

Trading as:

## **NEW ENGLAND WEEDS AUTHORITY**

ABN 35 514 007 354

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13 April 2021

Dear Councillors,

You are requested to attend the Ordinary Meeting of the New England Tablelands County Council to be held at the William Gardner Conference Room at the Glen Innes Severn Learning Centre, 71 Grey Street, Glen Innes NSW 2370 (or on-line) on,

**Wednesday, 21 April 2021 at 9:00 am**

Yours sincerely



Glenn Wilcox  
ACTING GENERAL MANAGER

## **AGENDA**

### **ORDINARY MEETING – Commencing at 9:00 am**

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2. APPOINTMENT AND OVERSIGHT OF THE GENERAL MANAGER - MARCH 2021
3. CODE OF CONDUCT FOR STAFF – AUGUST 2020
4. COMMUNICATIONS DEVICE POLICY – APRIL 2021
5. COMPLAINTS MANAGEMENT POLICY – APRIL 2021
6. COMPLIANCE & ENFORCEMENT POLICY – APRIL 2021
7. INTERACTION BETWEEN COUNCILLORS AND STAFF POLICY – APRIL 2021
8. COUNCILLOR ACCESS TO INFORMATION POLICY – APRIL 2021
9. CREDIT / DEBIT CARD POLICY – MARCH 2021
10. DELEGATIONS REGISTER POLICY – APRIL 2021
11. DRUG & ALCOHOL POLICY - APRIL 2021
12. EEO POLICY – APRIL 2021
13. EMERGENCY PLAN POLICY – APRIL 2021
14. FRAUD AND CORRUPTION POLICY – APRIL 2021
15. GIPA JUNE 2019 PUBLICATION GUIDE POLICY – APRIL 2021
16. GRIEVANCE POLICY – APRIL 2021
17. INTERNAL REPORTING POLICY – MARCH 2021
18. INVESTMENT POLICY – APRIL 2021
19. LEAVE FOR CIVIL EMERGENCIES POLICY - APRIL 2021
20. MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW – UPDATED AUGUST 2020
21. NEWA PROCUREMENT AND DISPOSAL POLICY – MARCH 2021
22. PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES POLICY – APRIL 2021
23. PRIVACY MANAGEMENT PLAN POLICY – APRIL 2021
24. RECORDS MANAGEMENT POLICY – APRIL 2021
25. RELATED PARTIES POLICY – APRIL 2021
26. RISK MANAGEMENT POLICY – APRIL 2021
27. SECONDARY EMPLOYMENT POLICY – APRIL 2021
28. SMOKE FREE WORKPLACE POLICY – APRIL 2021
29. SOCIAL MEDIA POLICY – MARCH 2021
30. STAFF EDUCATION AND TRAINING POLICY - APRIL 2021
31. STAFF SURVEILLANCE POLICY – APRIL 2021

- 32. STATEMENT OF BUSINESS ETHICS POLICY – APRIL 2021
- 33. WH & S MANAGEMENT SYSTEM 2017 (OUT OF DATE)
- 34. WORKPLACE PLAN AND STRATEGY POLICY – MARCH 2021
- 35. VOLUNTEER MANAGEMENT PROCEDURE 2021 V2
- 36. VOLUNTEER RISK MANAGEMENT PROCEDURE – APRIL 2021

## **1 PRESENT**

## **2 APOLOGIES**

## **3 DECLARATION OF INTEREST**

## **4 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 9 MARCH 2021**

## **5 MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 9 MARCH 2021**

## **6 CHAIRMAN'S REPORT**

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY COUNCIL HELD IN THE NEWA COUNCIL CHAMBERS ON TUESDAY, 9 MARCH 2021 COMMENCING AT 8:35AM.

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**PRESENT:** Councillor M. Dusting - Chairperson, Councillor S. Kermode, Councillor A Murat, Councillor M O'Connor, Councillor C Sparks.

**IN ATTENDANCE:** General Manager, Mr John Duggan, Acting Senior Biosecurity Officer, Mr Matthew Benham

**APOLOGIES:**

Councillor J Galletly.

**51/20 RESOLVED** on the motion of Councillors Murat and Kermode that the apology of Councillor Galletly be accepted and leave of absence be granted.

**DECLARATIONS OF INTEREST**

The General Manager declared an interest in item 1.1.2 of the Closed Committee Meeting and the subsequent resolution in open Council.

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

**52/20 RESOLVED** on the motion of Councillors Murat and O'Connor that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 20 October 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 20 OCTOBER 2020.**

Nil.

**CHAIRMAN'S REPORT**

The Chair advised of the following:

Welcome to the first meeting of the New England County Council. We are commencing a new era for this organisation. Welcome also to the representative from Glen Innes Severn Council, Councillor Sparks. We look forward to you input and participation.

We also welcome the return of Councillor O'Connor from Armidale Regional Council. This is also the first meeting since the Armidale Councillors were returned, so welcome back Councillors Murat and Galletly.

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY COUNCIL HELD IN THE NEWA COUNCIL CHAMBERS ON TUESDAY, 9 MARCH 2021 COMMENCING AT 8:35AM.

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As this is the first meeting of the New Year, let me wish all our Councillors and staff a very happy and prosperous 2021.

We have many items in front of us in the current agenda and no doubt going forward. In my history here, we have always supported a team based approach between Councillors and staff.

I think this is a great option to progress the New England County Council.

I recently received advice from the Minister of Local Government (Which is tabled in front of me) regarding the terms of Mayors and Chairs. I provided a written response and received a response from the Office of Local Government. (Both items are also tabled) It seems the legislation will change to remove Chairs on Election Day and elect a new chair at the first meeting of the new Council.

You would also be aware that recent weather and conditions have kept our organisation very busy. We had the opportunity to address a Walcha Council workshop regarding our activities on February 10 this year. I feel that all participants learned something from this session. Maybe we can look forward to workshops in other Councils.

**53/20 RESOLVED** on the motion of Councillors Sparks and O'Connor that the Chairs report be received and noted.

**1. NEW COUNCIL (ITEM 7.1.1)**

**54/20 RESOLVED** on the motion of Councillors Murat and O'Connor:

That:

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

**PROCEDURAL MOTION:**

**55/20 RESOLVED** on the motion of Councillors Murat and O'Connor that standing orders be suspended to deal with Closed Committee

**PROCEDURAL MOTION:**

**56/20 RESOLVED** on the motion of Councillors Kermode and O'Connor, that in accordance with the provisions of Section 10 of the Local Government Act, 1993, that the matters of organisation review and the appointment of an acting general manager be discussed in confidential matters in Committee of the Whole for the reason that it relates to personnel matters concerning particular individuals (other than councillors),

## **2. ORGANISATION REVIEW ( CLOSED ITEM 1.1.1)**

**57/20 RESOLVED** on the motion of Councillors Murat and Kermode, that:

- That Council endorse the actions of the General Manager.
- Council supports recommendations 1 to 9 and 11 to 13 as detailed in the independent report dated 2 February 2021.

