



## NEW ENGLAND COUNTY COUNCIL

ABN 35 514 070 354

2/129 RUSDEN STREET, ARMIDALE NSW 2350 • PO BOX 881, ARMIDALE NSW 2350

Telephone: (02) 6770 3602 Email: [newa@newa.nsw.gov.au](mailto:newa@newa.nsw.gov.au)

22 March 2022

Dear Councillors,

You are requested to attend the Oath and Affirmation Meeting followed by an Ordinary Meeting of the New England County Council, to be held in the offices of the New England Weeds Authority, 2/129 Rusden Street, Armidale NSW 2350 on,

**Tuesday, 29<sup>th</sup> March 2022 at 10:00 am**

Yours sincerely

A handwritten signature in blue ink, appearing to read "Tim Weeks".

Tim Weeks  
GENERAL MANAGER

## **MEETING AGENDA - Oath and Affirmation**

Commencement: 10:00 am

Welcome by General Manager

In accordance with Section 223A of the Local Government Act 1993, all Councillors are requested to take the Oath or Affirmation.

### **Oath**

*I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people within the New England County Council area and the New England County Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.*

### **Affirmation**

*I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people within the New England County Council area and the New England County Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.*

## OATH AND AFFIRMATION FOR COUNCILLORS

### RECOMMENDATION:

- a) That the Council note, as required under the Local Government Act 1933, that all Councillors have undertaken the Oath or Affirmation at the March 2022 Council Meeting, and
- b) That the General Manager shall record In the Council minutes the Councillors' names and date of the taking of these declarations.

### PURPOSE

Under the Local Government Act 1993, s233A, Councillors are required to make an Oath or Affirmation to undertake their role as a councillor to the best of their ability.

### BACKGROUND

The Local Government Act was amended prior to the 2016 Council election requiring Councillors to make a declaration of their ability and judgement when elected. This requirement remains in the present Act.

### REPORT

As shown in s233A the following Oath or Affirmation is to be made in front of the general Manager and recorded. The process is best undertaken at the first meeting of Council in which the public are to attend and allow for the community to witness the declarations of the new councillors.

### FINANCIAL AND RESOURCE IMPLICATIONS

Not applicable

### LEGAL IMPLICATIONS

This is a legal requirement of holding a position of Councillor under the Local Government Act 1993.

### RISK IMPLICATIONS

Should a Councillor not wish to take the oath or affirmation, then the General manager would be required to report to the Office of Local Government any reasons and await their action.

### STAKEHOLDER CONSULTATION

N/a

### OPTIONS

Councillors should be aware of this legal requirement prior to running for public office. Councillors have an option not to take the oath or affirmation however they may be subject to action under the Act for such a breach.

## CONCLUSION

The Oath or Affirmation is a legal requirement of the Act as must be taken by all Councillors prior to the first Council meeting.

## LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

Timely and accurate reporting for efficient management and accountability.

## SUPPORTING INFORMATION / ATTACHMENTS

### **233A Oath and affirmation for councillors**

- (1) *A councillor must take an oath of office or make an affirmation of office at or before the first meeting of the council after the councillor is elected.*
- (2) *The oath or affirmation may be taken or made before the general manager of the council, an Australian legal practitioner or a justice of the peace and is to be in the following form:*

#### **Oath**

*I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people of [name of council area] and the [name of council] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.*

#### **Affirmation**

*I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of [name of council area] and the [name of council] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.*

- (3) *A councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of office in accordance with this section is not entitled to attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected to the office or a meeting at which the councillor takes the oath or makes the affirmation) until the councillor has taken the oath or made the affirmation.*
- (4) *Any absence of a councillor from an ordinary meeting of the council that the councillor is not entitled to attend because of this section is taken to be an absence without prior leave of the council.*
- (5) *Failure to take an oath of office or make an affirmation of office does not affect the validity of anything done by a councillor in the exercise of the councillor's functions.*
- (6) *The general manager must ensure that a record is to be kept of the taking of an oath or the making of an affirmation (whether in the minutes of the council meeting or otherwise).*



**SPECIAL MEETING OF NEW ENGLAND TABLELANDS COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES COMMENCING AT 10:30 am**

**SPECIAL MEETING AGENDA**

**SPECIAL MEETING – Commencing at 10:30 am**

In accordance with the Local Government Act 1993, as Council has not elected a Chair at this time, the General Manager shall open the Meeting.

