



Trading as:

## NEW ENGLAND WEEDS AUTHORITY

ABN 35 514 007 354

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20 April 2020

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 (or on-line) on,

**Tuesday, 21 April 2020 at 8:30 am**

Yours sincerely

John Duggan  
GENERAL MANAGER

## **AGENDA**

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

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**1 PRESENT**

**2 APOLOGIES**

**3 DECLARATION OF INTEREST**

**4 CONFIRMATION OF THE MINUTES OF THE ORDINARY  
MEETING HELD ON TUESDAY 18 FEBRUARY 2020**

**5 MATTERS ARISING FROM THE MINUTES OF THE ORDINARY  
MEETING HELD ON TUESDAY 18 FEBRUARY 2020**

**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  
18 FEBRUARY 2020 COMMENCING AT 8:37 AM**

**PRESENT:** Councillor M Disting - Chairperson, Councillor S Kermode Councillor A Murat Councillor J Galletly and Councillor L Martin.

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

**APOLOGIES:** Nil

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON  
TUESDAY 17 DECEMBER 2019.**

**1/20 RESOLVED** on the motion of Councillors Murat and Martin that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 17 December 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 17 DECEMBER 2019.**

The General Manger provided advice regarding the “Risk Management Framework”.

**CHAIRMAN’S REPORT**

As this is the first meeting of the new year, let me wish all our Councillors and staff a very happy and prosperous new year.

I will be attending the next meeting of NTRWC today. We are seeking some discussions to ensure on going funding for our involvement in the WAP program. We have provided administrative support and the secretariat for the last few years.

The recent rains are a godsend for our communities however more is still needed. No doubt, the workload of our inspectorial staff will intensify in coming months to assist landowners with any weed issues they may have. I am experiencing very few complaints about our activities and the job we are doing so I want to thanks the councillors and staff for a job well done.

**1. GRIEVANCE POLICY (ITEM 7.1.1)**

**2/20 RESOLVED** on the motion of Councillors Murat and Galletly that the NEWA Grievance Policy No: 01/19, as attached to the report, be adopted.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE  
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY  
18 FEBRUARY 2020 COMMENCING AT 8:37 AM**

**2. CODE OF CONDUCT (ITEM 7.1.2)**

**3/20 RESOLVED** on the motion of Councillors Kermode and Galletly that:

1. That Council adopt the New England Weeds Authority Code of Conduct and the Procedures for the Administration of the New England Weeds Authority Code of Conduct, as attached to the report.
2. That Council appoint the Project/Admin Officer as Complaints Coordinator.
3. That Council adopt the following persons as its conduct review panel.
  - Monica Kelly, Prevention Partners NSW  
0438 280 621  
[enquiry@preventionpartnersnsw.com](mailto:enquiry@preventionpartnersnsw.com)
  - Kath Roach, SINC Solutions Pty Ltd  
0414 193 755  
[solutions@sinc solutions.com.au](mailto:solutions@sinc solutions.com.au)
  - Linda Pettersen, Linda Pettersen Consulting Pty Ltd  
0413 552 155  
[linda.petterson@iinet.net.au](mailto:linda.petterson@iinet.net.au)
  - Emma Broomfield, Locale Consulting  
0421 180 881  
[emma@localeconsulting.com.au](mailto:emma@localeconsulting.com.au)
  - Belinda Nolan, Pinnacle Integrity  
0419 472 133  
[b.nolan@pinnacleintegrity.com.au](mailto:b.nolan@pinnacleintegrity.com.au)
  - Shane White, Pinnacle Integrity  
0439 485 428  
[s.white@pinnacleintegrity.com.au](mailto:s.white@pinnacleintegrity.com.au)
  - Andrew Hedges, LKA Group Pty Ltd  
1300 139 321  
[sydney@lkagroup.com.au](mailto:sydney@lkagroup.com.au)
  - Greg Wright, Wright Associates  
0418 225 027  
[greg.wright@wrightassociates.com.au](mailto:greg.wright@wrightassociates.com.au)
4. A future report provide for an independent complaints coordinator.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
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18 FEBRUARY 2020 COMMENCING AT 8:37 AM**

**3. ENTERPRISE RISK MANAGEMENT STRATEGY REVIEW (ITEM 7.1.3)**

**4/20 RESOLVED** on the motion of Councillors Martin and Murat:

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 02/20, as attached to the report.
3. That Council reaffirm the NEWA Risk Management Strategy, as attached to the report.

