

NEW ENGLAND COUNTY COUNCIL

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5 October 2021

Dear Councillors,

You are requested to attend the Ordinary Meeting of the New England County Council to be held in the Council Chambers, Armidale Regional Council, 135 Rusden Street, Armidale on,

Tuesday, 19th October 2021 at 9:00 am

Yours sincerely



Tim Weeks
GENERAL MANAGER

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL
CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am**

AGENDA

ORDINARY MEETING – Commencing at 9:00 am

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SUPPORTING INFORMATION / ATTACHMENTS

NEWA Community Strategic Plan	
NEWA Delivery Plan	
NEWA Operational Plan 2021-22	
Weeds Action Plan	
Workforce Plan	
Annual Leave Policy	April 2021
Appointment and Oversight of the General Manager	March 2021
Code of Conduct for Staff	August 2020
Communications Device Policy	April 2021
Complaints Management Policy	April 2021
Compliance & Enforcement Policy	April 2021
Interaction Between Councillors and Staff Policy	April 2021
Councillor Access to Information Policy	April 2021
Credit / Debit Card Policy	March 2021
Delegations Register Policy	April 2021
Drug & Alcohol Policy	April 2021
EEO Policy	April 2021
Emergency Plan Policy	April 2021
Fraud and Corruption Policy	April 2021
GIPA June 2019 Publication Guide Policy	April 2021
Grievance Policy	April 2021
Internal Reporting Policy	March 2021
Investment Policy	April 2021
Leave for Civil Emergencies Policy	April 2021
Model Code of Conduct for Local Councils in NSW	Updated August 2020
NEWA Procurement and Disposal Policy	March 2021
Payment of Expenses and Provision of Facilities Policy	April 2021
Privacy Management Plan Policy	April 2021
Records Management Policy	April 2021
Related Parties Policy	April 2021
Risk Management Policy	April 2021
Secondary Employment Policy	April 2021
Smoke Free Workplace Policy	April 2021
Social Media Policy	March 2021
Staff Education and Training Policy	April 2021
Staff Surveillance Policy	April 2021
Statement of Business Ethics Policy	April 2021
WH & S Management System 2017	Out of Date
Workplace Plan and Strategy Policy	March 2021
Volunteer Management Procedure	April 2021
Volunteer Risk Management Procedure	April 2021

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ORDINARY COUNCIL MEETING

1.0 PRESENT

2.0 APOLOGIES

3.0 DECLARATION OF INTEREST

4.0 CONFIRMATION OF MINUTES

**4.1 CONFIRMATION OF THE MINUTES OF THE 15th JUNE 2021 COUNCIL
MEETING**

Recommendation:

That the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 15th June 2021, copies of which have been distributed to all members, are taken as read and confirmed a true record.

MEETING OPENED: 9:05am

PRESENT: Councillor M. Dusting - Chairperson, Councillor S. Kermode, Councillor M O'Connor, Councillor J Galletly, Councillor C Sparks.

IN ATTENDANCE: General Manager (Acting) Mr Glenn Wilcox, Biosecurity Officer, Mr Matthew Benham

APOLOGIES: Councillor Andrew Murat

81/20 Resolved on the Motion of Councillors O'Connor / Galletly

That Councillor Andrew Murat's apology be accepted.

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON

ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am

21st APRIL 2021.

82/20 RESOLVED on the Motion of Councillors O'Connor / Sparks

That the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 21st April 2021, 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 21st APRIL 2021.

Nil.

CHAIRMAN'S REPORT

The Chair advised of the following:

I would like to welcome our NEWA Councillors to Uralla Shire Council and also welcome the Uralla Shire councillors in attendance today.

Over the last two months, the Weeds Authority has been making rapid change in its organisational direction and this has included the General Manager and staff implementing improvements to its work health and safety documentation, to make temporary appointments to the senior staff positions internally, to review its salary and training progression structure and to work together as a team to improve its inspection, treatment and reporting requirements.

A few major actions have been undertaken over the last two months that we need to record; Firstly, NEWA has submitted its Development Application to Armidale Regional Council for its new Depot and office area at the Armidale Regional Airport subdivision. We believe this is the first DA submitted and we are confident that Armidale Regional Council will quickly progress this approval so that we can move onto the next phases of finalising the purchase of the land and the construction of the buildings.

The second major item and included in today's business paper is the advertising and appointment of a new General Manager. The position is a requirement under the Local Government Act but it is also a critical position that as Councillors we must get right. A great deal of change has recently been undertaken to bring NEWA up to a higher standard and we need this to continue to progress into the future. The position is required to work from our office and be there to support the staff and the public. To ensure we have the right person we have issued with the position description the first year's key performance indicators to ensure that the applicants understand that we need to move forward and have all our staff and contractors working positively for the future.

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The third and a very positive achievement is that Inverell Shire Council has agreed to a Memorandum of Understanding to work with NEWA for the next financial year in the inspection and control of weeds across their shire. This expansion of services by NEWA indicates that we are achieving our objectives and that the work of our staff and those of Inverell Shire can deliver a true regional outcome. The acting general manager advises that this is a very large area to undertake our inspection and educational roles, but it will be managed and the funding provided by Inverell Shire will offset the costs to be incurred.

I would like to thank Inverell Council for their vision and allowing the Weeds Authority to develop into a true regional organisation.

Finally, I would advise Councillors that this is possibly our last ordinary meeting of New England Weeds Authority, although we will come together very soon to interview and appoint a new general manager. As this is the last meeting, I wish to thank all Councillors for their support of NEWA and the Chair, and for those Councillors that may not stand again, I wish you all the best as to your future retirement from local government and for the councillors that are standing at the September Local Government elections, I wish you all the best and I hope that you will continue to support the development of the Weeds Authority into the future.

I would also like to thank our former General Manager Mr John Duggan and our acting General Manager Mr Glenn Wilcox for the work they have undertaken to develop and support NEWA and I would like to thank the staff over the last five years for the work they undertook and the support that they offer to the region's property owners and councils.

Thank you Councillors.

83/20 RESOLVED on the Motion of Councillors Galletly / O'Connor

That the Chairs report be received and noted.

GENERAL MANAGER'S REPORT

ITEM 7.1.1 NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN 2021-2022

84/20 Resolved On the Motion of Councillors Sparks/ O'Connor

That Council adopt the 2021/2022 Operational Plan & Estimates.

ITEM 7.1.2 POLICIES

Motion of Councillors O'Connor / Galletly

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1. That Council display all draft policies to the public and
2. Subject to no substantial matters being raised about one or any policy by the public that Council adopt the policies.

Motion: That Council suspend standing orders to allow discussion on the Procurement Policy

85/20 Resolved on the Motion of Councillors Sparks/ Kermode

Motion: That Council return to Standing Orders

86/20 Resolved on the Motion of Councillors O'Connor / Kermode

The Original Motion was then put

87/20 Resolved On the Motion of Councillors O'Connor / Galletly

1. That Council display all draft policies to the public and
2. Subject to no substantial matters being raised about one or any policy by the public that Council adopt the policies.

ITEM 7.1.3 NEWA DEPOT AND OFFICE DEVELOPMENT APPLICATION

88/20 Resolved On the Motion of Councillors Kermode / Sparks

That Council note that the Development Application was lodged via the NSW Planning Portal on Tuesday 11th May 2021.

It was noted by the Chair that Councillor O'Connor left the meeting at 10:08am and returned to the meeting at 10:10am.

ITEM 7.1.4 ADVERTISE AND APPOINTMENT OF GENERAL MANAGER

88/20 Resolved On the Motion of Councillors O'Connor / Galletly

That Council note the Appointment of LGNSW to undertake the advertising and appointment process for a new General Manager as per its Policy.