1. PRESENT
2. APOLOGIES
3. DECLARATION OF INTEREST
4. ELECTION OF CHAIRPERSON

*Following election, the Chair shall conduct the Special Meeting of Council.*

5. ELECTION OF DEPUTY CHAIRPERSON
6. COUNCIL MEETING SCHEDULE
7. MATTERS OF URGENCY
8. NEXT MEETING - Tuesday 29 March 2022 at 10:45am in the NEWA Offices.

**SPECIAL MEETING OF NEW ENGLAND TABLELANDS COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES COMMENCING AT 10:30 am**

**1.0 - PRESENT**

**2.0 - APOLOGIES**

**3.0 – DECLARATION OF INTEREST**

**4.0 – ELECTION OF CHAIRPERSON**

**RECOMMENDATION:**

- c) That the General Manager, as Returning Officer, shall call for *nominations* for the election of Chairperson for the two-year term of office, from March 2022 to March 2024; and
- d) That the method of voting shall be by open voting (show of hands).

**Purpose:**

This report has been prepared in accordance with the Local Government Act 1993.

**Background:**

The report deals with the election of the Chairperson. In accordance with amendments to the NSW Local Government Act, the term of office for a Chair, elected by Councillors, is for a two-year term.

**Report:**

Council is within its first term of Chair election under the Local Government Act, that sets a term for a Councillor elected Chair to serve a two-year period. This report and the attachments set out the election process.

The OLG has developed Mayoral Election Procedures (May 2017) to be used when electing a mayor. The method of election of a Chair by Councillors is to be conducted in accordance with Schedule 7 of the Regulation.

**FINANCIAL AND RESOURCE IMPLICATIONS**

No financial or resource implications have been identified as this is a requirement under the Local Government Act 1993 as amended.

## **SPECIAL MEETING OF NEW ENGLAND TABLELANDS COUNTY COUNCIL HELD IN COUNCIL'S OFFICES COMMENCING AT 10:30 am**

### **LEGAL IMPLICATIONS**

In accordance with the NSW Local Government Act and Regulations, nominations for Chair must be in writing, signed by two (2) Councillors and the nominee must consent in writing. The nomination and acceptance can be made prior to the meeting.

A nomination form has been provided via Councillors' General Managers, to all elected Councillors to allow for their nomination and for the election to be discussed.

### **RISK IMPLICATIONS**

No risks are identified if the process is followed.

### **STAKEHOLDER CONSULTATION**

At NEWA, the Chair is elected by the Councillors. The Local Government (General) Regulation 2005 requires that when there is no chairperson present at a meeting of a council, the first business of the meeting *must* be the election of the Mayor (ie: chairperson) to preside at the meeting.

As Council has no Mayor, the General Manager has brought forward this item as per the agenda.

### **OPTIONS**

There are no options in voting for a Chair other than the method of voting as contained in the attachments and as considered in the recommendation.

### **CONCLUSION**

The position of a Chair is a requirement under the Local Government Act 1993, and the process requires that an election is held every two years. Nominations for Chair have been issued by the General Manager to all Councillors via their General Managers.

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

Timely and accurate reporting provides for efficient management and accountability.

### **SUPPORTING INFORMATION / ATTACHMENTS**

**Attachment: Local Government (General) Regulation 2005 – Schedule 7**

***Schedule 7 – Election of Mayor by Councillors (Clause 394)***

***Part 1 – Preliminary***

***1 Returning Officer***

*The General Manager (or a person appointed by the General Manager) is the Returning Officer.*

**SPECIAL MEETING OF NEW ENGLAND TABLELANDS COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES COMMENCING AT 10:30 am**

**2 Nomination**

- (1) *A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.*
- (2) *The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) *The nomination is to be delivered or sent to the Returning Officer.*
- (4) *The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.*

