

Trading as:

NEW ENGLAND WEEDS AUTHORITY

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5 June 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 2/129 Rusden Street, Armidale on

Tuesday, 19 June 2018 at 8:30 am.

Yours sincerely,

Wayne Deer
GENERAL MANAGER

AGENDA

ORDINARY MEETING – Commencing at 8:30 am

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NEXT MEETING: Tuesday, 21 August 2018 at 8:30 am.

1 PRESENT

2 APOLOGIES

3 DECLARATION OF INTEREST

**4 CONFIRMATION OF THE MINUTES OF THE ORDINARY
MEETING HELD ON TUESDAY 17 APRIL 2018**

**5 MATTERS ARISING FROM THE MINUTES OF THE
ORDINARY MEETING HELD ON WEDNESDAY 17 APRIL
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 WEDNESDAY,
17 APRIL 2018 COMMENCING AT 8.30 AM**

PRESENT: Councillor M. Dusting - Chairperson, Councillors L. Martin, A. Murat and J. Galletly.

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

APOLOGIES: Councillor S. Kermode.

13/18 RESOLVED on the motion of Councillors Murat 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 20 FEBRUARY 2018.**

14/18 RESOLVED on the motion of Councillors Martin and Galletly that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 20 February 2018, 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 20 FEBRUARY 2018.**

There were no matters arising.

CHAIRMAN'S REPORT

The Chair advised of the following:

- Reported on the annual Chairman's tour of Council's area following the February 2018 meeting of Council which took in the areas of Invergowrie, detailing the inspection program on small holdings; Bundarra where Council staff are working with land holders on Blackberry control programs; Kentucky where a major infestation of Serrated Tussock has been controlled; Wollun, highlighting infestations of Blackberry and St Johns Wort along the Railway Corridor; Woolbrook where an overview of the control program for various weeds was provided along with work on Crown lands; Thunderbolts Way between Walcha and Uralla where in partnership with the Northern Tablelands Local Land Services control programs have been put in place for St Johns Wort along roadsides, as well as in Armidale including a recreational park where a small controlled infestation of Lippia is located. Appreciation was extended to Council's Senior Biosecurity Officer (Weeds) for organising the tour and to Councillors who were able to attend.

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON WEDNESDAY, 17 APRIL 2018 COMMENCING AT 8.30 AM

- Advised that the next meeting of Northern Tablelands Regional Weeds Committee will be held at Walcha on 8 May 2018 and that it is to be a combined meeting with the North West Regional Weeds Committee. The Chairman along with Council staff will be attending the meeting.

1. NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN 2018-2019 (ITEM 7.1.1)

15/18 RESOLVED on the motion of Councillors Murat and Martin that:

1. That the Draft 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.

2. AUDIT OFFICE OF NSW- AUDIT FOR YEAR ENDING JUNE 2018 (ITEM 7.1.2)

16/18 RESOLVED on the motion of Councillors Martin and Murat that the report on the Audit process of Council's financial statements for the year ending 30 June 2018 be received and noted.

3. NORTHERN TABLELANDS REGIONAL STRATEGIC WEED MANAGEMENT PLAN 2017-2022 - REGIONAL WEEDS BEST PRACTICE GUIDES (ITEM 7.1.3)

17/18 RESOLVED on the motion of Councillors Murat and Martin 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, **AND FURTHER THAT** staff be congratulated on producing the Regional Best Practice Guides.

4. INVESTED FUNDS REPORT (ITEM 7.1.4)

18/18 RESOLVED on the motion of Councillors Galletly 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.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON WEDNESDAY,
17 APRIL 2018 COMMENCING AT 8.30 AM**

5. MARCH 2018 QUARTERLY BUDGET REVIEW (ITEM 7.1.5)

19/18 RESOLVED on the motion of Councillors Murat and Martin that Council adopt the March 2018 Quarterly Budget Review and approve the Budget variations.

6. 2017/2018 WEEDS ACTION PROGRAM (ITEM 7.2.1)

20/18 RESOLVED on the motion of Councillors Murat and Martin that the report on the 2017/2018 Weeds Action Program be received and noted.

7. MATTERS OF URGENCY

There were no matters of urgency.

NEXT MEETING

The next meeting will be held on Tuesday, 19 June 2018 at 8.30 am.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE
MEETING CLOSED AT 9:10 AM.**

GENERAL MANAGER'S REPORT

7.1 ORGANISATIONAL MATTERS

7.1.1 NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN 2018-2019

Introduction

Council at its April 2018 meeting considered a report regarding the Draft Annual Operational Plan 2018 - 2019. 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 four year Delivery Plan 2017 -2021, covering that year.

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

Report

Council at its April 2018 meeting resolved in accordance with the provisions of the Local Government Act 1993, to place the Plan on public exhibition.

The Plan has been advertised in local newspapers circulating in the area commencing on 30 April 2018, seeking public comment. A letter and copies of the Plan have also been forwarded to the General Manager/ Chief Executive Officer of each member Council on 23 April 2018.

At the time of writing this report Council has not received any submissions as a result of the public exhibition of the draft Plan. Once adopted the Plan will become operational from 1 July 2018.

Copies of the Plan will be forwarded to the Division of Local Government in accordance with their requirements and will be placed on Council's website.

