

Trading as:

# NEW ENGLAND WEEDS AUTHORITY

ABN 35 514 007 354

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13 October 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 Walcha Council Chambers, Hamilton St Walcha on

**Tuesday, 20<sup>th</sup> October 2020 commencing at 8.30 am**

Yours sincerely,

John Duggan  
GENERAL MANAGER



## **AGENDA**

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

<b>1</b>	<b>PRESENT</b>	<b>5</b>
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**9 NEXT MEETING: TUESDAY, 16 FEBRUARY 2021 AT 8:30AM.**

**10 ATTACHMENTS**

- 10.1 ELECTION OF CHAIRPERSON/DEPUTY CHAIR NOMINATION FORMS.
- 10.2 PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES FOR COUNCILLORS, CHAIRPERSON AND STAFF POLICY.
- 10.3 NEWA INTERNAL REPORTING POLICY, NO 07/20.
- 10.4 NEWA ANNUAL REPORT 2019-20.
- 10.5 NEW ENGLAND WEEDS AUTHORITY CODE OF CONDUCT AND PROCEDURES FOR THE ADMINISTRATION OF THE MODEL CODE OF CONDUCT
- 10.6 NEWA WH&S MANAGEMENT SYSTEM
- 10.7 NEWA EMERGENCY PLAN
- 10.8 DRAFT PERFORMANCE REVIEW

- 1 **PRESENT**
- 2 **APOLOGIES**
- 3 **DECLARATION OF INTEREST**
- 4 **CONFIRMATION OF THE MINUTES OF THE ORDINARY  
MEETING HELD ON TUESDAY 25 AUGUST 2020**
- 5 **MATTERS ARISING FROM THE MINUTES OF THE ORDINARY  
MEETING HELD ON TUESDAY 25 AUGUST 2020**
- 6 **CHAIRMAN'S REPORT**



**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE URALLA COUNCIL CHAMBERS, URALLA ON TUESDAY, 25 AUGUST 2020 COMMENCING AT 8:33AM**

**PRESENT:** Councillor M. Dusting - Chairperson, Councillor S. Kermode and Armidale Regional Council Administrator Viv May by video link.

**IN ATTENDANCE:** General Manager, Mr John Duggan, Senior Biosecurity Officer, Mr James Browning

**APOLOGIES:**

Nil

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 16 JUNE 2020.**

**28/20 RESOLVED** on the motion of Councillors May and Kermode that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 16 June 2020, 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 16 JUNE 2020.**

There were no matters arising.

**CHAIRMAN'S REPORT**

The Chair advised of the following:

- Firstly, thanks to Uralla Shire Council for hosting our meeting today.
- The meeting of Northern Tablelands Regional Weeds Committee to be held tomorrow has been cancelled mostly due to Covid 19 but also because we do not currently have a Chair after the resignation of Maria Woods. The next meeting will be held in November where a chair and executive will be elected. Congratulations to Councillor Kermode who has been nominated as the LLS representative on this committee.
- We have recently been advised that our proposal to include Glen Innes Severn Council as part of the County will be advertised soon. The delay has been primarily the result of Covid 19 as the proposal must be available for inspection at Council offices and many of these have been closed.
- The Local Government NSW conference is scheduled to be held in the Hunter Valley from 22 to 24 November 2020. The Chair and GM are registered to attend in accordance with Councils resolution.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE URALLA  
COUNCIL CHAMBERS, URALLA ON TUESDAY, 25 AUGUST 2020 COMMENCING  
AT 8:33AM**

- Our Annual Financial Statements are presented for adoption at this meeting. Once again we have achieved an excellent result with an operating surplus of \$94,000. Given the impact of Covid 19, this is an outstanding result. I want to place on record my thanks to the General Manager and staff for their dedication and commitment to achieving positive results for our Council.

**1. INVESTED FUNDS REPORT as at 31st July 2020 (ITEM 7.1.1)**

**29/20 RESOLVED** on the motion of Councillors Kermode and May 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.

**2. PEUNIARY INTEREST RETURNS FOR 2019/2020 (ITEM 7.1.2)**

**30/20 RESOLVED** on the motion of Councillors Kermode and May that:

That Council formally records that the ordinary Returns of Interest required to be submitted by Councillors and the General Manager, for the period 1 July 2019 to 30 June 2020 have been submitted as required and have been tabled in accordance with the provisions of Section 450A of the Local Government Act 1993.

**5. NEW ENGLAND WEEDS AUTHORITY- COMPLIANCE AND ENFORCEMENT  
POLICY AND PROCEDURES 03/17 (ITEM 7.1.3)**

**31/20 RESOLVED** on the motion of Councillors Kermode and Murat that Council reaffirm the New England Weeds Authority, Compliance and Enforcement Policy and Procedures 04/17, as attached to the report.

**6. NEW ENGLAND JOINT ORGANISATION (ITEM 7.1.4)**

**32/20 RESOLVED** on the motion of Councillors May and Kermode that:

1. NEWA accepts the offer of Associate membership of NEJO subject to there being no membership costs involved.
2. The chairperson liaise with the NEJO chair to attend the next NEJO meeting accompanied by the General Manager.

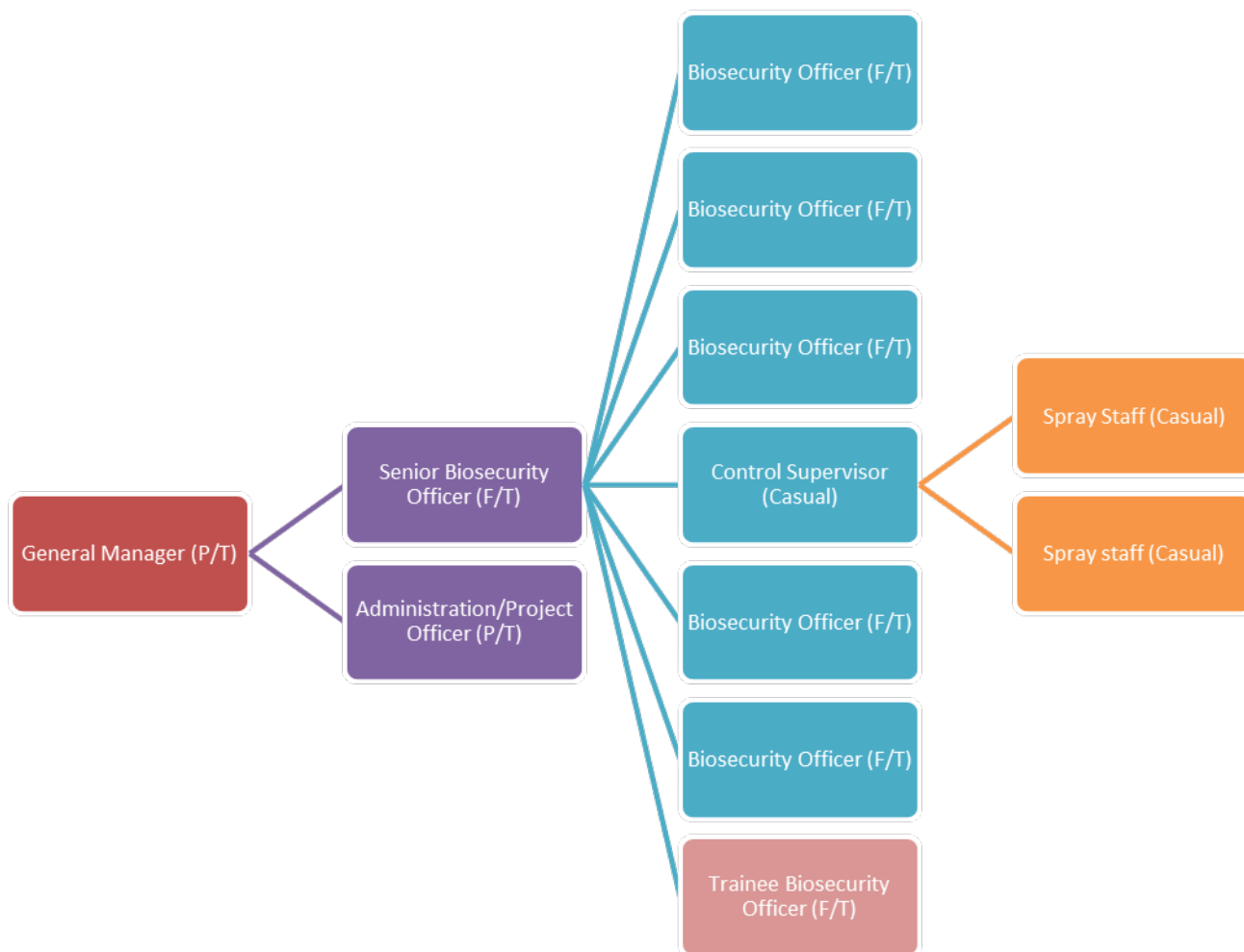


**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
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**7. ORGANISATION STRUCTURE (ITEM 7.1.5)**