**3 Election**

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

**Part 2 - Ordinary ballot or open voting**

**4 Application of Part**

*This Part applies if the election proceeds by ordinary ballot or by open voting.*

**5 Marking of ballot-papers**

- (1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*
- (2) *The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

**6 Count – 2 candidates**

- (1) *If there are only 2 candidates, the candidate with the higher number of votes is elected.*
- (2) *If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.*

**7 Count – 3 or more candidates**

- (1) *If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.*
- (2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*

**SPECIAL MEETING OF NEW ENGLAND TABLELANDS COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES COMMENCING AT 10:30 am**

- (3) *If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.*
- (4) *A further vote is to be taken of the 2 remaining candidates.*
- (5) *Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.*
- (6) *If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.*

**Part 3 - Preferential Ballot**

**8 Application of Part**

*This Part applies if the election proceeds by preferential ballot.*

**9 Ballot – Papers and voting**

- (1) *The ballot-papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.*
- (2) *The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

**10 Count**

- (1) *If a candidate has an absolute majority of first preference votes, that candidate is elected.*
- (2) *If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.*
- (3) *A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes: The latter is elected.*
- (4) *In this clause, “absolute majority”, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.*

**11 Tied candidates**

- (1) *If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal-the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.*
- (2) *If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.*

**SPECIAL MEETING OF NEW ENGLAND TABLELANDS COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES COMMENCING AT 10:30 am**

**Part 4 – General**

**12 Choosing by lot**

*To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed, and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.*

**13 Result**

*The result of the election (including the name of the candidate elected as Mayor or Deputy Mayor) is:*

- a. *To be declared to the councillors at the council meeting at which the election is held by the returning officer, and*
- b. *To be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.*

***Following election, the Chair shall conduct the Special Meeting of Council.***

**5.0 – ELECTION OF DEPUTY CHAIR FOR TERM OF MARCH 2022 – MARCH 2024**

**RECOMMENDATION:**

- a) That Council continues the position of Deputy Chair.
- b) That Council set the term of appointment for the position of Deputy Chair to be two (2) years from appointment.
- c) That the Chair, as Returning Officer, shall call for nominations for the election of the Deputy Chair for the two-year term of office, from March 2022 to March 2024; and
- d) That the ballot be by Open Voting (show of hands).

**PURPOSE**

This item deals with the election of a Deputy Chair under the Local Government Act 1993

**BACKGROUND**

The report deals with the election of the Deputy Chair.

# **SPECIAL MEETING OF NEW ENGLAND TABLELANDS COUNTY COUNCIL HELD IN COUNCIL'S OFFICES COMMENCING AT 10:30 am**

## **REPORT**

This item is for the election of a Deputy Chair under the Local Government Act 1993.

In accordance with amendments to the NSW Local Government Act, the term of office for a Deputy Mayor, elected by Councillors can be for a term of one year or two years. *There is however no legal obligation for Council to elect a Deputy Chair.*

The recommendation reflects the Council's traditional practices.

## **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 nominations for Deputy Chair must be in writing, signed by two (2) Councillors and the nominee must consent in writing. The nomination and acceptance can be made prior to the meeting.

A nomination form has been provided via Councillors' General Managers, to all elected Councillors to allow for their nomination and for the election to be discussed.

## **RISK IMPLICATIONS**

No risks are identified if the process is followed.

## **STAKEHOLDER CONSULTATION**

At NEWA, the Deputy Mayor (Deputy Chair) is elected by the Councillors.

This item has been brought forward as per the agenda.

## **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 issues in council.

**SPECIAL MEETING OF NEW ENGLAND TABLELANDS COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES COMMENCING AT 10:30 am**

**CONCLUSION**

This report is calling for the election of a Deputy Chair in accordance with the Local Government Act 1993 as amended.

The OLG has developed Mayoral Election Procedures (May 2017) to be used when electing a Mayor. The method of election of a Deputy Mayor by Councillors is to be conducted in accordance with Schedule 7 of the Regulation.

