

Trading as:

## NEW ENGLAND WEEDS AUTHORITY

ABN 35 514 007 354

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3 June 2019

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, 18 June 2019 at 8:30 am.**

Yours sincerely,

John Duggan  
A/GENERAL MANAGER

# **AGENDA**

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

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- 4.6 Annual Leave Policy No: 02/12
- 4.7 Gifts and Benefits Policy No: 03/12
- 4.8 Records Management Policy No: 01/13
- 4.9 Equal Employment Opportunity Policy 03/18

**NEXT MEETING: Tuesday, 20 August 2019 at 8:30 am.**

**1 PRESENT**

**2 APOLOGIES**

**3 DECLARATION OF INTEREST**

**4 CONFIRMATION OF THE MINUTES OF THE ORDINARY  
MEETING HELD ON TUESDAY 16 APRIL 2019**

**5 MATTERS ARISING FROM THE MINUTES OF THE  
ORDINARY MEETING HELD ON TUESDAY 16 APRIL 2019**

**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,  
16 APRIL 2019 COMMENCING AT 8.30 AM**

**PRESENT:** Councillor M Disting - Chairperson, Councillor J Galletly and Councillor L Martin.

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

**APOLOGIES:** Councillor S Kermode, Councillor A Murat

**DECLARATIONS OF INTEREST**

The General Manager declared an interest in Item 7.1.4.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON  
TUESDAY 19 FEBRUARY 2019.**

**13/19 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 19 February 2019, 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 19 FEBRUARY 2019.**

There were no matters arising.

**CHAIRMAN'S REPORT**

- Good news that we now have the NSW Agriculture Minister as our Local Member following the recent Election. I will be forwarding a letter of congratulations to the Minister shortly.
- We have been gaining a few more significant private works jobs over the last month or two which should improve our operating result by year end. Well done to the staff concerned.
- There was a recent incursion of black knapweed in the Tenterfield Shire. As the Tenterfield Shire Council weeds officer, was unavailable due to sick leave, NSW Department of Primary Industries commissioned New England Weeds Authority (NEWA) to carry out the spray work. The works were carried out on 21 March 2019.
- I wish to advise that the next meeting of Northern Tablelands Regional Weeds Committee will be held at Inverell on 14 May 2019. The Chairman along with Council staff will be attending the meeting.

**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,  
16 APRIL 2019 COMMENCING AT 8.30 AM**

**1. NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN  
2019-2020 (ITEM 7.1.1)**

**14/19 RESOLVED** on the motion of Councillors Galletly and Martin that

1. That the Draft New England Weeds Authority Annual Operational Plan 2019-2020 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 2019-2020.

3. That the constituent member Councils of Armidale Regional, Walcha, Uralla and Glen Innes be provided with a copy of the Draft New England Weeds Authority Annual Operational Plan 2019-2020 for comment.

**2. AUDIT OFFICE OF NSW – AUDIT FOR YEAR ENDING JUNE 2019 (ITEM 7.1.2)**

**15/19 RESOLVED** on the motion of Councillors Martin and Galletly that the report on the Audit process of Council's financial statements for the year ending 30 June 2019 be received and noted.

**3. INVESTED FUNDS REPORT (ITEM 7.1.3)**

**16/19 RESOLVED** on the motion of Councillors Galletly and Martin

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.

**4. MARCH 2019 QUARTERLY BUDGET REVIEW (ITEM 7.1.4)**

**17/19 RESOLVED** on the motion of Councillors Martin and Galletly that Council adopt the March 2019 Quarterly Budget Review and approve the proposed Budget variations

**5. APPOINTMENT OF GENERAL MANAGER (ITEM 7.1.5)**

**18/19 RESOLVED** on the motion of Councillors Galletly and Martin that

1. The panel consist of the Authorities Constituent Councillors to implement the process of appointing a General Manager.
2. That the Chairman appoint an independent individual to the panel that being Maria Woods if willing.
3. The panel then move forward to appoint a person to the role.

**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,  
16 APRIL 2019 COMMENCING AT 8.30 AM**

**6. JOINING NEW ENGLAND JOINT ORGANISATION (NEJO) (ITEM 7.1.6)**

**19/19 RESOLVED** on the motion of Councillors Martin and Galletly that

1. NEWA make application to the Board of Directors for NEJO who will determine if non-voting membership is granted.
2. If membership is granted that the Board also be requested to enable NEWA to introduce business for consideration at NEJO meetings.

**7. CODE OF MEETING PRACTICE (ITEM 7.1.7)**

**20/19 RESOLVED** on the motion of Councillors Galletly and Martin that

1. Council adopt the draft Code of Meeting Practice
2. The draft code be placed on public exhibition for a period exceeding 28 days.
3. A further report be presented to Council following the exhibition period.

**8. 2018/2019 WEEDS ACTION PROGRAM (ITEM 7.3.1)**

**21/19 RESOLVED** on the motion of Councillors Martin and Galletly that the report on the 2018/2019 Weeds Action Program be received and noted.

