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2 March 2021

Dear Councillors,

You are requested to attend the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council to be held in the Armidale Office of the Authority at 129 Rusden Street, Armidale on:

**Tuesday,
9 March 2021 commencing at 8.30 am.**

The Meeting will be followed by the Chairman's Annual Tour.

Yours sincerely,

John Duggan
GENERAL MANAGER

AGENDA – ORDINARY COUNCIL MEETING

Commencing at 8:30am

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10 ATTACHMENTS:

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| 3. Delivery Plan Progress Report Schedules – 1 July 2020 to 31 December 2020. | |
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1 PRESENT

2 APOLOGIES

3 DECLARATION OF INTEREST

4 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 20 OCTOBER 2020.

5 MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 20 OCTOBER 2020

6 CHAIRMAN'S REPORT

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 2/129 RUSDEN STREET, ARMIDALE ON TUESDAY,
20 OCTOBER 2020 COMMENCING AT 8:36 AM**

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

Administrator May declared an interest in item 1.1.1 of the Closed Committee Meeting and the subsequent resolution in open Council.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON
TUESDAY 25 AUGUST 2020.**

37/20 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 25 August, 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 25 AUGUST 2020.**

The General Manager advised that NEWA has declined Associate Membership of NEJO as there was a fee of \$8,500 in accordance with resolution 32/20.

CHAIRMAN'S REPORT

The Chair advised of the following:

Firstly, I would like to thank Councillors for the opportunity to represent Council as Chairman for the past twelve months and I would also like to thank Cr Scott Kermode as the deputy Chair and the other Councillors for their valued contributions to the activities of Council over this period.

Councillors will note that the Annual Report is included with this agenda. Once again we have achieved an excellent financial result whilst meeting the objectives of our organisation.

By now the advertising period for the proposal to include Glen Innes Severn Council as part of the County has closed. I expect in the near future, we will see a proclamation establishing the "New England County Council."

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
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The Local Government conference has now been moved to an online event to be held on 23 November 2020. The GM and I will be online for the motions debate and decisions.

The next Regional Weed Committee AGM is to be held on Tuesday 17 November 2020 in Armidale. Cr Kermode has been elected as the Local Land Services representative and may also be elected as Chair of the committee.

We have been advised that associate membership of NEJO requires a contribution of \$8,500. Following the resolution of our recent meeting we have respectfully declined membership.

We have also submitted a further grant application to the “Established Pest Animals and Weeds Management Pipeline Program - Advancing Pest Animal and Weed Control Solutions” program. The project which will further research and develop the practical application of drones in weed control and demonstrate “proof of concept” with the objective to increase the uptake and accessibility of spray drones by farmers and land managers. The requested grant is approximately \$1.2Million.

We are now getting very busy. The rainfall we have received has dramatically improved pastures and weed growth. It is a very different circumstance to this time last year.

As this is the last scheduled meeting for the 2020 Calendar year, I would like to take the opportunity to wish all Councillors, staff and our communities a safe and joyous Christmas and a happy new year.

1. ELECTION OF CHAIRPERSON, AND DEPUTY CHAIRPERSON (ITEM 7.1)

The General Manager, Mr J Duggan acting as Returning Officer then called for nominations for the position of Chairperson. On receiving only one nomination that being from Councillor M. Dusting, the Returning Officer, declared Councillor Dusting elected Chairperson for the ensuing twelve month period unopposed.

The Returning Officer then called for nominations for the position of Deputy Chairperson. On receiving only one nomination that being from Councillor S. Kermode, the Returning Officer declared Councillor Kermode elected Deputy Chairperson for the ensuing twelve month period unopposed.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 2/129 RUSDEN STREET, ARMIDALE ON TUESDAY,
20 OCTOBER 2020 COMMENCING AT 8:36 AM**

2. COMMITTEES AND DELEGATES (ITEM 7.2)

38/20 RESOLVED on the motion of Councillors May and Kermode:

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

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

3. MEETING TIMES (ITEM 7.3.1)

39/20 RESOLVED on the motion of Councillors Kermode and May:

That Council adopt the following meeting dates for 2021;

16 February 2021	2 nd Quarterly Review. Councillors Tour.
20 April 2021	3 rd Quarterly Budget Review. Draft Annual Operational Plan 2021/22
15 June 2021	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
24 August 2021	4 th 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

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 2/129 RUSDEN STREET, ARMIDALE ON TUESDAY,
20 OCTOBER 2020 COMMENCING AT 8:36 AM**

**4. PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR
CHAIRPERSON, COUNCILLORS AND STAFF (ITEM 7.3.2)**

40/20 RESOLVED on the motion of Councillors May and Kermode:

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.

**5. INTERNAL REPORTING POLICY – PUBLIC INTEREST DISCLOSURES ACT
1994 (ITEM 7.3.3)**

41/20 RESOLVED on the motion of Councillors Kermode and May:

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

6. ANNUAL REPORT (ITEM 7.3.4)

42/20 RESOLVED on the motion of Councillors Dusting and May:

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 and Glen Innes Severn Council.

**7. NEW ENGLAND WEEDS AUTHORITY WORK HEALTH AND SAFETY
MANAGEMENT SYSTEM (ITEM 7.3.5)**

43/20 RESOLVED on the motion of Councillors Kermode and May:

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.

8. FINANCIAL REPORTS 2019/20 (ITEM 7.4.1)

44/20 RESOLVED on the motion of Councillors Kermode and May:

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

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 2/129 RUSDEN STREET, ARMIDALE ON TUESDAY,
20 OCTOBER 2020 COMMENCING AT 8:36 AM**

9. INVESTED FUNDS REPORT AS AT 30 SEPTEMBER 2020 (ITEM 7.4.2)

45/20 RESOLVED on the motion of Councillors May and Kermode:

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.

10. SEPTEMBER QUARTERLY BUDGET REVIEW (ITEM 7.4.3)

46/20 RESOLVED on the motion of Councillors Kermode and May:

That Council adopt the September 2020 Quarterly Budget Review.

11. 2020/2021 WEEDS ACTION PROGRAM (ITEM 7.5.1)

47/20 RESOLVED on the motion of Councillors Kermode and May:

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

PROCEDURAL MOTION:

47/20 RESOLVED on the motion of Councillors Dusting and Kermode:

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

NOTE: Administrator May left the meeting and did not participate in this item.

12. PROPOSED PURCHASE OF LAND FOR NEW OPERATIONS CENTRE (ITEM 1.1.1)

48/20 RESOLVED on the motion of Councillors Dusting and Kermode:

That the General Manager be authorised to sign the contract on behalf of the New England Weeds Authority as attached.