**33/20 RESOLVED** on the motion of Councillors May and Kermode that:

1. Council adopts the following staffing structure That the position be advertised as a full time position.



- 
2. The structure be reviewed in 2 years time.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE URALLA  
COUNCIL CHAMBERS, URALLA ON TUESDAY, 25 AUGUST 2020 COMMENCING  
AT 8:33AM**

**7. EPIDEMIC/PANDEMIC POLICY (ITEM 7.1.6)**

**34/20 RESOLVED** on the motion of Councillors Kermode and May that Council adopts the Pandemic Policy and associated operational plan with the following amendments.

1. That the disclaimer be removed
2. That the reference to the World Health Organisation be changed to NSW Senior Medical Advisor.

**7. ANNUAL FINANCIAL STATEMENTS (ITEM 7.1.7)**

**35/20 RESOLVED** on the motion of Councillors Kermode and May that:

1. That the report on the Annual Financial Statements as at 30 June 2020 be received and adopted.
2. That the signing of the Certificate under Section 413(2) (c) of the Local Government Act 1993, as detailed in the Attachments to the report, by the Chairperson, Deputy Chairperson and the General Manager/Responsible Accounting Officer be endorsed.

**10. 2020/2021 WEEDS ACTION PROGRAM (ITEM 7.1.8)**

**36/20 RESOLVED** on the motion of Councillors Kermode and May that the report on the 2020/2021 Weeds Action Program be received and noted.

**11. MATTERS OF URGENCY**

**36/20 RESOLVED** on the motion of Councillors Dusting and May that:

1. That the letter received from the Hon Shelly Hancock, Minister for Local Government advising that the Authority's proposal to amend its constitution to vary its area of operations to include the local government area of Glen Innes Severn Shire is proceeding and to change the Authority's name to "New England County Council" be received and noted
2. That the Authority's representative on the Internal Audit and Risk Committee remain as one representative at this stage that being Councillor Kermode.

**NEXT MEETING**

The next meeting will be held on Tuesday, 20 October 2020 at 8.30 am at Walcha.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE  
MEETING CLOSED AT 9.30 AM.**

## **7 ELECTION OF CHAIRPERSON, COMMITTEES AND DELEGATES**

### **7.1 ELECTION OF CHAIRPERSON**

Section 391 of the Local Government Act 1993 No 30 provides that:

- (1) The chairperson of a county council is the person elected to the office of chairperson by the members of the county council from among their number.*
- (2) The chairperson holds office for one year, subject to this Act.*
- (3) The office of chairperson:*
  - (a) commences on the day the person elected to the office is declared to be so elected and,*
  - (b) becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.*

Section 391A provides that:

*The role of the chairperson of a county council is:*

- (a) to preside at meetings of the county council, and*
- (b) to exercise such other functions of the county council as the county council determines.*

Schedule 8 of the Local Government (General) Regulation 2005, provides for the manner in which the chairperson is to be nominated and elected. No mention is made of the election of a deputy chairperson however, it has been Council's practise in the past to elect a deputy chairperson following the same procedure.

Schedule 8 Part 1 states:

*An election for the chairperson of the county council is to be held:*

- (a) At the first meeting of the county council after an ordinary election of members of the county council, and*
- (b) At the first meeting of the county council after each anniversary of that ordinary election until the next ordinary election of members of the county council is held.*

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

**4      *Nomination***

- (1) A member of a county council may be nominated without notice for election as chairperson of the county council.*
- (2) The nomination is to be made in writing by 2 or more members of the county council (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) The nomination is to be delivered or sent to the returning officer.*
- (4) The returning officer is to announce the names of the nominees at the county council meeting at which the election is to be held.*

**5      *Election***

- (1) If only one member of the county council is nominated, that member is elected.*
- (2) If more than one member is nominated, the county council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*
- (3) The election is to be held at the county council meeting at which the county council resolves on the method of voting.*
- (4) In this clause:  
    **ballot** has its normal meaning of secret ballot.  
    **open voting** means voting by a show of hands or similar means.*

A nomination form has been enclosed with this Business Paper. The General Manager shall act as Returning Officer in accordance with the provisions of the Regulation.

**Attachment: Election of Chairperson & Deputy Chair Nomination Forms.**

**RECOMMENDED:** that in the event that there is more than one Councillor nominated for each of the positions of chairperson and deputy chairperson, then the method of election to determine the position(s) be by ordinary ballot **AND FURTHER THAT** the Returning Officer destroy all documentation following such elections.

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

### **7.2 COMMITTEES AND DELEGATES**

The Council does not have any of its own committees. All matters requiring Council involvement and decisions are referred to the full Council.

The following delegates are for information and/or determination.

#### **Local Government NSW**

Organisations: All Councils.

Purpose: Local Government NSW was established in 2013 to represent the views and policies of Local Government in NSW

Delegate: Chairperson.

#### **Northern Tableland Local Land Services Regional Weed Committee**

Organisations: Northern Tablelands Local Land Services, Glen Innes Severn Council, Inverell Shire Council, New England Weeds Authority ( including Armidale Regional Council, Uralla and Walcha Councils) and Tenterfield Shire Council, as well as State Agencies and nominated stakeholders.

Purpose:

- Implement the goals of the NSW Invasive Species Plan 2015-2020.
- Promote awareness of noxious and invasive weeds within the community.
- Prioritise target weed species and to recommend weed policy, declaration, control and promotion to member organisations.
- Promote effective and efficient collaboration and coordination of weed programs, resource and information sharing between member organisations.

Delegate: Chairperson.

**RECOMMENDED: That the Chairperson of the New England Tablelands (Noxious Plants) County Council be Council's delegate to:**

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

- Local Government NSW,
- Northern Tableland Local Land Services Regional Weed Committee.

# **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

## **GENERAL MANAGER'S REPORT**

### **7.3 ORGANISATIONAL MATTERS**

#### **7.3.1 MEETING TIMES**

##### **Introduction**

It is timely for Council to review its meeting schedule for 2020/21. This report seeks Council's agreement to meeting times and dates.

##### **Report**

Council's Business Activity Strategic Plan provides for ordinary Council meetings to be held as follows:

20 October 2020	1st Quarterly Budget Review. Adopt Financial Statements. Election of Chairperson and Review Committee Delegates. Payment of Expenses Policy Review. Annual Report adopted
16 February 2021	2 <sup>nd</sup> Quarterly Review. Councillors Tour.
20 April 2021	3 <sup>rd</sup> Quarterly Budget Review. Draft Annual Operational Plan 2021/22.
15 June 2021	Adopt Annual Operational Plan and Budget 2021/22 and update 4 Year Delivery Program and 10 Year Financial Plan. Adopt Business Activity Strategic Plan 2018 - 2028
17 August 2021	4 <sup>th</sup> Quarterly Budget Review. Refer Accounts to Audit. Pecuniary Interests Returns
19 October 2021	1st Quarterly Budget Review. Adopt Financial Statements. Election of Chairperson and Review Delegations. Payment of Expenses Policy Review. Annual Report adopted

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
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Council is required to meet at least 4 times per year. For the past few years, meetings have been held on the third Tuesday of the month commencing at 8:30am and generally finishing by 10:00am. This is in keeping with other ordinary council meetings which have been aligned to be held during the third or fourth week of the month.