**11. MATTERS OF URGENCY –**

**NEXT MEETING:**

The next meeting will be held on Tuesday, 18<sup>th</sup> June 2019 at 8.30 am.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE  
MEETING CLOSED AT 9:25 AM.**

## **GENERAL MANAGER'S REPORT**

### **7.1 ORGANISATIONAL MATTERS**

#### **7.1.1 NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN 2019-2020**

##### **Introduction**

Council at its April 2019 meeting considered a report regarding the Draft Annual Operational Plan 2019 - 2020. 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 2019 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 commencing on 17 April 2019, 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 17 April 2019.

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 2019.

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 2019 – 2020.**



# **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 18 JUNE 2019**

## **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 2019/20.

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 15 April 2019 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 December 2018 advising of the commencement of the 2019 Annual Review. In doing so the Tribunal noted that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each group and the allocation of councils in detail in 2020. A number of submissions were received and are contained in the Local Government Remuneration Tribunal Annual Report and Determination dated 15 April 2019, 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 18 JUNE 2019**

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 2019 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.

<b>Metropolitan</b>	<b>Non- metropolitan</b>
<b>Principal CBD</b>	Regional City
<b>Major CBD</b>	Regional Strategic Area
<b>Metropolitan Large</b>	Regional Rural
<b>Metropolitan Medium</b>	Rural
<b>Metropolitan Small</b>	

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 2019 are detailed in the following Tables.

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

<b>County Councils</b>	<b>No</b>
<b>Water</b>	4
<b>Other</b>	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.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 18 JUNE 2019**

- 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 1<sup>st</sup> July 2019 will be:

Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
Minimum	Maximum	Minimum	Maximum
\$1,820	\$6,060	\$3,900	\$11,060

*\* 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 2018/19 are set at \$2,436 for Councillors and \$6,090 for the Chairperson. Should Council decide to increase the annual fees by 2.5% then the new fees for the 2019/20 financial year would be \$2,497 and \$6,242 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 2019/20.**

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 18 JUNE 2019**

### **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 2019 required under section 4 of the Regulation to be provided to the NSW Ombudsman under section 6CA of the PID Act.

**Table 1**

<b>Relevant Section</b>	<b>Requirement</b>	<b>Report</b>
<b>PID Reg – sect 2(a)</b>	the number of public officials who have made public interest disclosure to the public authority,	1
<b>PID Reg – sect 2(b)</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,	1  Nil Nil Nil Nil Nil
<b>PID Reg – sect 2(c)</b>	the number of public interest disclosures finalized by the public authority,	1
<b>PID Reg – sect 2(d)</b>	whether the public authority has a public interest disclosures policy in place,	Yes
<b>PID Reg – sect 2(e)</b>	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 18 JUNE 2019**

**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 TO BE HELD ON 18 JUNE 2019**

### **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 31<sup>st</sup> 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 new Code of Meeting Practice.

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.**

# **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 18 JUNE 2019**

## **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:** A minor change is proposed to this policy in regard to expected investment amounts.
- **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:** Officer Name 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:** No changes are proposed to this 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.
- **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.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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**Comment:** No changes are proposed to this policy.

- **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.

- **Equal Employment Opportunity Policy 03/18** – this policy establishes the **framework for the management equal employment opportunity at Council.**

**Comment:** No changes are proposed to this policy.

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**

**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**
- **Equal Employment Opportunity Policy 03/18**



# **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 18 JUNE 2019**

## **7.1.7 CODE OF MEETING PRACTICE**

### **Introduction**

Council considered the draft Code of Meeting Practice at its meeting of 16 April 2019 and resolved to place the draft on public exhibition.

### **Report**

Attached to this report is the Code of Meeting practice for NEWA. The code is consistent with the model code, deletes some clauses and includes some specific items relevant to a County Council eg. reference to a chairperson rather than a mayor. The updated code is consistent with historical provisions.

Under the transitional provisions of the LGA, councils must, adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code no later than 12 months after the next ordinary elections. However, for the reasons set out below, councils should adopt a new code of meeting practice based on the Model Meeting Code as soon as possible.

Until a council adopts a new code of meeting practice, its existing code of meeting practice will remain in force up until six months from the date on which the new Model Meeting Code was prescribed, (14 December 2018 – 14 June 2019). If a council fails to adopt a new code of meeting practice within this period, under transitional provisions contained in the Regulation and the LGA, any provision of the council's adopted code that is inconsistent with a mandatory provision of the Model Meeting Code prescribed under the Regulation will automatically cease to have any effect to the extent that it is inconsistent with the mandatory provision of the Model Meeting Code.

Irrespective of whether councils have adopted a code of meeting practice based on the Model Meeting Code, all councils will be required to webcast meetings of the council and committees of which all members are councillors from 14 December 2019. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on the council's website.

Before adopting a new code of meeting practice, under section 361 of the LGA, councils are still required to exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

### **RECOMMENDATION: That Council:**

#### **1. Adopt the Code of Meeting Practice.**

# **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 18 JUNE 2019**

## **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 The William Inglis Hotel, Warwick Farm from 14 to 16 October 2019.

### **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 2019 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  
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## **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 2019 and an update of the investment environment:

- a) Council's Investments for reporting period 1 April 2019 – 31 May 2019;
- b) Investment Portfolio Performance and
- c) Investment Commentary.