PROCEDURAL MOTION:

49/20 RESOLVED on the motion of Councillors Dusting and Kermode:

That Council return to the Council meeting

Upon returning to the normal meeting:

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
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20 OCTOBER 2020 COMMENCING AT 8:36 AM**

50/20 RESOLVED on the motion of Councillors Kermode and Disting:

That the General Manager be authorised to sign the contract on behalf of the New England Weeds Authority as attached.

NOTE: Administrator May returned to the meeting and was advised of the outcome of the closed committee.

11. MATTERS OF URGENCY

There were no matters of urgency.

NEXT MEETING

The next meeting will be held on Tuesday, 16 February 2021 at 8.30 am in Armidale.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE
MEETING CLOSED AT 9.22 AM.**

7 GENERAL MANAGER'S REPORT

7.1 ORGANISATIONAL MATTERS

7.1.1 NEW COUNCIL

INTRODUCTION

This report advises Council of the proclamation to amend the New England Tablelands (Noxious Plants) County Council constitution so as to vary its area of operations to include the Local Government Area (LGA) of the Glen Innes Severn Shire and to change its name to the New England County Council. This is the first meeting of the new Council.

REPORT

Council has had a Memorandum of Understanding (MOU) with Glenn Innes Severn Council (GISC), to undertake Council's weeds function since April 2015.

The Office of Local Government (OLG) was advised in October 2018 seeking a formal proclamation to allow the whole of the Glen Innes Severn LGA to be included in the area of operations of the New England Tablelands (Noxious Weeds) County Council.

A proposal was drafted, supported by both Councils and forwarded to the Office of Local Government. In December 2019 Council resolved:

That in accordance with Section 383 (1) of the Local Government Act (1993), Council

- *endorses the making of the attached proposal to amend the constitution of the New England (Noxious Weeds) County Council and;*
- *authorises the referral of the attached proposal to amend the constitution of the New England (Noxious Weeds) County Council to the Office of Local Government for assessment and recommendation to the Minister.*

The Minister for Local Government, the Honourable Shelley Hancock MP has advised that after carefully considering Council's request to alter the constitution of the New England Tablelands (Noxious Weeds) County Council that she has recommended to the Governor that the proposal be implemented on and from 1 January 2021

Accordingly, the Governor issued a proclamation to this effect on 18 December 2020 and published it in the NSW Government Gazette.

As part of the implementation of the new Council, staff examined the option of establishing a new logo. A number of options were considered, with the selection of the following as the preferred outcome.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 9 MARCH 2021**



You will notice this new logo throughout the meeting agenda today.

The council, under the proclamation also moves from 5 Councillors to 6. GISC elected Councillor Carol Sparks as their representative at their meeting of 25 February 2021. We welcome Councillor Sparks and look forward to her input and contribution to making our organisation better.

This is also the first meeting following Armidale Regional Council's election of Councillor Margaret O'Connor. We also welcome back Cr O'Connor to our organisation.

RECOMMENDATION

That:

- Council welcomes Councillors Sparks and O'Connor to the New England County Council.
- Council endorses the new logo.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021

7.1.2 GRIEVANCE POLICY

INTRODUCTION

As previously reported to Council a review of Council's Policies and Procedures is an ongoing exercise. It is now prudent to review Council's Grievance Policy and this policy is the subject of this report.

REPORT

A grievance is any work-related disagreement, complaint or matter which someone thinks is unfair or unjustified and which is causing that person concern or distress. Grievances can relate to almost any aspect of employment including but not limited to discrimination, harassment, bullying, vilification, victimisation, leave application, work environment, safety in the workplace and performance appraisal.

It is important that Council has in place a robust framework for managing and resolving grievances and complaints by employees so as to foster a safe and inclusive work place where individuals feel supported and are able to work effectively without fear of discrimination, harassment, bullying, vilification, victimisation and/or reprisal.

Council is committed to ensuring and supporting the rights of individuals to achieve their full potential free from the aforementioned grievances. The Grievance Policy No: 01/20 attached to the report for the consideration of Councillors, applies to Council employees and volunteers who may be engaged by Council.

The Policy highlights Council's commitment to its employees, the general principles under which the policy will be applied, the rights of employees as well as those subject to the complaint, the responsibilities of the General Manager and supervisors, the procedure for dealing with a complaint and related legislation.

The policy has been discussed with staff and is submitted for Council's consideration and adoption.

Attachment: NEWA Grievance Policy No: 01/20

RECOMMENDATION

That the NEWA Grievance Policy No: 01/20, as attached to the report, be adopted.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021

7.1.3 ENTERPRISE RISK MANAGEMENT POLICY AND STRATEGY REVIEW

INTRODUCTION

Council at its October 2012 meeting adopted the New England Weeds Authority Risk Management Policy and Strategy and was advised of the establishment of Council's Risk Register.

As part of the continual improvement program and review of Council's Enterprise Risk Management Framework, it is important that the currency and effectiveness of Council's Risk Management Strategy is reviewed on an annual basis.

REPORT

Risk management looks at co-ordinating activities to direct and control the organisation with regard to risk. The Risk Management Policy reinforces Council's commitment to the management of risk and "sets the tone" for its risk management approach, establishing objectives for the effective management of risk across the organisation. The policy is supported by the Risk Management Strategy which further defines the systems and processes necessary to maintain an effective and efficient risk management framework. It sets out the process for identifying and managing risks as well as the governance arrangements to ensure that the risk management framework remains active and helps all people within the organisation manage risk.

Flowing from the Strategy is the Risk Management Register that identifies risks across the organisation under the headings of Administration, Governance and Weed Control with associated risk factors identified, their risk category, control status and action plan. The risk management register is reviewed on a quarterly basis and reflects reports to Council on related matters as well as operational issues.

A recent review of the Policy, Strategy and Risk Register has been undertaken, copies of which are attached to the report for the consideration of Councillors. It is considered that Council's previously adopted Risk Management Policy and Strategy subject to minor updating changes are still current and no major changes are recommended. The Risk Register is under regular review to remain up-to-date.