RECOMMENDATION:

That Council in accordance with the provisions of the Local Government Act 1993 and Regulations thereunder, adopt the New England Weeds Authority Annual Operational Plan 2018 – 2019.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 19 JUNE 2018

7.1.2 LOCAL GOVERNMENT REMUNERATION TRIBUNAL

Introduction

The Local Government Remuneration Tribunal is required to report to the Minister for Local Government by 1 May each year as to its determination of categories and the maximum and minimum of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

The Local Government Remuneration Tribunal has handed down its latest determination of annual remuneration fees for councillors and mayors. This report advises Council of the findings of the Tribunal and asks Council to fix their annual fees for 2018/19.

A copy of the full Report and Determination of The Local Government Remuneration Tribunal under Section 239 and 241 of the Local Government Act 1993 dated 17 April 2018 is attached to the report for the information of Councillors.

Report

Section 241 (1) of the Local Government Act 1993 (LG Act) requires that:

The Remuneration Tribunal must, not later than 1 May in each year, determine, in each of the categories determined under section 239, the maximum and minimum amounts of fees to be paid during the following year to councillors (other than mayors) and mayors.

Section 239 (1) provides that:

The Remuneration Tribunal must, at least once every 3 years:

- *determine categories for councils and mayoral offices; and*
- *place each council and mayoral office into one of the categories it has determined.*

The Tribunal wrote to all Mayors in November 2017 advising of the commencement of the 2018 Annual Review. This follows a significant review of the categories and the allocation of Councils into each of those categories which was prompted by the amalgamation of Councils in 2017, resulting in the creation of 20 new Councils and an overall reduction in the number of Councils in NSW from 152 to 128. A number of submissions were received and are contained in the Local Government Remuneration Tribunal Annual Report and Determination dated 17 April 2018, attached to the report.

In undertaking the review the Tribunal examined the existing categories, a range of statistical and demographic data and considered the views of councils and Local Government NSW. Having regard to that information the Tribunal has determined a categorisation model which differentiates councils primarily on the

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 19 JUNE 2018

basis of their geographic location. Other factors which differentiate councils for the purpose of categorisation include population, the sphere of council's economic influence and the degree of regional servicing. The Tribunal has determined for 2018 that the categories will remain unchanged with the next major review scheduled for 2020.

In accordance with Section 239 of the LG Act the categories of general purpose councils has been determined as follows.

Metropolitan	Non- metropolitan
Principal CBD	Regional City
Major CBD	Regional Strategic Area
Metropolitan Large	Regional Rural
Metropolitan Medium	Rural
Metropolitan Small	

There have been no changes to the categorisation of County Councils and they will retain the existing categories of Water and Other. This means that our Council will remain in the "County Councils - Other" category.

The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and had regard to the budgetary limitations imposed by the State Government's policy of rate pegging, determined that an increase of 2.5% is warranted. This increase will apply to the minimum and the maximum of the ranges of all existing categories for the fees for Councillors and Mayors/Chairpersons.

A summary of the Determination Pursuant to Section 239 of Categories of Councils and County Councils Effective from 1 July 2018 are detailed in the following Tables.

Metropolitan	No	Non- metropolitan	No
Principal CBD	1	Regional City	2
Major CBD	1	Regional Strategic Area	2
Metropolitan Large	8	Regional Rural	37
Metropolitan Medium	9	Rural	57
Metropolitan Small	11		

County Councils	No
Water	4
Other	6

Sections 248, 248A, 249, 250 and 251 of the Act generally provide that:

- A Council may fix an annual fee to be paid to each councillor and to the mayor. The fee paid to the mayor is additional to the councillor fee. The fees paid must be in accordance with the determination made by the Remuneration Tribunal.

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- The annual fee so paid must be the same for each councillor.
- A Council that does not fix the annual fees (both councillor and mayoral) must pay the minimum fee as determined by the Remuneration Tribunal.
- Fees are to be paid monthly in arrears.
- A suspended councillor does not receive the fee during the period of the suspension.
- A Council may pay a deputy mayor a fee determined by the Council for such time as the deputy mayor acts as mayor however, the fee so paid must be deducted from the mayor's annual fee.
- The payment of these fees does not mean that councillors are Council employees nor does the fee constitute a salary for the purposes of any Act.

Financial Implications

The Tribunal has determined that the annual fees for Councillors and Chairpersons of County Councils to be effective from 1st July 2018 will be:

Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
Minimum	Maximum	Minimum	Maximum
\$1,780	\$5,910	\$3,820	\$10,790

** This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).*

The current Chairperson and Councillors fees for 2017/18 are set at \$2,377 for Councillors and \$5,942 for the Chairperson. Should Council decide to increase the annual fees by 2.5% then the new fees for the 2018/19 financial year would be \$2,436 and \$6,090 respectively. Provisions have been provided for in the Budget for the annual remuneration fees for Councillors and the Chairperson.

Attachment: The Local Government Remuneration Tribunal Determination.

RECOMMENDATION: That Council determine their annual fees for 2018/19.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 19 JUNE 2018

7.1.3 DRAFT STANDARD FOR WEED MANAGEMENT COMPLIANCE – STATE WEED COMMITTEE

Introduction

Recent advice has been received from the Chair of the State Weed Committee, Mr R. Kidd that the Committee has developed a draft Standard for Weed Management Compliance (the Standard) to deliver consistent weed management in NSW. The Standard has resulted from the Natural Resources Commission report into Weed Management in NSW in 2014 and the introduction of the Biosecurity Act 2015 in July 2017, both of which support the implementation of measurement of performance against standards.