## **3. APPOINTMENT OF ACTING GENERAL MANAGER ( CLOSED ITEM 1.1.2)**

At 9.27 am the General Manager and Acting Senior Weeds Officer left the room.

At 9.33 the General Manager and Acting Senior Weeds Office returned to the meeting.

**58/20 RESOLVED** on the motion of Councillors Murat and O'Connor:

- That Council accepts the resignation of Mr John Duggan and agrees to the requests in his letter including that all information held by NEWA remains with NEWA.
- That Council appoint Mr Glenn Wilcox to the role of Acting General Manager to commence on 15 March 2021.
- The Chair finalise contract negotiations and sign the contract.
- The other applicant be formally advised.

Cr Kermode requested that his vote be recorded against the motion.

**59/20 RESOLVED** on the motion of Councillors Murat and Sparks:

That Council return to the Council meeting

Upon returning to the normal meeting:

### **PROCEDURAL MOTION:**

**60/20 RESOLVED** on the motion of Councillors Dusting and Sparks, that the above motions adopted in closed committee be endorsed in ordinary Council.

## **4. GRIEVANCE POLICY (ITEM 7.1.2)**

**61/20 RESOLVED** on the motion of Councillors Sparks and Murat that the NEWA Grievance Policy No: 01/20, as attached to the report, be adopted.

**5. ENTERPRISE RISK MANAGEMENT POLICY AND STRATEGY REVIEW (ITEM 7.1.3)**

**62/20 RESOLVED** on the motion of Councillors Murat and O'Connor:

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.

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

**63/20 RESOLVED** on the motion of Councillors Sparks and Kermode 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.

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

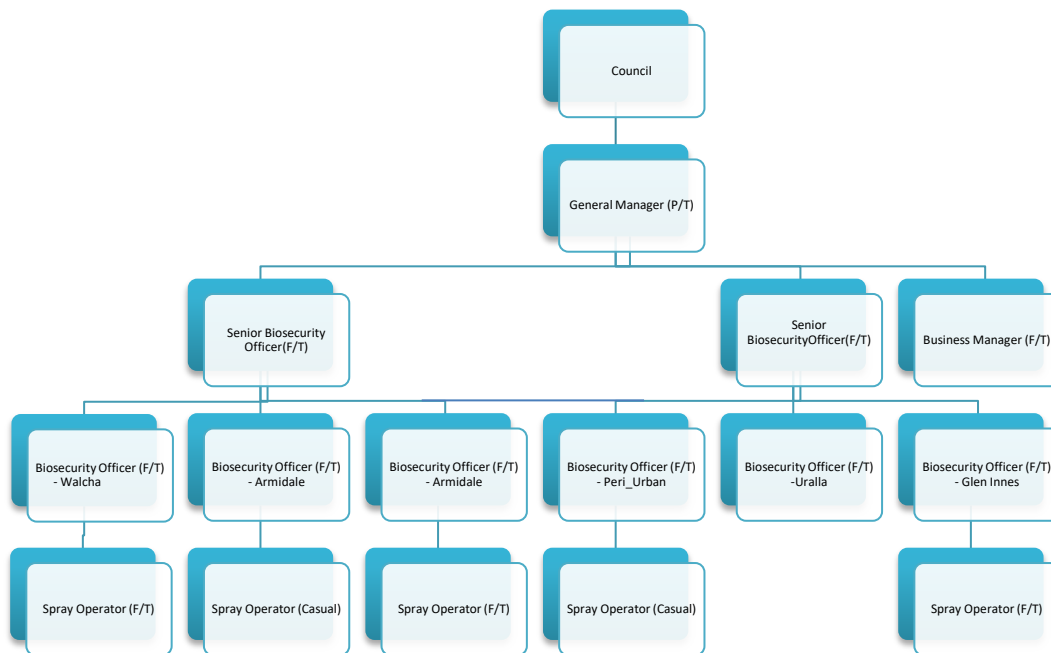
**64/20 RESOLVED** on the motion of Councillors Sparks and Murat:

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.

## **8. ORGANISATION STRUCTURE (ITEM 7.1.6)**

**65/20 RESOLVED** on the motion of Councillors O'Connor and Murat that:

1. Council adopts the new structure as detailed below:



2. Supports the immediate development of appropriate position descriptions, policies and procedures.

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

**66/20 RESOLVED** on the motion of Councillors Sparks 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. DECEMBER 2020 QUARTERLY BUDGET REVIEW (ITEM 7.2.2)**

**67/20 RESOLVED** on the motion of Councillors O'Connor and Murat that Council adopt the December 2020 Quarterly Budget Review and approve the Budget variations.

**11. 2020/2021 WEEDS ACTION PROGRAM (ITEM 7.3.1)**

**PRECEDURAL MATTER:**

At 10.25 am, the chair adjourned the meeting for 5 minutes to enable a 5 minute break

At 10.32 am, the chair called the meeting back to order.

**68/20 RESOLVED** on the motion of Councillors Murat and O'Connor:

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

**12. MATTERS OF URGENCY**

There were no matters of urgency.

**NEXT MEETING**

The next meeting will be held on Wednesday, 21 April 2021 at 9:00 am to be held in Glen Innes.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 10.37 AM.**

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

### **7.1 ORGANISATIONAL MATTERS**

#### **7.1.1 NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN 2021-2022**

##### **RECOMMENDATION:**

- 1. That the Draft New England Weeds Authority Annual Operational Plan 2021-2022 be placed on public exhibition for a minimum period of 28 days in accordance with the provisions of the Local Government Act 1993.**
- 2. That following the conclusion of the public exhibition period a further report be presented to Council on submissions received and for the adoption of the Draft New England Weeds Authority Annual Operational Plan 2021-2022.**
- 3. That the constituent member Councils of Armidale Regional, Glen Innes Severn, Walcha and Uralla be provided with a copy of the Draft New England Weeds Authority Annual Operational Plan 2021-2022 for comment.**
- 4. That Inverell Shire Council be provided with a copy of the Draft New England Weeds Authority Annual Operational Plan 2021-2022 for comment.**

##### **Purpose**

This report has been prepared in accordance with the Local Government Act 1993 and Local Government (General) Regulation 2005 to allow Council and the community to consider and comment on the 2021/2022 Operational Plan.