**4. DELIVERY PROGRAM PROGRESS REPORT (ITEM 7.1.4)**

**5/20 RESOLVED** on the motion of Councillors Murat and Galletly that the report on the 6 monthly progress of the Principal Activities under Council's Delivery Plan 2019-2022 to 31 December 2019 be received and noted.

**5. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 7.1.5)**

**6/20 RESOLVED** on the motion of Councillors Murat and Martin:

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.

**6. VEHICLE SURVEILLANCE POLICY (ITEM 7.1.6)**

**7/20 RESOLVED** on the motion of Councillors Murat and Martin that the vehicle surveillance policy be adopted.

**7. PERFORMANCE AGREEMENT GENERAL MANAGER (ITEM 7.1.7)**

**8/20 RESOLVED** on the motion of Councillors Murat and Martin that Council authorises the Chairman to sign the attached agreement on behalf of Council.

**8. PERSONAL PROTECTIVE EQUIPMENT POLICY (ITEM 7.1.8)**

**9/20 RESOLVED** on the motion of Councillors Kermode and Murat that Council adopts the Personal Protective Equipment Policy

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

**10/20 RESOLVED** on the motion of Councillors Murat and Galletly that:

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE  
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18 FEBRUARY 2020 COMMENCING AT 8:37 AM**

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.

**10. DECEMBER 2019 QUARTERLY BUDGET REVIEW (ITEM 7.2.2)**

**11/20 RESOLVED** on the motion of Councillors Martin and Murat that Council adopt the December 2019 Quarterly Budget Review and approve the Budget variations.

**11. 2019/2020 WEEDS ACTION PROGRAM (ITEM 7.3.1)**

**12/20 RESOLVED** on the motion of Councillors Murat and Martin that the report on the 2019/2020 Weeds Action Program be received and noted.

**11. MATTERS OF URGENCY –**

There were no matters of urgency

**NEXT MEETING:**

The next meeting will be held on Tuesday, 21st April 2019 at 8.30 am.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE  
MEETING CLOSED AT 9:17 AM.**

## **7 GENERAL MANAGER'S REPORT**

### **7.1 ORGANISATIONAL MATTERS**

#### **7.1.1 NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN 2020-2021**

##### **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 2020-2021 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.

It is important to note that given the impact of Covid 19 on our member Councils we will provide a 10% rebate to them following the payment of their contribution. Each of the Councils are travelling through uncertain times and are looking at options to maintain staff and serve their communities. NEWA believes it is fair that we "cop" our share of these costs, even if it pushes us into a slight deficit. The expected cost of the 10% rebate is about \$50k.



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 21 APRIL 2020**

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 2020-2025, for the member Councils and organisations of the Northern Tablelands Local Land Services Regional Weed Committee area.

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 2020-2021.**

**RECOMMENDATION:**

- 1. That the Draft New England Weeds Authority Annual Operational Plan 2020-2021 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 2020-2021.**
- 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 2020-2021 for comment.**
- 4. That the Council of Glen Innes Severn Council, operating under and MOU be provided with a copy of the Draft New England Weeds Authority Annual Operational Plan 2020-2021 for comment.**

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 21 APRIL 2020**

### **7.1.2 AUDIT OFFICE OF NSW – AUDIT FOR YEAR ENDING JUNE 2020**

#### **INTRODUCTION**

Section 422 of the Local Government Act states:

- (1) The Auditor-General is to be the auditor for a council.*
- (2) The Auditor-General may appoint, in writing, a person (whether or not that person is employed in the Public Service) or a firm to be an auditor for the purposes of this Act.*
- (3) The costs confirmed in writing by the Auditor-General as having been incurred by the Auditor-General in auditing a council's financial reports (including any audit of a council entity) or in any other inspection or audit carried out by the Auditor-General under this Division (or at a council's request) must be paid by the council.*

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 2020. 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 2019/20

#### **REPORT**

As a result of recent 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 2020. 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 undertaken by Forsyths Chartered Accountants in April 2019.

The cost of the audit is \$10,790 (excluding GST) and is an increase of \$990 on last year's fee and includes a specific \$500 for the implementation of the new accounting standards. 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: Draft Client Services Plan for 2019/20 Audit.**

#### **RECOMMENDATION:**

**That the report on the Audit process of Council's financial statements for the year ending 30 June 2020 be received and noted.**

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 21 APRIL 2020**

### **7.1.2 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 2020 and an update of the investment environment:

- a) Councils Investments for reporting period 1 January 2020 – 31 March 2020;
- b) Investment Portfolio Performance and
- c) Investment Commentary.

#### **Financial Impact**

The actual interest earned for the January to March 2020 period is \$4,385 bringing the year to date total to \$24,384.52.