Council may also wish to combine the meeting on the 19th February 2021 with the tour of the NEWA area that all Councillors are invited to attend.

**RECOMMENDED:** That Council adopt the following meeting dates for 2020/21.

<b>16 February 2021</b>	<b>2<sup>nd</sup> Quarterly Review. Councillors Tour.</b>
<b>20 April 2021</b>	<b>3<sup>rd</sup> Quarterly Budget Review. Draft Annual Operational Plan 2021/22</b>
<b>15 June 2021</b>	<b>Adopt Annual Operational Plan and Budget 21/22 and update 4 Year Delivery Program and 10 year Financial Plan Adopt Business Activity Strategic Plan 2020- 2030</b>
<b>17 August 2021</b>	<b>4<sup>th</sup> Quarterly Budget Review. Refer Accounts to Audit. Pecuniary Interests Returns</b>
<b>19 October 2021</b>	<b>1st Quarterly Budget Review. Adopt Financial Statements. Election of Chairperson and Review Delegations. Payment of Expenses Policy Review. Annual Report adopted</b>



## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

### **7.3.2 PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES FOR CHAIRPERSON, COUNCILLORS AND STAFF**

#### **Introduction**

Sections 252(5) and 253 of the Local Government Act 1993, made by the Local Government Amendment Act 2005, require councils to make and submit their expenses and provision of facilities policies annually to the Department of Local Government.

#### **Report**

Section 252 of the Local Government Act 1993 requires councils to adopt or amend a policy annually for the payment of expenses and the provision of facilities for chairpersons and other councillors. Chairpersons and councillors can only be reimbursed for expenses and provided with facilities in accordance with Council's adopted policy.

Section 252 states:

*(1) Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*

*(2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*

*(3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*

*(4) A council may from time to time amend a policy under this section.*

*(5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.*

*Section 253 specifies actions that council must undertake before a policy concerning expenses and facilities can be adopted or amended.*

Section 253 states:

*(1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON THE 20 OCTOBER 2020**

*(2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*

*(3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*

*(4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*

*(a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*

*(b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*

*(c) a copy of the notice given under subsection (1).*

*(5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

The policy has been altered slightly this year, to include the provision of a tablet device to the Chairperson. As a result of recent Covid 19 events, it became apparent that the Chairperson's current device was not suitable for video conferencing. The inclusion of this facility for the chair will enable them to carry out their duties properly.

In accordance with the requirements Council is required to advertise this review and to seek comments. The policy will then be formally adopted following this term.

Whilst the Act's requirements apply to the chairperson and other councillors, they are equally relevant to staff and the policy has been written to include staff as well. A copy of Council's current Policy is attached for the information of Councillors.

**Attachment: Policy for Payment of Expenses and the Provision of Facilities for Chairpersons, Councillors and Staff.**

**RECOMMENDATION:**

**That Council, in accordance with Section 252 of the Local Government Act 1993, adopt the Policy for Payment of Expenses and the Provision of Facilities for Chairpersons, Councillors and Staff, as attached to the report.**

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

### **7.3.3 INTERNAL REPORTING POLICY- PUBLIC INTEREST DISCLOSURES ACT 1994**

#### **Introduction**

Under the Public Interest Disclosures Act 1994 (PID Act), Council is required to have a reporting mechanism for dealing with and encouraging staff and Councillors to report corrupt conduct, maladministration and serious and substantial waste of local government money and to be able to do so without fear of reprisal. Council has in place an existing policy.

#### **Report**

Under section 6D of the Public Interest Disclosures Act 1994, public authorities are required to have a policy and procedures for receiving, assessing and dealing with protected disclosures. The definition of public authorities includes local Councils. The policy should be based on the NSW Ombudsman's guidelines.

Council's existing Internal Reporting Policy (adopted in October 2015) has been reviewed and is based upon the Ombudsman's Model Internal Reporting Policy guidelines for local Councils. The policy reflects Council's commitment to supporting the reporting of wrongdoing by staff and properly handling such matters.

#### **Reporting requirements**

Councils are required to prepare an annual report on their obligations under the Act within four months after the end of a reporting year.

Councils are also required to provide the NSW Ombudsman with statistical information regarding their compliance with their obligations under the Act on a six monthly basis.

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 annual and six monthly reports is outlined in the Public Interest Disclosures Regulation 2011.

Once adopted Internal Reporting Policy No: 07/20 (a copy of which is attached to the report for the information of Councillors) will replace existing Policy No: 06/19 and is to be reviewed on an annual basis, having regard to future guidelines to be released by the NSW Ombudsman.

**Attachment: NEWA Internal Reporting Policy No: 07/20.**

**RECOMMENDATION: That Council adopt Internal Reporting Policy No: 07/20, as attached to the Report.**

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

### **7.3.4 ANNUAL REPORT 2019-2020**

#### **Introduction**

In accordance with Section 428 of the Local Government Act 1993, within 5 months after the end of each financial year, Council must prepare a report (its Annual Report) for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.

#### **Report**

Under Section 428 (4) of the Local Government Act 1993, the Annual report must contain the following:

- (a) A copy of Council's audited financial reports prepared in accordance with the *Local Government Code of Accounting Practice and Financial Reporting* published by the Department, as enforced from time to time,
- (b) Such other information as the regulations or the guidelines under section 406 may require.

A copy of Council's Annual Report must be posted on its website and provided to the Minister for Local Government and such other persons and bodies as the regulations may require.

A copy of the 2019-2020 Annual Report is attached together with the Audited Financial Statements and Auditor's report for the information of Councillors.

**Attachment: Annual Report 2019-20, Audited Financial Statements and Auditor's Report.**

#### **RECOMMENDATION:**

- 1. That the Annual Report for the financial year ending 30 June 2020 be received and adopted.**
- 2. That a copy of Council's Annual Report 2019-20 be forwarded to constituent member Councils.**

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

### **7.3.5 NEW ENGLAND WEEDS AUTHORITY WORK HEALTH AND SAFETY MANAGEMENT SYSTEM**

#### **Introduction**

The National Work Health & Safety Act took effect from 1<sup>st</sup> January 2012. The goal of the legislation was to create a uniform Work Health & Safety (WH&S) system across Australia. All States and Territories have been required to enact and enforce harmonised laws to create uniform safety standards.

#### **Report**

In NSW separate new legislation took effect on the 1<sup>st</sup> January 2012 introducing the Work Health & Safety Act 2011. Regulations under the Act are contained within the Work Health & Safety Regulation 2011. The new Act and Regulations replaced the previous Occupational Health and Safety legislation.

In meeting WH&S requirements and duties Council must adopt a structured and systematic approach to managing the health and safety of its workers. As a result the New England Weeds Authority (NEWA) Work Health and Safety Management System (WHSMS) was developed. A copy of the document is attached for the information of Councillors.

The overall aim of the WHSMS is to support the achievement of the highest levels of WH&S performance through systematic elimination of workplace risks. It is designed to lead to a reduction in workplace illness and injury therefore minimising the human and other costs associated with workplace accidents.

The document includes a Work Health and Safety Policy outlining Council's commitment to providing a safe working environment for all employees, contractors, volunteers and visitors.