##### **Background**

Council at its June 2017 meeting, adopted its 10 Year Business Activity Strategic Plan 2017-2027 as part of the Integrated Planning and Reporting framework and in accordance with the provisions of the Local Government Act 1993, and Local Government (General) Regulation 2005.

The Business Activity Strategic Plan details the activities Council will undertake over the Four Year Delivery Plan 2017-2021 together with the actions to be undertaken through the Annual Operational Plan to implement weed management and control of scheduled priority and invasive weed species, identified in the Northern Tablelands Regional Strategic Weed Management Plan 2017-2022, for our constituent member Councils.

The Strategic Weed Management Plan should be reviewed over the coming financial year to incorporate the enlarged council area and to address future Councils and

government organisations into the organisation as either members or as a service contract arrangement.

## **REPORT**

In accordance with the provisions of Section 405 of the Local Government Act 1993, Council must have an Annual Operational Plan that is adopted before the beginning of each financial year that details the activities to be undertaken by the Council during the year as part of the Delivery Plan covering that year.

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

In preparing the Draft Annual Operation Plan, Council must give public notice of the draft Plan indicating that submissions may be made to Council at any time during the period, which must not be less than 28 days.

Council's Draft Annual Operational Plan 2021-2022 and Statement of Revenue Policy has been prepared in accordance with the above mentioned requirements and is attached to the report for the consideration of Council.

Council will note that the Annual Operational Plan and Budget provides for the additional responsibilities of being the Regional Service Coordination provider on behalf of the Northern Tablelands Local Land Services, under the NSW Weeds Action Program 2020-2025, for the member Councils and organisations of the Northern Tablelands Local Land Services Regional Weed Committee area.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Council is required to prepare an Operational Plan annually that establishes its budgets, fees and charges and other financial information that allows the public and the member Councils to understand the resource allocations in that year.

## **LEGAL IMPLICATIONS**

Under Clause 405 Local Government Act 1993 as amended Council is required to prepare an Annual Operations Plan and place the draft plan on public display and seek comment.

Before adopting the Annual Operational Plan, Council must consider any submissions that have been made concerning the draft Plan. Once adopted Council must post a copy on its website within 28 days from the date of adoption.

## **RISK IMPLICATIONS**

If Council adopts the Draft Plan for public display and follows the provisions of the Local Government Act and Regulations, there is no risk identified.

### **STAKEHOLDER CONSULTATION**

The Draft Operational Plan 2021/2022 is required to be displayed and copies should be provided to our member Councils and those organisations or Councils that may have an interest in the NEWA operations.

### **OPTIONS**

No option exists under the Act and Regulations.

### **CONCLUSION**

Council is required under Clause 405 Local Government Act 1993 as amended and Regulations thereto to prepare an Annual Operations Plan.

### **LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

Ensure Council is informed of changes to legislation that impact on the business of Council.

### **SUPPORTING INFORMATION /ATTACHMENTS**

Draft New England Weeds Authority Annual Operational Plan 2021-2022.

### **7.1.2 AUDIT OFFICE OF NSW – AUDIT FOR YEAR ENDING JUNE 2021**

#### **RECOMMENDATION:**

**That the report on the Audit process of Council's financial statements for the year ending 30 June 2021 be received and noted.**

#### **Purpose**

This report has been prepared to provide advice to Councillors and the public as to the commencement of the 2020/2021 Audit process undertaken through the NSW Audit Office.

#### **Background**

Council is required to have an independent external audit undertaken annually. The NSW Government through the NSW Audit Office is contracted to prepare the Audit and report its findings to the NSW Parliament.

#### **REPORT**

Council was provided with a Client Services Plan and Agreement of Terms in March 2021 as to this terms financial and governance audit. Council has entered into the Agreement with the Audit Office of NSW for the audit of Council's financial statements ending the 30 June 2021. A copy of the Plan is attached for the information of Councillors.

It is noted that the Auditor General has engaged Council's previous Auditors, Forsyths Chartered Accountants of Armidale to provide the financial services for this engagement.

The Client Services Plan details the key issues and risks that may impact the audit, the audit approach, the audit timetable, financial reporting issues and developments, as well as general matters and audit fees.

The auditing process for this year is underway with the preliminary audit undertaken by Forsyths Chartered Accountants in April 2021.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

Council is required to undertake the External Audit process utilising the Auditor General.

The cost of the audit is \$10,805 (excluding GST).

The cost of the audit covers the Audit Office of NSW fee, Related Party Transactions checks and Forsyths Contract Audit fee.

Provisions have been made in the budget for annual audit fees.

## **LEGAL IMPLICATIONS**

Section 422 of the Local Government Act states:

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

The Auditor General will be responsible for the Independent Auditors Report in accordance with Section 417 of the Local Government Act 1993 of Council's general purpose financial statements for the financial year ending 30 June 2021. The Auditor General will also be responsible for ensuring the audit is performed in accordance with the Australian Accounting Standards.

This report details the audit process to be undertaken for the financial year 2020/21

## **RISK IMPLICATIONS**

The Audit process is undertaken to establish Councils financial status, to identify any financial risks and to review governance process across a number of areas.

The Audit will look at Councils IT Policies (ARC), Project design and costings.

## **STAKEHOLDER CONSULTATION**

No identified Stake holders are identified at this time.

The Audit team will be required to talk with the Chairmen as part of the Audit process.

The Final Audit will be presented to Council and to the NSW Parliament as part of the Audit rules around Local Government.

## **OPTIONS**

No option exists.

## **CONCLUSION**

Council is required to undertake an external audit process annually. This report has been prepared to advise Council and the community that the process has commenced.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

Timely and accurate reporting for efficient management and accountability

**SUPPORTING INFORMATION /ATTACHMENTS**

**Draft Client Services Plan for 2020/21 Audit.**

### **7.1.3 MODEL CODE OF CONDUCT 2020 & MODEL CODE OF CONDUCT PROCEDURES 2020**

#### **RECOMMENDATION**

That Council adopt the Model Code of Conduct 2020 and the Model Code of Conduct Procedures 2020 as required under Clause 440 the Local Government Act 1993 as amended and Regulations thereto.

#### **PURPOSE**

The NSW Government has made minor amendments to the Local Government Act 1993 to change the Code of Conduct 2020 and to require Council to separately adopt the Code of Conduct Procedure 2020.

#### **BACKGROUND**

Council was required to adopted the Model Code of Conduct produced by the Office of Local Government and adopt the Model Code of Conduct Procedures 2020

#### **REPORT**

The NSW Office of Local Government issued through Circular 20-32 / 14 August 2020 / A708384 amendments to both the Model Code of Conduct and the Model Code of Conduct Procedures.