ITEM 7.1.5 AUGUST COUNCIL MEETING - CANCELLATION

89/20 Resolved On the Motion of Councillors O'Connor / Kermode

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1. That Council Cancel its proposed August 2021 Council Meeting due to being in Caretaker Mode prior to the NSW Local Government Elections,
2. Council hold a Special Council Meeting in either June or July for the appointment of a new General Manager if required, and
3. Council hold a meeting in October 2021 with the newly appointed councillors.

ITEM 7.1.6 INVESTED FUNDS REPORT

90/20 Resolved On the Motion of Councillors Galletly / O'Connor

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.

WEED CONTROL MATTERS

ITEM 8.1 2020/2021 WEEDS ACTION PROGRAM

91/20 Resolved On the Motion of Councillors Galletly / O'Connor

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

ITEM 9 MATTERS OF URGENCY

Councillor O'Connor asked if the Acting General Manager could review the procedures for Councillors to report back to their member council and develop a template for the new council.

NEXT MEETING

The next meeting will be held on Wednesday 13th October, 2021 at 9:00am at Armidale Regional Council

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 10:26am.

ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am

4.2 MATTERS ARISING FROM THE MINUTES OF 15th JUNE 2021 COUNCIL MEETING

4.3 CONFIRMATION OF THE MINUTES OF THE SPECIAL MEETING HELD ON 29th JUNE 2021

Recommendation:

That the Minutes of the Special Meeting of the New England Tablelands (Noxious Plants) County Council held on 29th June 2021, copies of which have been distributed to all members, are taken as read and confirmed a true record.

MINUTES OF THE MEETING OF 29th June 2021

MEETING OPENED: 12:30pm

PRESENT: Councillor M. Disting - Chairperson, Councillor S. Kermode, Councillor A Murat, Councillor J Galletly, Councillor C Sparks.

IN ATTENDANCE: General Manager (Acting) Mr Glenn Wilcox

APOLOGIES:

Councillor M O'Connor

92/20 Resolved on the Motion of Councillors Galletly / Kermode

That Councillor O'Connor's apology be accepted

DECLARATIONS OF INTEREST

Cr A. Murat – That he knows Mr Tim Weeks as he was an ex Armidale Regional Council Staff Member. Cr Murat declared a Non Pecuniary Interest.

Cr S. Kermode - That he knows Mr David Healy as a resident of Walcha Shire Council but has no direct relationship. Cr Kermode declared a Non Pecuniary Interest.

Acting General Manager G. Wilcox - that he does know Mr Tim Weeks as an ex-employee and Mr Timothy Carroll through past work meetings but has no direct relationship and has declared a Non Pecuniary Interest.

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GENERAL MANAGER – OFFER TO APPOINT

93/20 Resolved On the Motion of Councillors Galletly / Murat

1. That Council Offer to appoint Mr Tim Weeks to the position of General Manager under Clause 334 Local Government Act 1993 as amended and that this appointment is to undertake the roles and functions as required by the Act under Clause 335 and any provisions included within the agreed position description and Standard Contract for Senior Staff as negotiated.
2. That the Total Remuneration Package to be offered to this position is \$75,000 plus a rental allowance.
3. That should Mr Weeks not accept the position being offered that Council readvertise the position of General Manager.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE
MEETING CLOSED AT 12:45pm.**

**4.4 MATTERS ARISING FROM THE MINUTES OF THE SPECIAL MEETING HELD
ON 29th JUNE 2021**

ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am

4.5 CONFIRMATION OF THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 1st SEPTEMBER 2021

Recommendation:

That the Minutes of the Extraordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 1st September 2021, copies of which have been distributed to all members, are taken as read and confirmed a true record.

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

IN ATTENDANCE:

Mr Tim Weeks - General Manager, Mr John Duggan – Responsible Accounting Officer.

APOLOGIES:

Nil.

DECLARATIONS OF INTEREST

Nil

ADOPTION OF DRAFT GENERAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

94/21 RESOLVED on the motion of Councillors Murat /O'Connor

That the attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made there under,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board,
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of the knowledge and belief of Councillors and Management, these statements:

- present fairly the Council's operating result and financial position for the year ended 30 June 2021.
- accord with Council's accounting and other records.

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Councillors and Management are not aware of any matter that would render these statements false or misleading in any way.

NEXT MEETING

The next Ordinary Council Meeting will be held on Tuesday 19th October, 2021 at 9:00am at Armidale Regional Council.

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 10:15am.

4.6 MATTERS ARISING FROM THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 1st SEPTEMBER 2021

5.0 CHAIRMAN'S REPORT

The Chair advised of the following items:

- Firstly, I would like to thank Armidale Regional Council for hosting our meeting today.
- While we would normally be electing a Chair, Deputy Chair and executive at our October meeting, the impact of COVID-19 has delayed General Council Elections until 4 December. As a result, we will be holding our elections following the general council election, hopefully, before the end of the year.
- The organisational changes that have taken place during the latter half of the financial year have had the effect of reducing the momentum with which inspections and spraying have been taking place. This 'slowing' has been compounded by the COVID-19 lock-down(s) and the inability for a time for our staff to get into the field. This loss of momentum is reflected in the achieved results.
- We have recently appointed an additional full-time Bio-security Officer and are in the final stages of recruiting two full time weeds spraying officers. This will rebuild NEWA's strength and capacity.
- On a more positive note, the purchase of land at the Airport has been settled and our Development Application submitted to Armidale Regional Council for the construction of offices and a workshop has been approved. Design of the

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proposed facility has been completed and a stamped copy of the approved plans is attached.

- A tender document has been prepared for the construction of the NEWA facility and the necessary timing for the award of a construction contract is around February 2021.
- A meeting was requested with Adam Marshall, Member for New England, to discuss potential funding for construction of the new office and workshop; and our proposal has been received favourably. NEWA has been asked to submit a formal request for funding which will be forwarded shortly. We have received a favourable response to our request and proposal.
- Our Audited, Annual Financial Statements are presented for adoption at this meeting (Item 9.3). The result, a deficit of \$74,000 (compared with \$94,000 for the prior year), is almost totally accounted for by an increase in expenditure – with income remaining constant.
- I would like to record my thanks to the Acting General Manager, Glenn Wilcox, the staff and councillors for their support during this period of re-building.

6.0 ELECTION OF DEPUTY CHAIR PERSON

ELECTION OF A DEPUYY CHAIR PERSON UNTIL THE HOLDING OF A GENERAL COUNCIL ELECTIONS ON DECEMBER 4th 2021

RECOMMENDATION:

- a) That Council continue the position of Deputy Chair.
- b) That the current incumbent remains in the position of Deputy Chair until the holding of General Council Elections on 4 December 2021.
- c) At that time the position shall be vacated and an election be held to appoint a Deputy Chair for a two year period.

PURPOSE

This item deals with the need to elect a Deputy Chair under the Local Government Act 1993

BACKGROUND

The report deals with the election of the Deputy Chair.

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REPORT

- Chairman elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.
- The civic offices of all Chairman elected by councillors will expire on Election Day on 4 December 2021.
- Deputy Chairs hold their office for the term specified by the council's resolution. If a deputy mayor's term expires before Election Day on 4 December 2021, an election may need to be held for deputy chair. It should be noted however, that councils are not required to have a deputy chair.

The recommendation reflects the Council's traditional practice of appointing a deputy chair.

FINANCIAL AND RESOURCE IMPLICATIONS

The Deputy Chair can be paid an allowance for such time as the Deputy Chair acts in the office of the Chair. The Office of Local Government has advised that such an allowance cannot be established on an annual basis and paid as an annual figure. Rather it must reflect actual time acting as the Chair. Therefore, the Deputy Chair will only receive an allowance if the Chair is on a period of extended leave and Council has resolved to pay such an allowance.