In addition, under the provisions of the WH&S regulation 2011, Council has a duty to prepare, maintain and implement emergency plans, Chapter 3 Part 3.2 Clause 43 details the requirements. In accordance with these provisions the New England Weeds Authority Emergency Plan has been reviewed and is attached to this report for the consideration of Council.

In the review of the WH&S management system and the Emergency Plan Council staff have been consulted on the contents of the documents.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON THE 20 OCTOBER 2020**

**Attachments**

**New England Weeds Authority Work Health and Safety Management System**

**New England Weeds Authority Emergency Plan.**

**RECOMMENDATION:**

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

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON THE 20 OCTOBER 2020**

**7.4 FINANCIAL MATTERS**

**7.4.1 FINANCIAL REPORTS 2019/20**

**Introduction**

In accordance with Sections 415 to 420 of the Local Government Act 1993, Council's financial reports have been audited.

**Report**

Further in accordance with Section 419 of the Local Government Act 1993 the Authority is required to call a public meeting for the purpose of presenting the Audited Financial Statements and the Auditor's Report.

Public notice requirements have been given of this meeting where the audited financial reports, together with the auditor's reports are to be presented to the public.

The same notice also invited submissions with respect to Council's financial statements and audited financial reports closing 20 October 2020. At the time of writing this report no submissions had been received. This report presents the financial statements and auditor's report to Council for adoption.

Please note copies of the audited financial statements and auditor's report are contained within the Annual Report 2019-20 referred to in Item 7.3.4, in the Business Paper.

Council Auditors may be present at the meeting to provide an audit overview and any other comments.

**RECOMMENDATION:**

**That the Financial Statements and Auditor's Report for the financial year ending 30 June 2020 be received and adopted.**

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

### **7.4.2 INVESTED FUNDS REPORT AS AT 30<sup>TH</sup> SEPTEMBER 2020**

#### **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 30 September 2020 and an update of the investment environment:

- a) Council's Investments for reporting period 1 July to 30th September 2020;
- b) Investment Portfolio Performance and
- c) Investment Commentary.

#### **Financial Impact**

The actual interest earned for the July - September 2020 period is \$1,744.86 bringing the year to date total to \$1,744.86.

- a) **Council's Investments for reporting period 1 July 2020 – 30 September 2020**  
**Commonwealth Bank Business Online Saver:**

As at	Rate	Balance	Interest
30 <sup>th</sup> September 2020	0.05%	\$336,082.35	\$37

#### **Term Deposits:**

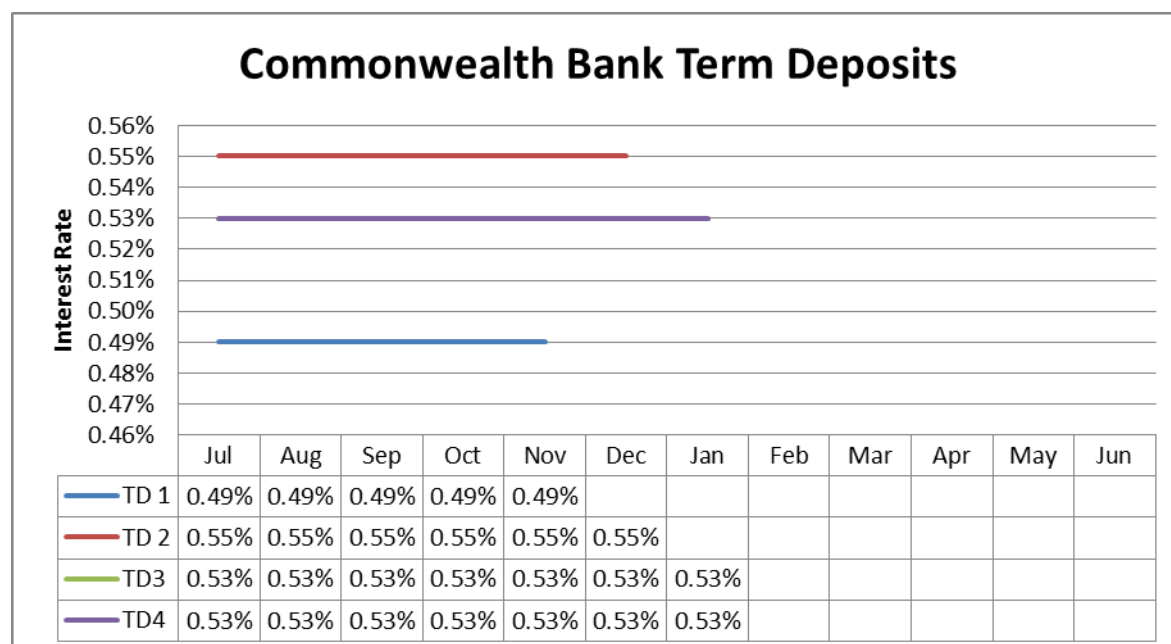
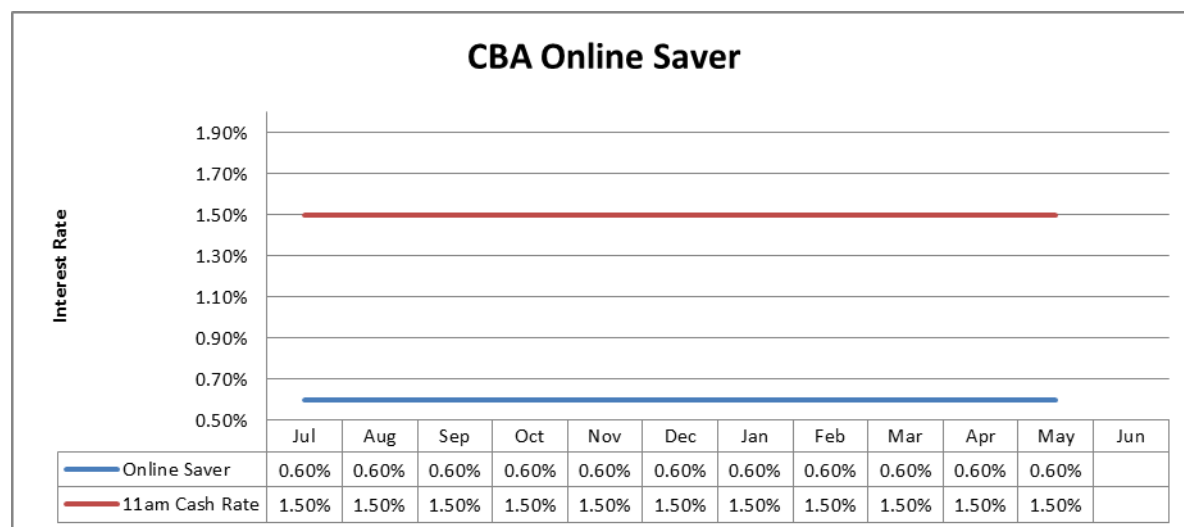
- b) **Investment Portfolio Performance**

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.