#### **Financial Impact**

The actual interest earned for the April 2019 to May 2019 period is \$6,193.07 bringing the year to date total to \$34,035.71

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

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

<b>As at</b>	<b>Rate</b>	<b>Balance</b>	<b>Interest</b>
31 May 2019	0.6%	\$205,743.38	\$90.21

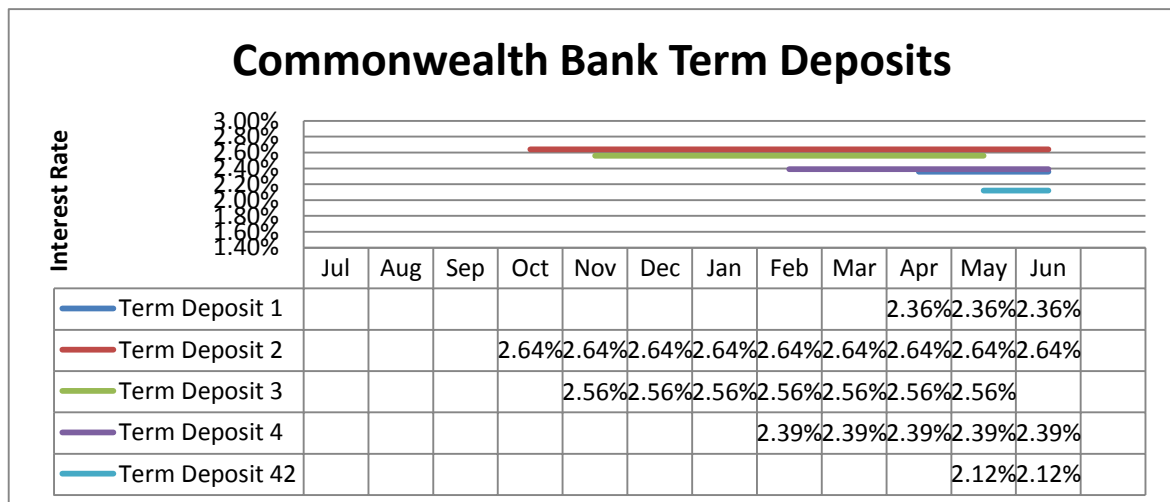
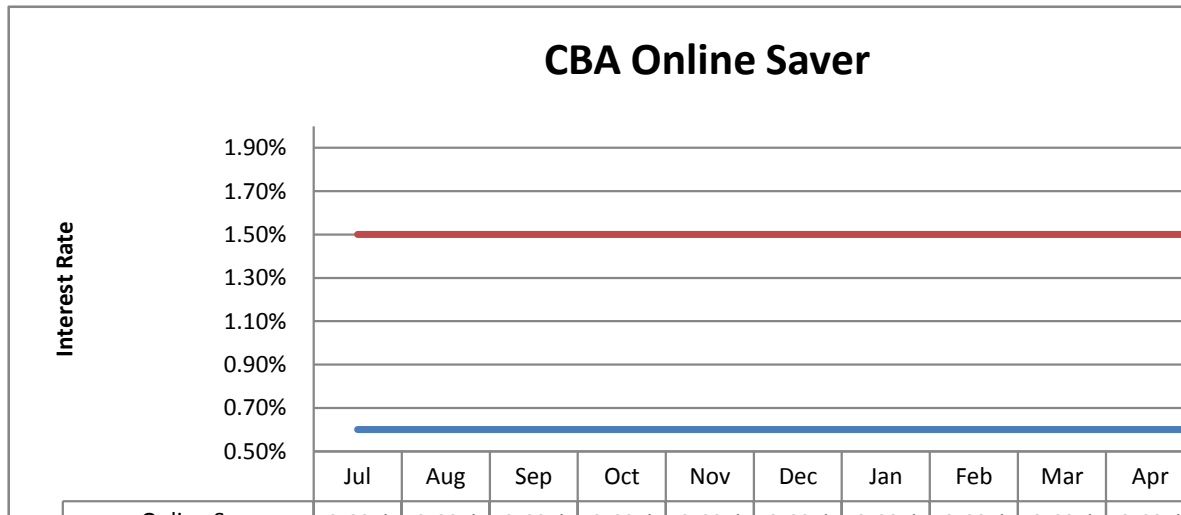
##### **Term Deposits:**

<b>Term Deposit</b>	<b>Opened</b>	<b>Due</b>	<b>Rate</b>	<b>Term Deposit</b>	<b>Balance at 31 May 2019</b>	<b>Interest accrued to 31 May</b>
<b>1</b>	1/04/2019	30/07/2019	2.36%	\$500,000.00	\$500,000.00	\$1,971.52
<b>2</b>	11/10/2018	11/06/2019	2.64%	\$203,327.12	\$203,327.12	\$897.31
<b>3</b>	7/11/2018	6/05/2019	2.56%	\$352,093.56		\$889.02
<b>4</b>	26/02/2019	25/11/2019	2.39%	\$500,000.00	\$500,000.00	\$1,996.53
<b>5</b>	6/05/2019	5/08/2019	2.12%	\$250,000.00	\$250,000.00	\$348.48
					<b>\$1,453,327.12</b>	<b>\$6,102.86</b>

## REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 18 JUNE 2019

### 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 \$27,000.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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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: John Duggan

**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 18 JUNE 2019**

**WEED CONTROL MATTERS**

**9.1.1 2018/2019 WEEDS ACTION PROGRAM**

**Private Property Inspections – Nominated Division 2018/2019**

The severity of the current drought conditions has had a major influence on Council's inspection program and also at a State level with very little regions running an inspection program at present.