As per Clause 440 Local Government Act 1993 as amended and Regulations thereto, both the Model Code of Conduct and Model Code of Conduct Procedures are to be adopted by Council.

Circular 20-32 identifies changes to the Code and Procedure as indicated below;

#### **What's new or changing**

- The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures) have been amended in response to the decision by the Supreme Court in the matter of *Cornish v Secretary, Department of Planning, Industry and Environment* [2019] NSWSC 1134.
- Amendments have also been made to the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
- The new Model Code of Conduct and Procedures have been prescribed under the *Local Government (General) Regulation 2005*.
- The new prescribed Model Code of Conduct and Procedures are available on the Office of Local Government's (OLG) website.

### **What this will mean for your council**

- The new Model Code of Conduct and Procedures take effect immediately. This is because the amendments to the Procedures largely reflect existing practice following the Supreme Court's decision and the amendments to the Model Code of Conduct are minor in nature.
- Councils should adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.
- Councils' complaints coordinators should bring this circular to the attention of their council's conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new code of conduct and procedures and provide copies.

### **Key points**

#### ***Amendments to the Procedures***

- Consistent with the Supreme Court's decision, councils have the following options when taking disciplinary action against councillors for breaches of their codes of conduct under the new Procedures:
  - that a councillor be formally censured for the breach under section 440G of the *Local Government Act 1993* (the Act), or
  - that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.
- The process for censuring councillors for breaches of the code of conduct has been significantly strengthened to ensure councillors are made publicly accountable to their electors for their conduct. When censuring councillors, councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator's findings and determination and any other grounds that the council considers may be relevant or appropriate.
- Councillors may seek to avoid public censure for breaches of the code of conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct or to give undertakings not to repeat their conduct before the investigator finalises their report to the council. Investigators can finalise their investigations without a report to the council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.
- The process for referral by councils of code of conduct breaches by councillors to OLG for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with OLG before recommending the referral of matters to ensure the conduct in question is sufficiently serious to warrant disciplinary action for misconduct and that there is sufficient evidence of the breach to allow OLG to take further disciplinary action.

- Other amendments have been made to the Procedures to:
  - allow panels of conduct reviewers to be appointed without a resolution of the council, and
  - allow the referral of investigators' reports to OLG for action under the misconduct provisions of the Act where the council will not have a quorum to deal with the matter.

### ***Amendments to the Model Code of Conduct***

- The Model Code of Conduct has been amended to:
  - remove as a breach, failure to comply with a council resolution requiring action in relation to a code of conduct breach (because it is now redundant)
  - update the language used to describe the various heads of discrimination in clause 3.6 to reflect more contemporary standards
  - include in the definition of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement of the requirement for all councils to appoint an ARIC following the next local government elections.
- Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from some councils. The amendments:
  - lift the \$50 cap on the value of gifts that may be accepted to \$100
  - clarify that items with a value of \$10 or less are not "gifts or benefits" for the purposes of the Model Code of Conduct and do not need to be disclosed
  - clarify that benefits and facilities provided by councils (as opposed to third parties) to staff and councillors are not "gifts or benefits" for the purposes of the Model Code of Conduct, and
  - remove the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.
- Councils are not obliged to amend their codes of conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to councils to retain the existing \$50 cap or to impose another cap that is lower than \$100.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Council is required to adopt the amended code and procedures. Copies of these will be supplied to all staff as well as councillors.

### **LEGAL IMPLICATIONS**

Under Clause 440 Local Government Act 1993 as amended Council is required to adopt the Model Code of Conduct and the Model Code of Conduct Procedures.

### **RISK IMPLICATIONS**

If Councillors and staff comply with the guidelines under the code and procedure, then no staff member or councillor will have cause for concern.

### **STAKEHOLDER CONSULTATION**

This Code and procedure apply to all Councillors, staff, contractors and public members of a council committee. Copies will be provided to all persons.

Council may wish to workshop the Code and Procedures. A general Councillor and staff training module developed by the NSW Office of Local government will be provided to Councillors and staff as a training module.

### **OPTIONS**

No option exists.

### **CONCLUSION**

Council is required under Clause 440 Local Government Act 1993 as amended and Regulations thereto to adopt the model Code of Conduct and the referenced Procedures.

### **LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

Ensure Council is informed of changes to legislation that impact on the business of Council.

### **SUPPORTING INFORMATION /ATTACHMENTS**

Model code of Conduct 2020 and Model Code of Conduct Procedure 2020 have been distributed separately to Councillors.

The Public can access the two documents from the Office of Local Government website or Councils website.

#### **7.1.4 DRAFT NEWA WORK FORCE PLAN AND STRATEGY**

##### **RECOMMENDATION**

1. That Council adopt the Draft Work Force Plan and Strategy,
2. That Council write to the Union Groups advising of the Workforce Plan and Strategy as required by the Local Government Award,
3. That Council publically display the Work Force Plan and Strategy as required by the Local Government Act; and
4. Submit a Report to Council following the display period.

##### **PURPOSE**

This report and Work Force Plan have been prepared in accordance with the Local Government Act 1993 and Local Government Award 2020.

##### **BACKGROUND**

The Workforce Plan and Workforce Management Strategy (WMS) makes up one of three components of Councils Resourcing Strategy as required under the NSW Local Government Integrated Planning and Reporting framework.

This WMS is designed to outline the strategies and plans which determine how Council will ensure appropriate human resources are available and are fully skilled to meet the Delivery Program.

Council has recently amended the staff structure and Glen Innes Severn Council has joined New England Weeds Authority as a member Council.

##### **REPORT**

The Work Force Plan and Strategy has been prepared to advise Council, its staff and the community of the work force direction following the adoption of a new staff structure at its March 2021 meeting.

The successful implementation of the Workforce Plan and Strategy recognises that our employees are our greatest asset and we will continue to build upon the workforce planning foundation that we are developing. A committed and engaged workforce results in improved organisational outcomes, and ultimately improved service delivery and facilities for our community. The Workforce Plan indicate the maximum number of staff that Council plans for, not the minimum number of staff.

The Workforce Plan identifies the staff positions and numbers required to meet legislative outcomes, to plan for a transition to retirement of older staff and for the on-ground service expectations of our community through the four-year delivery program.

Council will utilise contractors in roles such as financial reviews and as required to meet work or work outcomes e.g. plant operators etc.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Council provides funding through its annual, four years and ten year works programs. This plan and strategy shall require funding in future budgets.