Report

The purpose of the Standard is to give confidence to the public, government, other interested parties and to weed managers themselves, that weed management is cost effective, prevents, eliminates and minimises biosecurity risks posed by weeds.

A further aim of the Standard is to address quality practice in weed management compliance and whilst it can be used by a variety of land managers, its main audience is regulatory authorities and regional planners by providing a basis for organisational policy and structural change to ensure they have the capacity to manage biosecurity threats posed by weeds. Whilst the Standard will have a general application it will specifically assist Local Control Authorities (Councils) and Local Land Services to achieve a high standard of compliance.

The Standard is compatible with existing mandatory documents for weed management as required by the NSW Weeds Action Program and compliments the delivery of the Regional Strategic Weed Management Plan and the NSW Invasive Species Plan.

The Standard comprises five (5) components. These are:

1. Partnership Engagement and Adoption.
2. A Skilled and Informed Workforce.
3. Assessment Monitoring and Recording.
4. Effective and Professional use of Regulation and
5. Reporting and analysis.

Each of the five components of the Standard specifies required outcomes which define the quality of weed management compliance practice that must be achieved.

The Standard will allow the NSW Department of Primary Industries (NSW DPI) to conduct formal audits of Local Control Authorities and others to assess their compliance against the Standard.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
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Written submissions are being sought on the Standard by NSW DPI and will be received up until 6 July 2018.

Comment

The Standard has been reviewed by staff of Council and was the subject of a presentation by Mr. Syd Lisle, Coordinator Invasive Species Weed Reform Projects, NSW DPI at the May 2018 meeting of the Northern Tablelands Regional Weed Committee. In his presentation Mr. Lisle indicated that following the consultation process and consideration of submissions it is expected that the Standard will be released by the end of the year.

Having considered the Standard its purpose, application and evidence based outcomes it is considered the document is fair and reasonable, and that no additional input is necessary at this stage, as it is considered that Council would be able to adequately meet the requirements of the Standard.

Attachment: Draft – Standard for Weed Management Compliance.

RECOMMENDATION: That the report on the NSW Department of Primary Industries, Draft Standard for Weed Management Compliance be received and noted.

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7.1.4 PUBLIC INTEREST DISCLOSURES REPORT

Introduction

Councils are required to provide the NSW Ombudsman with statistical information regarding their compliance with their obligations under the Public Interest Disclosures Act 1994 (PID 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) reports is outlined in the Public Interest Disclosures Regulation 2011 (PID Reg).

Table 1 below details the six-monthly report information to 30 June 2018 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: corrupt conduct, maladministration, serious and substantial waste of public money or local government money (as appropriate), government information contraventions, local government pecuniary interest contraventions,	Nil 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
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.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 19 JUNE 2018**

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.

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7.1.5 GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 (GIPA) – PUBLICATION GUIDE REVIEW

Introduction.

Under the provisions of Section 21 of the Government Information (Public Access) Act 2009, Council must review its publication guide and adopt a new publication guide at intervals of not more than 12 months. In addition, the Information Commissioner of the Information Commission of NSW has stipulated that the 31st July of each year has been nominated as the date when all agencies are to have reviewed their publication guide, published the updated guide on their website and provided the update to the Commissioner.

Report.

The guide is essentially a summary of what Council does, how it does it, and what type of information it holds and generates through the exercise of its functions, with a particular focus on how those functions affect members of the public.

The document aims to make it easier for people to identify and locate information held by Council, and know whether the information can be obtained on the website, at the Council offices, upon request or under a formal access application.

The document has been reviewed by staff with minor amendments referencing Council's review of adopted policies and details relating to the three (3) new representatives from Armidale Regional Council following the election in September 2017 as a result of the proclamation on 12th May 2016, resulting in the amalgamation of Armidale Dumaresq Council and Guyra Shire Council to form the new Armidale Regional Council. In addition changes have been made in relation to the Biosecurity Act 2015 coming into force in July 2017 which saw the previous Noxious Weeds Act 1993 being repealed.

It is considered that the document meets the requirements of the GIPA Act and is submitted for Council's consideration and adoption. Council's revised Publication Guide is attached to the report for the information of Councillors.

Attachment: New England Tablelands (Noxious Plants) County Council Publication Guide.

RECOMMENDATION:

That under the provisions of Section 21 of the Government Information (Public Access) Act 2009, Council adopts the revised New England Tablelands (Noxious Plants) County Council Publication Guide, as attached to the report.

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7.1.6 REVIEW OF COUNCIL POLICIES

Introduction

As previously reported to Council a review of Council's Policies and Procedures is an ongoing exercise. A number of Council's already adopted policies have a requirement that they must be reviewed at least every twelve months from their date of adoption. In addition a comprehensive review was undertaken of Council's previous Equal Employment Opportunity Policy that necessitated the drafting of a new Policy. These policies are the subject of this report.

Report

The following provides a summary of each of the Policies with any proposed amendments, changes or updates detailed. Copies of each of the Policies are attached in full to the report.