- a) Council's Investments for reporting period 1 January 2020 – 31 March 2020

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

As at	Rate	Balance	Interest
31 March 2020	0.1%	\$26,026.43	\$26.42

# REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 21 APRIL 2020

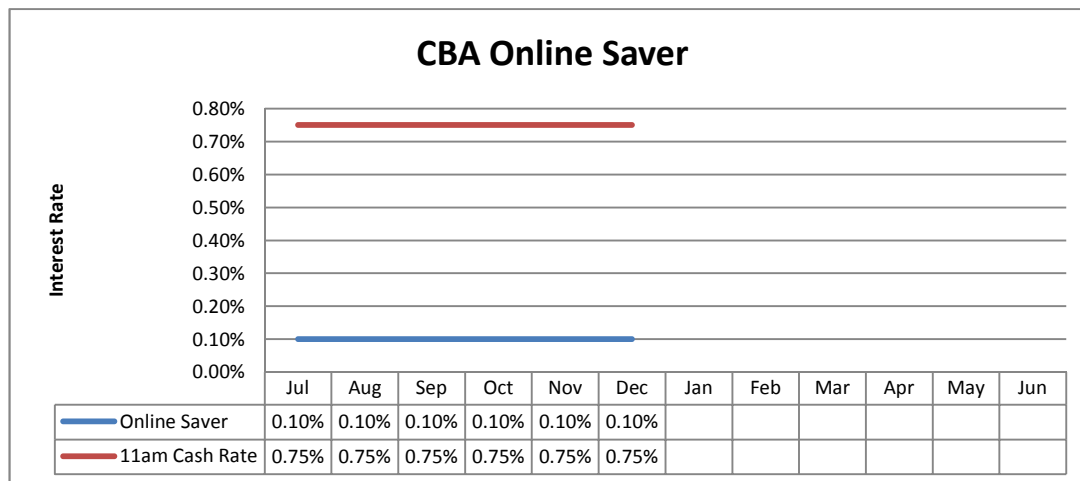
## Term Deposits:

### Commonwealth Bank Term Deposits

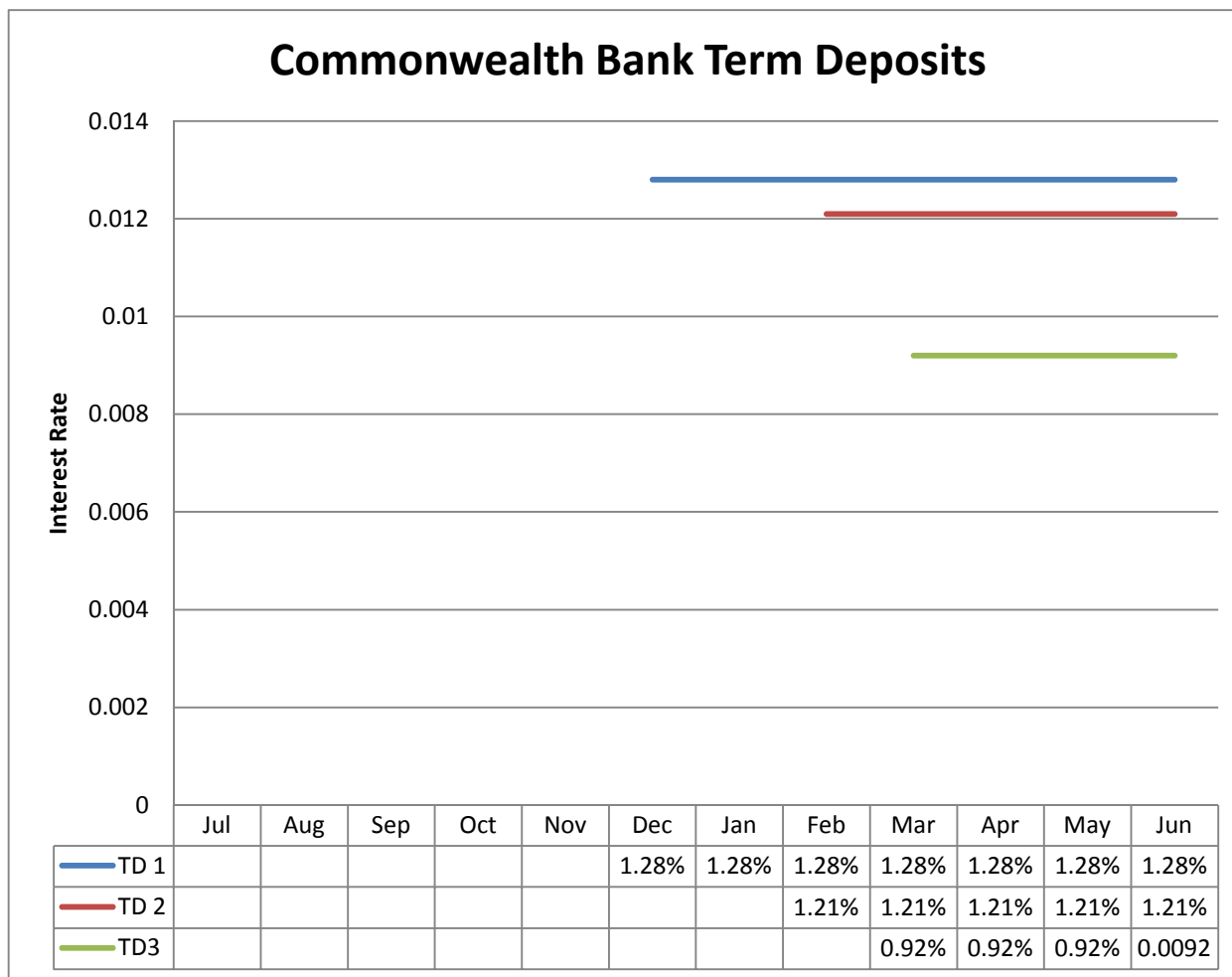
Term Deposit	Opened	Due	Rate	Term Deposit	Balance as at 30 Mar 2020	Interest accrued to 30 Mar 2020
1	28/12/2019	24/06/2020	1.28%	\$503,390.41	\$503,390.41	\$1,606.15
2	26/11/2019	24/02/2020	1.25%	\$508,905.21	\$0.00	\$976.27
	24/02/2020	22/06/2020	1.21%	\$500,000.00	\$500,000.00	\$577.50
3	10/10/2019	10/03/2020	1.31%	\$508,215.89	\$0.00	\$1,276.81
	10/03/2020	8/07/2020	0.92%	\$500,000.00	\$500,000.00	\$252.00
					\$1,503,390.41	\$4,688.73