Term Deposit	Opened	Due	Rate	Term Deposit	Balance as at 30 Sept 2020	Interest accrued to 30 Sept 2020
1	23/06/2020	23/11/2020	0.49%	\$500,000.00	\$500,000.00	\$665.28
2	21/06/2020	21/12/2020	0.55%	\$500,000.00	\$500,000.00	\$738.92
3	8/07/2020	4/01/2021	0.53%	\$500,000.00	\$500,000.00	\$609.84
4	30/07/2020	29/01/2021	0.53%	\$500,000.00	\$500,000.00	\$442.86
5	30/07/2020	29/09/2020	0.39%	\$300,000.00	\$0.00	\$195.81
					<b>\$2,000,000.00</b>	<b>\$2,652.71</b>



## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**



### **c) Investment Commentary**

The Investment Portfolio continues to reflect the Reserve Bank's current hold on interest rates at 0.25%.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON THE 20 OCTOBER 2020**

**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 THE 20 OCTOBER 2020**

**7.4.3 SEPTEMBER 2020 QUARTERLY BUDGET REVIEW**

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

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
<b>INCOME</b>						
<b>Government Grants - WAP</b>						
Grant - N.T Lead Agency / Regional Project Officer	11110	55,000	0	0%		
Grant - Control	11120	235,750	0	0%		
Grant - Federal ARC TSA Drought		290,856	0	0%		
Grant - WAP 1520 Glen Innes	11143	70,000	0	0%		
Grant - WAP TSA		40,000	0	0%		
			0			
TOTAL WAP FUNDS 20-21		691,606	0			
<b>TOTAL GRANT</b>		691,606	0	0%	0%	
<b>Council Contributions</b>						
<b>Annual</b>						
Cont Annual - Armidale Regional	11211	206,845	206,845	100%		
Cont Annual - Uralla Shire	11213	83,594	83,594	100%		
Cont Annual - Walcha	11214	83,594	83,594	100%		
Cont Annual - Glen Innes Severn	11215	97,224	97,224	100%		
Rebates in 20/21 Financial Year		-47,126	-30,406	65%		
		424,131	440,851	104%	0%	
<b>Fees and Charges</b>						
Section 64 Fees - Constituent Councils	11510	1,200	990	83%		
Section 64 Fees - Glen Innes Severn Council	11520	500		0%		
		1,700	990	58%	0%	
<b>Investment Interest</b>						
Interest - 11 am	11610	1,000	37	4%		
Interest - Fixed	11620	28,000	1,708	6%		
		29,000	1,745	6%	0%	
<b>Profit on Sale of Assets</b>						
		5,000				
		5,000	0		0%	
<b>Private Works</b>						
Private Works (Council's, NPWS, Private property, Crown, LHPA)	11730	100,000	14,721	15%		
		100,000	14,721	15%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON THE 20 OCTOBER 2020**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 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	55,000	0	0%		
Sundry Income	11810	5,000	0	0%		
Glen Innes Severn LLS / Crown Land Projects	11830	1,000	0	0%		
		<u>61,000</u>	<u>0</u>	<u>0%</u>		
<b>Total Income</b>		<u><b>1,312,437</b></u>	<u><b>458,307</b></u>	<u><b>35%</b></u>	<u><b>0%</b></u>	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON THE 20 OCTOBER 2020**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
<b>EXPENDITURE</b>						
Bank Charges	13010	-400	-124	31%		
Audit - Financial	13020	-11,000	-2,331	21%		
		-11,400	-2,455	22%	0%	
<b>OFFICE</b>						
<b>Armidale</b>						
Staff - Armidale	14110	-84,000	-17,153	20%		
Rent - Armidale	14130	-13,260	-3,453	26%		
Computers M&R - Arm Off	14140	-1,500	0	0%		
Other M&R - Arm Off	14150	-1,000	0	0%		
Insurance	14160	-24,500	-23,570	96%		
Light, Power, Heating	14170	-3,500	-539	15%		
Postage	14180	-1,000	-160	16%		
Printing and Stationery	14190	-2,000	-656	33%		
Telephone and Communications	14200	-7,000	-2,193	31%		
Legal Costs	14210	-1,000	0	0%		
Advertising - General	14220	-1,500	0	0%		
Office Equipment Depreciation		-6,600	0	0%		
		-146,860	-47,724	32%	0%	
<b>Glen Innes</b>						
GISC - Administration Expenses	14810	-77,500	-16,462	21%		
		-77,500	-16,462	21%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON THE 20 OCTOBER 2020**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
<b>EXPENDITURE CONT'D</b>						
<b>DEPOTS</b>						
Depot - ADC	15100	-3,500	-965	28%		
		-3,500	-965	28%	0%	
<b>MEMBERS</b>						
Member - Chair Allow	16010	-7,000	-1,561	22%		
Member - Fees & Allow	16020	-14,000	-3,208	23%		
Member - Expenses	16030	-3,000	-88	3%		
		-24,000	-4,857	20%	0%	
<b>ADC SERVICES</b>						
ADC - IT	18200	-8,000	0	0%		
ADC - Internal Audit	18300	-2,000	-160	8%		
		-10,000	-160	2%	0%	
<b>INSPECTIONS</b>						
<b>Inspections - Field</b>						
Insp NDist - Field	20110					
Insp CDist - Field	20120	-120,000	-31,588	26%		
Insp SDist - Field	20130	-35,000	-14,041	40%		
Insp - Glen Innes	20140	-35,000	-11,112	32%		
Insp - Tropical Soda Apple	20420	-25,000	-2,152	9%		
		-215,000	-58,893	27%	0%	
<b>Inspections - Office</b>						
Insp NDist - Office	20210	-8,000	-6,101	76%		
Insp CDist - Office	20220	-64,000	-8,496	13%		
Insp SDist - Office	20230	-15,000	-1,224	8%		
		-87,000	-15,822	18%	0%	
<b>MAPPING</b>						
Mapping/GIS - Support	31200	-7,500	0	0%		
		-7,500	0	0%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON THE 20 OCTOBER 2020**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Comment</i>
<b>EXPENDITURE CONT'D</b>						
<b>COMMUNICATION / REPORTING</b>						
Communication - Sundry	40100	-500	0	0%		
		-500	0	0%	0%	
<b>EXTENSION/EDUCATION</b>						
Extension - Sundry	42100	-5,000	-656	13%		
		-5,000	-656	0%	0%	
<b>TRIALS</b>						
Trials - Sundry	43100	-500	0	0%		
		-500	0	0%	0%	
<b>TRAINING</b>						
<b>Training</b>						
Training - Sundry	50101	-7,000	0	0%		
First Aid Training	50102	-3,500	-1,441	41%		
WHS		-1,500	0	0%		
		-12,000	-1,441	12%	0%	
<b>Publications and Subscriptions</b>						
Subscriptions	50310	-2,000	-1,184	59%		
		-2,000	-1,184	59%	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 THE 20 OCTOBER 2020**

**EXPENDITURE CONT'D**

**POLICY DEVELOPMENT**

**REGIONAL PLANNING**

**NTRWC**

Lead Agency & Regional  
Project Officer

62110	-55,000	-16,220	29%
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-55,000	-16,220	29%	0%
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**OPERATIONS**

**Council Land**

African Lovegrass	70110	-10,000	0	0%
Blackberry	70120	-75,000	0	0%
Chilean Needle Grass	70130	-7,000	-89	1%
Giant Parramatta grass	70140	-1,000	0	0%
Gorse	70160	-500	0	0%
Nodding Thistle	70170	-5,000	0	0%
Privet	70200	-1,000	-269	27%
St John's Wort	70220	-40,000	0	0%
Serrated Tussock	70230	-8,000	-2,663	33%
Sundry Weeds	70250	-8,000	0	0%
Tropical Soda Apple	70260	-19,000	-366	2%
Glen Innes Local Expenses	70370	-15,000	-389	3%
Glen Innes Regional Expenses	70380	-35,000	0	0%
		-224,500	-3,776	2%
				0%