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

Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION / ATTACHMENTS**

**Attachment: Local Government (General) Regulation 2005 – Schedule 7**

*For Regulations, refer to the Mayoral Election item above.*

**6.0 – COUNCIL MEETING SCHEDULE - 2022**

**RECOMMENDATION:**

That Council adopt the meeting dates as follows:

Tuesday 10<sup>th</sup> May 2022

Tuesday 14<sup>th</sup> June 2022

Tuesday 23<sup>rd</sup> August 2022

Tuesday 8<sup>th</sup> November 2022

**PURPOSE**

To set the Council meeting dates.

**BACKGROUND**

It has been Council's practice that Council meetings be held on the *second Tuesday* of the meeting month commencing at 9.00 am.



# **SPECIAL MEETING OF NEW ENGLAND TABLELANDS COUNTY COUNCIL HELD IN COUNCIL'S OFFICES COMMENCING AT 10:30 am**

## **REPORT**

The proposed dates for Council meetings are as follows:

- February Meeting - delayed until 29 March 2022
- May Meeting (Tender, Draft Budget) - 10 May 2022
- June Meeting (Adopt Budget) - 14 June 2022
- August Meeting (Sign Financial Statements) – 23 August 2022
- November Meeting - 8 November 2022

However, such dates can be altered when:

- Any ordinary meeting for good and sufficient reason may be altered by resolution by Council at any preceding ordinary meeting.
- The provisions of the Local Government Act 1993 require.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

No impact to Council's finances or resources.

## **LEGAL IMPLICATIONS**

The Local Government Act 1993 requires Council to meet a minimum of 10 times per year. This recommendation complies with the Act.

## **RISK IMPLICATIONS**

No risks are identified. The set dates do not clash with known events or activities.

## **STAKEHOLDER CONSULTATION**

Meeting dates will be advertised in the local newspaper and on Council's website.

## **OPTIONS**

Council may alter the proposed dates, times and meeting locations.

## **CONCLUSION**

This report establishes the meeting dates for the next 12 month period.

**SPECIAL MEETING OF NEW ENGLAND TABLELANDS COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES COMMENCING AT 10:30 am**

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

Promote timely and quality dissemination of information to the community, and Timely and accurate reporting for efficient management and accountability.

**7.0 – MATTERS OF URGENCY**

**8.0 NEXT MEETING - Tuesday 29<sup>th</sup> March at 10:45 am in the NEWA Offices.**

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**AGENDA**

**ORDINARY MEETING OF COUNCIL – Commencing at 10:45 am**

- 1.0 PRESENT**
- 2.0 APOLOGIES**
- 3.0 DECLARATIONS OF INTEREST**
- 4.0 CONFIRMATION OF MINUTES – Ordinary Meeting of Council held 19 October 2021**
- 5.0 MATTERS ARISING FROM MINUTES - Ordinary Meeting of Council held on 19 October 2021**
- 6.0 FINANCIAL MATTERS**
- 7.0 GENERAL MANAGERS REPORT**
- 8.0 WEED CONTROL MATTERS**
- 9.0 ISSUE OF DEBIT CARDS TO FIELD STAFF**
- 10.0 ATTACHMENTS**
- 11.0 MATTERS OF URGENCY**
- 12.0 NEXT MEETING**

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**Item 1.0 – PRESENT**

**Item 2.0 – APOLOGIES**

**Item 3.0 – DECLARATIONS OF INTEREST**

**Item 4.0 – CONFIRMATION OF MINUTES**

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY COUNCIL HELD IN THE  
CHAMBERS OF THE ARMIDALR REGIONAL COUNCIL ON TUESDAY, 19<sup>TH</sup> OCTOBER 2021 AT  
9:00AM.**

**RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of the New England County Council held on 19<sup>th</sup> October 2021, copies of which have been distributed to all members, are taken as read and confirmed as a true record.

**PRESENT:** Councillor Mark Dusting – Chairperson, Councillors Scott Kermode, Margaret O'Connor, Carol Sparks, Andrew Murat

**IN ATTENDANCE:** General Manager, Tim Weeks

**APOLOGIES:** Councillor John Galletly

**92/21 Resolved** on the Motion of Councillors O'Connor / Murat that Councillor John Galletly's apology be accepted.

**DECLARATION OF INTEREST:**

There were no declarations of interest.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 15 JUNE 2021**

**93/21 RESOLVED** on the motion of Councillors Murat and Kermode that the Minutes of the Ordinary Meeting of the New England County Council held on 15 June 2021, copies of which have been distributed to all members, are taken as read and confirmed as a true record.

MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON 15 JUNE 2021

There were no matters arising.

**CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD  
ON TUESDAY 29 JUNE 2021**

**94/21 RESOLVED** on the motion of Councillors Murat and Kermode that the Minutes of the Special Meeting of the New England County Council held on Tuesday 29 June 2021, copies of which have been distributed to all members, are taken as read and confirmed as a true record.

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

There were no matters arising.

**CONFIRMATION OF THE MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD  
ON WEDNESDAY 1 SEPTEMBER 2021**

**95/21 RESOLVED** on the motion of Councillors Murat and Kermode that the Minutes of the Extraordinary Meeting of the New England County Council held on Wednesday 1 September 2021, copies of which have been distributed to all members, are taken as read and confirmed as a true record.

# ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am

## MATTERS ARISING FROM THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 1<sup>st</sup> SEPTEMBER 2021

There were no matters arising.

### 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 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.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**ELECTION OF DEPUTY CHAIRPERSON**

**ELECTION OF A DEPUYY CHAIRPERSON UNTIL THE HOLDING OF A GENERAL COUNCIL ELECTIONS  
ON 4 DECEMBER 2021.**

**96/21 RESOLVED** on the motion of Councillors Murat and Sparks:

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

**INVESTED FUNDS REPORT as at 30th September 2021**

**97/21 RESOLVED** on the motion of Councillors Kermode and Sparks:

- a) That the report indicating Council's Fund Management position be received and noted.
- b) That the Certificate of the Responsible Accounting Officer is noted, and the report adopted.

**SEPTEMBER 2021 QUARTERLY BUDGET REVIEW**

**98/21 RESOLVED** on the motion of Councillors Murat and O'Conner:

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

**AUDITED FINANCIAL STATEMENTS AND AUDITOR'S REPORT 2020/21 99/21**

**RESOLVED** on the motion of Councillors Kermode and Sparks:

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

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**ANNUAL REPORT 2020 /2021**

**100/21 RESOLVED** on the motion of Councillors Murat and Kermode Sparks that:

- a) Council adopts the 2020/2021 Annual Report
- b) A copy of the Annual Report is placed on Council's web-site, and
- c) The Office of Local Government is notified that the Annual Report is available on Council's website.

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

**101/21 RESOLVED** on the motion of Councillors Murat and O'Connor that:

- a) 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.
- b) A Tender be finalised for the construction of the office and depot and be listed on TenderLink for a period of not less than 20 working days, and
- c) A report be prepared with a recommendation of the preferred tenderer for approval by Council.

**POLICIES AND PROCEDURES**

**102/21 RESOLVED** on the motion of Councillors Kermode and Murat:

- a) 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 of the Local Government Act 1993.
- b) That Council undertake amendments as required to its policies following its workshop, and
- c) That Council adopt all existing draft policies until such time as the policy review, above, has been undertaken.



**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**LOCAL GOVERNMENT PICNIC DAY**

**103/21 RESOLVED** on the motion of Dusting and O'Conner:

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.

**2020/2021 - WEEDS ACTION PROGRAM**

**104/21 RESOLVED** on the motion of Murat and O'Conner:

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

**MATTERS OF URGENCY**

There were no matters arising.

There being no further business, the meeting was concluded at 09:57am.

**NEXT MEETING: Tuesday, 29<sup>th</sup> March 2022 at 10:00 am, at the NEWA Offices.**

**5.0 - MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF COUNCIL  
HELD ON 19<sup>th</sup> OCTOBER 2021**

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**Item 6.0 – FINANCIAL MATTERS**

**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.

**Item 6.1 Invested Funds Report as at 31<sup>st</sup> December 2021**

**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 28 February 2022 and an update of the investment environment:

- a) Council's Investments for reporting period 1 July to 28 February 2022;
- b) Investment Portfolio Performance and
- c) Investment Commentary.