## a) Investment Portfolio Performance

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



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 21 APRIL 2020**



**b) Investment Commentary**

The Investment Portfolio continues to reflect the Reserve Bank's current position on interest rates at 0.75%. The returns on investments to date are in line with budget forecasts.

**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 21 APRIL 2020

## **7.1.3 MARCH 2020 QUARTERLY BUDGET REVIEW**

New England Weeds Authority Annual Operational Plan Budget						
	Job_No	2019-20 Budget	2019-20 Actual	% Used	Proposed Variation	Comment
<b>INCOME</b>						
<b>Government Grants - WAP</b>						
Grant - N.T Lead Agency/ Regional Project Officer	11110	40,000	55,000	138%		
Grant - Control	11120	235,750	277,927	118%		
Grant - WAP 1520 Glen Innes	11143	70,000	78,169	112%		
Grant - WAP TSA		40,000	40,000	100%		
Grant - WAP DVD			1,876			
TOTAL WAP FUNDS 18-19		385,750	452,972			
<b>TOTAL WAP GRANT</b>		<b>385,750</b>	<b>452,972</b>	<b>117%</b>	<b>0%</b>	
<b>Council Contributions</b>						
<b>Annual</b>						
Cont Annual - Armidale Regional	11211	201,603	201,603	100%		
Cont Annual - Uralla Shire	11213	81,476	81,476	100%		
Cont Annual - Walcha	11214	81,476	81,476	100%		
Cont Annual - Glen Innes Severn	11215	94,760	94,760	100%		
		<b>459,315</b>	<b>459,315</b>	<b>100%</b>	<b>0%</b>	
<b>Fees and Charges</b>						
Section 64 Fees - Constituent Councils	11510	1,200	900	75%		
Section 64 Fees - Glen Innes Severn Council	11520	500	90	18%		
		<b>1,700</b>	<b>990</b>	<b>58%</b>	<b>0%</b>	
<b>Investment Interest</b>						
Interest - 11 am	11610	2,000	195	10%		
Interest - Fixed	11620	27,000	24,189	90%		
		<b>29,000</b>	<b>24,385</b>	<b>84%</b>	<b>0%</b>	
<b>Profit on Sale of Assets</b>						
		<b>5,000</b>	<b>0</b>			
		<b>5,000</b>	<b>0</b>		<b>0%</b>	
<b>Private Works</b>						
Private Works (Council's, NPWS, Private property, Crown, LHPA)	11730	102,000	53,342	52%		
		<b>102,000</b>	<b>0</b>	<b>0%</b>	<b>0%</b>	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 21 APRIL 2020**