- **Investment Policy 01/11** – this policy provides the framework for the investment of Council's funds at the most favourable rate of interest whilst having due consideration of risk and security for that investment type.
Comment: No changes are proposed to this policy.
- **Credit Card Policy 02/11** – this policy was developed to facilitate the responsible issue and use of credit/debit cards by New England Weeds Authority employees so as to ensure that organisational transactions are carried out as efficiently as possible and to guard against any possible abuse of organisational credit/debit cards.
Comment: No changes are proposed to this policy.
- **Drug and Alcohol Policy No: 03/11** – this policy prohibits the use of drugs and alcohol in the workplace.
Comment: No changes are proposed to this policy.
- **Engagement of Contractors Policy No: 04/11** – this policy is to ensure that systems are established to assist contractors/sole traders comply with Work Health & Safety standards and other statutory requirements, when engaged by Council.
Comment: Minor updates including the increase of Public Liability insurance cover required by contractor/s to Council from \$5million to \$20 million, otherwise no changes to the policy.
- **Procurement of Goods & Services Policy No: 05/11** – this policy is to ensure that Council receives the best price when staff procure goods and services, and that their actions are transparent, accountable and follow probity requirements.
Comment: No changes are proposed to this policy.

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- **Annual Leave Policy 02/12** – this policy outlines the way in which employees' annual leave entitlements are managed in order to both ensure that employees take their annual leave regularly each year and that Council's annual leave liability is minimised.
Comment: No changes are proposed to this policy other than minor updates.
- **Gifts and Benefits Policy 03/12** – this policy addresses specific requirements regarding the management of gifts and benefits offered to Councillors and Council employees.
Comment: No changes are proposed to this policy.
- **Records Management Policy 01/13** – this policy establishes the framework for the management of Council records that is consistent with legislative requirements.
Comment: No changes are proposed to this policy.

As mentioned above Council's Equal Employment Opportunity Policy has been completely revised and updated into a new Policy 03/18 including the development of an Equal Employment Opportunity Management Plan as required by the Local Government Act 1993. A copy of the Policy is attached for the consideration of Councillors.

The abovementioned policies have been discussed with staff who have provided comment and input.

The review of Council's policies, procedures and management practices is an ongoing process and further reports will be provided to Council as the need arises.

Attachments:

- **Investment Policy No: 01/11**
- **Credit Card Policy 02/11**
- **Drug and Alcohol Policy No: 03/11**
- **Engagement of Contractors Policy No: 04/11**
- **Procurement of Goods and Services Policy No: 05/11**
- **Annual Leave Policy No: 02/12**
- **Gifts and Benefits Policy No: 03/12**
- **Records Management Policy No: 01/13**
- **Equal Employment Opportunity Policy 03/18**

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
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RECOMMENDATION:

1. That Council reaffirm the adoption of the following Policies, as attached to the report.
 - Investment Policy No: 01/11
 - Credit Card Policy 02/11
 - Drug and Alcohol Policy No: 03/11
 - Engagement of Contractors Policy No: 04/11
 - Procurement of Goods and Services Policy No: 05/11
 - Annual Leave Policy No: 02/12
 - Gifts and Benefits Policy No: 03/12
 - Records Management Policy No: 01/13
2. That Council adopt the Equal Employment Opportunity Policy 03/18, as attached to the report.

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7.1.7 INTERNAL AUDIT COMMITTEE

Introduction

Following a meeting with officers of the Audit Office of NSW in July 2017 and staff of Armidale Regional Council to discuss amongst other items external audit arrangements, the matter of our Council not having in place an Internal Audit Review Committee as provided for under Section 23A of the Local Government Act 1993, Director General's – Guidelines was highlighted.

Subsequently a letter was forwarded to Armidale Regional Council (ARC) in August 2017 requesting that our Council be able to utilise the services of their Internal Audit Review Committee on a shared basis.

Discussion has been ongoing and a response has now been received which is the subject of this report.

Report

In the Director General of Local Government Guidelines it is pointed out that internal audit is an essential component of good governance for all Councils, as Councillors can be assured that risk management practices within the organisation are working effectively. The internal audit process is also an on-going mechanism to ensure that "best practice" is being undertaken as recommended by the Division of Local Government.

In the response from Ms N. Heaton, Service Leader – Governance, Risk & Corporate Planning, ARC advice is that the ARC Audit & Risk Committee at its February 2018 meeting agreed to be appointed as our Council's internal audit committee and that this position was adopted by the ARC at its Ordinary meeting on 28 March 2018, with the arrangement to commence in the new financial year 2018/19.

The ARC Audit & Review Committee meet on a quarterly basis with next the meeting scheduled for 28 August 2018. Other than staff the Committee comprises the appointed Internal Auditor and four (4) independent members.

It is also understood from the correspondence that due to the Internal Auditor resigning in January 2018 that ARC is currently undergoing a process for that position to be replaced.

Discussions have ensued with staff of ARC in regard to the costs to our Council and whilst nothing has been finalised at the time of writing this report, it is understood that the annual cost to Council would be in the vicinity of \$1,200. The 2018/19 budget provides for an amount of \$2,000 for Enterprise Risk Management and Internal Audit.

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Comment

Whilst it has taken some time this is a pleasing result for our Council and greatly assists in our risk management endeavours which in turn build community confidence in Council's managerial performance.

RECOMMENDATION:

That the report on the resource sharing arrangements with Armidale Regional Council's Audit and Risk Committee be received and noted.