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON THE 20 OCTOBER 2020**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 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	-14,084	35%		
PW - Armidale Regional	80011	-30,000	0	0%		
PW - Uralla Shire	80013	-2,000	0	0%		
PW - Walcha	80014	-20,000	0	0%		
PW - Glen Innes	80045	-5,000	0	0%		
Projects - Crown Lands, LLS, Landcare, Other	80102	-50,000	-27,790	56%		
PW - Combating Weeds Project	80050	-275,856	-45,400	16%		
		-422,856	-87,274	21%	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	-2,483	31%		
Plant No 1 - CF 37 ES - Isuzu Dmax	91110	-9,000	-1,285	14%		
Plant No 2 - CF 36 ES - Isuzu Dmax	91210	-6,500	-1,015	16%		
Plant No 3 - CI 07 FM - Toyota Landcruiser	91312	-8,000	-2,307	29%		
Plant No 4 - CU 33CS Isuzu Dmax	91412	-6,100	-1,574	26%		
Plant No 5 - CQ 53 XM Isuzu Dmax	91511	-7,000	-2,316	33%		
Plant No 6 - CU 32 CS Isuzu Dmax	91612	-8,000	-1,743	22%		
Plant No 7 - CL 64 RE - Toyota Landruiser	91711	-8,000	-1,508	19%		
Plant No 8 - CR 50 EC - Toyota Landcruiser	91811	-8,000	-725	9%		
Plant No 9 -Dmax - CU 33 CS	91910	-8,000	-2,758	34%		
Plant No Red Quad	91996	-3,000	-172	6%		
Plant No W - Wolverine	91993	-3,000	-1,312	44%		
Plant No Blue Quad	91997		-100			
Depreciation		-90,000	0	0%		
Loss from disposal of assets						
		-172,600	-19,298	11%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON THE 20 OCTOBER 2020**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 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	0	0%		
Sick Leave	92130	-20,000	-12,246	61%		
Long Service Leave	92140	-12,000	0	0%		
Annual Leave	92150	-40,000	-6,944	17%		
Superannuation	92170	-45,000	-13,632	30%		
Workers Compensation	92180	-16,000	-694	4%		
Other Employee Costs (PPE)	92200	-5,000	-1,026	21%		
		-165,000	-34,543	21%	0%	
<hr/>						
<b>Total Expenditure</b>		<b>-1,645,716</b>	<b>-311,730</b>	19%		
<hr/>						
<b>Net Cost</b>		<b>-333,279</b>	<b>146,577</b>	-44%		
<hr/>						
Add Plant Hire		-172,600	-19,298	11%		
Add Oncost		-165,000	-34,543	21%		
<hr/>						
<b>Final Profit (Loss)</b>		<b>-35</b>	<b>200,418</b>			
<hr/>						

**Attachment: NEWA Quarterly Budget Review for the period 01/07/20 to 30/09/20**

**RECOMMENDED: That Council adopt the September 2020 Quarterly Budget Review.**

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

**7.5 WEED CONTROL MATTERS**

**7.5.1 2020/2021 WEEDS ACTION PLAN**

**Private Property Inspections – Weeds Action Program 2020/2021**

Serrated Tussock inspections have been carried out in key locations during the period.

Tropical Soda Apple inspections and monitoring will be continued to ensure regulatory compliance as part of the TSA project and inspection program.

Uralla has had a sharp increase in inspection numbers due to the expansion of small holdings in Rocky River, Arding and Invergowrie.

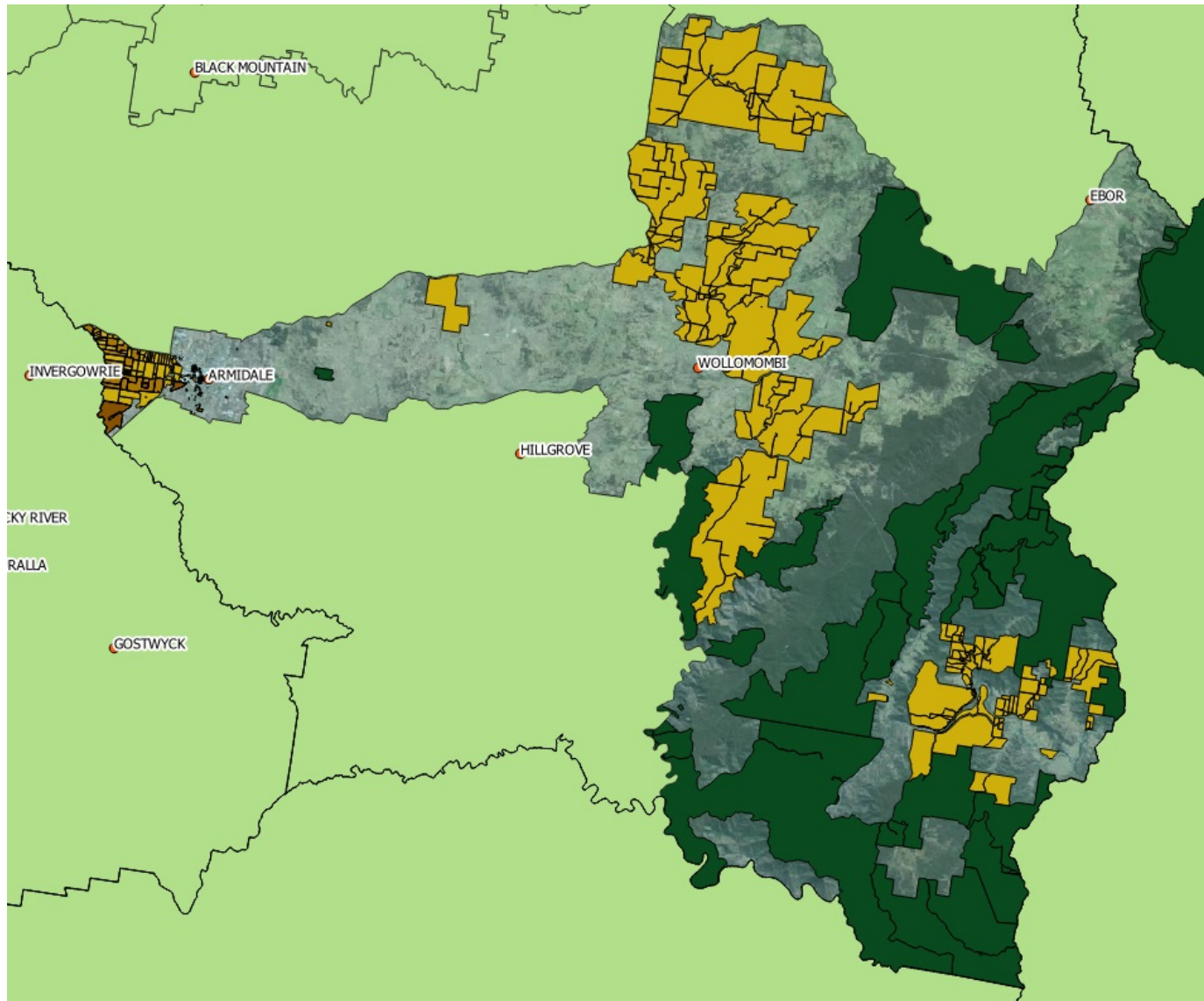
**Inspection Targets 2019/2020**

<b>2020/21 DIVISION</b>	<b>TOTAL PROPERTIES</b>	<b>AVE PER MONTH</b>	<b>TOTAL 2020/21 TO DATE</b>	<b>TOTAL</b>	<b>Total Area Completed %</b>
Armidale(B)	628	52	105	105	28
Uralla (A)	620	51	725	725	50
Walcha (A)	250	20	118	118	47
Glen Innes	396	33	284	284	72