Council will be required to fund annual leave and long service leave from its leave provisions and entitlements budget.

## **LEGAL IMPLICATIONS**

This document has been prepared in accordance with the IP&R process and following a review of Councils approved IP&R documents.

## **RISK IMPLICATIONS**

A risk has been identified in that for Council to meet legislative and community expectations, Council must have a skilled work force to perform the duties required.

## **STAKEHOLDER CONSULTATION**

This draft plan shall be advertised to the staff and to the Unions that represent staff.

## **OPTIONS**

Council may decide not to adopt this plan after community consultation or it may wish to amend the plan.

## **CONCLUSION**

The Work Force Plan and Strategy has been prepared as part of Councils IP&R documents and due to recent changes made to staff positions, numbers and the inclusion of Glen Innes Severn Council under the Councils structure.

## **LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

The Workforce Plan and Strategy is a key component of the IP&R process under the Local Government Act 1993 and crosses all areas of Councils Delivery Plan.

## **ATTACHMENTS**

1. New England Weeds Authority Draft Work Force Plan and Strategy.

### **7.1.5 REVIEW & UPDATE OF NEWA LOCAL POLICIES**

#### **RECOMMENDATION**

1. That Council undertake a review of its Local Policies in accordance with section 165 Local Government Act 1993,
2. That Council undertake amendments as required to its policies;
3. That Council advertised all policies for a period of 40 days to allow for public for comment; and
4. That Council consider all public comments at the time of adopting any policy.

#### **PURPOSE**

In accordance with the Local Government Act 1993 a Council is required to review its local policies and other documents following a general election. Council has recently included Glen Innes Severn Council as a member and a change of the general constitution of Council has resulted. Council is required to advertise the policies and procedures to the public.

#### **BACKGROUND**

The operation of Council is subject to regulations that direct how and when Council must act. A review of Councils policies and procedures is required after each general election to identified local policy relevance and updates or at other times a Council wishes to review a local policy. The Local Government Act requires that policies are displayed for public comment and allow for public submissions to be received.

Council has recently amended its structure to include Glen Innes Severn Council and a general amendment is required to policies and procedures to reflect this change.

#### **REPORT**

A review of Councils policies and procedures has identified that Council is required to update its governance areas to comply with the Local Government Act and Regulations and to ensure that the Councillors, staff and public are aware of the requirements that govern Council.

The Act requires Council to review its policies within 12 months of a general election or from time to time as required. As noted a change in the Councils constituent members has triggered the need to commence a review of its policies and procedures.

A list of policies and procedures is listed overleaf.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Council staff has prepared the policies and procedures in house and will seek support of our insurers and auditor to review and provide advice.

## **LEGAL IMPLICATIONS**

Many of the policies are requirements of the Local Government Act or Regulations or standards that apply to Council. Council should not dismiss the requirements of the Act.

## **RISK IMPLICATIONS**

Council is required to have many of the local policies listed below. Councils recent audit review process has been undertaken to ensure that Council follows all relevant State Government requirements. The policies as listed will assist Council to be in compliance with the Act, regulations or standards expected.

## **STAKEHOLDER CONSULTATION**

All Policies must be publicly displayed as per the Local Government Act 1993. Council will display all finalised policies on its web site.

## **OPTIONS**

There are no options but to develop the policy and procedures required under the Act, the Regulations or Standards applicable to Council. Some operational areas have had policies developed to ensure that staff are aware of issues around employment, bullying and harassment or general use of plant and other items.

## **CONCLUSION**

Attached is a list of policy and procedure items that have been prioritised to ensure compliance with the laws that govern local councils.

Council is required under s165 to review its policies within 12 months of a general election or as necessary to ensure compliance.

## **LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

Ensure Council is informed of changes to legislation that impact on the business of Council.

## **SUPPORTING INFORMATION /ATTACHMENTS**

1. Draft Annual Leave Policy - April 2021
2. Draft Appointment and Oversight of the General Manager - March 2021
3. Draft Code of Conduct for Staff – August 2020
4. Draft Communications Device Policy – April 2021
5. Draft Complaints Management Policy – April 2021
6. Draft Compliance & Enforcement Policy – April 2021
7. Draft Interaction Between Councillors and Staff Policy – April 2021
8. Draft Councillor Access to Information Policy – April 2021
9. Draft Credit / Debit Card Policy – March 2021
10. Draft Delegations Register Policy – April 2021
11. Draft Drug & Alcohol Policy - April 2021
12. Draft EEO Policy – April 2021
13. Draft Emergency Plan Policy – April 2021
14. Draft Fraud and Corruption Policy – April 2021
15. Draft GIPA June 2019 Publication Guide Policy – April 2021
16. Grievance Policy – April 2021
17. Draft Internal Reporting Policy – March 2021
18. Draft Investment Policy – April 2021
19. Draft Leave for Civil Emergencies Policy - April 2021
20. Draft Model Code of Conduct for Local Councils in NSW – Updated August 2020
21. NEWA Procurement and Disposal Policy – March 2021
22. Draft Payment of Expenses and the Provision of Facilities Policy – April 2021
23. Draft Privacy Management Plan Policy – April 2021
24. Draft Records Management Policy – April 2021
25. Draft Related Parties Policy – April 2021
26. Draft Risk Management Policy – April 2021
27. Draft Secondary Employment Policy – April 2021
28. Draft Smoke Free Workplace Policy – April 2021
29. Draft Social Media Policy – March 2021
30. Draft Staff Education and Training Policy - April 2021
31. Draft Staff Surveillance Policy – April 2021
32. Draft Statement of Business Ethics Policy – April 2021

- 33. WH & S Management System 2017 (Out of Date)
- 34. Draft Workplace Plan and Strategy Policy – March 2021
- 35. Draft Volunteer Management Procedure 2021 V2
- 36. Draft Volunteer Risk Management Procedure – April 2021

## **Attachment 2: S165 - 167 LGA 1993**

### **165 Amendment and revocation of local policy**

1. A council may amend a local policy adopted under this Part by means only of a local policy so adopted.
2. An amending local policy may deal with the whole or part of the local policy amended.
3. A council may at any time revoke a local policy adopted under this Part.
4. A local policy (other than a local policy adopted since the last general election) is automatically revoked at the expiration of 12 months after the declaration of the poll for that election.

### **166 Public notice of adoption of local policy**

The council must give public notice, in a form and manner prescribed by the regulations (or, if no form and manner are so prescribed, in a form and manner determined by the council), of the adoption or revocation (other than by section 165(4)) of a local policy.