ATTACHMENTS: **NEWA Risk Management Policy 02/20 Risk Management Strategy and Risk Register.**

RECOMMENDATION:

- 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 02/21, as attached to the report.**
- 3. That Council reaffirm the NEWA Risk Management Strategy, as attached to the report.**

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021

7.1.4 DELIVERY PROGRAM PROGRESS REPORT

INTRODUCTION

Council at its June 2020 meeting adopted the New England Weeds Authority 10 year Business Activity Strategic Plan 2018-2028 in accordance with the requirements of the Local Government Act 1993. Included in the Plan are Council's Four Year Delivery Plan 2019 - 2023, Annual Operational Plan and Resourcing Strategy. There are certain reporting requirements in regard to meeting obligations under the Local Government Act 1993, which are the subject of this report.

REPORT

Under the provisions of Section 404(5) of the Local Government Act 1993, the General Manager must provide regular reports to Council, at least every 6 months, on the progress with respect to the Principal Activities in its Delivery Plan.

The following Schedules attached to the report provide details of the progress of Council's Principal Activities under the Delivery Plan for the period 1st July 2020 to 31st December 2020

ATTACHMENTS:

Delivery Plan Progress Report Schedules - 1 July 2020 to 31 December 2020.

RECOMMENDATION:

That the report on the 6-monthly progress of the Principal Activities under Council's Four Year Delivery Plan 2019 - 2023 to 31 December 2020 be received and noted.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021

7.1.5 PUBLIC INTEREST DISCLOSURES REPORT

INTRODUCTION

The Public Interest Disclosures Act 1994 (PID Act) requires Councils to prepare an annual report on their obligations under the Act within four months after the end of a reporting year. Council has already complied with this requirement with the report being included in the Annual Report 2020/21 forwarded to the NSW Ombudsman.

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. 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) report is outlined in the Public Interest Disclosures Regulation 2011 (PID Reg).

Table 1 below details the six-monthly report information to 31st December 2020, required under section 4 of the Regulation, to be provided to the NSW Ombudsman under section 6CA of the PID Act.

Table 1

Relevant Section	Requirement	Report
PID Reg – sect 2(a)	the number of public officials who have made public interest disclosure to the public authority,	Nil
PID Reg – sect 2(b)	the number of public interest disclosures received by the public authority in total and the number of public interest disclosures received by the public authority relating to each of the following: (i) corrupt conduct, (ii) maladministration, (iii) serious and substantial waste of public money or local government money (as appropriate), (iv) government information contraventions, (v) local government pecuniary interest contraventions.	Nil Nil Nil Nil Nil
PID Reg – sect 2(c)	the number of public interest disclosures finalized by the public authority,	Nil
PID Reg – sect 2(d)	whether the public authority has a public interest disclosures policy in place,	Yes

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 9 MARCH 2021**

Relevant Section	Requirement	Report
PID Reg – sect 2(e)	what actions the head of the public authority has taken to ensure that his or her staff awareness responsibilities under 6E(1)(b) of the Act have been met.	Circulation of PID Policy to all staff & awareness training at staff meetings.

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 9 MARCH 2021

7.1.6 ORGANISATION STRUCTURE

Introduction

Council last reviewed its organisation structure at its meeting of 25 August 2020. Recent staffing changes and a new proclamation have provided Council with the opportunity to review or change its organisation structure going forward.

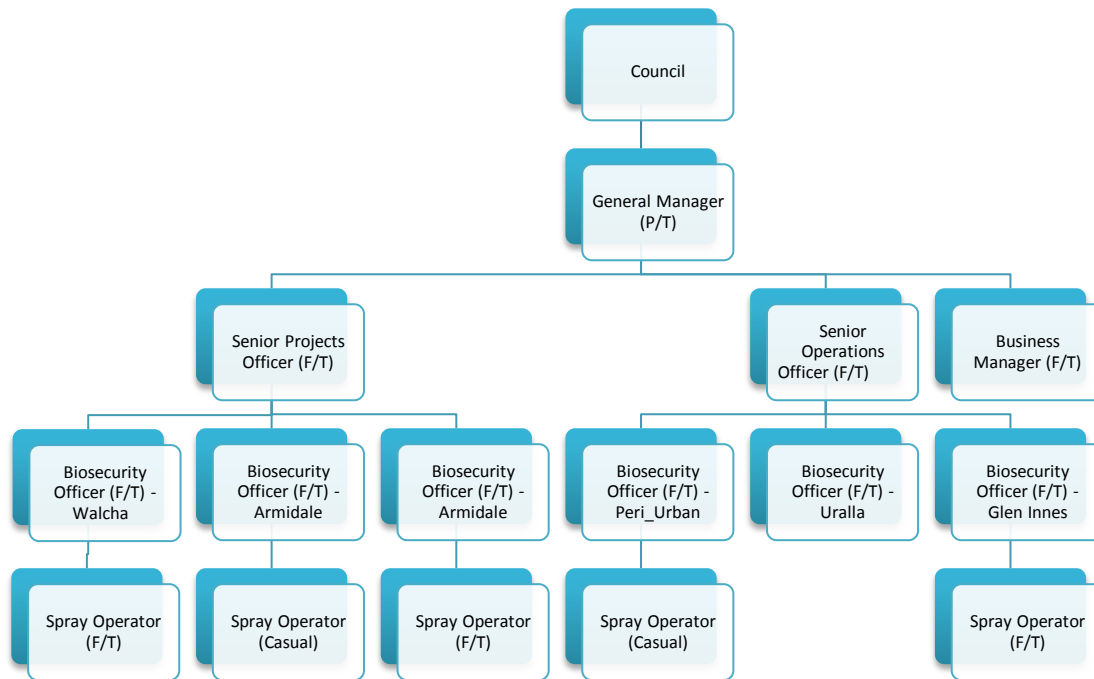
Report

At its meeting of 25 August 2020, Council adopted the following structure:



A review of this structure is required to diversify the operations, the responsibilities and the workloads. The staff workshopped a proposed structure at a meeting held on 15 February, and formulated the following:

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021



Council has been operating over many years using casual spray staff. One has recently retired and another is shortly to retire. The best way forward is to employ these staff on a full time basis, and seek casual staff over the busier months of the year.

The new structure splits the supervision and management of other staff between the Senior Operations Officer and the Senior Projects officer. This enables a more diversified approach to management and responsibilities and also provides the opportunity for the senior offices to cover both roles in times of leave. This also provides a co-ordinated approach to achieve organisation goals and responsibilities.

The new structure also adds an additional biosecurity officer. We have noted over recent times that we cannot keep ahead of the current work commitments let alone supporting project work. The new officer will support the projects officer in current and future projects, generating sufficient income to cover position costs. We currently have projects totalling in excess of \$350,000 to be completed by June 2022.