LEGAL IMPLICATIONS

It is recommended that for the short period that Council Elections are delayed (until 4 December) the appointment of the current deputy chair shall be extended.

RISK IMPLICATIONS

No risks are identified if the process is followed.

STAKEHOLDER CONSULTATION

At NEWA, the Deputy Chair is elected by the Councillors.

OPTIONS

Council has the option to not elect a Deputy Chair; however, this position has acted from time to time on behalf of the Chair and forms a key role in governance of Council.

CONCLUSION

This report is calling for an extension of the current appointment of the Deputy Chair until the holding of Council Elections on 4 December 2021.

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The OLG in its circular A780280 has advised upon Electoral Procedures (13 August 2021).

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

Timely and accurate reporting to enable efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment: Local Government (General) Regulation 2005 – Schedule 7 and circular A780280.

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7.0 FINANCIAL MATTERS

7.1 INVESTED FUNDS REPORT as at 30th September 2021

RECOMMENDATION:

1. That the report indicating Council's Fund Management position be received and noted.
2. That the Certificate of the Responsible Accounting Officer is 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 30 September 2021 and an update of the investment environment:

- a) Council's Investments for reporting period 1 July to 30th September 2021;
- b) Investment Portfolio Performance and
- c) Investment Commentary.

FINANCIAL IMPACT

The actual interest earned for the July - September 2021 period is \$1,073.20 bringing the year to date total to \$1,073.20.

- a) **Council's Investments for reporting period 1 July 2021 – 30 September 2021**

Commonwealth Bank Business Online Saver:

As at	Rate	Balance	Interest
30 th September 2021	0.01%	\$352,119.68	\$4.24

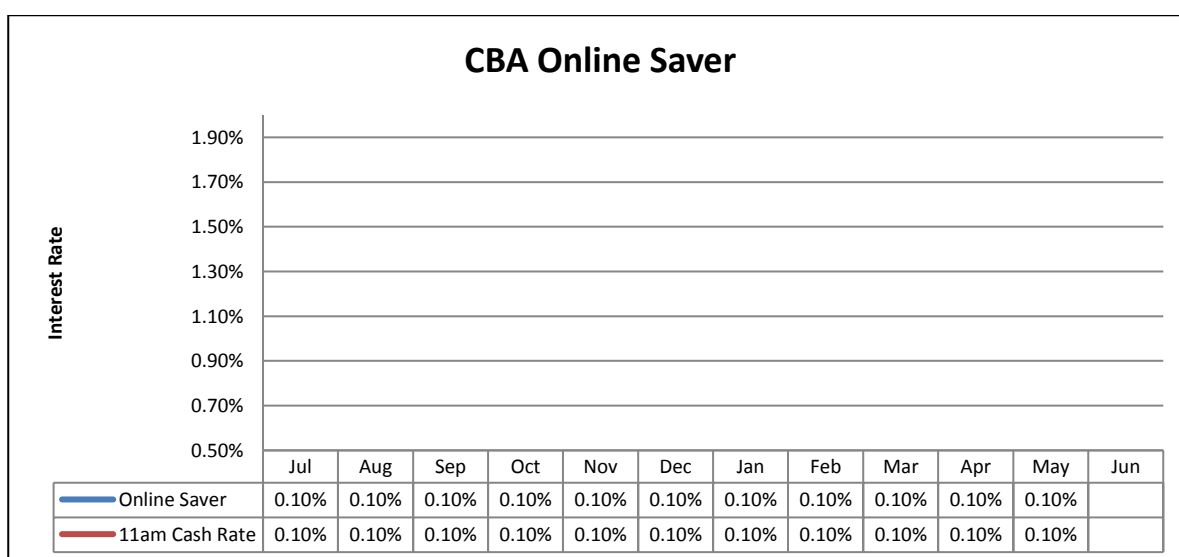
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Term Deposits:

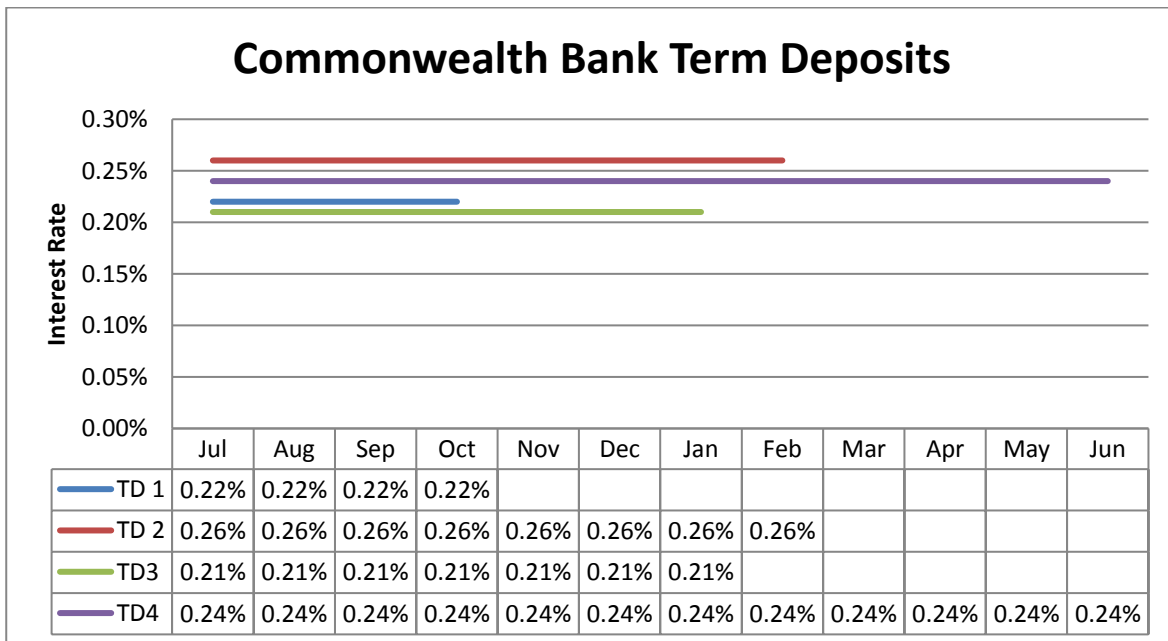
b) Investment Portfolio Performance

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

Term Deposit	Opened	Due	Rate	Term Deposit	30-Sep-21	Interest accrued Q1 to 30 Sept 2021
1	23/02/2021	21/10/2021	0.22%	\$501,230.56	\$501,230.56	\$277.84
2	4/02/2021	4/02/2022	0.26%	\$500,000.00	\$500,000.00	\$327.52
3	24/06/2021	20/01/2022	0.21%	\$300,000.00	\$300,000.00	\$158.24
4	29/01/2021	28/07/2021	0.23%	\$501,328.63	\$0.00	\$88.20
	28/07/2021	28/07/2022	0.23%	\$501,328.63	\$501,897.26	\$217.16
					\$ 1,301,230.56	\$ 1,068.96



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c) Investment Commentary

The Investment Portfolio continues to reflect the Reserve Bank's current hold on interest rates at 0.1%.

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*

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7.2 SEPTEMBER 2021 QUARTERLY BUDGET REVIEW

RECOMMENDATION

That Council adopt the June 2021 Quarterly Budget Review and approve the proposed Budget variations.

INTRODUCTION

Council is required to review its Operational Plan / Budget on a quarterly basis during the year. The review must occur within 2 months of the close of the previous quarter.

REPORT

Following is the detailed review and update to Council's budget. The key changes recommended in the report relate primarily to the Memorandum of Understanding with Inverell Shire Council, which brings in revenue and expenditure. Additionally, Council is seeking to contract some project work, so the costs have been included in the recommended changes.