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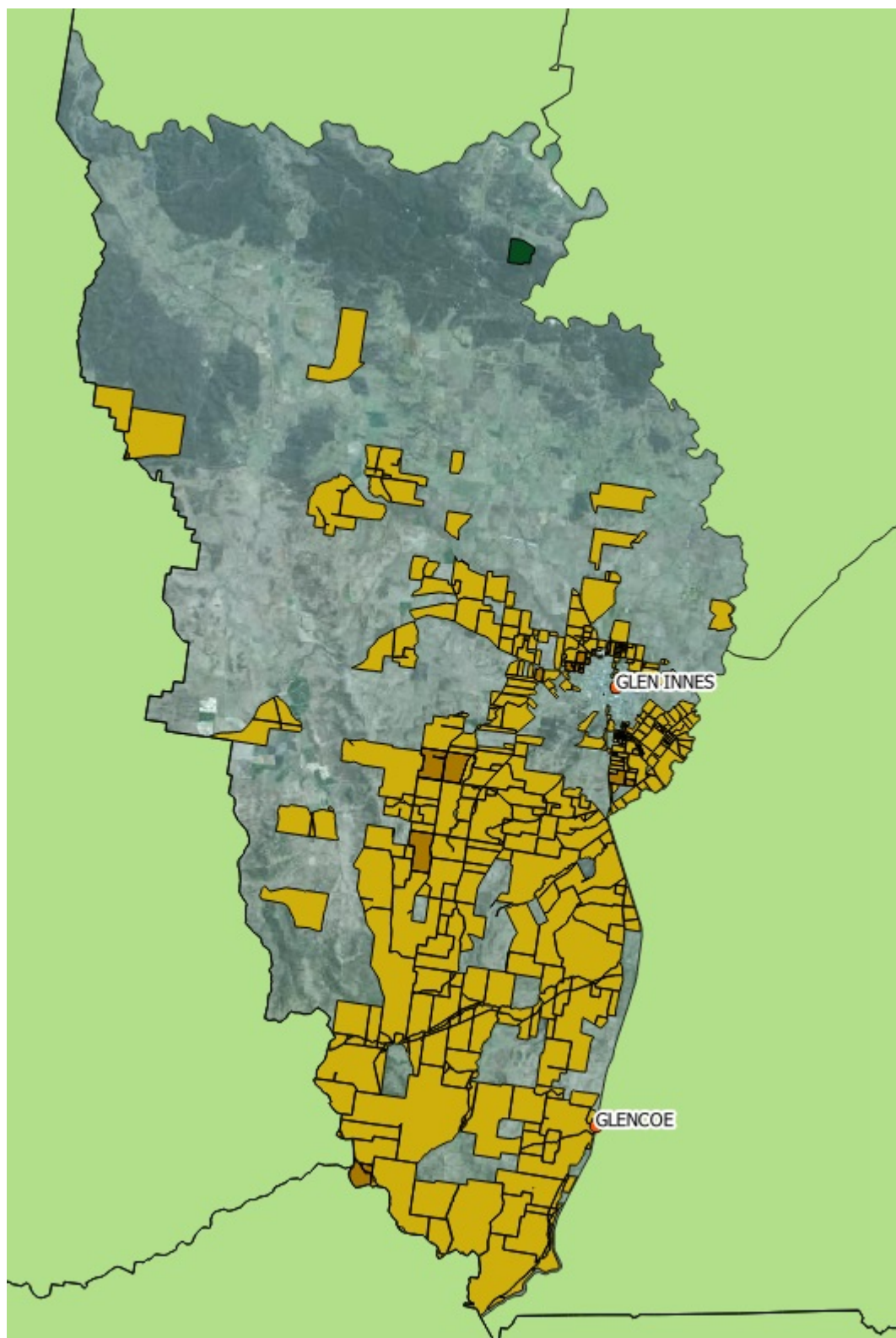
**Private Property Inspections Nominated B Division**

Armidale Regional.