As a result Biosecurity Officers have concentrated efforts on Peri Urban areas on the Armidale outskirts for Serrated Tussock as well as Privet Inspections in Armidale City, Glen Innes town ship and will then target Guyra, Uralla and Bundarra.

As a result of the dry conditions at the Northern Tablelands Regional Weeds Committee meeting held on the 14 May at Inverell a decision was made to mail out the new Regional Weeds Management Guides with a cover to letter to larger landowners as part of the Weeds Action Program Funding .

The cover letter advises landowners of the changes in Biosecurity Legislation as well as advising them to be aware of new incursions as a result of the current dry conditions.

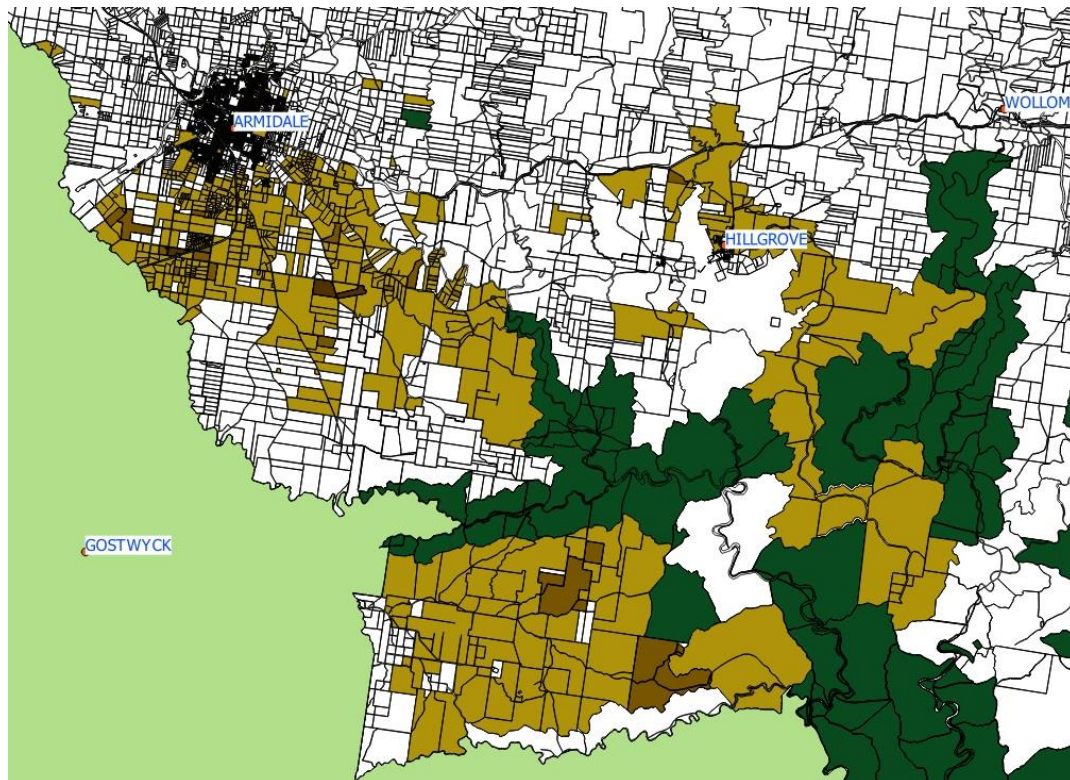
The Authority has carried out mail outs in Walcha, Uralla, Guyra and Glen Innes in areas that inspections have not been carried out as part of the three year inspection program.