It should be noted that the changes result in a deficit budget result for Council for the 2021/22 financial year. This circumstance is considered to be reasonable and provides for the worst-case scenario. It is expected that the actual result will be closer to a balanced budget at year end.

With this in mind, it is the opinion of the responsible accounting officer, that the Quarterly Budget Review Statement for New England Weeds Authority for the quarter ended 30/09/21 indicates that Council's projected financial position at 30/6/22 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

The changes are highlighted in green on the following pages.

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New England Weeds Authority Annual Operational Plan Budget							
	Job_No	2021-22 Budget	2021-2022 Actual	% Used	Proposed Variation	2021-2022 Revised Budget	Comment
INCOME							
Government Grants - WAP							<u>Budget 21/22</u>
Grant - N.T Lead Agency / Regional Project Officer	11110	55,990.00	-	0%	- 55,990.00	-	Wont receive
Grant - Control	11120	275,000.00	-	0%		275,000.00	
Grant - Fed Communities combating weeds		119,798.00	-	0%		119,798.00	
Grant - WAP 1520 Glen Innes	11143	75,000.00	-			75,000.00	
Grant - WAP 1520 Inverell			-		105,000.00	105,000.00	Inclusion of Inverell
TOTAL GRANT		525,788.00	-	0%	49,010.00	574,798.00	
Council Contributions							
Annual							
Cont Annual - Armidale Regional	11211	217,795.00	217,795.00	100%		217,795.00	
Cont Annual - Uralla Shire	11213	88,020.00	88,020.00	100%		88,020.00	
Cont Annual - Walcha	11214	88,020.00	88,020.00	100%		88,020.00	
Cont Annual - Glen Innes Severn	11215	105,134.00	105,134.00	100%		105,134.00	
Cont MOU - Inverell Shire			94,760.00		94,760.00	94,760.00	Inclusion of Inverell
		498,969.00	593,729.00	119%	94,760.00	593,729.00	
Fees and Charges							
Section 64 Fees - Constituent Councils	11510	2,820.00	810.00	29%		2,820.00	
Section 64 Fees - Glen Innes Severn Council	11520	180.00	-	0%		180.00	
		3,000.00	810.00	27%	-	3,000.00	
Investment Interest							
Interest - 11 am	11610	1,000.00	4.00	0%		1,000.00	
Interest - Fixed	11620	10,000.00	-	0%		10,000.00	
		11,000.00	4.00	0%	-	11,000.00	
Profit on Sale of Assets							
		5,000.00	-			5,000.00	
		5,000.00	-		-	5,000.00	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority Annual Operational Plan Budget							