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

	<i>Job_No</i>	<i>2019-20 Budget</i>	<i>2019-20 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
<b>INCOME CONT'D</b>						
<b>Other Income</b>						
NT LLS/ OEH / Crown Land Projects	11820	50,000	61,505	123%		
Sundry Income	11810	5,000	7,289	146%		
Glen Innes Severn LLS / Crown Land Projects	11830	1,000	0	0%		
		56,000	68,794	123%		
<hr/>						
<b>Total Income</b>		<b>1,038,765</b>	<b>1,006,455</b>	<b>97%</b>	<b>0%</b>	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 21 APRIL 2020**

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

	<i>Job_No</i>	<i>2019-20 Budget</i>	<i>2019-20 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
<b>EXPENDITURE</b>						
Bank Charges	13010	-500	-263	53%		
Audit - Financial	13020	-9,800	0	0%		
		-10,300	-263	3%	0%	
<b>OFFICE</b>						
<b>Armidale</b>						
Staff - Armidale	14110	-82,000	-83,282	102%		
Rent - Armidale	14130	-13,000	-10,137	78%		
Computers M&R - Arm Off	14140	-1,500	0	0%		
Other M&R - Arm Off	14150	-1,000	0	0%		
Insurance	14160	-23,500	-24,525	104%		
Light, Power, Heating	14170	-4,000	-1,076	27%		
Postage	14180	-1,500	-444	30%		
Printing and Stationery	14190	-1,500	-1,562	104%		
Telephone and Communications	14200	-6,500	-6,004	92%		
Legal Costs	14210	-1,000	0	0%		
Advertising - General	14220	-1,500	-1,185	79%		
Office Equipment Depreciation		-6,000	0	0%		
		-143,000	-128,216	90%	0%	
<b>Walcha</b>						
Computers M&R - Walcha	14720	-500		0%		
		-500	0	0%	0%	
<b>Glen Innes</b>						
GIS - Administration Expenses	14810	-77,000	-43,035	56%		
		-77,000	-43,035	56%	0%	



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 21 APRIL 2020**

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

	<i>Job_No</i>	<i>2019-20 Budget</i>	<i>2019-20 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
<b>EXPENDITURE CONT'D</b>						
<b>DEPOTS</b>						
Depot - ADC	15100	-4,000	-13	0%		
		-4,000	-13	0%	0%	
<b>MEMBERS</b>						
Member - Chair Allow	16010	-6,900	-4,682	68%		
Member - Fees & Allow	16020	-13,800	-9,708	70%		
Member - Expenses	16030	-3,000	-2,595	86%		
		-23,700	-16,984	72%	0%	
<b>ADC SERVICES</b>						
ADC - IT	18200	-8,000	0	0%		
ADC - Enterprise Risk management	18400	-1,000	0	0%		
ADC - Internal Audit	18300	-1,600	0	0%		
		-10,600	0	0%	0%	
<b>INSPECTIONS</b>						
<b>Inspections - Field</b>						
Insp NDist - Field	20110					
Insp CDist - Field	20120	-125,000	-67,650	54%		
Insp SDist - Field	20130	-35,000	-6,760	19%		
Insp - Glen Innes	20140	-35,000	-4,991	14%		
Insp - Tropical Soda Apple	20420	-25,000	-15,353	61%		
		-220,000	-94,753	43%	0%	
<b>Inspections - Office</b>						
Insp NDist - Office	20210	-8,000	-4,527	57%		
Insp CDist - Office	20220	-65,000	-52,646	81%		
Insp SDist - Office	20230	-15,000	-3,444	23%		
		-88,000	-60,617	69%	0%	
<b>MAPPING</b>						
Mapping/GIS - Support	31200	-7,500	-8,909	119%		
		-7,500	-8,909	119%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 21 APRIL 2020**

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

	<i>Job_No</i>	<i>2019-20 Budget</i>	<i>2019-20 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	-112	11%		
		-1,000	-112	0%	0%	
<b>EXTENSION/EDUCATION</b>						
Extension - Sundry	42100	-7,500	-1,774	24%		
		-7,500	-1,774	0%	0%	
<b>TRIALS</b>						
Trials - Sundry	43100	-500	0	0%		
		-500	0	0%	0%	
<b>TRAINING</b>						
<b>Training</b>						
Training - Sundry	50101	-8,000	-18,316	229%		
First Aid Training	50102	-5,000	-3,363	67%		
WHS		-1,500	0	0%		
		-14,500	-21,679	150%	0%	
<b>Conferences</b>						
Biennial Weeds Conference	50210	-8,000	-15,921	199%		
		-8,000	-15,921	199%	0%	
<b>Publications and Subscriptions</b>						
Subscriptions	50310	-2,000	-2,034	102%		
Publications	50320	-100	0	0%		
		-2,100	-2,034	97%	0%	
<b>CORPORATE PLANNING</b>						
<b>Membership</b>						
LGNSW Membership	60101	-2,000	0	0%		
NERGOC	60102	-1,000	0	0%		
		-3,000	0	0%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 21 APRIL 2020**