Council currently allocates funds within the budget to cover all staff. Project work provides additional revenue and therefore improved operating results. Councils operating results over the past 5 years have averaged approximately \$115,000 annual surplus. It is clear Council can fund the additional position continue to achieve a budget surplus.

Should Council adopt the new structure, the Local Government State Award, has workplace change conditions as per the attached. The changes above are not considered significant, however

- Position descriptions will need to be developed
- The positions will need to be assessed and valued in accordance with the Award.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
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- A process for appointment (particularly for internal applicants) will need to be developed and adopted. Such process will need to include dispute resolution methods and ensure fairness for all.
- A process to seek external applicants will need to be developed and adopted.

This significant change process will place Council is good stead going forward and also provide sound policies and procedures for future appointments.

Attachments: Workplace change.

RECOMMENDATION: That:

1. Council adopts the new structure as detailed in the report.
2. Supports the immediate development of appropriate position descriptions, policies and procedures.

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021

7.2 FINANCIAL MATTERS

7.2.1 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 December 2020 and an update of the investment environment:

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

Financial Impact

The actual interest earned for the October to December 2020 period is \$2,427.66 bringing the year to date total to \$4,152.

- a) Council's Investments for reporting period 1 October 2020 – 31 December 2020

Commonwealth Bank Business Online Saver:

As at	Rate	Balance	Interest
31 December 2020	0.01%	\$16,105.07	\$22.72

Term Deposits:

Commonwealth Bank Term Deposits to 31 December 2020

Term Deposit	Opened	Due	Rate	Term Deposit	31-Dec-20	Interest accrued to 31 Dec 2020
1	23/06/2020	23/11/2020	0.49%	\$500,000.00	\$0.00	\$362.28
	23/11/2020	23/02/2021	0.17%	\$501,020.54	\$501,020.54	\$88.54
2	21/06/2020	21/12/2020	0.55%	\$500,000.00	\$0.00	\$618.28
3	8/07/2020	4/01/2021	0.53%	\$500,000.00	\$500,000.00	\$667.92
4	30/07/2020	29/01/2021	0.53%	\$500,000.00	\$500,000.00	\$667.92
					\$1,545,216.54	\$2,404.94

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021

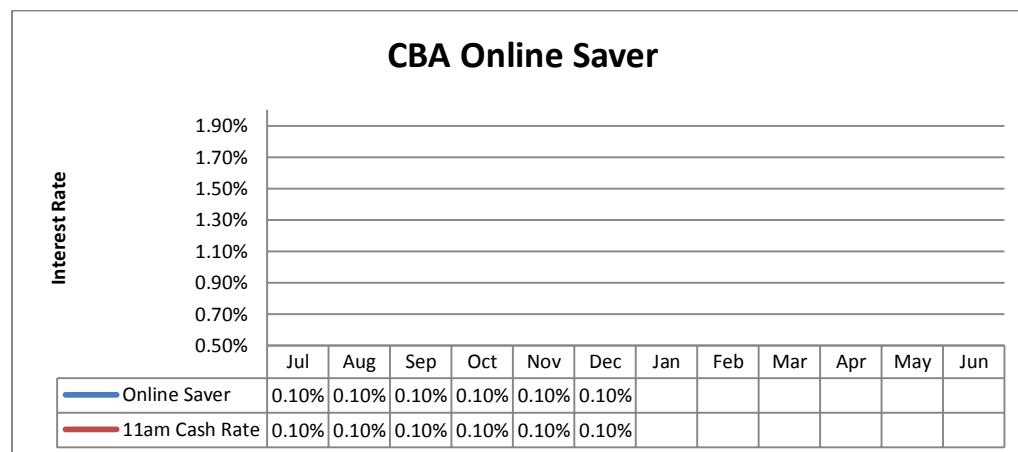
Term Deposits:

Commonwealth Bank Term Deposits Quarter 3 to 28 February 2021

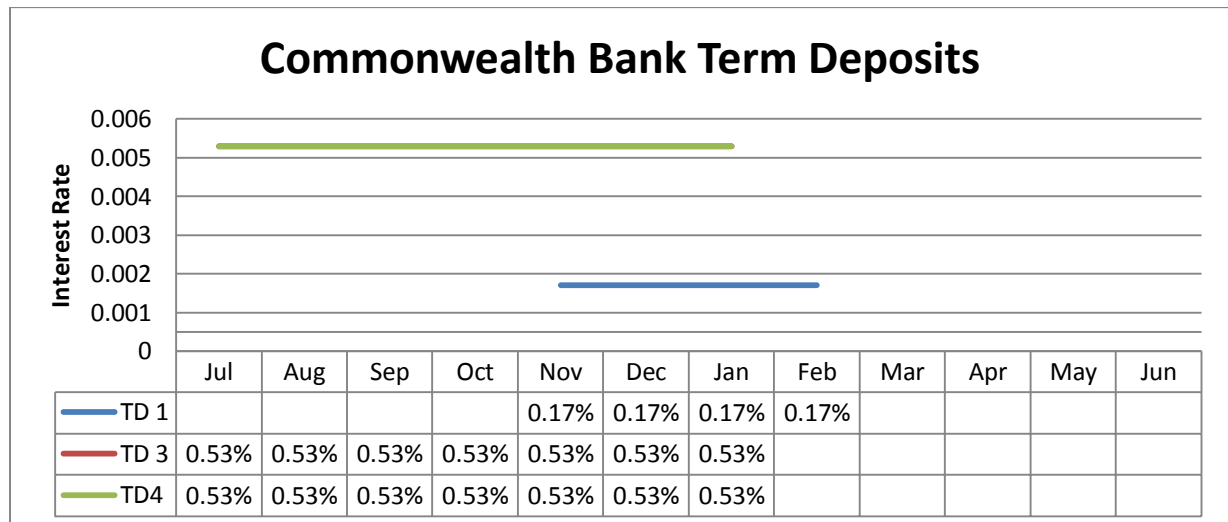
Term Deposit	Opened	Due	Rate	Term Deposit	28-Feb-21	Interest accrued to 28 Feb 2021
1	23/11/2020	23/02/2021	0.17%	\$501,020.54	\$0.00	\$125.82
	23/02/2021	21/10/2021	0.22%	\$501,230.56	\$501,230.56	\$15.10
2	4/02/2021	4/02/2022	0.26%	\$500,000.00	\$500,000.00	\$85.44
3	8/07/2020	4/01/2021	0.53%	\$500,000.00	\$0.00	\$29.04
	4/01/2021	3/06/2021	0.13%	\$501,306.85	\$501,306.85	\$98.18
4	30/07/2020	29/01/2021	0.53%	\$500,000.00	\$0.00	\$210.54
	29/01/2021	28/07/2021	0.23%	\$501,328.63	\$501,328.63	\$94.50
					\$2,048,121.04	\$658.62

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.



REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021



c) Investment Commentary

The Investment Portfolio continues to reflect the Reserve Bank's current hold on interest rates at .1%. 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 9 MARCH 2021

7.2.2 DECEMBER 2020 QUARTERLY BUDGET REVIEW

Introduction

Council is required to present a quarterly budget review with 2 months of the end of the quarter. As this is the first meeting of Council since the end of the quarter, the detailed review is presented below.

**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>Comments</i>
INCOME						
Government Grants - WAP						
Grant - N.T Lead Agency / Regional Project Officer	11110	55,000	55,000	100%		
Grant - Control	11120	235,750	280,196	119%		
Grant - WAP 1520 Glen Innes	11143	70,000	78,408	112%		
Grant - WAP TSA		40,000	0	0%		
TOTAL WAP FUNDS 20-21		400,750	413,604			
Government Grants - Federal						
Grant - Federal ARC TSA Drought	11820	290,856	66,752	23%		
TOTAL GRANT		691,606	480,356	69%	0%	
Council Contributions						
Annual						
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	-47,126	100%		
		424,131	424,131	100%	0%	
Fees and Charges						
Section 64 Fees - Constituent Councils	11510	1,200	1,620	135%		
Section 64 Fees - Glen Innes Severn Council	11520	500	0	0%		
		1,700	1,620	95%	0%	
Investment Interest						
Interest - 11 am	11610	1,000	60	6%		
Interest - Fixed	11620	28,000	4,092	15%		
		29,000	4,152	14%	0%	
Profit on Sale of Assets						
		5,000				
		5,000	0		0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 9 MARCH 2021**

		<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020- 21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>
INCOME CONT'D						
NT LLS Project work completed	11820	55,000	73,216	133%		
Glen Innes Severn LLS / GLENRAC						
Projects	11830	1,000	0	0%		
		56,000	73,216	131%		
Other Income						
Sundry Income	11810	5,000	6,850	137%		
		5,000	6,850	137%		
Total Income						
		1,312,437	1,025,999	78%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 9 MARCH 2021**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Com</i>
EXPENDITURE						
Bank Charges	13010	-400	-196	49%		
Audit - Financial	13020	-11,000	-2,331	21%		
		-11,400	-2,527	22%	0%	
OFFICE						
Armidale						
Staff - Armidale	14110	-84,000	-47,491	57%		
Rent - Armidale	14130	-13,260	-6,906	52%		
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	-1,102	31%		
Postage	14180	-1,000	-160	16%		
Printing and Stationery	14190	-2,000	-918	46%		
Telephone and Communications	14200	-7,000	-4,957	71%		
Legal Costs	14210	-1,000	0	0%		
Advertising - General	14220	-1,500	-570	38%		
Office Equipment Depreciation		-6,600	0	0%		
		-146,860	-85,675	58%	0%	
Glen Innes						
GISC - Administration Expenses	14810	-77,500	-34,172	44%		
		-77,500	-34,172	44%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 9 MARCH 2021**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Com</i>
EXPENDITURE CONT'D						
DEPOTS						
Depot - ADC	15100	-3,500	-1,383	40%		
		-3,500	-1,383	40%	0%	
MEMBERS						
Member - Chair Allow	16010	-7,000	-3,121	45%		
Member - Fees & Allow	16020	-14,000	-6,417	46%		
Member - Expenses	16030	-3,000	-208	7%		
		-24,000	-9,746	41%	0%	
ADC SERVICES						
ADC - IT	18200	-8,000	0	0%		
ADC - Internal Audit	18300	-2,000	-160	8%		
		-10,000	-160	2%	0%	
INSPECTIONS						
Inspections - Field						
Insp CDist - Field	20120	-120,000	-57,217	48%		
Insp SDist - Field	20130	-35,000	-15,137	43%		
Insp - Glen Innes	20140	-35,000	-17,495	50%		
Insp - Tropical Soda Apple	20420	-25,000	-2,152	9%		
		-215,000	-92,001	43%	0%	
Inspections - Office						
Insp NDist - Office	20210	-8,000	-6,101	76%		
Insp CDist - Office	20220	-64,000	-13,135	21%		
Insp SDist - Office	20230	-15,000	-8,441	56%		
		-87,000	-27,678	32%	0%	
MAPPING						
Mapping/GIS - Support	31200	-7,500	-8,000	107%		
		-7,500	-8,000	107%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 9 MARCH 2021**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Com</i>
EXPENDITURE CONT'D						
COMMUNICATION / REPORTING						
Communication - Sundry	40100	-500	0	0%		
		-500	0	0%	0%	
EXTENSION/EDUCATION						
Extension - Sundry	42100	-5,000	-677	14%		
		-5,000	-677	0%	0%	
TRIALS						
Trials - Sundry	43100	-500	0	0%		
		-500	0	0%	0%	
TRAINING						
Training						
Training - Sundry	50101	-7,000	-3,974	57%		
First Aid Training	50102	-3,500	-1,441	41%		
WHS		-1,500	0	0%		
		-12,000	-5,416	45%	0%	
Publications and Subscriptions						
Subscriptions	50310	-2,000	-2,367	118%		
		-2,000	-2,367	118%	0%	
CORPORATE PLANNING						
Membership						
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 9 MARCH 2021**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Com</i>
EXPENDITURE CONT'D						
POLICY DEVELOPMENT						
REGIONAL PLANNING						
NTRWC						
Lead Agency & Regional Project Officer	62110	-55,000	-25,989	47%		
		-55,000	-25,989	47%	0%	
OPERATIONS						
Council Land						
African Lovegrass	70110	-10,000	0	0%		
Blackberry	70120	-75,000	-255	0%		
Chilean Needle Grass	70130	-7,000	-10,153	145%		
Giant Parramatta grass	70140	-1,000	0	0%		
Gorse	70160	-500	0	0%		
Nodding Thistle	70170	-5,000	-5,399	108%		
Privet	70200	-1,000	-493	49%		
St John's Wort	70220	-40,000	-34,995	87%		
Serrated Tussock	70230	-8,000	-2,663	33%		
Sundry Weeds	70250	-8,000	-2,356	29%		
Tropical Soda Apple	70260	-19,000	-734	4%		
Glen Innes Local Expenses	70370	-15,000	-389	3%		
Glen Innes Regional Expenses	70380	-35,000	-11,171	32%		
		-224,500	-68,608	31%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 9 MARCH 2021**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Com</i>
EXPENDITURE CONT'D						
PRIVATE WORKS						
PW - Miscellaneous	80010	-40,000	-25,450	64%		
PW - Armidale Regional	80011	-30,000	-6,409	21%		
PW - Uralla Shire	80013	-2,000	-79	4%		
PW - Walcha	80014	-20,000	-14,238	71%		
PW - Glen Innes	80045	-5,000	0	0%		
Projects - Crown Lands, LLS, Landcare, Other	80102	-50,000	-76,143	152%		
ARC TSA Project	80050	-275,856	-55,013	20%		
		-422,856	-177,331	42%	0%	
OTHER						
Loss on Sale of Assets	90010	0	0	0%		
		0	0	0%	0%	
PLANT						
Plant Minor	91010	-8,000	-4,263	53%		
Plant No 1 - CF 37 ES - Isuzu Dmax	91110	-9,000	-5,556	62%		
Plant No 2 - CF 36 ES - Isuzu Dmax	91210	-6,500	-2,668	41%		
Plant No 3 - CI 07 FM - Toyota Landcruiser	91312	-8,000	-3,827	48%		
Plant No 4 - CU 33CS Isuzu Dmax	91412	-6,100	-2,413	40%		
Plant No 5 - CQ 53 XM Isuzu Dmax	91511	-7,000	-3,146	45%		
Plant No 6 - CU 32 CS Isuzu Dmax	91612	-8,000	-2,235	28%		
Plant No 7 - CL 64 RE - Toyota Landruiser	91711	-8,000	-2,509	31%		
Plant No 8 - CR 50 EC - Toyota Landcruiser	91811	-8,000	-2,819	35%		
Plant No 9 -Dmax - CU 33 CS	91910	-8,000	-5,713	71%		
Plant No Red Quad	91996	-3,000	-485	16%		
Plant No W - Wolverine	91993	-3,000	-1,694	56%		
Plant No Blue Quad	91997		-523			
Depreciation		-90,000	0	0%		
Loss from disposal of assets						
		-172,600	-37,851	22%	0%	