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority Annual Operational Plan Budget							
			2021-2022			2021-2022	
	Job No	2021-22 Budget	Actual	% Used	Proposed Variation	Revised Budget	Comment
EXPENDITURE							
Bank Charges	13010	- 400.00	- 126.00	32%		- 400.00	
Audit - Financial	13020	- 11,000.00	-	0%		- 11,000.00	
		- 11,400.00	- 126.00	1%	-	- 11,400.00	
OFFICE							
Armidale							
Staff - Armidale	14110	- 353,360.00	- 39,871.00	11%		- 353,360.00	
Rent - Armidale	14130	- 13,525.00	- 3,509.00	26%		- 13,525.00	
Computers M&R - Arm Off	14140	- 1,500.00	-	0%		- 1,500.00	
Other M&R - Arm Off	14150	- 1,000.00	-	0%		- 1,000.00	
Insurance	14160	- 25,000.00	- 25,941.00	104%		- 25,000.00	
Light, Power, Heating	14170	- 3,000.00	- 504.00	17%		- 3,000.00	
Postage	14180	- 800.00	- 213.00	27%		- 800.00	
Printing and Stationery	14190	- 2,000.00	- 1,886.00	94%		- 2,000.00	
Telephone and Communications	14200	- 9,000.00	- 2,938.00	33%		- 9,000.00	
Legal Costs	14210	- 3,000.00	- 3,717.00	124%		- 3,000.00	
Advertising - General	14220	- 2,000.00	- 1,492.00	75%		- 2,000.00	
Photocopier Replacement		- 10,000.00		0%		- 10,000.00	
Office Equipment Depreciation		- 8,000.00	-	0%		- 8,000.00	
New Building Construction		- 1,000,000.00		0%		- 1,000,000.00	
		- 1,432,185.00	- 80,071.00	6%	-	- 1,432,185.00	
Inverell							
Administration Expenses	14910	-	9,389.00	-	10,000.00	- 10,000.00	Inclusion of Inverell
Clothing	14915	-	91.00			-	Inclusion of Inverell
Training	14920	-	2,640.00		2,840.00	2,840.00	Inclusion of Inverell
Monitoring & Reporting	14950	-	130.00	-	2,000.00	2,000.00	Inclusion of Inverell
Publicity/Extension	14960	-	195.00	-	5,000.00	5,000.00	Inclusion of Inverell
Project Management	14970			-	28,000.00	28,000.00	Inclusion of Inverell
Mapping	14980	-	136.00	-	3,000.00	3,000.00	Inclusion of Inverell
		-	12,581.00	-	45,160.00	45,160.00	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority Annual Operational Plan Budget							
			2021-2022			2021-2022	
	Job No	2021-22 Budget	Actual	% Used	Proposed Variation	Revised Budget	Comment
DEPOTS							
Depot - ADC	15100	- 3,570.00	- 740.00	21%		- 3,570.00	
		- 3,570.00	- 740.00	21%	-	- 3,570.00	
MEMBERS							
Member - Chair Allow	16010	- 7,175.00	- 1,572.00	22%		- 7,175.00	
Member - Fees & Allow	16020	- 17,938.00	- 3,408.00	19%		- 17,938.00	
Member - Superannuation		- 2,300.00	-	0%		- 2,300.00	
Member - Expenses	16030	- 4,000.00	- 19.00	0%		- 4,000.00	
		- 31,413.00	- 4,999.00	16%	-	- 31,413.00	
ARC SERVICES							
Consultants - Other	18100		- 19,440.00				
Consultants - Finance	18100	- 22,500.00	- 9,045.00	40%		- 22,500.00	
ARC - IT	18200	- 8,000.00	-	0%		- 8,000.00	
ADC - Enterprise Risk management	18400		-			-	
ADC - Internal Audit	18300	- 2,000.00	-	0%		- 2,000.00	
		- 32,500.00	- 28,485.00	88%	-	- 32,500.00	
INSPECTIONS							
Inspections - Field							
Insp NDist - Field	20110		- 1,758.00				
Insp CDist - Field	20120	- 125,000.00	- 101.00	0%		- 125,000.00	
Insp SDist - Field	20130	- 35,700.00	- 7,346.00	21%		- 35,700.00	
Insp - Glen Innes	20140	- 35,700.00	- 6,739.00	19%		- 35,700.00	
Insp - Tropical Soda Apple	20420	- 25,500.00	- 284.00	1%		- 25,500.00	
Insp - Inverell	14940		- 4,816.00		- 70,000.00	- 70,000.00	Inclusion of Inverell
		- 221,900.00	- 21,044.00	9%	- 70,000.00	- 291,900.00	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority Annual Operational Plan Budget							
			2021-2022			2021-2022	
	Job No	2021-22 Budget	Actual	% Used	Proposed Variation	Revised Budget	Comment
Inspections - Office							
Insp NDist - Office	20210	- 8,000.00	- 942.00	12%		- 8,000.00	
Insp CDist - Office	20220	- 65,000.00	- 34,805.00	54%		- 65,000.00	
Insp SDist - Office	20230	- 15,000.00	- 3,831.00	26%		- 15,000.00	
		- 88,000.00	- 39,578.00	45%	-	- 88,000.00	
MAPPING							
Mapping/GIS - Support	31200	- 10,000.00	-	0%		- 10,000.00	
		- 10,000.00	-	0%	-	- 10,000.00	
COMMUNICATION / REPORTING							
Communication - Sundry	40100	- 300.00	-	0%		- 300.00	
		- 300.00	-	0%	-	- 300.00	
EXTENSION/EDUCATION							
Extension - Sundry	42100	- 3,000.00	-	0%		- 3,000.00	
		- 3,000.00	-	0%	-	- 3,000.00	
TRIALS							
Trials - Sundry	43100	- 500.00	-	0%		- 500.00	
		- 500.00	-	0%	-	- 500.00	
TRAINING							
Training							
Training - Sundry	50101	- 8,000.00	- 3,643.00	46%		- 8,000.00	
First Aid Training	50102	- 2,000.00	- 271.00	14%		- 2,000.00	
WHS		- 3,000.00	-	0%		- 3,000.00	
		- 13,000.00	- 3,914.00	30%	-	- 13,000.00	
Conferences							
Biennial Weeds Conference	50210	- 20,000.00	-	0%		- 20,000.00	
Inverell					- 4,000.00	- 4,000.00	Inclusion of Inverell
		- 20,000.00	-	0%	-	- 24,000.00	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority Annual Operational Plan Budget							
			2021-2022			2021-2022	
	Job No	2021-22 Budget	Actual	% Used	Proposed Variation	Revised Budget	Comment
Publications and Subscriptions							
Subscriptions	50310	- 5,000.00	- 1,537.00	31%		- 5,000.00	
		- 5,000.00	- 1,537.00	31%	-	- 5,000.00	
CORPORATE PLANNING							
Membership							
LGNSW Membership	60101	- 2,000.00	-	0%		- 2,000.00	
		- 2,000.00	-	0%	-	- 2,000.00	
REGIONAL PLANNING							
NTRWC							
Lead Agency & Regional Project Officer	62110	- 55,990.00	- 3,199.00	6%	55,990.00	-	Not going forward
		- 55,990.00	- 3,199.00	6%	55,990.00	-	
BORROWING COSTS							
Interest on Loans		- 10,988.00	-	0%		- 10,988.00	
Principal Repayments		- 69,917.00	-	0%		- 69,917.00	
		- 80,905.00	-	0%	-	- 80,905.00	
OPERATIONS							
Council Land							
African Lovegrass	70110	- 10,200.00	-	0%		- 10,200.00	
Blackberry	70120	- 75,000.00		0%		- 75,000.00	
Chilean Needle Grass	70130	- 10,000.00		0%		- 10,000.00	
Giant Parramatta grass	70140	- 1,000.00		0%		- 1,000.00	
Gorse	70160	- 510.00		0%		- 510.00	
Nodding Thistle	70170	- 5,100.00		0%		- 5,100.00	
Privet	70200	- 10,000.00	- 633.00	6%		- 10,000.00	
St John's Wort	70220	- 50,000.00		0%		- 50,000.00	
Serrated Tussock	70230	- 10,000.00	- 1,929.00	19%		- 10,000.00	
Sundry Weeds	70250	- 18,160.00	- 3,484.00	19%		- 18,160.00	
Tropical Soda Apple	70260	- 20,000.00		0%		- 20,000.00	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority Annual Operational Plan Budget							
			2021-2022			2021-2022	
	Job No	2021-22 Budget	Actual	% Used	Proposed Variation	Revised Budget	Comment
	-	209,970.00	- 6,046.00	3%	-	- 209,970.00	
Glen Innes Weed Control	70380						
GI - Blackberry	70310	- 15,000.00				- 15,000.00	
GI - Chilean Needle Grass	70320	- 6,000.00				- 6,000.00	
GI - Serrated Tussock	70340	- 1,000.00				- 1,000.00	
GI - St Johns Wort	70350	- 15,000.00				- 15,000.00	
GI - Sundry		- 8,700.00				- 8,700.00	
	-	45,700.00	-	0%	-	- 45,700.00	
Inverell Weed Control Inc Contractors)							
ISC - African Boxthorn	70480	-	19.00	-	2,050.00	- 2,050.00	Inclusion of Inverell
ISC - Blackberry	70481			-	6,000.00	- 6,000.00	Inclusion of Inverell
ISC - Blue Heliotrope	70482			-	4,100.00	- 4,100.00	Inclusion of Inverell
ISC - Chilean Needle Grass	70484			-	10,000.00	- 10,000.00	Inclusion of Inverell
ISC - Green Cestrum	70485			-	3,080.00	- 3,080.00	Inclusion of Inverell
ISC - Mimosa Bush	70488			-	4,100.00	- 4,100.00	Inclusion of Inverell
ISC - Mother of Millions	70489	-	62.00	-	6,000.00	- 6,000.00	Inclusion of Inverell
ISC - New & Emerging Weeds	70490	-	4.00	-	11,810.00	- 11,810.00	Inclusion of Inverell
ISC - Parthenium	70491			-	2,050.00	- 2,050.00	Inclusion of Inverell
ISC - Pattersons Curse	70492			-	6,000.00	- 6,000.00	Inclusion of Inverell
ISC - Serrated Tussock	70493			-	3,080.00	- 3,080.00	Inclusion of Inverell
ISC - Silverleaf Nightshade	70494			-	3,590.00	- 3,590.00	Inclusion of Inverell
ISC - St Johns Wort	70495			-	5,130.00	- 5,130.00	Inclusion of Inverell
ISC - Sweet Briar	70496			-	4,610.00	- 4,610.00	Inclusion of Inverell
		-	- 85.00	-	71,600.00	- 71,600.00	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority Annual Operational Plan Budget							
<div> <div></div> <div></div> <div></div> <div>2021-2022</div> <div></div> <div></div> <div>2021-2022</div> <div></div> </div>							
	<i>Job No</i>	<i>2021-22 Budget</i>	<i>Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Revised Budget</i>	<i>Comment</i>
PRIVATE WORKS							
PW - Miscellaneous	80010	- 50,000.00	- 12,603.00	25%		- 50,000.00	
PW - Armidale Regional	80011	- 10,000.00	- 2,058.00	21%		- 10,000.00	
PW - Uralla Shire	80013	- 1,000.00	-	0%		- 1,000.00	
PW - Walcha	80014	- 20,000.00	- 959.00	5%		- 20,000.00	
PW - Glen Innes	80045	- 5,000.00	-	0%		- 5,000.00	
PW - Officer		- 55,000.00	-	0%		- 55,000.00	
		- 141,000.00	- 15,620.00	11%		- 141,000.00	
Projects - LLS, Landcare, other LCAs							
		- 51,000.00		0%		- 51,000.00	
Projects - GLENRAC	80080/81	-	15,802.00		-180,000	- 180,000.00	Additional Project works
ARC TSA Project	80050/80051	- 64,798.00	- 14,172.00	22%	-120,000	- 184,798.00	Additional Project works
		- 115,798.00	- 29,974.00	26%	- 300,000.00	- 415,798.00	
OTHER							
Loss on Sale of Assets	90010	-	-	0%			
		-	-	0%	-		

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority Annual Operational Plan Budget									
				</					

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority Annual Operational Plan Budget							
<div> <div></div> <div></div> <div></div> <div>2021-2022</div> <div></div> <div></div> <div>2021-2022</div> <div></div> </div>							
	<i>Job No</i>	<i>2021-22 Budget</i>	<i>Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>Revised Budget</i>	<i>Comment</i>
Net Cost	-	1,407,383.00	380,969.00	-27%	(259,000.00)	- 1,666,383.00	
Add Plant Hire		167,500.00	6,261.00	4%	70,500.00	238,000.00	
Add Oncost		183,600.00	31,794.00	17%	-	183,600.00	
add back Capital		1,138,917.00			-	1,138,917.00	
Final Profit (Loss)		82,634.00			- 188,500.00	- 105,866.00	