**Inspection Targets 2018/2019**

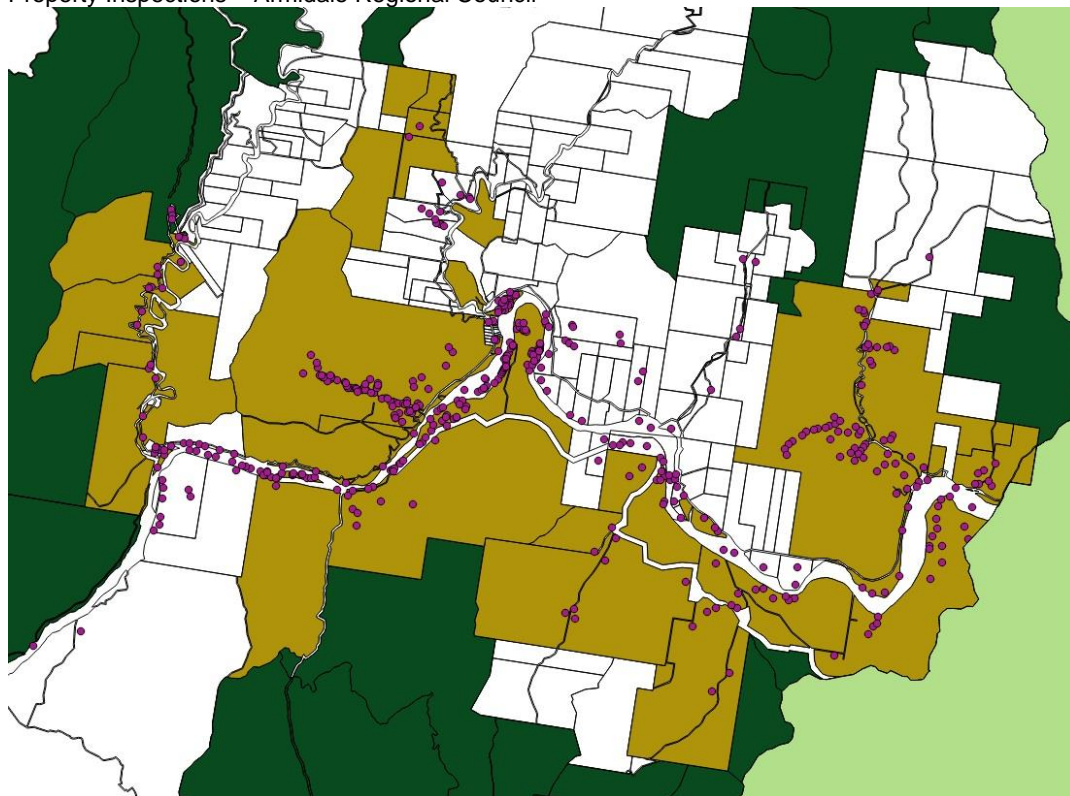
<b>2018/19 DIVISION</b>	<b>TOTAL PROPERTIES</b>	<b>AVE PER MONTH</b>	<b>TOTAL Since last meeting</b>	<b>TOTAL</b>	<b>Total Area Completed %</b>
Guyra (C)	270	23	0	24	9%
Armidale(C)	480	40	50 525 Privet	490	100%
Uralla (C)	260	21	9	100	38%
Walcha (C)	270	30	4	174	64%
Glen Innes	306	25	160 Privet	198 (160 Privet)	65%

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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**Private Property Inspections Nominated Divisions**



Property Inspections – Armidale Regional Council



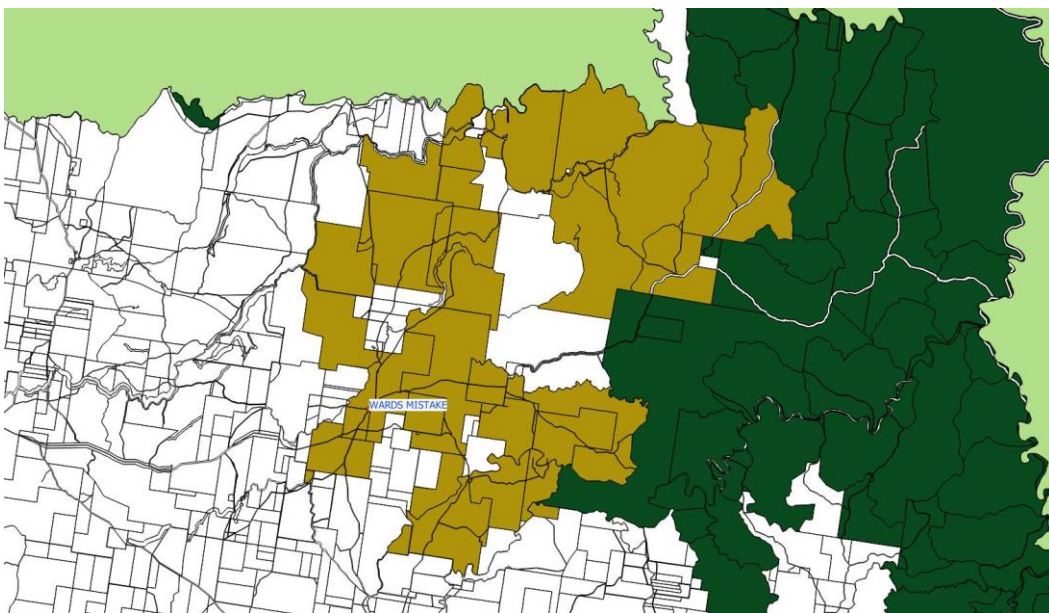
Property Inspections – Armidale Regional Council (Macleay Valley)