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7.1.8 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2018

Introduction

Local Government NSW has advised of arrangements for the 2018 Annual Conference. This report is submitted to enable Council to determine its representation at the Conference.

Report

The Conference is the annual policy-making event for NSW general-purpose Councils, associate members and the NSW Aboriginal Land Council. It is the pre-eminent event of the local government year where local Councillors come together to share ideas and debate issues that shape the way they are governed.

The Local Government Annual Conference will be held at the Albury Entertainment Centre, Swift Street, Albury, from 21 to 23 October 2018.

Policy Implications

Council's policy "Payment of Expenses and the Provision of Facilities for Chairperson, Councillors and Staff" provides for the attendance of the Chairperson as delegate and the General Manager.

Financial Implications

Advice of registration fees for each participant at the Conference have not been received at the time of writing the report. Fees generally cover all conference activities, business papers and include the cost of the conference dinner.

Accommodation, travel and sustenance costs, the exact extent of which are also unknown at this time, will be additional, however all costs associated with attendance at the Conference have been provided for in the Budget.

RECOMMENDATION: That Council:

- 1. Approve the attendance of two representatives at the 2018 Local Government Annual Conference, those representatives being the Chair as Voting Delegate and the General Manager.**
- 2. Approve payment of all expenses associated with the attendance at the Conference in accordance with the Payment of Expenses Policy.**

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 19 JUNE 2018**

8.1 FINANCIAL MATTERS

8.1.1 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 May 2018 and an update of the investment environment:

- a) Council's Investments for reporting period 1 January 2018 – 31 May 2018;
- b) Investment Portfolio Performance and
- c) Investment Commentary.

Financial Impact

The actual interest earned for the April 2018 to May 2018 period is \$6,179.67 bringing the year to date total to \$31,224.69.

a) Council's Investments for reporting period 1 April 2018 – 31 May 2018

Commonwealth Bank Business Online Saver:

As at	Rate	Balance	Interest
31 May 2018	0.6%	\$143,031.98	\$219.36

Term Deposits:

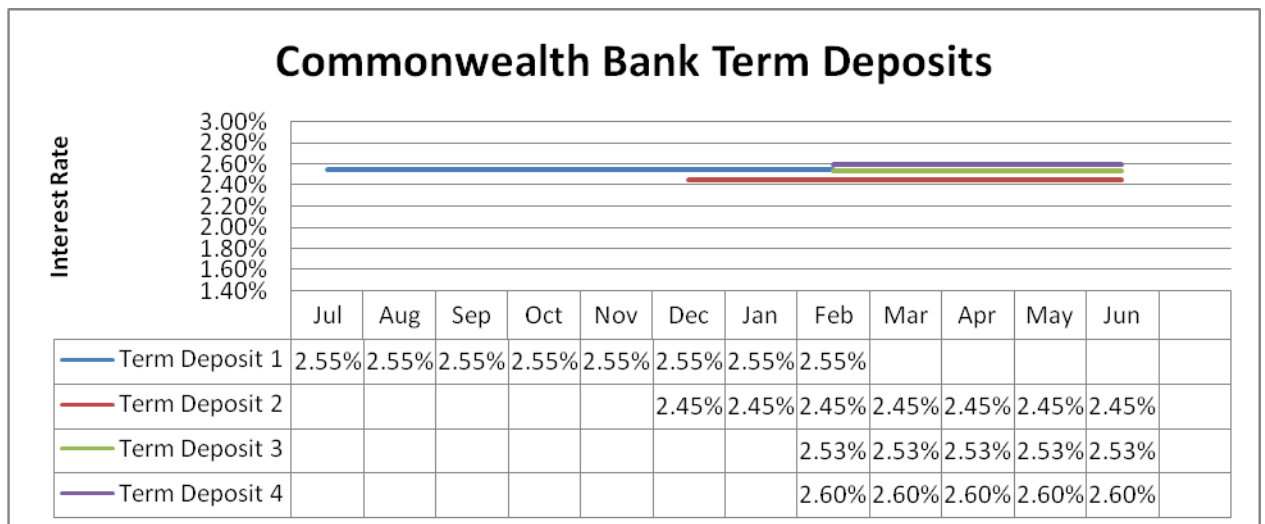
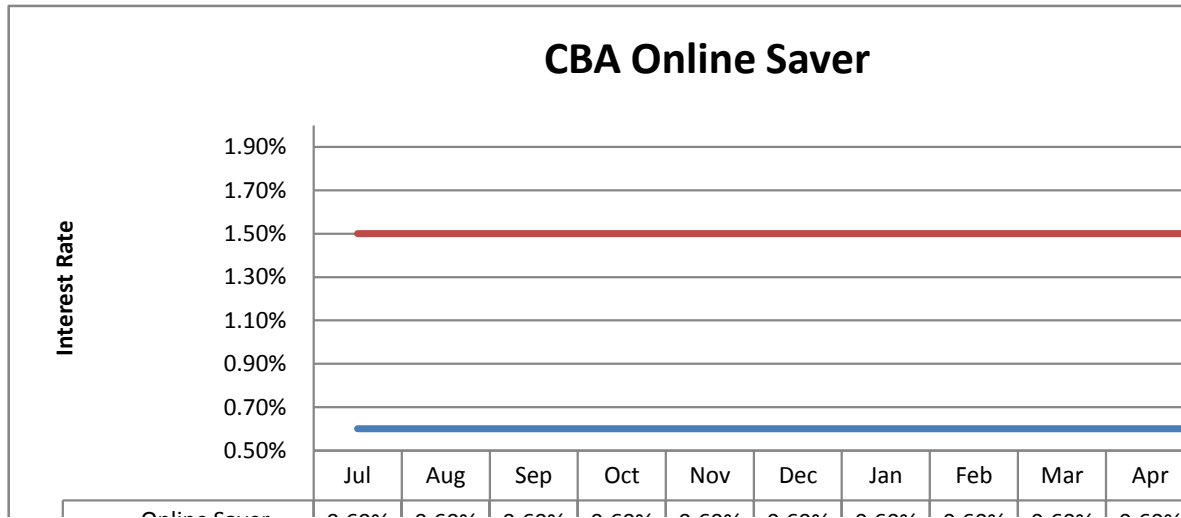
Commonwealth Bank Term Deposits