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

	<i>Job_No</i>	<i>2019-20 Budget</i>	<i>2019-20 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	-40,000	-29,796	74%		
		-40,000	-29,796	74%	0%	
<b>OPERATIONS</b>						
<b>Council Land</b>						
African Lovegrass	70110	-10,000	-6,443	64%		
Blackberry	70120	-75,000	-52,221	70%		
Chilean Needle Grass	70130	-7,000	-959	14%		
Giant Parramatta grass	70140	-2,000	0			
Gorse	70160	-500	0			
Nodding Thistle	70170	-5,000	-1,422			
Privet	70200	-2,000	-47,468	2373%		
St John's Wort	70220	-40,000	-1,359	3%		
Serrated Tussock	70230	-8,000	-7,571	95%		
Sundry Weeds	70250	-8,000	-26,305	329%		
Tropical Soda Apple	70260	-18,000	-3,747	21%		
Glen Innes Local Expenses	70370	-15,000	-15,430	103%		
Glen Innes Regional Expenses	70380	-35,000	-33,266	95%		
		-225,500	-196,190	87%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 21 APRIL 2020**

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

	<i>Job_No</i>	<i>2019-20 Budget</i>	<i>2019-20 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
<b>EXPENDITURE CONT'D</b>						
<b>PRIVATE WORKS</b>						
PW - Miscellaneous	80010	-40,000	-39,751	99%		
PW - Armidale Regional	80011	-30,000	-17,635	59%		
PW - Uralla Shire	80013	-2,000	-844	42%		
PW - Walcha	80014	-20,000	-4,543	23%		
PW - Glen Innes	80045	-5,100	-555	11%		
Projects - Crown Lands, LLS, Landcare, Other	80102	-55,000	-33,663	61%		
		-152,100	-96,990	64%	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	-5,986	75%		
Plant No 1 - CF 37 ES - Isuzu Dmax	91110	-9,000	-3,217	36%		
Plant No 2 - CF 36 ES - Isuzu Dmax	91210	-6,500	-3,581	55%		
Plant No 3 - CI 07 FM - Toyota Landcruiser	91312	-8,000	-5,073	63%		
Plant No 4 - CA 78 TN Isuzu Dmax	91412	-6,100	-1,621	27%		
Plant No 5 - CQ 53 XM Isuzu Dmax	91511	-7,000	-4,563	65%		
Plant No 6 - CU 32 CS Isuzu Dmax	91612	-8,000	-3,053	38%		
Plant No 7 - CL 64 RE - Toyota Landruiser	91711	-8,000	-5,781	72%		
Plant No 8 - CR 50 EC - Toyota Landcruiser	91811	-8,000	-5,392	67%		
Plant No 9 -Dmax - CU 33 CS	91910	-8,000	-4,116	51%		
Plant No B1 - Quad	91992	-3,000	-1,126	38%		
Plant No W - Wolverine	91993	-3,000	-1,952	65%		
Depreciation		-90,000	0	0%		
Loss from disposal of assets						
		-172,600	-45,461	26%	0%	

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

	<i>Job_No</i>	<i>2019-20 Budget</i>	<i>2019-20 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	-27,000	-25,106	93%		
Sick Leave	92130	-20,000	-21,553	108%		
Long Service Leave	92140	-12,000	-20,698	172%		
Annual Leave	92150	-40,000	-68,017	170%		
Superannuation	92170	-45,000	-43,534	97%		
Workers Compensation	92180	-16,000	-10,411	65%		
Other Employee Costs (PPE)	92200	-5,000	-6,203	124%		
		<b>-165,000</b>	<b>-195,522</b>	<b>118%</b>	<b>0%</b>	
<hr/>						
<b>Total Expenditure</b>		<b>-1,376,400</b>	<b>-958,268</b>	<b>70%</b>		
<hr/>						
<b>Net Cost</b>		<b>-337,635</b>	<b>48,187</b>	<b>-14%</b>		
<hr/>						
Add Plant Hire		-172,600	-45,461	26%		
Add Oncost		-165,000	-195,522	118%		
<hr/>						
<b>Final Profit (Loss)</b>		<b>-35</b>	<b>289,171</b>			

