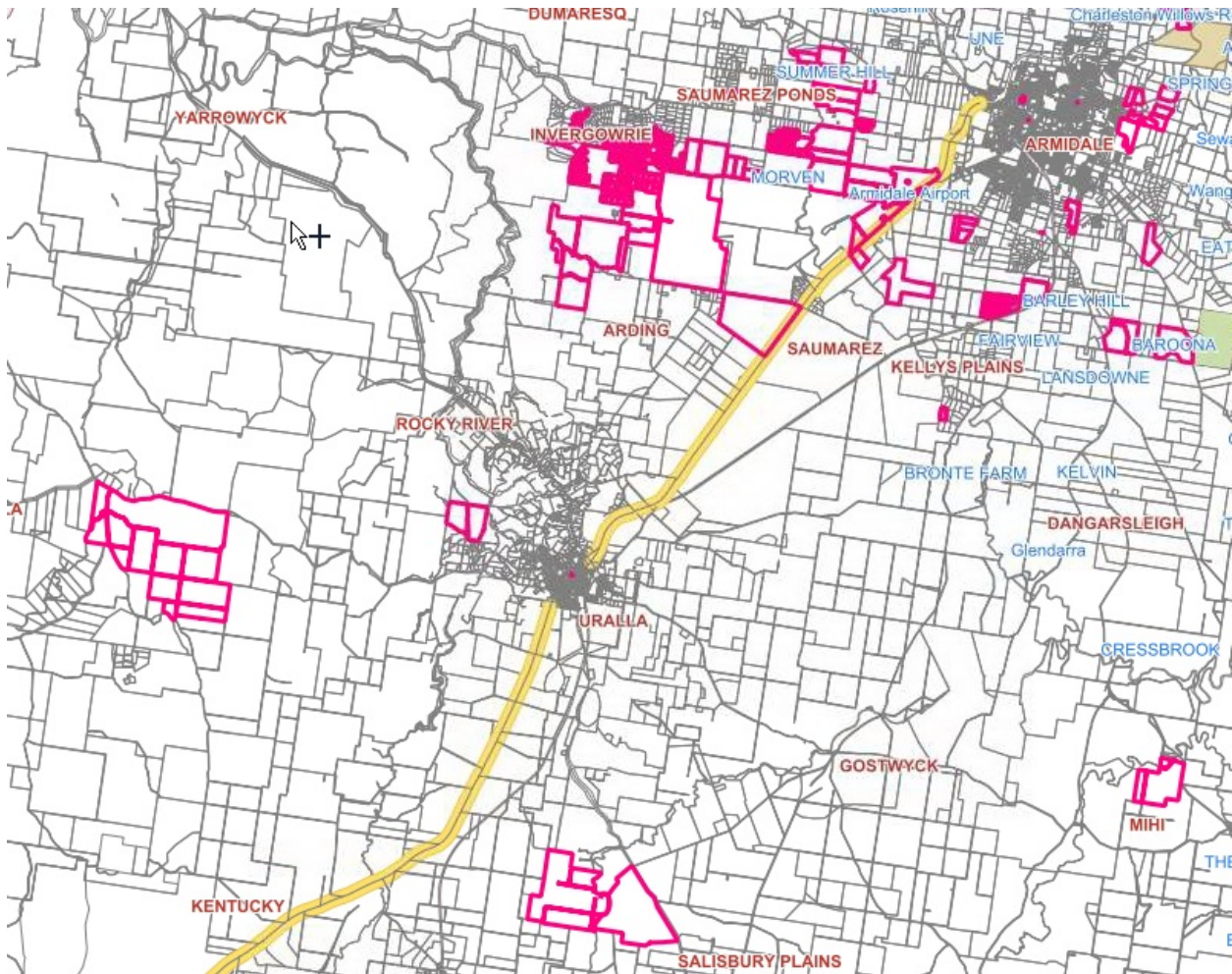
Property Inspections – Armidale Regional Council (Macleay Valley)