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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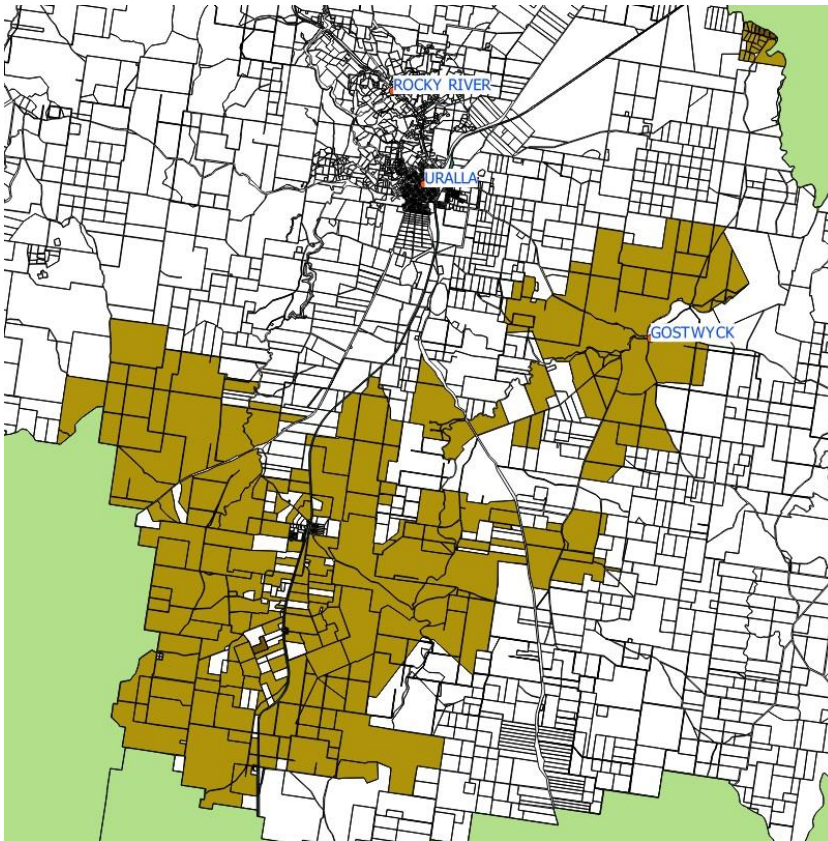
Property Inspections – Armidale Regional Council (Privet)



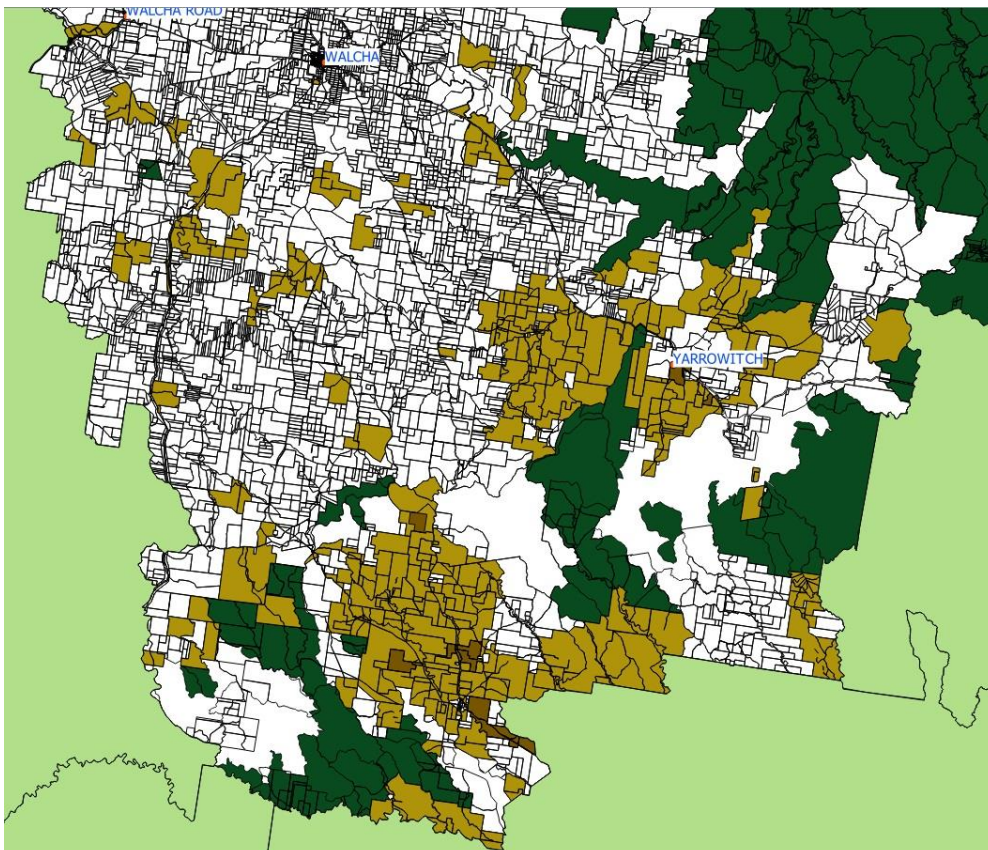
Property Inspections – Armidale Regional Council (Guyra)