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

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

7.3 QUARTERLY BUDGET REVIEW STATEMENT 1-7-2021 to 30-9-2021

New England Weeds
Authority

**Quarterly Budget Review
Statement**
for the period 01/07/21 to
30/09/21

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3.	Capital Budget Review Statement Consolidated	5
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5.	Key Performance Indicator (KPI) Budget Review Statement a. Industry KPI's	9

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority

**Quarterly Budget Review
Statement**
for the period 01/07/21 to
30/09/21

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

30 September 2021

It is my opinion that the Quarterly Budget Review Statement for New England Weeds Authority for the quarter ended 30/09/21 indicates that Council's projected financial position at 30/6/22 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



Signed:

John Duggan
Responsible Accounting
Officer

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September
2021

Income & Expenses - Council Consolidated

(\$000's)	Original	Approved Changes		Revised	Variations	Notes	Projected	Actual
	Budget	Carry	Other than by	Budget	for this		Year End	YTD
	2021/22	Forwards	QBRS	2021/22	Sep Qtr.		Result	figures
Income								
Rates and Annual Charges				-			-	
User Charges and Fees	485,591			485,591			485,591	37,387
Other Revenues	3,000			3,000			3,000	274
Grants & Contributions - Operating	1,024,757			1,024,757	184,770		1,209,527	593,729
Grants & Contributions - Capital				-			-	
Interest and Investment Revenues	11,000			11,000			11,000	4
Net gain from disposal of assets	5,000			5,000			5,000	
Total Income from Continuing Operations	1,529,348	-	-	1,529,348	184,770		1,714,118	631,394
Expenses								
Employee Costs	974,350			974,350	70,000		1,044,350	206,990
Borrowing Costs	10,988			10,988			10,988	-
Materials & Contracts	177,640			177,640	303,270		480,910	45,798

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

Depreciation	98,000			98,000		98,000	
Other Expenses	185,736			185,736		185,736	46,573
Total Expenses from Continuing Operations	1,446,714	-	-	1,446,714	373,270	1,819,984	299,361
Net Operating Result from Continuing Operations	82,634	-	-	82,634	(188,500)	(105,866)	332,033
Discontinued Operations - Surplus/(Deficit)				-		-	
Net Operating Result from All Operations	82,634	-	-	82,634	(188,500)	(105,866)	332,033
Net Operating Result before Capital Items	82,634	-	-	82,634	(188,500)	(105,866)	332,033

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority

**Quarterly Budget Review
Statement**
for the period 01/07/21 to
30/09/21

**Income & Expenses Budget Review Statement
Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details	
Grants	Inclusion of Inverell	199,760
Salaries	Inclusion of Inverell	- 70,000
Materials	Including on Inverell	- 129,760
Grants	Removal of lead agency	- 55,000
Materials	Removal of lead agency	55,000
Materials	Project works / contracts	- 300,000

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority

Capital Budget Review Statement

Budget review for quarter ended 30 September 2021

Capital Budget - Council Consolidated

Capital Budget - Council Consolidated								
(\$000's)	Original Budget 2021/22	Approved Changes Carry Forwards	Revised Budget 2021/22	Variations for this Sep Qtr.	Notes	Projected Year End Result	Actual YTD figures	
Capital Expenditure								
New Assets								
- Plant & Equipment			-			-		
- Land & Buildings	1,000,000		1,000,000			1,000,000	-	
Renewal Assets (Replacement)								
- Plant & Equipment	122,000		122,000			122,000	-	
Loan Repayments (Principal)	69,917		69,917			69,917	-	
Total Capital Expenditure	1,191,917	-	1,191,917	-		1,191,917	-	
Capital Funding								
Rates & Other Untied Funding	16,917		16,917			16,917	-	
Capital Grants & Contributions			-			-		
Reserves:								
- Internal Restrictions/Reserves	122,000		122,000			122,000		
New Loans	1,000,000		1,000,000			1,000,000	-	
Receipts from Sale of Assets								
- Plant & Equipment	53,000		53,000			53,000	6,250	
Total Capital Funding		-		-				

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

	1,191,917	1,191,917		1,191,917	6,250
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	6,250

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority

**Quarterly Budget Review
Statement**
for the period 01/07/21 to
30/09/21

**Capital Budget Review
Statement
Recommended changes to revised
budget**

Budget Variations being recommended include the following material items:

Notes	Details
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Nil	
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**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority

Quarterly Budget Review Statement
for the period 01/07/21 to 30/09/21

Cash & Investments Budget Review Statement

Budget review for the quarter ended 30 September 2021

Cash & Investments - Council Consolidated

(\$000's)	Original	Approved Changes		Revised	Variations	Notes	Projected	Actual
	Budget	Carry	Other than by	Budget	for this		Year End	YTD
	2021/22	Forwards	QBRs	2021/22	Sep Qtr.		Result	figures
Externally Restricted ⁽¹⁾								
Unexpended grants	380,192			380,192			380,192	345,354
Total Externally Restricted	380,192	-	-	380,192	-		380,192	345,354
⁽¹⁾ Funds that must be spent for a specific purpose								
Internally Restricted ⁽²⁾								
Plant reserve	31,000	224,000		255,000			255,000	260,000
EIE Reserve		116,000		116,000			116,000	116,000
Total Internally Restricted	31,000	340,000	-	371,000	-		371,000	376,000
⁽²⁾ Funds that Council has earmarked for a specific purpose								
Unrestricted (ie. available after the above Restrictions)	1,313,545		-	1,313,545	-		1,250,808	931,996
Total Cash & Investments	1,724,737	277,263		2,002,000			2,002,000	1,653,350

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority

**Quarterly Budget Review
Statement**
for the period 01/07/21 to
30/09/21

Cash & Investments Budget Review Statement

**Comment on Cash & Investments
Position**

Councils cash position remains strong.

Investments

Investments have been made in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$1,653,350

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.

The date of completion of this bank reconciliation is 01/10/21

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE
REGIONAL COUNCIL COMMENCING AT 09:00am**

New England Weeds Authority

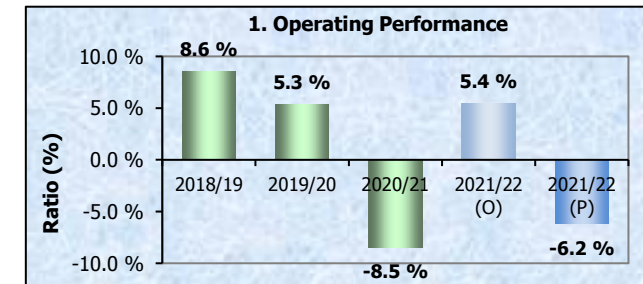
Quarterly Budget Review
for the period 01/07/21

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2021

(\$000's)	Current Projection		Original Budget 21/22	Actuals Prior Periods 20/21
	Amounts	Indicator		
	21/22	21/22		
NSW Local Government Industry Key Performance Indicators (OLG):				
1. Operating Performance				
Operating Revenue (excl. Capital) - Operating Expenses	-105866	-6.2 %	5.4 %	-8.5 %
Operating Revenue (excl. Capital Grants & Contributions)	1714118			

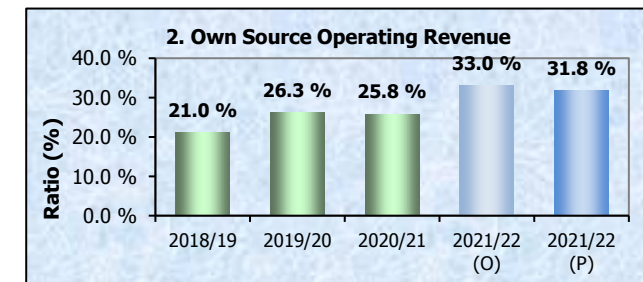
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



2. Own Source Operating Revenue

Operating Revenue (excl. ALL Grants & Contributions)	545591	31.8 %	33.0 %	25.8 %
Total Operating Revenue (incl. Capital Grants & Cont.)	1714118			

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.