Term Deposit	Opened	Due	Rate	Term Deposit	Balance at 31 March 2018	Interest accrued Apr - May 2018
1	12 Dec 2017	12 June 2018	2.45%	\$440,000	\$440,000	\$1,801.33
2	13 Feb 2018	11 Oct 2018	2.53%	\$200,000	\$200,000	\$845.46
3	22 Feb 2018	22 Feb 2019	2.6%	\$762,575.34	\$762,575.34	\$3,313.52
TOTAL					\$1,402,575.34	\$5,960.31

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 19 JUNE 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%. It is pleasing to report that the returns on investments to date are above budget forecasts of \$30,000 by \$1,224.69.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 19 JUNE 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.**

9 WEED CONTROL MATTERS

9.1.1 2017/2018 WEEDS ACTION PROGRAM

Private Property Inspections – Nominated Division 2017/2018

Inspections are close to completion in the nominated areas for the 2017/2018 period.

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	12	25	48%

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	8	25	33%

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
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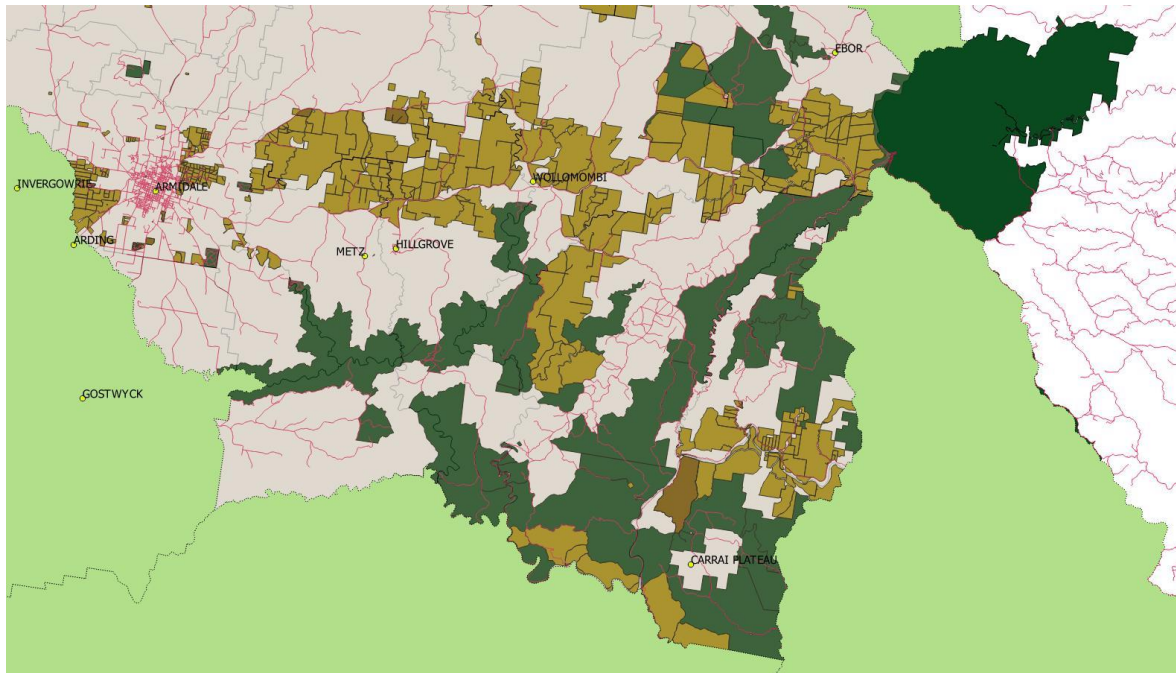
Specific Inspections