**Attachment: Quarterly Budget Review Statement to March 2020**

**RECOMMENDED: That Council adopt the March 2020 Quarterly Budget Review and approve the proposed Budget variations.**

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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**7.1.4 PROPOSED PURCHASE OF LAND FOR NEW OPERATIONS CENTRE**

**RECOMMENDATION**

that in accordance with the provisions of Section 10 of the Local Government Act, 1993, that the matter of the proposed land for a new operations centre be discussed in confidential matters in Committee of the Whole for the reason that it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,

**RECOMMENDATION**

that in accordance with the provisions of Section 10 of the Local Government Act, 1993, that Council move from Committee of the Whole.

**RECOMMENDATION:**

**That the General Manager be authorised to negotiate the option or purchase of a block for Councils operations centre to the limits detailed in the report.**

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON 21 APRIL 2020**

## **7.2 WEED CONTROL MATTERS**

### **7.2.1 2019/2020 WEEDS ACTION PROGRAM**

#### **Private Property Inspections – Weeds Action Program 2019/2020**

Inspections resumed in the Walcha nominated area as well as smaller holdings in the Armidale Regional Council area. Recent rainfall events have eased the pressure on landowners with summer grasses rapidly growing. Officers have concentrated on contacting landowners, handing out Weed Management Guides and discussing weed issues as they arise. At this stage the Authority has seen a rapid increase in enquiries relating to pasture weeds and other species that have rapidly grown as a result of the lack of ground cover. At this stage no new incursions have been found and the 2021 spring season will be the key time in regards to new incursions.

Aerial inspections for a lantana control program along the Macleay River above the Georges Junction were carried out in March. As part of the flight inspections were carried out on the Carrai Plateau.

As a result of Covid 19 inspections then ceased mid March. Social distancing has been implemented. The office has been closed and staff will continue to operate on roadside weed control programs where possible.

#### **Inspection Targets 2019/2020**

<b>2019/20 DIVISION</b>	<b>TOTAL PROPERTIES</b>	<b>AVE PER MONTH</b>	<b>TOTAL 2019/20 TO DATE</b>	<b>Total Area Completed %</b>
Armidale(A)	470	40	465	
Uralla (A)	147	12	57	
Walcha (A)	275	23	97	
Glen Innes	396	33	209	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 21 APRIL 2020**

**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	2	3	
Rural Outlets	0	2	2		
ARTC - No.	3	3	1	1	
ARTC - Ha.	0	20	40	5	
Weekend Markets	5	2	3	1	
Dept of Lands - No.	4	4	2	2	
Dept of Lands - Ha.	0	65	45	25	
Nat Parks/Reserves - No.	4	1	1	1	
Nat Parks/Reserves - Ha.	0	50	500	45	
Aquaria/Pet shops	2	2	2	1	
LH&PA Reserves - No.	5	5		2	
LH&PA Reserves - Ha.	0	78		25	
Gravel Quarries	40	3	8		
Machinery Dealers	0				
Grain Handling Sites	0				
Border Crossings	0				
Recreational Areas - No.	10		2	3	
Recreational Areas - Ha.	0		5	10	
Wetlands	1				
Saleyards	3	4	4	1	
Machinery Washdown Bays	0				
Other	0				
Roadside Truck Stops	0				
No Booklets to New Landowners	55				
Private Property High Risk areas - No.	500	268	13	69	
Private Property High Risk areas - Ha.	100,000	11598	2540	1750	
PP HR Re inspections - No.	100		8		
PP HR Re inspections - Ha.	20,000		19477		
Roadside Inspections High Risk Pathways - Km.	640		30		
Roadside Inspections High Risk Pathways - Ha.	12,800		2000		
Waterways High Risk Pathways - No.	20		2	2	
Waterways High Risk Pathways - Ha.	4000		512	2000	
Private Property Inspections - No.	1000	155	25	89	
Private Property Inspections - Ha.	200,000	13155	6249	41,443	
Private Property Re Inspections - No.	120		30		
Private Property Re Inspections - Ha.	22,000		12		
Private property Waterways - No.	0				
Private property Waterways - Ha.	0				
Roadside Inspections - Km.	3,489	200	90		
Roadside Inspections - Ha.	69,780	400	180		
Landowners Contacted/ Inspection Process	1,125				
Stakeholders/Coordinated Programs	250				
Other Council Lands - No.	0				
Other Council Lands - Ha.	0				
TSRs - No.	1		2		