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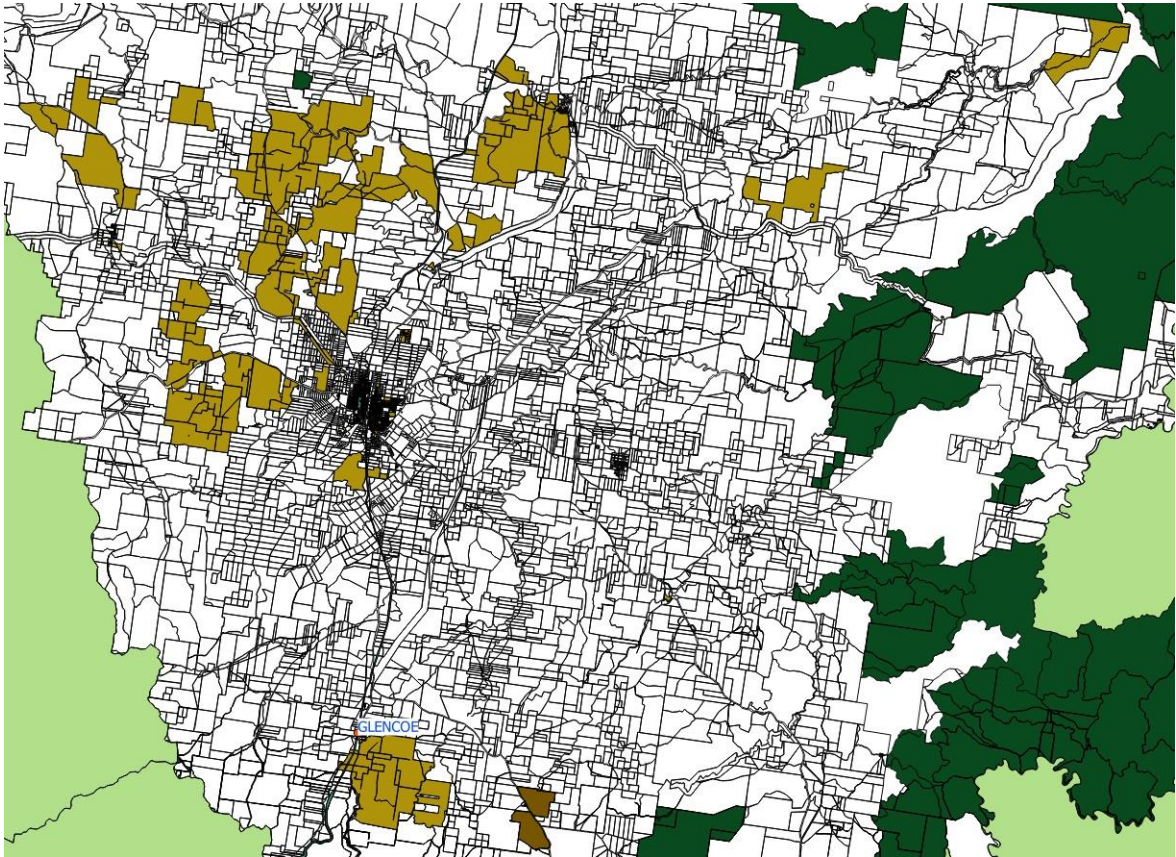


Property Inspections – Uralla Shire Council



Property Inspections – Walcha Shire Council

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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Property Inspections –Glen Innes Severn Council



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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**Weeds Action Plan Regional Measurable Outcomes, Inspections/ NEWA**

<b>Inspections</b>	<b>Target Number</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>
Nurseries	10	1	3	1	1
Rural Outlets	0	5		3	1
ARTC - No.	3	1	2	1	1
ARTC - Ha.	0	100		25	200
Weekend Markets	5			2	1
Dept of Lands - No.	4		2	4	2
Dept of Lands - Ha.	0		40	70	40
Nat Parks/Reserves - No.	4			2	1
Nat Parks/Reserves - Ha.	0			50	50
Aquaria/Pet shops	2	1		1	
LLS Reserves - No.	5			3	6
LLS Reserves - Ha.	0			87	200
Gravel Quarries	40		10	6	2
Machinery Dealers	0				
Grain Handling Sites	0				
Border Crossings	0				
Recreational Areas - No.	10		20	4	
Recreational Areas - Ha.	0		58	50	
Wetlands	1			2	
Saleyards	3		1	3	1
Machinery Wash-down Bays	0				1
Other	0				
Roadside Truck Stops	0			5	
No Booklets to New Landowners	55				55
Private Property High Risk areas - No.	500	94	30		85
Private Property High Risk areas - Ha.	100,000	487	15247		6041
PP HR Re inspections - No.	100	12			
PP HR Re inspections - Ha.	20,000	20			
Roadside Inspections High Risk Pathways - Km.	640	150	440	400	150
Roadside Inspections High Risk Pathways - Ha.	12,800	3000	880	800	300
Waterways High Risk Pathways - No.	20		25	3	3
Waterways High Risk Pathways - Ha.	4000		500	75	300
Private Property Inspections - No.	1000	385	130	441	112
Private Property Inspections - Ha.	200,000	67259	96216	100	92
Private Property Re Inspections - No.	120	13	45	5	
Private Property Re Inspections - Ha.	22,000	5698	298	2	
Private property Waterways - No.	0		1		2
Private property Waterways - Ha.	0		10		20
Roadside Inspections - Km.	3,489			3000	
Roadside Inspections - Ha.	69,780			6000	
Landowners Contacted/ Inspection Process	1,125			25	85
Stakeholders/Coordinated Programs	250				
Other Council Lands - No.	0			3	
Other Council Lands - Ha.	0			100	
TSRs - No.	1				2
TSRs - Ha.	2				120

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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**Weed Recording, Mapping, Survey and Reporting Activities**