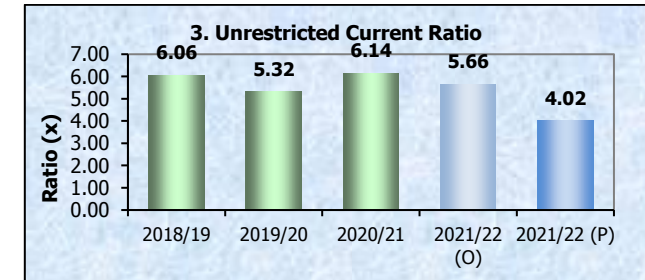


ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am

3. Unrestricted Current Ratio

Current Assets less all External Restrictions	931996		
Current Liabilities less Specific Purpose Liabilities	232000	4.02	5.66

6.14



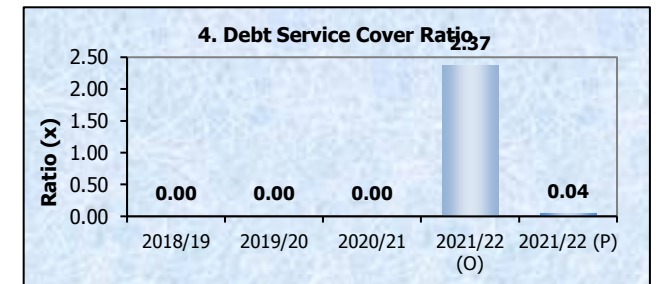
To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

NSW Local Government Industry Key Performance Indicators (OLG):

4. Debt Service Cover Ratio

Operating Result before Interest & Dep. exp (EBITDA)	3122		
Principal Repayments + Borrowing Interest Costs	80905	0.04	2.37

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.

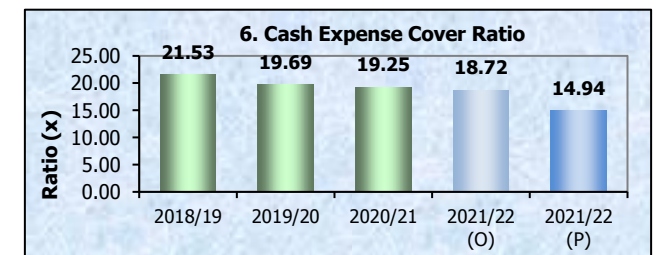


6. Cash Expense Cover Ratio

Current Year's Cash & Cash Equivalents (incl.Term Deposits)	1653350	14.94	18.72
Operating & financing activities Cash Flow payments	110677		

19.25

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses.



ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am

7.4 AUDITED FINANCIAL REPORTS 2020/21

RECOMMENDATION

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

INTRODUCTION

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

REPORT

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

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

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

Please note copies of the audited financial statements and auditor's report are contained within the Annual Report 2019-20 referred to in Item 7.3.4, in the Business Paper. Council Auditors may be present at the meeting to provide an audit overview and any other comments.

Attachment: Audited Financial Statements and Auditor's Report.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL
CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am**

8.0 GENERAL MANAGER'S REPORT

8.1 ORGANISATIONAL MATTERS

8.1.1 ANNUAL REPORT 2020 /2021

RECOMMENDATION

1. That Council adopt the 2020/2021 Annual Report
2. That a copy is placed on Councils Web site, and
3. That the Office of Local Government is notified that the Annual Report is on Councils website.

PURPOSE

The Local Government Act 1993 requires that Council produce an Annual report and that this is placed on Councils web site.

BACKGROUND

Each year, Councils across NSW are required to report to the community its progress towards the Integrated Planning and Reporting and its business operations for the year.

REPORT

This Annual Report has been developed from information available to Council and in accordance with the Office of Local Governments advice and the Local Government Act 1993 reporting requirements.

The Annual report show cases how a Council is doing and it provides an opportunity for Councils to report on their achievements with the community.

The attached Annual Report has been developed to report on the 2020/21 year but also as an end of term report to highlight significant changes that have been developed by Council to work for and with its community.

FINANCIAL AND RESOURCE IMPLICATIONS

Council's finances and audit statement form a part of this annual report.

LEGAL IMPLICATIONS

Council is required to prepare this report annually and place the report on its website for the community to view.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL
CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am**

RISK IMPLICATIONS

Nil

STAKEHOLDER CONSULTATION

This report is required to be placed on Councils web site.

OPTIONS

This report is required to be prepared annually and placed on Councils website.

CONCLUSION

The attached Annual Report is a good reflection on the council term and the progress that Council and the community are making to achieve good outcomes.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

Timely and accurate reporting is necessary for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment: The 2020/2021 Annual Report is attached.

ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am

8.1.2 CALL FOR TENDERS FOR THE CONSTRUCTION OF A NEW OFFICE AND WORKSHOP/DEPOT AT 21 WALLER AVENUE, ARMIDALE

RECOMMENDATION

1. That Council approve the preparation of a Tender calling for the construction of Offices and a Depot on land at 21 Waller Avenue recently purchased and owned by the County Council.
2. That the completed Tender be listed on Tenderlink for a period of not less than 20 working days.
3. That a Report be prepared with a recommendation of the preferred tenderer for approval by Council.

PURPOSE

The anticipated value of the proposed construction, fit-out and landscaping of the offices and workshop will exceed the threshold of \$250,000 and beyond which limit a tender must be undertaken to obtain pricing and select a preferred contractor (Tendering provisions, Local Government (General) Regulation 2021).

BACKGROUND

To date, NEWA has leased office and depot space from Armidale Regional Council (ARC) and Council has taken the decision to purchase land to enable the construct new offices and a workshop to meet the future need of the Weeds Authority.

REPORT

Following the decision by Council to construct new offices and workshop for the Weeds Authority; freehold land at 21 Waller Avenue, Armidale has been purchased. New England Architects were engaged to prepare a concept design covering the building design and landscaping of the proposed facility which was submitted in support of a complying Development Application.

The Development Application has subsequently been *approved* and attached are the stamped plans, perspective images and notional landscaping plan; as approved by Armidale Regional Council. In addition, BuildCert have been appointed and independent certifiers of the construction process and issuing of a Construction Certificate.

ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am

Preliminary budgeting has indicated that the construction, fit-out and landscaping cost will be of the order of \$1.1M to \$1.2M, excluding IT, phone, security and office furniture as required.

FINANCIAL AND RESOURCE IMPLICATIONS

While NEWA holds sufficient reserves to fund construction of the facility and/or the ability to raise loan funds; preliminary discussions have been held with the Member for New England , Adam Marshall seeking grant funding to meet part or all of the cost of construction. This will be the subject of a separate report.

LEGAL IMPLICATIONS

Under the Tendering Provisions of the Local Government (General) Regulation 2021, the anticipated cost of construction requires that a *Tender* be prepared.

RISK IMPLICATIONS

There are not foreseen risks provided the regulations are complied with.

OPTIONS

No options exist.

CONCLUSION

Council is required to prepare a tender for the cost of construction of the proposed facility.

LINK TO POLICY AND/OR COMMUNITY STRATEGIC PLAN

Proposal is compliant with The Strategic/Operational Plan of Council and the requirements of the Local Government Regulation 2021.

SUPPORTING INFORMATION

Concept plans of the facility are attached for reference.

ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am

8.1.3 POLICIES AND PROCEDURES

RECOMMENDATION

1. That Council undertake a review of its Local Policies at a future workshop, to be held after the General Council Elections, in accordance with section 165 Local Government Act 1993,
2. That Council undertake amendments as required to its policies following its workshop; and
3. That Council adopt all existing draft policies until the policy review above is undertaken.

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 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 identify 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.

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.

A complete list of policies and procedures is listed below.

ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am

FINANCIAL AND RESOURCE IMPLICATIONS

Council staff has prepared policies and procedures in-house and sought support of our insurers and internal auditor to review and provide advice and input.

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 Internal Audit process has been undertaken over the last three years to ensure that Council follows all relevant State Government requirements. The policies 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 is aware of issues around employment, bullying and harassment or general use of plant, safety 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.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

Timely and accurate reporting for efficient management and accountability.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL
CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am**

SUPPORTING INFORMATION /ATTACHMENTS

NEWA Community Strategic Plan	
NEWA Delivery Plan	
NEWA Operational Plan 2021-22	
Weeds Action Plan	
Workforce Plan	
Annual Leave Policy	April 2021
Appointment and Oversight of the General Manager	March 2021
Code of Conduct for Staff	August 2020
Communications Device Policy	April 2021
Complaints Management Policy	April 2021
Compliance & Enforcement Policy	April 2021
Interaction Between Councillors and Staff Policy	April 2021
Councillor Access to Information Policy	April 2021
Credit / Debit Card Policy	March 2021
Delegations Register Policy	April 2021
Drug & Alcohol Policy	April 2021
EEO Policy	April 2021
Emergency Plan Policy	April 2021
Fraud and Corruption Policy	April 2021
GIPA June 2019 Publication Guide Policy	April 2021
Grievance Policy	April 2021
Internal Reporting Policy	March 2021
Investment Policy	April 2021
Leave for Civil Emergencies Policy	April 2021
Model Code of Conduct for Local Councils in NSW	Updated August 2020
NEWA Procurement and Disposal Policy	March 2021
Payment of Expenses and Provision of Facilities Policy	April 2021
Privacy Management Plan Policy	April 2021
Records Management Policy	April 2021
Related Parties Policy	April 2021
Risk Management Policy	April 2021
Secondary Employment Policy	April 2021
Smoke Free Workplace Policy	April 2021
Social Media Policy	March 2021
Staff Education and Training Policy	April 2021
Staff Surveillance Policy	April 2021
Statement of Business Ethics Policy	April 2021
WH & S Management System 2017	Out of Date
Workplace Plan and Strategy Policy	March 2021
Volunteer Management Procedure	April 2021
Volunteer Risk Management Procedure	April 2021

ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am

8.1.4 LOCAL GOVERNMENT PICNIC DAY

RECOMMENDATION

That Council approve the attendance of Staff who are members of the Union at the Local Government Picnic Day in accordance with the NSW State Award

PURPOSE

Under the NSW Local Government Award 2021, members of the various unions are able to hold a picnic day and request leave for that purpose.

BACKGROUND

Council has a number of union members on its staff who are entitled to an annual Union Picnic Day to be undertaken, in accordance with a request from the Union groups.

REPORT

Council has received a written request from the USU to hold an annual picnic day. Council should approve a combined union picnic day for staff that are members within the union groups on a single day as requested.

Council staff are represented by a single union group, namely the USU.

Staff members who are not union members shall be required to attend work on the picnic day and undertake their duties as required. Council's workforce will be depleted but there will be sufficient staff to open the Office.

FINANCIAL AND RESOURCE IMPLICATIONS

Council plans to allow staff members who are in the union to have an annual picnic/leave day.

LEGAL IMPLICATIONS

The NSW Local government Award allows staff in unions to have a picnic day.

RISK IMPLICATIONS

There are no known risks. Council will have non-union staff available to work and undertake emergency services.

STAKEHOLDER CONSULTATION

N/A

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL
CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am**

OPTIONS

Council can request the union to select an alternative day, such as a day between Christmas and New Year to be taken in lieu of an annual leave day.

CONCLUSION

Council has received a request to provide a union picnic day.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Nil

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL
CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am**

9.0 WEED CONTROL MATTERS

9.1 2020/2021 WEEDS ACTION PROGRAM

RECOMMENDATION:

That the report on outcomes of the 2021/2022 Weeds Action Program be received and noted.

Private Property Inspections – Weeds Action Program 2021/2022

The Covid-19 lockdown has prevented a lot of inspections being carried out. Bio-Security Officers are now inspecting in their respective areas. Serrated Tussock inspections have been carried out in key locations around Kelly's Plains during the period.

Inspection Targets 2021/2022

2021/22 DIVISION	TOTAL PROPERTIES	AVG PER MONTH	TOTAL THIS QTR	TOTAL 2021/2022	TOTAL AREA COMPLETED %
Armidale (B)	370		145	145	39
Glen Innes (E)	300		26	26	8
Uralla (E)	185		12	12	6
Walcha (D)	220		28	28	12

Private Property Inspections Nominated B Division

(Charts)

Armidale Regional

Glen Innes

Uralla

Walcha

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL
CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am**

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 NEWA	Jul- Sep	Oct- Dec	Jan- Mar	Apr- Jun
Nurseries	8				
Rural Outlets	7	2			
ARTC - No.	5				
ARTC - Ha.	0				
Weekend Markets	3	1			
Crown Lands - No.	4				
Crown Lands - Ha.	0				
Nat Parks/Reserves - No.	4				
Nat Parks/Reserves - Ha.	0				
Aquaria/Pet shops	2				
Gravel Quarries	31	5			
Showgrounds	4				
Mines	1				
Landfills	9	1			
Recreational Areas - No.	10	14			
Wetlands/Dams	4				
Saleyards	2				
Machinery Wash-down Bays	2				
Roadside Truck Stops	2				
Private Property High Risk areas - No.	500	160			
Private Property High Risk areas - Ha.	100,000	14700			
PP HR Re inspections - No.	100				
PP HR Re inspections - Ha.	20,000				
Roadside Inspections High Risk Pathways - Km.	780				
Roadside Inspections High Risk Pathways - Ha.	1km=2ha				
Waterways High Risk Pathways - No.	35				
Waterways High Risk Pathways - Ha.	1700				
Private Property Inspections - No.	1000	53			
Private Property Inspections - Ha.	200,000	26134			
Private Property Re Inspections - No.	120				
Private Property Re Inspections - Ha.	22,000				
Roadside Inspections/Spray Program - Km.					
Roadside Inspections/Spray Program - Ha.	1km=2ha				

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL
CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am**

Weed Recording, Mapping, Survey and Reporting Activities

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

Communication, Education, Extension and Publicity Activities

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

Extension Activity	Council Area	Date Achieved
Armidale Show	Armidale	
Guyra Show	Guyra	
Uralla Show	Uralla	
Walcha Show	Walcha	
Glen Innes Show	Glen Innes	

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

Weeds Action Program Regional Measurable Outcomes, Extension/ NEWA

Extension	Target	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
School Visits	2				
Field Days	4				
Media Releases	6	2			
Team Talk Meetings	4	2			
Ag Quip	1				
Shows/Expos	3				
Landcare Events	4	1			

Staffing

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

Date	Activity	Details
July 2021	Total RPA drone training	6 staff - RPA license
	Total RPA drone training	2 staff – sub 25kg

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL
CHAMBERS OF ARMIDALE REGIONAL COUNCIL COMMENCING AT 09:00am**

Operational Program –

The Council parks and cemeteries spray program commenced in October 2021. A Tropical Soda Apple pass was carried out in September.

10.0 MATTERS OF URGENCY

11.0 NEXT MEETING: Tuesday, 14th December 2021 at 9:00 am, at a location TBA.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN THE COUNCIL
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12. SUPPORTING INFORMATION / ATTACHMENTS

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