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 21 APRIL 2020**

TSRs - Ha.	2	46	
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**Weed Recording, Mapping, Survey and Reporting Activities**

Date	Activity	Details
	Intramaps	Ongoing
	Navman	Ongoing

**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	07/03/2020
Guyra Show	Armidale Regional	22/02/2020
Uralla Show	Uralla	08/02/2020
Walcha Show	Walcha	14/03/2020
Glen Innes Show	Glen Innes	15/02/2020
Grasses Workshop	Glen Innes/Emmaville	12/09/2019
Grasses Workshop	Glen Innes/Deepwater	13/09/2019
Grasses Workshop	Glen Innes/Dundee	27/09/2019
Farmer Update	Glen Innes	31/07/2019
Weed ID morning	Glen Innes Saleyards	02/03/2020
Saleyards Extension Mornings	Regional Saleyards	

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

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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**Sesbania pea (Sesbania cannabina) introduced in hay in the Glen Innes area**



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 21 APRIL 2020**

**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				
Media Releases	6	3	3		
Team Talk Meetings	4	1	1	2	
Ag Quip	1	1			
Shows/Expos	3			5	
Landcare Events	4	4		1	
Other	3				
Landowners contacted	200				

**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>
26-29 August	Weeds Conference	Newcastle
16-19 September	Legal Training	Trent McIntyre, Josh Robb, Rachel Betts
31 November	UAV Training	Trent McIntyre, Josh Robb, Rachel Betts
2 December	First Aid Training	All staff
17,18 March	Thrive Productivity Training	Trent McIntyre, Josh Robb, Mathew Benham, Heather Apps

**Operational Program –**

Recent rainfall events provided the opportunity to carry out roadside weed control programs. All staff were involved in the program that was carried out in January/ February with 4000 kms of roadsides treated in two months. The New England Highway and some roads in the Guyra area remain to yet be treated. Again because of the current Covid 19 situation weed control programs changed late March to one Officer per unit to reduce the risk of infection/ exposure to the Authority's staff. All of the fleet, office and depot have been cleaned, decontaminated and are frequently treated with an industrial grade disinfectant. At this stage the New England Highway may not be treated this season due to the risks involved with just one operator.

The Authority has assisted the local community in the Boorolong, Winterbourne and Glen Elgin areas in treating roadside infestations of African Lovegrass. The Boorolong

## REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 21 APRIL 2020

area in particular, landowners have been extremely active in treating roadside infestations. African lovegrass growth has been excessive following recent rains.

### African Lovegrass Control Boorolong Rd



Tropical Soda Apple has germinated during the period with a program set for late March using the rapid response team. This program was cancelled due to our current situation and the Authority will assist if possible at this stage. Extra funding has been received for Tropical Soda Apple to assist landowners adjacent to National Parks in the Georges Creek Valley as part of the bushfire recovery program. Bushfires, drought and heavy rainfall events combined has affected the Macleay Valley significantly with mass germinations in the Georges and lagoon Creek area.



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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**Flood Damage due to Bushfires Macleay Valley**





**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
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**Tropical Soda Apple Germinations Lower Macleay Valley following Bushfires**



<b>Operational Activity</b>	<b>Council Areas</b>	<b>Achieved</b>
Broome	All areas	November
CNG as found	All areas	November/December
Blackberry	Walcha, Armidale, Guyra, Urban	December
Privet follow up	All areas	December
Whiskey Grass (Oxley/Thunderbolts Way)	Walcha	November
Blackberry Dorrigo Plateau	Bellingen Shire Council	November
Cemeteries/Streets	Walcha	December
Coolatai Grass Eastern fall areas	All areas	November
Walcha Roads Blackberry	Walcha	January
Armidale Regional Roads Blackberry	Armidale	January/February
Glen Innes Roads Blackberry	Glen Innes	February
Crown Land, Private Works	Armidale/Glen Innes	March
Private Works	All areas	March
Pre Grader Weed Control	Glen Innes	March
Roadside Furniture	Armidale Regional	March
Blackberry	Glen Innes Urban areas	March
Mexican Waterlily control	Armidale/Uralla	March
African Lovegrass control	Armidale/Glen Innes/Walcha	February/March

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

That the report on the 2019/2020 Weeds Action Program be received and noted.

**8 MATTERS OF URGENCY**

**9 NEXT MEETING: Tuesday, 16 June 2020 at 8:30 am.**

**10 ATTACHMENTS**

10.1.1 **Draft New England Weeds Authority Annual Operational Plan 2020- 2021.**

10.1.2 **Client Services Plan for 2019/20 Audit**

10.1.3 **Quarterly Budget Review Statement for March 2020**