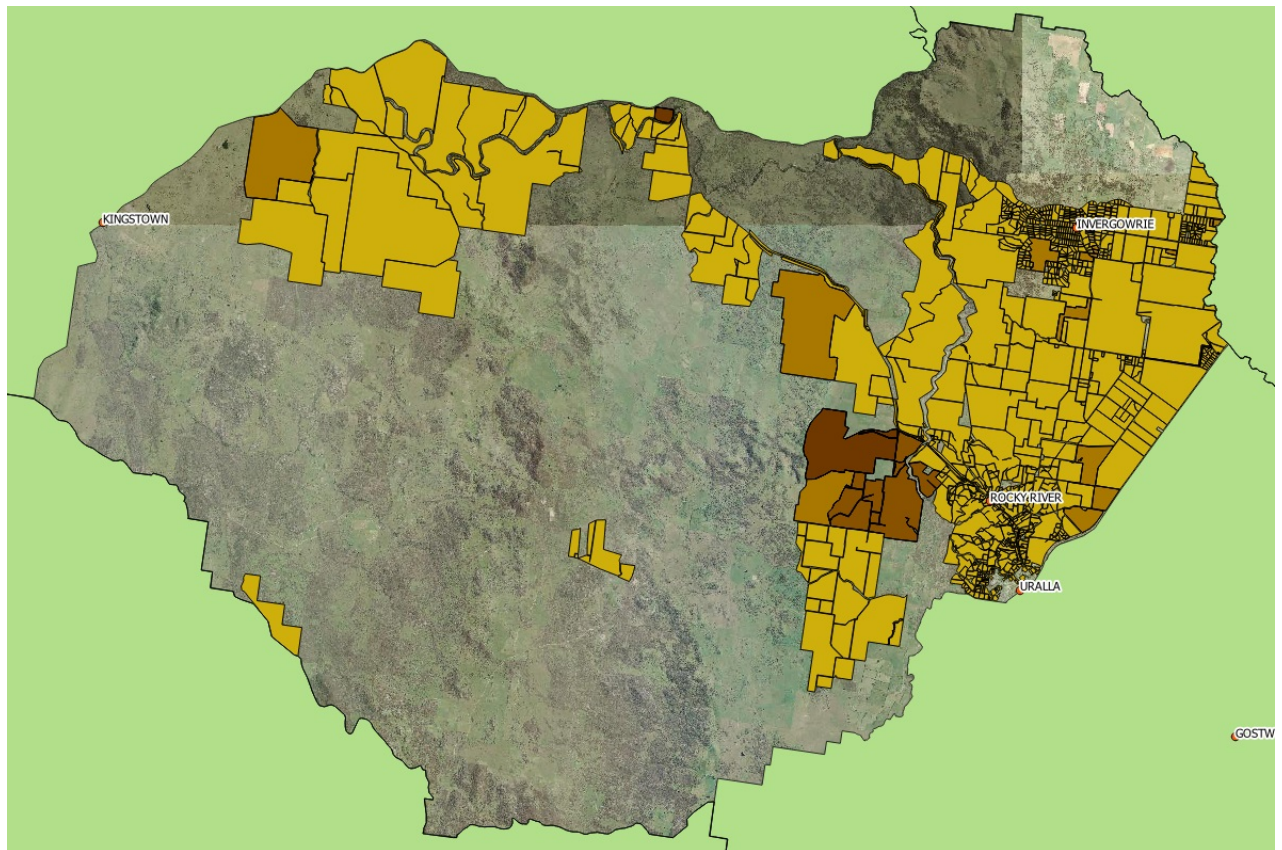
Glen Innes

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

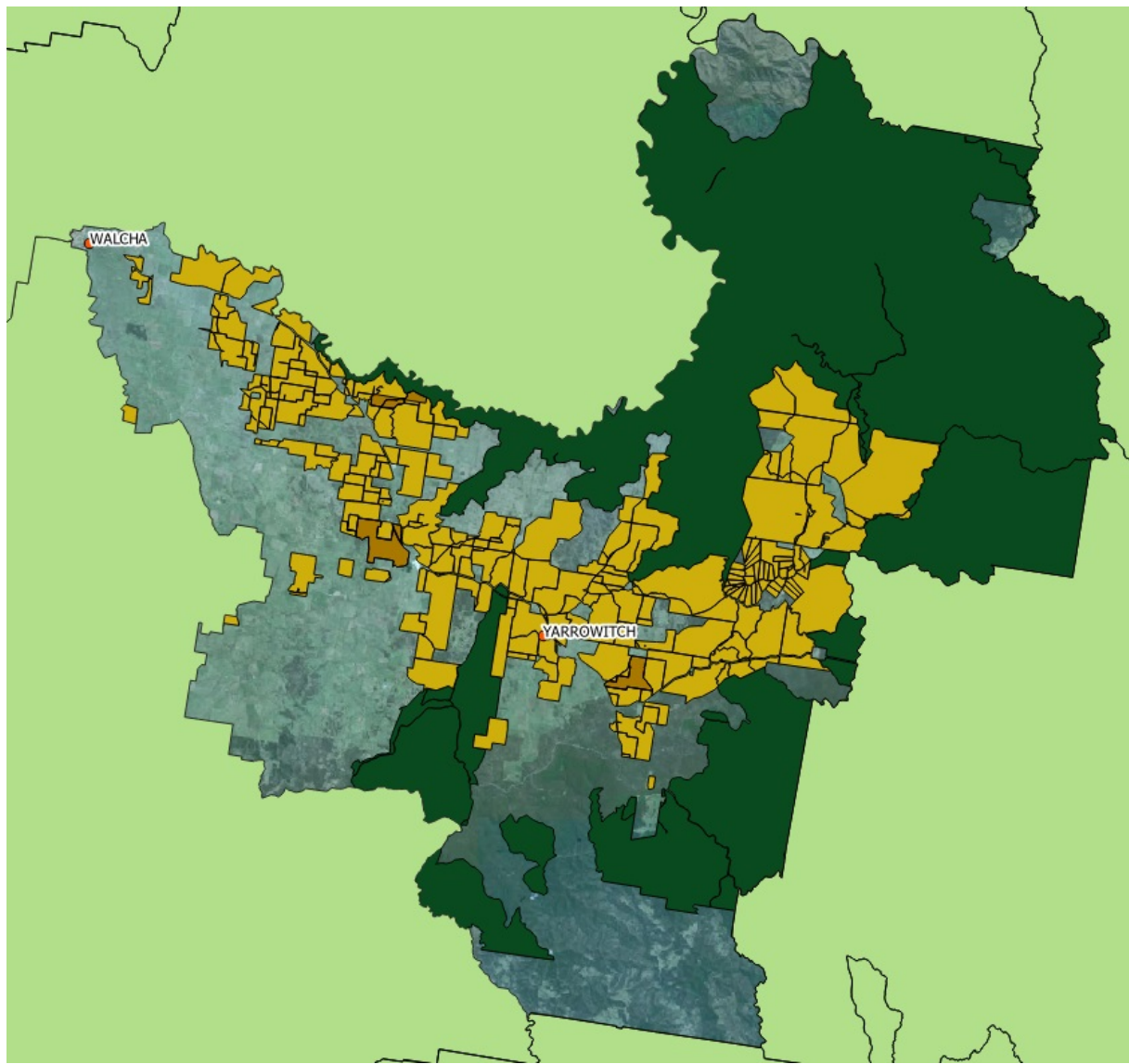
Uralla



Walcha



**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**



**Specific Inspections**

## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

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

These targets will be based on the amount of funding received from NSW DPI under the Weeds Action Program 2020 – 2025.

<b>Inspections</b>	<b>Number NEWA</b>	<b>Number Glen Innes</b>	<b>Jul- Sep</b>	<b>Oct- Dec</b>	<b>Jan- Mar</b>	<b>Apr- Jun</b>
Nurseries	8	3	2 2			
Rural Outlets	7	2	4			
ARTC - No.	5	3	6			
ARTC - Ha.	0		50			
Weekend Markets	3		1			
Crown Lands - No.	4	3				
Crown Lands - Ha.	0					
Nat Parks/Reserves - No.	4	2	1			
Nat Parks/Reserves - Ha.	0		200			
Aquaria/Pet shops	2		1			
Gravel Quarries	31	12	2			
Showgrounds	4	1	4			
Mines	1		1			
Landfills	9	4	3			
Recreational Areas - No.	10	4	3			
Recreational Areas - Ha.	0		10			
Wetlands/Dams	4	1	1			
Saleyards	2	1	1			
Machinery Washdown Bays	2	1	1			
Roadside Truck Stops	2	2	6			
Private Property High Risk areas - No.	500	173				
Private Property High Risk areas - Ha.	100,000	34,000				
PP HR Re inspections - No.	100	10				
PP HR Re inspections - Ha.	20,000	2,000				
Roadside Inspections High Risk Pathways - Km.	780	780				
Roadside Inspections High Risk Pathways - Ha.	1km=2ha					
Waterways High Risk Pathways - No.	35	1				
Waterways High Risk Pathways - Ha.	1700	119				
Private Property Inspections - No.	1000	338	459			
Private Property Inspections - Ha.	200,000	85,315	45 Urban			
Private Property Re Inspections - No.	120	12				
Private Property Re Inspections - Ha.	22,000	2435				
Roadside Inspections/Spray Program - Km.						
Roadside Inspections/Spray Program - Ha.	1km=2ha					

### **Weed Recording, Mapping, Survey and Reporting Activities**



## **REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

<b>Date</b>	<b>Activity</b>	<b>Details</b>
	Intramaps	Ongoing
	Roadside Weed Mapping	As part of Glen Innes/NEWA/ Glenrac Project
	TSA Mapping	As part of ARC/NEWA TSA Project

### **Communication, Education, Extension and Publicity Activities**

Extension Activities this year will be carried out in the following areas in conjunction with Landcare:

<b>Extension Activity</b>	<b>Council Area</b>	<b>Date Achieved</b>
Armidale Show	Armidale	
Guyra Show	Guyra	
Uralla Show	Uralla	
Walcha Show	Walcha	
Glen Innes Show	Glen Innes	
Weeds Activity Wards Mistake	Armidale Regional	
Weeds Activity Wollomombi	Armidale Regional	
Weeds Activity Wongwibinda	Armidale Regional	
Weeds Activity Boorolong	Armidale Regional	
Weeds Activity Wandsworth	Armidale Regional	
Weeds Activity Kentucky/Wollun	Uralla/Walcha	
Weeds Activity Balala/Brushgrove	Uralla	
Weeds Activity Pinkett	Glen Innes	21 July
Weeds Activity Deepwater	Glen Innes	30 July
Weeds Activity Ben Lomond	Glen Innes	18 August
Weeds Activity Emmaville	Glen Innes	25 August
Weeds Activity Dundee	Glen Innes	5 September
Weeds Activity Glencoe	Glen Innes	29 Sept
Weeds Activity Wellingrove 28/10	Glen Innes	
Weeds Activity Glen Morrison	Walcha	
Weeds Activity Lower Apsley River	Walcha	
Weeds Activity Winterbourne 18/10	Walcha	

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.

### **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				
Field Days	4				
Media Releases	6	3			
Team Talk Meetings	4	1			
Ag Quip	1				
Shows/Expos	3				
Landcare Events	4				

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF  
COUNCIL TO BE HELD ON THE 20 OCTOBER 2020**

**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>

**Operational Program –**

The Council parks and cemetery spray program commenced in September 2020. A Tropical Soda Apple pass was carried out in September.

**RECOMMENDATION:**

**That the report on the 2020/2021 Weeds Action Program be received and noted.**

## **8 MATTERS OF URGENCY**

## **9 NEXT MEETING: Tuesday, 16 February 2021 at 8:30am.**

## **10 ATTACHMENTS**

10.1 **ELECTION OF CHAIRPERSON/DEPUTY CHAIR NOMINATION FORMS.**

10.2 **PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES FOR  
COUNCILLORS, CHAIRPERSON AND STAFF POLICY.**

10.3 **NEWA INTERNAL REPORTING POLICY, NO 07/20.**

10.4 **NEWA ANNUAL REPORT 2019-20.**

10.5 **NEW ENGLAND WEEDS AUTHORITY CODE OF CONDUCT AND  
PROCEDURES FOR THE ADMINISTRATION OF THE MODEL CODE OF  
CONDUCT**

10.6 **NEWA WH&S MANAGEMENT SYSTEM**

10.7 **NEWA EMERGENCY PLAN**

10.8 **DRAFT PERFORMANCE REVIEW**