Weeds Action Plan Regional Measurable Outcomes, Inspections/ NEWA

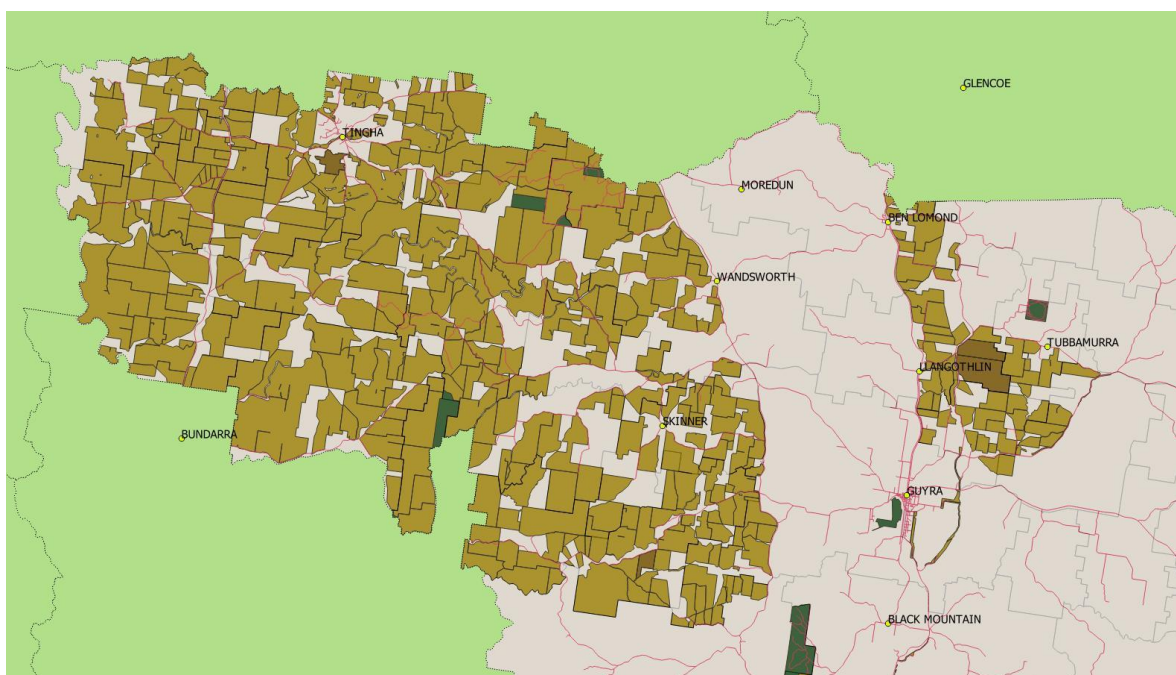
Inspections	Number	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Nurseries	10	3	1	2	3
Rural Outlets	0	2			
ARTC - No.	3		2	1	
ARTC - Ha.	0		10		
Weekend Markets	5	3		1	1
Dept of Lands - No.	4	4	1		
Dept of Lands - Ha.	0	150	25		
Nat Parks/Reserves - No.	4	3			1
Nat Parks/Reserves - Ha.	0	60			20
Aquaria/Pet shops	2	1		1	1
LH&PA Reserves - No.	5	8		4	
LH&PA Reserves - Ha.	0	125		65	
Gravel Quarries	40	2	1	1	3
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	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	145
Private Property High Risk areas - Ha.	100,000	17,131		9,578	12,489
PP HR Re inspections - No.	100		3		
PP HR Re inspections - Ha.	20,000		600		
Roadside Inspections High Risk Pathways - Km.	640	200	440		126
Roadside Inspections High Risk Pathways - Ha.	1,280	400	880		252
Waterways High Risk Pathways - No.	20	20			
Waterways High Risk Pathways - Ha.	4000	2000			
Private Property Inspections - No.	1000	564	112	179	145
Private Property Inspections - Ha.	200,000	154,182	16,875	19,328	38,416
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
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Inspections cont'd	Number	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Other Council Lands - No.	0		10		
Other Council Lands - Ha.	0		40		
TSRs - No.	1				
TSRs - Ha.	2				