### **167 Public availability of local policy**

1. A local policy adopted under this Part by a council must be available for public inspection free of charge at the office of the council during ordinary office hours.
2. Copies of the local policy must also be available free of charge or, if the council determines, on payment of the approved fee.

#### **7.1.6 INVESTED FUNDS REPORT**

##### **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.**

##### **Introduction**

The Local Government (General) Regulation, Clause 212, requires that the Responsible Accounting Officer must provide Council with a written report setting out all money Council has invested under Section 625 of the Local Government Act 1993, up to the last day of the Month immediately preceding the meeting.

##### **Report**

Included in this report are the following items that highlight Council's Investment Portfolio Performance for the period ending 31 March 2021 and an update of the investment environment:

- a) Councils Investments for reporting period 1 January 2021 – 31 March 2021;
- b) Investment Portfolio Performance and
- c) Investment Commentary.

##### **Financial Impact**

The actual interest earned for the January to March 2021 period is \$2,851.15 bringing the year to date total to \$7,003.47

- a) Council's Investments for reporting period 1 January 2021 – 31 March 2021

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

As at	Rate	Balance	Interest
31 March 2021	0.1%	\$201,110.72	\$5.65

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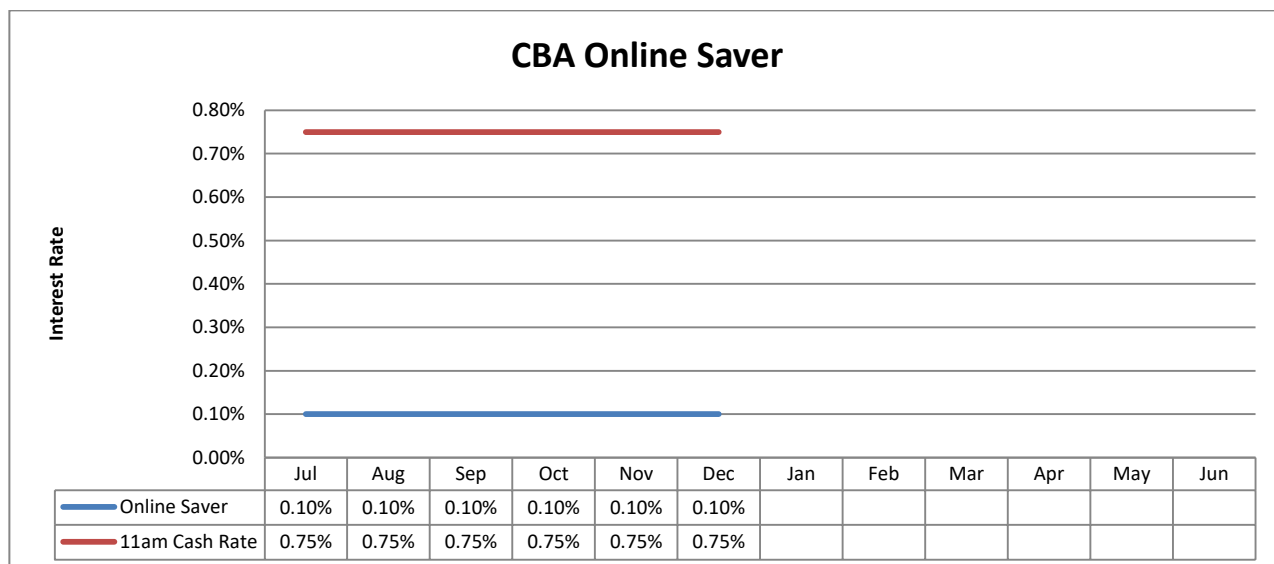
**Term Deposits:**

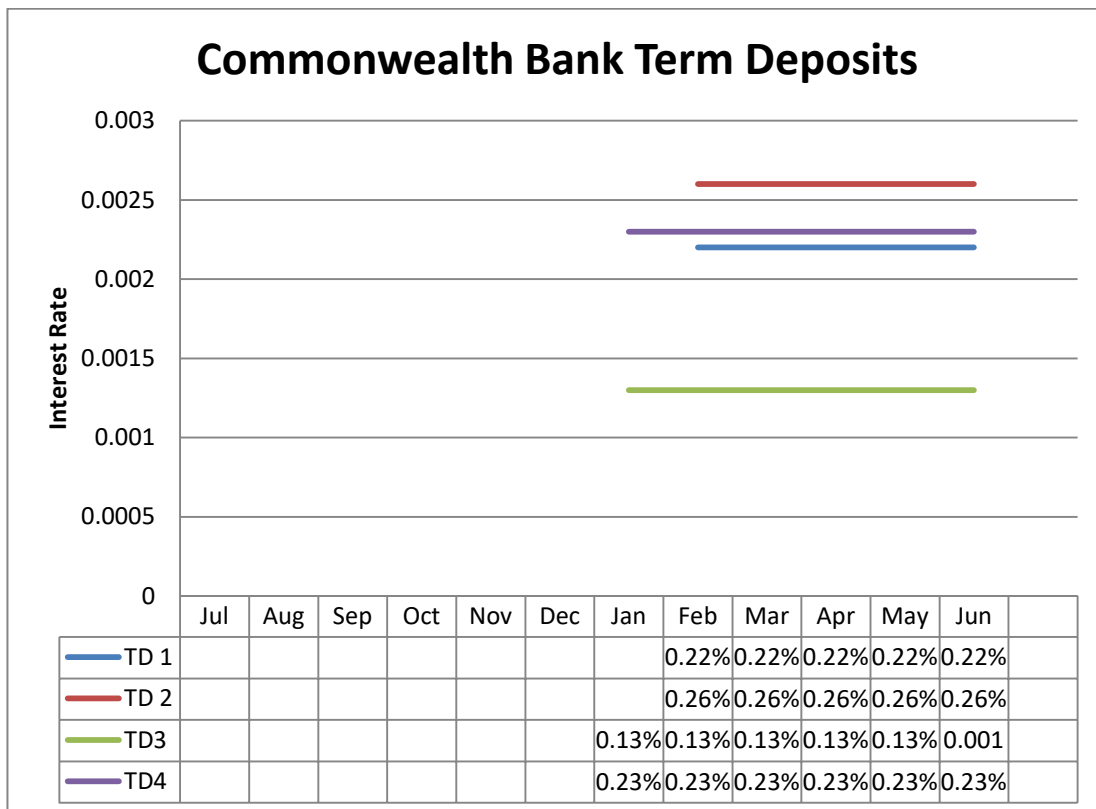
**Commonwealth Bank Term Deposits**

Term Deposit	Opened	Due	Rate	Term Deposit	31-Mar-21	Interest accrued to 31 Mar 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	\$108.72
2	4/02/2021	4/02/2022	0.26%	\$500,000.00	\$500,000.00	\$195.80
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	\$153.51
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	\$192.15
					<b>\$2,048,152.04</b>	<b>\$1,015.58</b>

**a) Investment Portfolio Performance**

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





#### b) Investment Commentary

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

#### Certification – Responsible Accounting Officer.

I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

Responsible Accounting Officer: John Duggan

## 7.1.7 MARCH 2021 QUARTERLY BUDGET REVIEW

**RECOMMENDATION:** That Council adopt the March 2021 Quarterly Budget Review and approve the proposed Budget variations.