Date	Activity	Details
	Intramaps	Ongoing
February	Crown Land Mapping UAV Carrols Creek	Crown land mapped in conjunction with Crown Lands staff for future funding applications
	Lantana Mapping Macleay Valley	Soon to Commence

**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 8 <sup>th</sup> - 9 <sup>th</sup> March	9 March 2019
Guyra Show	Guyra 22 <sup>nd</sup> – 23 <sup>rd</sup> Feb	23 February 2019
Uralla Show	Uralla 2 <sup>nd</sup> Feb	2 February 2019
Walcha Show	Walcha 22 <sup>nd</sup> – 23 <sup>rd</sup> March	23 March 2019
Glen Innes	Glen Innes 15 <sup>th</sup> - 16 <sup>th</sup> Feb	16 February
Boorolong District Local Area Committee Meeting	Armidale Regional	13 October 2018
Farming/Family Information Sessions	Glen Innes	15 August
Weeds Activity	Uralla	
GLENRAC Fit Farmers Day Ben Lomond	Armidale Regional	13 September 2018
UNE Student Presentation	Armidale Regional	30 August 2018
Glenrac Spray Drift and Weed Management Workshop	Glen Innes	10 April 2019
Glenrac Farmer Update	Glen Innes	17 April 2019
Ladies in Livestock Field Day Ebor	Armidale Regional	8 May 2019
Ladies in Livestock Field Day Flags	Walcha	23 May 2019

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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**Weeds Action Program Regional Measurable Outcomes, Extension/ NEWA**

<b>Extension</b>		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>
School Visits	2	1			
Field Days	4	1			2
Media Releases	6	3	2	3	4
Team Talk Meetings	4	3	3	3	2
Ag Quip	1	1			
Shows/Expos	3			5	
Landcare Events	4	2			2
Other	3				
Landowners contacted	200	225			80

**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>
7,8 August 2018	Community Engagement	James Browning, Luke Turner
17 July 2018	Weed Risk Assessment Training	Luke Turner
20,21,22 August 2018	RMS Design and Implement Traffic Control Plans	Mathew Benham
10/11 September 2018	RMS Traffic Controller and Implement Traffic Control Plans	James Browning
27,28 February 2019	RMS Traffic Controller and Implement Traffic Control Plans	Trent McIntyre, Rachel Betts Josh Robb
1 March 2019	Chemical Training AQF 3	Trent McIntyre, Rachel Betts Josh Robb, Richard Walls
12 April 2019	Safe handling of Quad Bikes/Side by Side Vehicles	Trent McIntyre, Rachel Betts Josh Robb
27/28 May 2019	4WD Training	Trent McIntyre, Rachel Betts Josh Robb

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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**Operational Program –**

<b>Operational Activity</b>	<b>Council Areas</b>	<b>Achieved</b>
Roadside Furniture	Armidale Regional/Walcha	October
Parks Broadleaf/Bindii program	Armidale Regional/Walcha	October
Black Beetles Parks	Armidale Regional	October
Unsealed Roads pre grading	Glen Innes Severn	October
Urban Streets Council lands	Walcha	October
Fireweed Dorrigo Plateau	Bellingen Shire Council	October
Cemeteries	Armidale Regional/Walcha	October
Tropical Soda Apple program Macleay Valley	Armidale Regional Council	November
Chilean Needle Grass	All council areas	November
St Johns Wort	Armidale Regional/Glen Innes/ Uralla	November December
St Johns Wort/Blackberry	Walcha Roads	December/January
Blackberry	Uralla/Armidale Regional	January
Armidale Urban	Armidale Regional	January
Uralla Urban	Uralla	January
Glen Innes Urban	Glen Innes	January
Blackberry	Glen Innes	February
Private Works	Armidale Regional	March
New England Highway	Uralla/Armidale Regional/Glen Innes	March
Mexican Waterlily Control Program (Project)	Armidale Regional	February/March
Crown Lands Blackberry Control Program	Armidale Regional/Glen Innes	March
Private Works Program Completed	All areas	April
Fireweed Control Program Dorrigo Plateau	Bellingen Shire Council	June
NT LLS Control program	Armidale Regional/ Walcha	May
Tropical Soda Apple Control Pass	Armidale Regional	May

**RECOMMENDATION:**

**That the report on the 2018/2019 Weeds Action Program be received and noted.**

## **MATTERS OF URGENCY**

**NEXT MEETING:** Tuesday, 20th August 2019 at 8:30 am.

## **ATTACHMENTS**

1. **LOCAL GOVERNMENT RENUMERATION TRIBUNAL DETERMINATION**
2. **NEWA GOVERNMENT INFORMATION (PUBLIC ACCESS)  
PUBLICATION GUIDE**
3. **POLICY REVIEW**
  - 4.9 Investment Policy No: 01/11
  - 4.10 Credit Card Policy 02/11
  - 4.11 Drug and Alcohol Policy No: 03/11
  - 4.12 Engagement of Contractors Policy No: 04/11
  - 4.13 Procurement of Goods and Services Policy No: 05/11
  - 4.14 Annual Leave Policy No: 02/12
  - 4.15 Gifts and Benefits Policy No: 03/12
  - 4.16 Records Management Policy No: 01/13
  - 4.10 Equal Employment Opportunity Policy 03/18