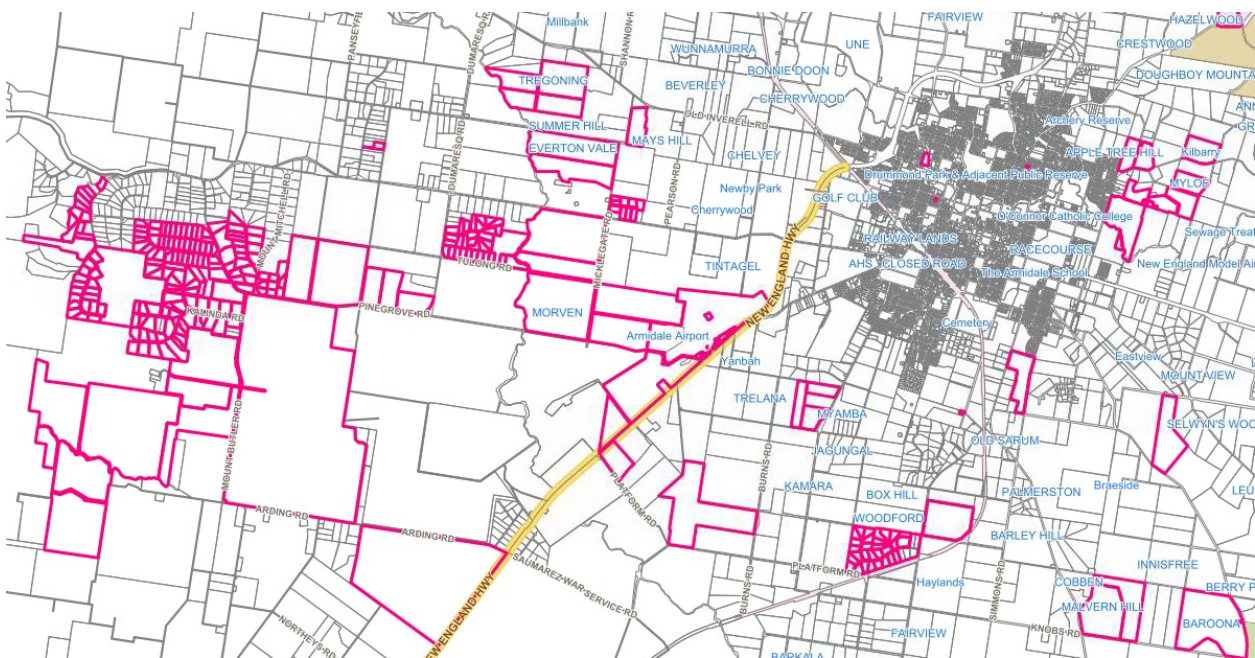
Property Inspections – Armidale Regional Council (Guyra)



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



Property Inspections – Uralla Shire Council (inc. Armidale)



Property Inspections – Uralla Shire Council (Invergowrie/Kellys Plains)



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Page 29 of 32

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 27 APRIL 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 Regional	2 March 2018
Guyra Show	Armidale Regional	17 February 2018
Uralla Show	Uralla	Cancelled
Walcha Show	Walcha	10 March 2018
Field Day Europambela	Walcha	28 February 2018
Macleay Catchment Citizens Group	Armidale Regional	18 March 2018
GLENRAC Landcare Farmers Info Day, Ben Lomond	Armidale Regional	28 August 2017
Water Quality Weeds Field Day Castledoye Rd	Armidale Regional	2 September 2017
UNE Student Presentation	Armidale Regional	18 August 2017
Uralla Primary Producers Night	Uralla	29 November 2017
Tropical Soda Apple/Vine Weeds Field Day, Blackbird Flat	Armidale Regional	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	1	
Media Releases	6	3	3	2	
Team Talk Meetings	4	3	3	2	
Ag Quip	1	1			
Shows/Expos	3			3	
Landcare Events	4		2		
Other	3		1	1	
Landowners contacted	200	50	62		

## **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.

<b>Date</b>	<b>Activity</b>	<b>Details</b>
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
26 February 2018	SEINS Training	All staff

### **Operational Program –**

Changes in the roadside Blackberry programs has resulted in the following:

- Walcha and Armidale City programs completed in January,
- Uralla and Armidale Regional programs completed in February.

Operational staff have assisted in the completion of the Glen Innes program in March and have then worked in conjunction with Northern Tablelands Local Land Services treating Blackberry on the New England Highway.

Private works have been carried out for Armidale Regional Council, Walcha Council and Glen Innes Council for:

- Weed control prior to grading,
- Roadside furniture,
- Urban areas,
- Cemeteries,
- African Black Beetles,
- Parks and Gardens.

Bellingen Shire Council also carried out a Giant Parramatta Grass and Roadside Furniture program.

A further pass on Mexican Waterlily in the Salisbury Waters and Gara catchments was carried out with Office of Environment and Heritage trust funding in February 2018

Operational staff will also assist the Northern Tablelands LLS on weed control programs along Travelling Stock Routes.

### **RECOMMENDATION:**

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

**8 MATTERS OF URGENCY**

**9 NEXT MEETING: Tuesday, 19 June 2018 at 8:30 am.**

**10 ATTACHMENTS**

**10.1.1 New England Weeds Authority Annual Operational Plan 2018 - 2019.**

**10.1.2 Client Services Plan for 2017/18 Audit**