### **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	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%		
<b>TOTAL WAP FUNDS 20-21</b>		<b>400,750</b>	<b>413,604</b>			
<b>Government Grants - Federal</b>						
Grant - Federal ARC TSA Drought	11820	290,856	112,106	39%		
<b>TOTAL GRANT</b>		<b>691,606</b>	<b>525,710</b>	<b>76%</b>	<b>0%</b>	
<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	-47,126	100%		
		<b>424,131</b>	<b>424,131</b>	<b>100%</b>	<b>0%</b>	
<b>Fees and Charges</b>						
Section 64 Fees - Constituent Councils	11510	1,200	2,880	240%		
Section 64 Fees - Glen Innes Severn Council	11520	500	0	0%		
		<b>1,700</b>	<b>2,880</b>	<b>169%</b>	<b>0%</b>	

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		<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020- 21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>
<b>INCOME CONT'D</b>						
		29,000	7,003	24%	0%	
<b>Profit on Sale of Assets</b>						
		5,000	3,604			
		5,000	3,604		0%	
<b>Private Works</b>						
Private Works (Council's, NPWS, Private property, Crown, LHPA)	11730	100,000	68,849	69%		
		100,000	68,849	69%	0%	
<b>Project Income</b>						
NT LLS Project work completed	11820	55,000	65,156	118%		
Glen Innes Severn LLS / GLENRAC Projects	11830	1,000	23,930	2393%		
		56,000	89,086	159%		
<b>Other Income</b>						
Sundry Income	11810	5,000	6,453	129%		
		5,000	6,453	129%		
<b>Total Income</b>						
		<b>1,312,437</b>	<b>1,127,716</b>	<b>86%</b>	<b>0%</b>	

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	<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	-266	66%		
Audit - Financial	13020	-11,000	-2,331	21%		
		-11,400	-2,597	23%	0%	
<b>OFFICE</b>						
<b>Armidale</b>						
Staff - Armidale	14110	-84,000	-71,304	85%		
Rent - Armidale	14130	-13,260	-10,359	78%		
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	-1,613	46%		
Postage	14180	-1,000	-399	40%		
Printing and Stationery	14190	-2,000	-1,546	77%		
Telephone and Communications	14200	-7,000	-7,791	111%		
Legal Costs	14210	-1,000	-2,095	209%		
Advertising - General	14220	-1,500	-2,070	138%		
Consultancy			-18,260			
Office Equipment Depreciation		-6,600	0	0%		
		-146,860	-139,006	95%	0%	
<b>Glen Innes</b>						
GISC - Administration Expenses	14810	-77,500	-43,077	56%		
		-77,500	-43,077	56%	0%	
<b>DEPOTS</b>						
Depot - ADC	15100	-3,500	-1,383	40%		
		-3,500	-1,383	40%	0%	
<b>MEMBERS</b>						
Member - Chair Allow	16010	-7,000	-4,682	67%		
Member - Fees & Allow	16020	-14,000	-9,001	64%		
Member - Expenses	16030	-3,000	-217	7%		
		-24,000	-13,899	58%	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%	

REPORT OF THE ACTING GENERAL MANAGER TO THE ORDINARY MEETING OF  
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	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Col</i>
<b>EXPENDITURE CONT'D</b>						
<b>INSPECTIONS</b>						
<b>Inspections - Field</b>						
Insp CDist - Field	20120	-120,000	-68,982	57%		
Insp SDist - Field	20130	-35,000	-15,464	44%		
Insp - Glen Innes	20140	-35,000	-19,403	55%		
Insp - Tropical Soda Apple	20420	-25,000	-2,152	9%		
		-215,000	-106,002	49%	0%	
<b>Inspections - Office</b>						
Insp NDist - Office	20210	-8,000	-6,568	82%		
Insp CDist - Office	20220	-64,000	-22,858	36%		
Insp SDist - Office	20230	-15,000	-15,331	102%		
		-87,000	-44,757	51%	0%	
<b>MAPPING</b>						
Mapping/GIS - Support	31200	-7,500	-8,000	107%		
		-7,500	-8,000	107%	0%	
<b>COMMUNICATION / REPORTING</b>						
Communication - Sundry	40100	-500	0	0%		
		-500	0	0%	0%	
<b>EXTENSION/EDUCATION</b>						
Extension - Sundry	42100	-5,000	-1,148	23%		
		-5,000	-1,148	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	-7,497	107%		
First Aid Training	50102	-3,500		0%		
WHS		-1,500	0	0%		
		-12,000	-7,497	62%	0%	

REPORT OF THE ACTING GENERAL MANAGER TO THE ORDINARY MEETING OF  
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	<i>Job_No</i>	<i>2020-21 Budget</i>	<i>2020-21 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Col</i>
<b>EXPENDITURE CONT'D</b>						
<b>Publications and Subscriptions</b>						
Subscriptions	50310	-2,000	-5,078	254%		
		-2,000	-5,078	254%	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%	
<b>POLICY DEVELOPMENT</b>						
<b>REGIONAL PLANNING</b>						
<b>NTRWC</b>						
Lead Agency & Regional Project Officer	62110	-55,000	-33,328	61%		
		-55,000	-33,328	61%	0%	
<b>OPERATIONS</b>						
<b>Council Land</b>						
African Lovegrass	70110	-10,000	0	0%		
Blackberry	70120	-75,000	-12,055	16%		
Chilean Needle Grass	70130	-7,000	-10,276	147%		
Giant Parramatta grass	70140	-1,000	0	0%		
Gorse	70160	-500	0	0%		
Nodding Thistle	70170	-5,000	-6,889	138%		
Privet	70200	-1,000	-1,817	182%		
St John's Wort	70220	-40,000	-53,338	133%		
Serrated Tussock	70230	-8,000	-2,663	33%		
Sundry Weeds	70250	-8,000	-4,563	57%		
Tropical Soda Apple	70260	-19,000	-15,522	82%		
Glen Innes Local Expenses	70370	-15,000	-1,227	8%		
Glen Innes Regional Expenses	70380	-35,000	-28,273	81%		
		-224,500	-136,623	61%	0%	