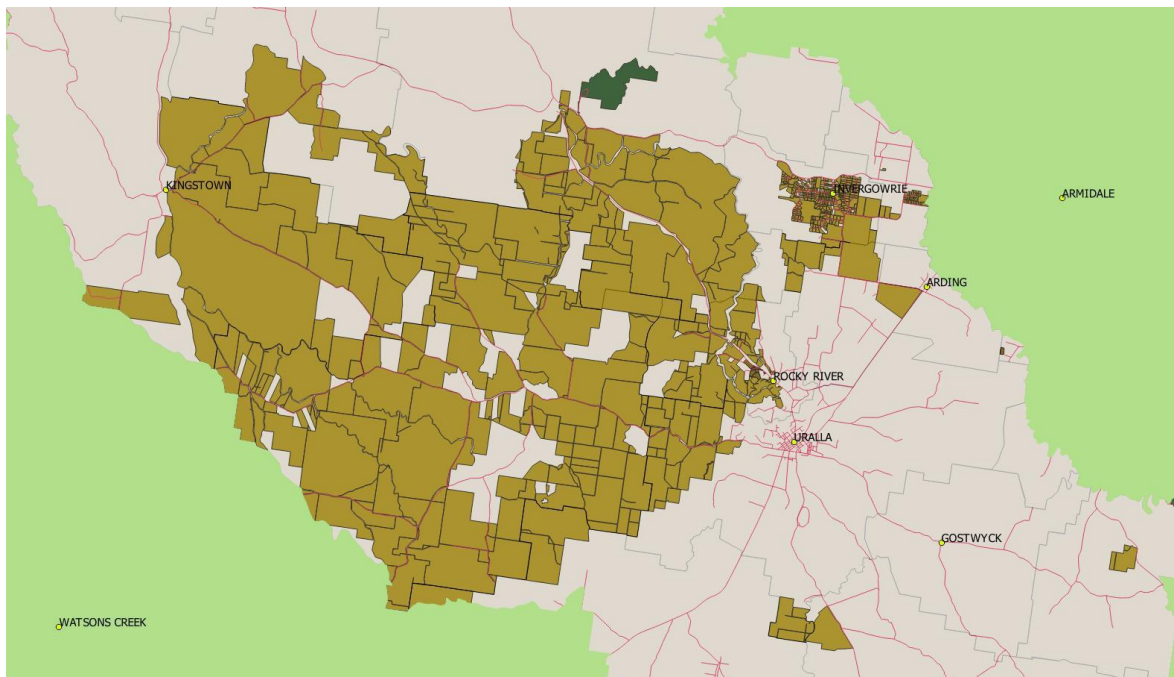


Property Inspections – Armidale Regional Council (Armidale)

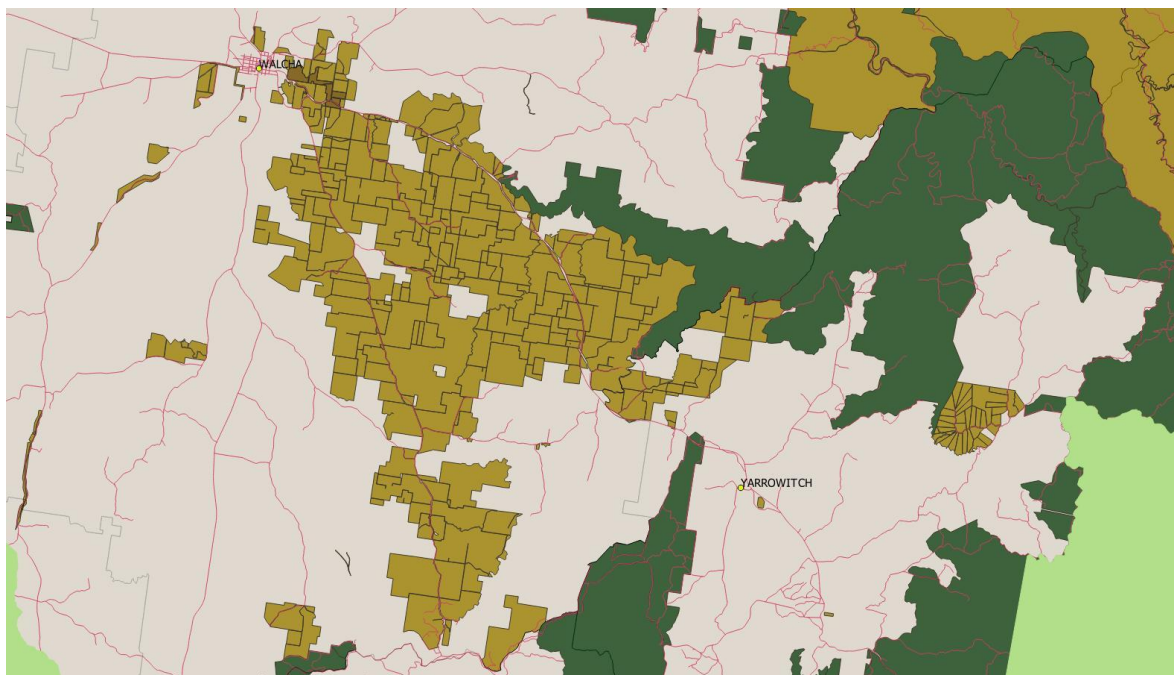


Property Inspections – Armidale Regional Council (Guyra)

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
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Property Inspections – Uralla Shire Council



Property Inspections – Walcha Council

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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 was 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			1
Field Days	4	2	1	1	
Media Releases	6	3	3	2	3
Team Talk Meetings	4	3	3	2	3
Ag Quip	1	1			
Shows/Expos	3			3	
Landcare Events	4		2		
Other	3		1	1	
Landowners contacted	200	50	62	48	68

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 19 JUNE 2018**

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
26 February 2018	SEINS Training	All staff
15,16 May 2018	QGIS GIS Software Training	Matthew Benham

Operational Program –

Operational staff have assisted the Northern Tablelands LLS on weed control programs along Travelling Stock Routes.

A control program for Tropical Soda Apple was carried out from 30 April to 4 May in the Macleay Valley.

RECOMMENDATION:

That Council adopt the quarterly report on the 2017/2018 Weeds Action Program.

MATTERS OF URGENCY

NEXT MEETING: Tuesday, 21st August 2018 at 8:30 am.

ATTACHMENTS

1. **LOCAL GOVERNMENT RENUMERATION TRIBUNAL DETERMINATION**
2. **DRAFT- STANDARD FOR WEED MANAGEMENT COMPLIANCE**
3. **NEWA GOVERNMENT INFORMATION (PUBLIC ACCESS)
PUBLICATION GUIDE**
4. **POLICY REVIEW**
 - Investment Policy No: 01/11
 - Credit Card Policy 02/11
 - Drug and Alcohol Policy No: 03/11
 - Engagement of Contractors Policy No: 04/11
 - Procurement of Goods and Services Policy No: 05/11
 - Annual Leave Policy No: 02/12
 - Gifts and Benefits Policy No: 03/12
 - Records Management Policy No: 01/13
 - Equal Employment Opportunity Policy 03/18