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 9 MARCH 2021**

	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Com</i>
EXPENDITURE CONT'D						
ONCOST						
Oncost Expenses						
Public Holidays	92120	-27,000	-7,564	28%		
Sick Leave	92130	-20,000	-53,210	266%		
Long Service Leave	92140	-12,000	0	0%		
Annual Leave	92150	-40,000	-18,153	45%		
Superannuation	92170	-45,000	-32,391	72%		
Workers Compensation	92180	-16,000	-7,230	45%		
Other Employee Costs (PPE)	92200	-5,000	-11,948	239%		
		-165,000	-130,496	79%	0%	
<hr/>						
Total Expenditure		-1,645,716	-710,077	43%		
<hr/>						
Net Cost		-333,279	315,922	-95%		
<hr/>						
Add Plant Hire		-172,600	-37,851	22%		
Add Oncost		-165,000	-130,496	79%		
Final Profit (Loss)		-1,231	484,269			

Attachment: NEWA Quarterly Budget Review for the period 01/07/20 to 31/12/20

RECOMMENDATION: That Council adopt the December 2020 Quarterly Budget Review and approve the Budget variations.

**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 9 MARCH 2021**

7.3 WEED CONTROL MATTERS

7.3.1 2020/2021 WEEDS ACTION PROGRAM

Private Property Inspections – Weeds Action Program 2020/2021

Conditions have been ideal for a bumper weed season, exacerbated by the prolonged drought period where seeds remained dormant.
All complaints and enquiries have been attended to and staff have been involved in weed control programs for various species during the past six months.

Inspection Targets 2020/2021

2020/21 DIVISION	TOTAL PROPERTIES	AVE PER MONTH	TOTAL 2020/21 TO DATE	Total Area Completed %
Armidale(A)	470	40	154	32
Uralla (A)	147	12	44	30
Walcha (A)	275	23	128	46
Glen Innes	396	33	298	75

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021

Specific Inspections

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.

Inspections	Number	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Nurseries	8		2		
Rural Outlets	7	2	1		
ARTC - No.	5				
ARTC - Ha.	0				
Weekend Markets	3				
Nat Parks/Reserves - No.	4				
Aquaria/Pet shops	2				
TSR Reserves - No.	5				
TSR Reserves - Ha.	0				
Gravel Quarries	31				
Machinery Dealers	1				
Recreational Areas - No.	10				
Recreational Areas - Ha.	0				
Wetlands / Dams / Lagoons	4				
Saleyards	2				
Machinery Washdown Bays	2				
Roadside Truck Stops	2				
No Booklets to New Landowners	55				
Private Property High Risk areas - No.	173				
Private Property High Risk areas - Ha.	100,000	11598	2540		
PP HR Re inspections - No.	100	23	9		
PP HR Re inspections - Ha.	20,000	5776	111		
Roadside Inspections High Risk Pathways - Km.	640		500		
Roadside Inspections High Risk Pathways - Ha.	12,800		2000		
Waterways High Risk Pathways - No.	20		2		
Waterways High Risk Pathways - Ha.	4000		512		
Private Property Inspections - No.	1000	155	25		
Private Property Inspections - Ha.	200,000	13155	6249		
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	500			
Roadside Inspections - Ha.	69,780	2,000			
Landowners Contacted/ Inspection Process	1,125				
Stakeholders/Coordinated Programs	250				
Other Council Lands - No.	0				
Other Council Lands - Ha.	0				
TSRs - No.	1				
TSRs - Ha.	2				

REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021

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:

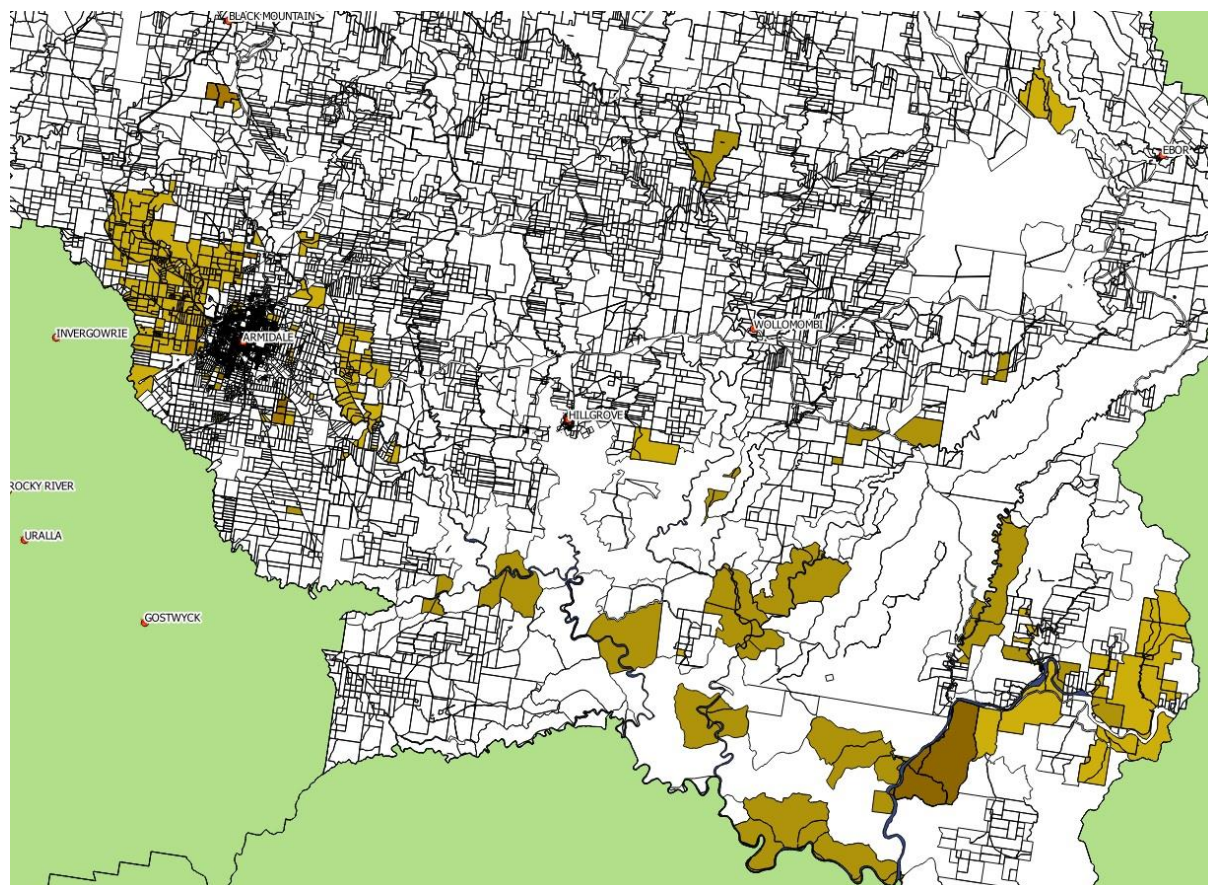
Extension Activity	Council Area	Date Achieved
Armidale Show 5,6 March 2021	Armidale Regional	
Guyra Show 19, 20 February 2021	Armidale Regional	20 Feb 2021
Uralla Show	Uralla	Cancelled
Walcha Show 12,13 March 2021	Walcha	
Glen Innes Show 12, 13, 14 February 2021	Glen Innes	14 Feb 2021

Opportunities that become available through our association with Landcare and GLENRAC will continue to be utilised. Stands at saleyards, and static displays will also be carried out.

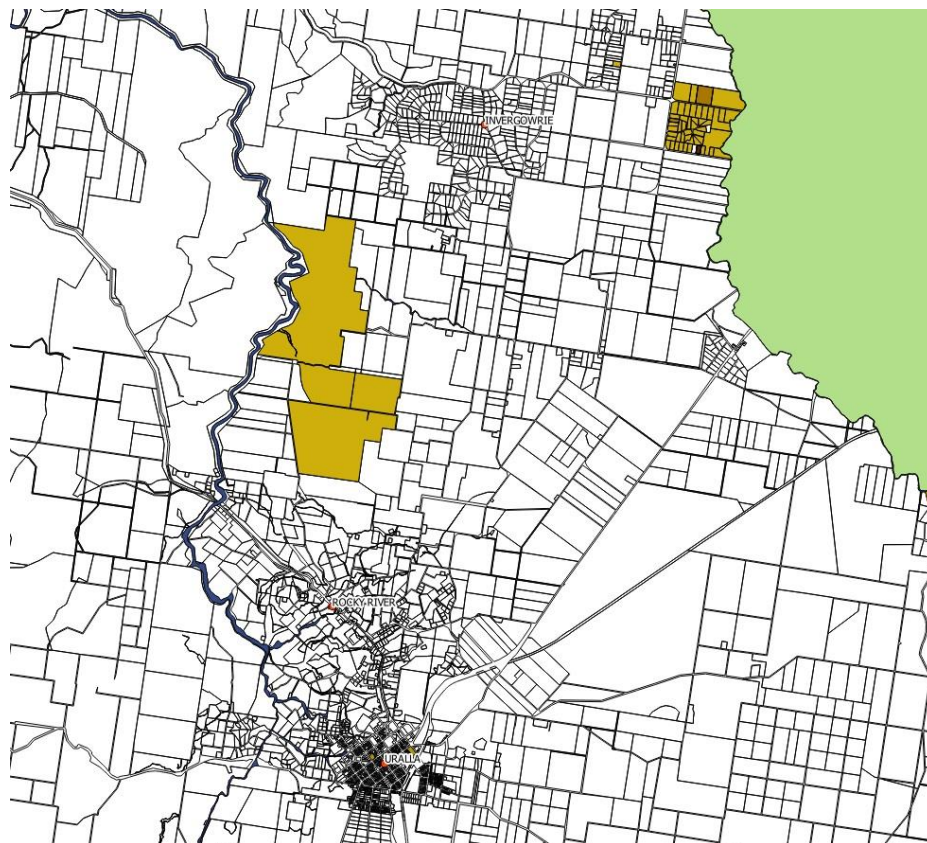
Weeds Action Program Regional Measurable Outcomes, Extension/ NEWA

Extension		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
School Visits	2				
Field Days	4		2		
Media Releases	8	3	1		
Team Talk Meetings	4	1	1		
Ag Quip	1	0			
Shows/Expos	3				
Landcare Events	4	4	4		
Other	3				
Landowners contacted	200				