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	<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	-49,328	123%		
PW - Armidale Regional	80011	-30,000	-8,137	27%		
PW - Uralla Shire	80013	-2,000	-79	4%		
PW - Walcha	80014	-20,000	-17,043	85%		
PW - Glen Innes	80045	-5,000	-4,807	96%		
Projects - Crown Lands, LLS, Landcare, Other	80102	-50,000	-54,543	109%		
Projects - GLENRAC	80080		-13,065			
ARC TSA Project	80050	-275,856	-95,931	35%		
		-422,856	-242,933	57%	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	-6,377	80%		
Plant No 1 – EL B1 1G - Isuzu Dmax	91110	-9,000	-6,253	69%		
Plant No 2 - CF 36 ES - Isuzu Dmax	91210	-6,500	-3,005	46%		
Plant No 3 - CI 07 FM - Toyota Landcruiser	91312	-8,000	-5,310	66%		
Plant No 4 - CU 33CS Isuzu Dmax	91412	-6,100	-2,710	44%		
Plant No 5 - CQ 53 XM Isuzu Dmax	91511	-7,000	-3,466	50%		
Plant No 6 - CU 32 CS Isuzu Dmax	91612	-8,000	-3,984	50%		
Plant No 7 - CL 64 RE - Toyota Landruiser	91711	-8,000	-4,325	54%		
Plant No 8 - CR 50 EC - Toyota Landcruiser	91811	-8,000	-5,635	70%		
Plant No 9 – CZ 65 BB Isuzu Dmax	91910	-8,000	-7,364	92%		
Plant Red Quad	91996	-3,000	-485	16%		
Plant Wolverine	91993	-3,000	-1,694	56%		
Plant Blue Quad	91997		-1,006			
Depreciation		-90,000	-72,450	81%		
Loss from disposal of assets						
		-172,600	-124,063	72%	0%	

REPORT OF THE ACTING GENERAL MANAGER TO THE ORDINARY MEETING OF  
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	<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	-25,971	96%		
Sick Leave	92130	-20,000	-55,697	278%		
Long Service Leave	92140	-12,000	-4,763	40%		
Annual Leave	92150	-40,000	-40,453	101%		
Superannuation	92170	-45,000	-45,366	101%		
Workers Compensation	92180	-16,000	-10,845	68%		
Wages paid above workers comp			-2,182			
Other Employee Costs (PPE)	92200	-5,000	-44,723	894%		
		-165,000	-230,001	139%	0%	
<b>Total Expenditure</b>		<b>-1,645,716</b>	<b>1,139,551</b>	69%		
<b>Net Cost</b>		<b>-333,279</b>	<b>-11,835</b>	-18%		
Add Plant Hire		-172,600	-51,613	30%		
Add Oncost		-165,000	-230,001	139%		
<b>Final Profit (Loss)</b>		<b>-35</b>	<b>269,779</b>			

**Attachment: Quarterly Budget Review Statement to March 2021**

## 7.2 WEED CONTROL MATTERS

### 7.2.1 2020/2021 WEEDS ACTION PROGRAM

**RECOMMENDATION:**

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

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

Inspections have generally been carried out on a complaints only basis in the rural areas for this quarter due to staffing constraints and the roadside spraying program. Privet inspections within townships have stepped up as more landholders become aware.

The Macleay Valley has been reinspected for Tropical Soda Apple as part of the ARC Drought Funded Grant Project, however, the wet weather has made access difficult.

With the control program nearly complete, Officers will now move back into completing the Inspection Program. At this stage no new incursions have been found and the 2021 spring season will be the key time in regards to new incursions.

#### **Inspection Targets 2020/2021**

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

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## **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.

<b>Inspections</b>	<b>Number</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>
Nurseries	8		2	1	
Rural Outlets	7	2	1	2	
ARTC - No.	5				
ARTC - Ha.	0				
Weekend Markets	3			1	
Nat Parks/Reserves - No.	4			2	
Aquaria/Pet shops	2			1	
TSR Reserves - No.	5				
TSR Reserves - Ha.	0				
Gravel Quarries	31				
Machinery Dealers	1				
Recreational Areas - No.	10		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	127	28		
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	240	
Roadside Inspections High Risk Pathways - Ha.	12,800		2000	960	
Waterways High Risk Pathways - No.	20		2	1	
Waterways High Risk Pathways - Ha.	4000		512	50	
Private Property Inspections - No.	1000	155	25	34	
Private Property Inspections - Ha.	200,000	13155	6249	10	
Private Property Re Inspections - No.	120		30	18	
Private Property Re Inspections - Ha.	22,000		12		
Private property Waterways - No.	0				
Private property Waterways - Ha.	0				
Roadside Inspections - Km.	3,489	500		1250	
Roadside Inspections - Ha.	69,780	2,000		5000	
Landowners Contacted/ Inspection Process	1,125				
Stakeholders/Coordinated Programs	250				
Other Council Lands - No.	0			4	
Other Council Lands - Ha.	0			35	
TSRs - No.	1				
TSRs - Ha.	2				

## 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	6 March 2021
Guyra Show 19, 20 February 2021	Armidale Regional	20 Feb 2021
Uralla Show	Uralla	Cancelled
Walcha Show 12,13 March 2021	Walcha	13 March 2021
Glen Innes Show 12, 13, 14February 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	3	
Team Talk Meetings	4	1	1	2	
Ag Quip	1	0			
Shows/Expos	3			4	
Landcare Events	4	4	4	3	
Other	3				
Landowners contacted	200				

### **Operational Program –**

All roads within the NEWA area have been treated for Blackberry and a second treatment for St Johns Wort and Nodding Thistle. NEWA assisted Belingen Shire Council to treat Blackberry, Lantana and Banana Passionfruit Vine on the roadside in January and commenced spraying invasive grasses in Glen Innes as part of a project with GLENRAC. The treatment of Tropical Soda Apple in the Macleay Valley commenced in March. The wet conditions have made it impossible to get across the river at this stage. We are planning on using the Rapid Response Team early in May to complete this pass.

### Tropical Soda Apple Germinations Lower Macleay Valley following Bushfires



## **8 MATTERS OF URGENCY**

## **9 NEXT MEETING: Tuesday, 15 June 2021 at 8:30 am.**

## **10 ATTACHMENTS**

**10.1.1 Draft New England Weeds Authority Annual Operational Plan 2021 - 2022.**

**10.1.2 Client Services Plan for 2020/21 Audit**

**10.1.3 Quarterly Budget Review Statement for March 2021**