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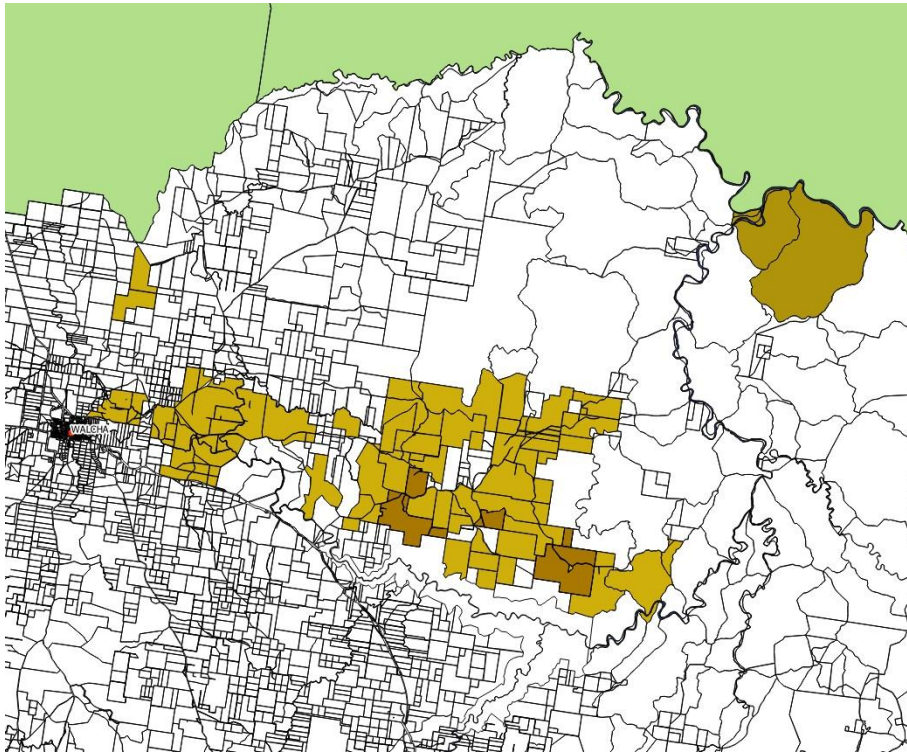


Property Inspections – Armidale Regional Council

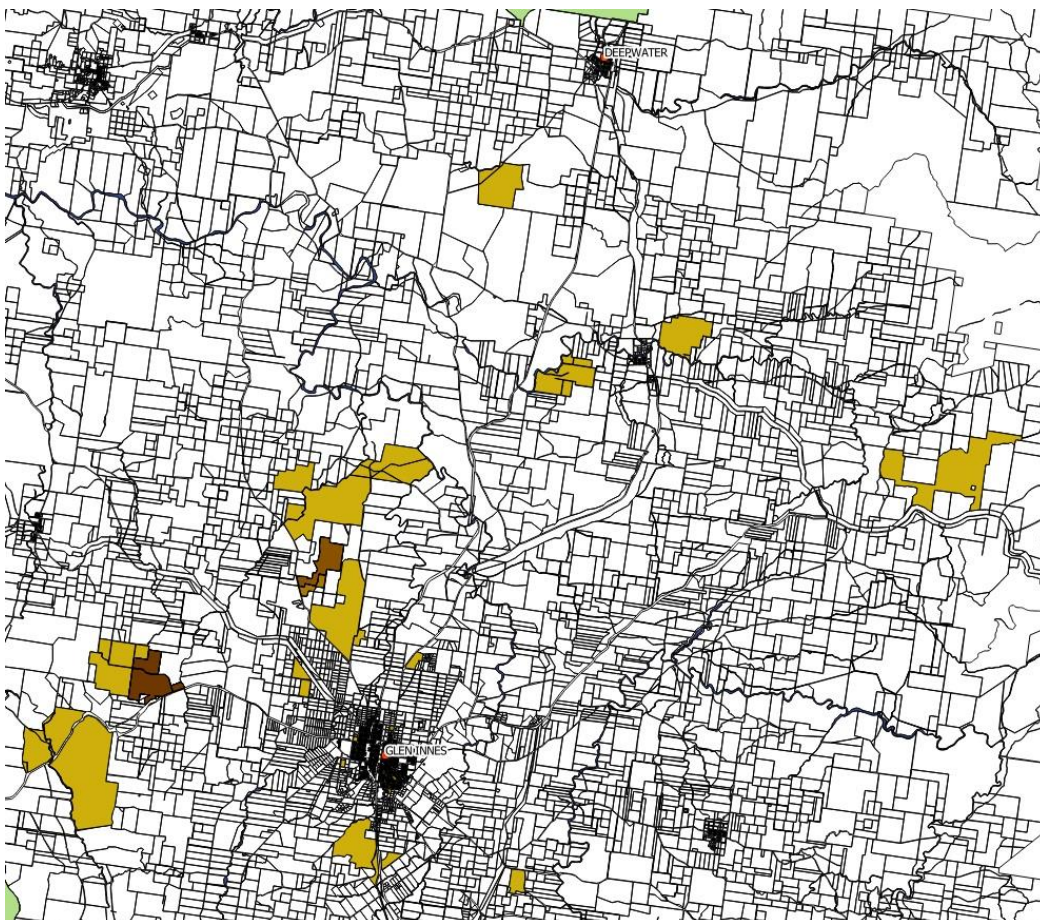


**REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF
COUNCIL TO BE HELD ON 9 MARCH 2021**

Property Inspections – Uralla Shire Council



Property Inspections – Walcha Council



REPORT OF THE GENERAL MANAGER TO THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 9 MARCH 2021

Property Inspections – Glen Innes Severn Council

Staffing

Staff training will be carried out during the year in accordance with the Corporate Training Program.

Date	Activity	Details
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

Operational Program –

Spray programs have been severely reduced due to the ongoing drought conditions. As a result the Authority has carried out further Privet programs in regional towns and villages. Invasive grass species have been treated on roadside verges due to a small amount of runoff leaving roadside verges slightly greener and no slashing been carried out due to the extreme fire hazard.

Operational Activity	Council Areas	Achieved
Broome	All areas	November
CNG as found	All areas	November/December
Blackberry	Walcha, Armidale, Guyra, Glen Innes 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

RECOMMENDATION:

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

8 MATTERS OF URGENCY

9 NEXT MEETING: Tuesday, 21 April 2020 at 8:30 am.

10 ATTACHMENTS:

1. NEWA Grievance Policy No: 01/19
2. NEWA Risk Management Policy 02/18, Risk Management Strategy and Risk Register.
3. Delivery Plan Progress Report Schedules – 1 July 2020 to 31 December 2020.
4. Workplace change.
5. NEWA Quarterly Budget Review for the period 01/07/20 to 31/12/20