**Financial Impact**

The actual interest earned for the January – February 2022 period is **\$811.23** bringing the year-to-date total to **\$8,357.03**.

- a) **Council's Investments for reporting period 1 January 2022 – 28 February 2022**

**Commonwealth Bank Business Online Saver:**

<b>As at</b>	<b>Rate</b>	<b>Balance</b>	<b>Interest</b>
28 February 2022	0.01%	\$666,465.47	\$6.66

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

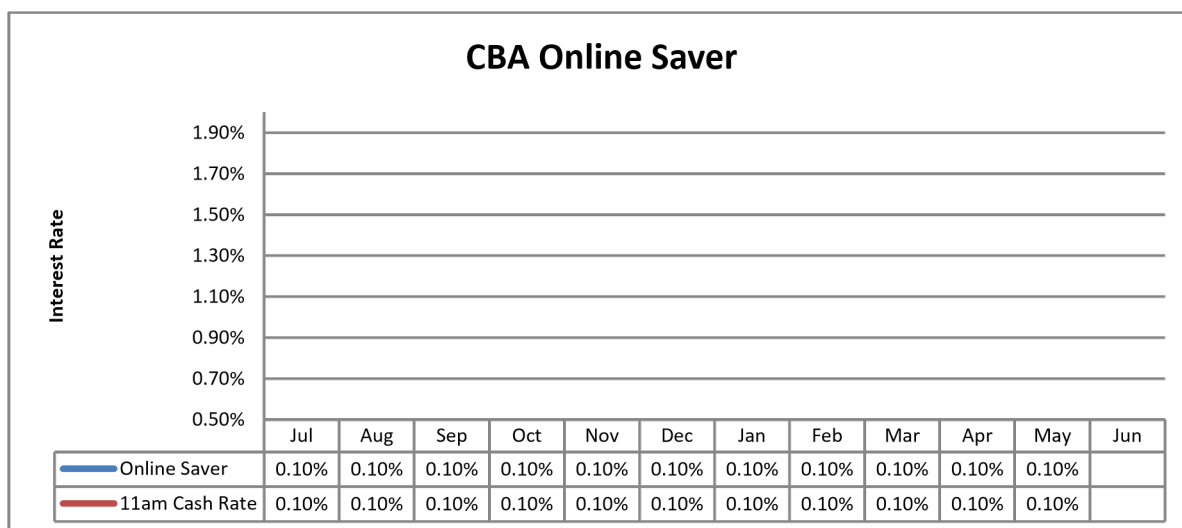
**Term Deposits:**

**b) Investment Portfolio Performance**

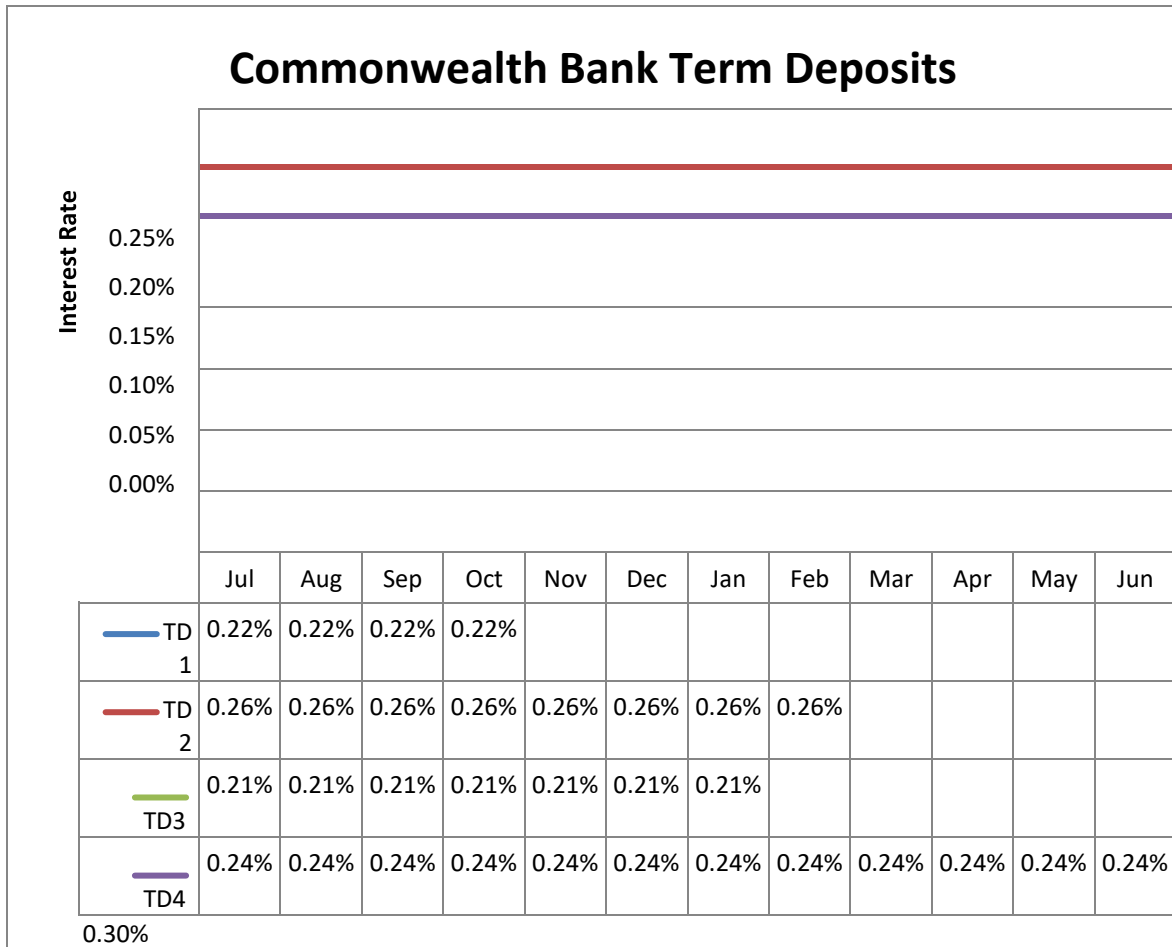
Council's Investment Policy provides for the benchmarking of its investments against the 11am Cash Rate and the Australian Financial Markets Association Bank Bill Rate.

The following tables detail Council's Investment Portfolio Performance.

Term Deposit	Opened	Due	Rate	Term Deposit	28-Feb-22	Interest accrued Q4 to 28 Feb 2022
<b>1</b>	21/10/2021	21/10/2022	0.34%	\$300,000.00	\$300,000.00	\$164.61
<b>2</b>	4/02/2021	4/02/2022	0.26%	\$500,000.00	\$0.00	\$124.95
<b>3</b>	24/06/2021	20/01/2022	0.21%	\$300,000.00	\$0.00	\$34.40
<b>4</b>	28/07/2021	28/07/2022	0.23%	\$501,328.63	\$501,897.26	\$124.60
					<b>\$801,897.26</b>	<b>\$448.56</b>



**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**



**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

Signed: \_\_\_\_\_

date: 1-Mar-22

John Duggan  
Responsible Accounting Officer

**Item 6.2 – DECEMBER 2021 QUARTERLY BUDGET REVIEW**

# **ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

## **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. This review is late due to the Council election in December and the appointment of delegates to the Council.

## **Report**

Following is the detailed review and update to Council's budget. The key changes recommended in the report relate primarily to the need for Council to move its IT platform to the cloud as it moves towards its new building.

It should be noted that the changes result in a reduced deficit budget result for Council for the 2021/22 financial year. This circumstance is considered to be reasonable. 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 31/12/21 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.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

	<i>Job_No</i>	<i>2021-22 Revised Budget</i>	<i>2021-2022 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>2021-2022 Revised Budget</i>	<i>Comment</i>
<b>INCOME</b>							
<b>Government Grants - WAP</b>							
Grant - N.T Lead Agency / Regional Project Officer	11110	-	-	0%		-	
Grant - Control	11120	275,000.00	-	0%	16,609.00	291,609.00	<i>advised of higher value</i>
Grant - Fed Communities combating weeds		119,798.00	70,231.00	59%		119,798.00	
Grant - WAP 1520 Glen Innes	11143	75,000.00	-	0%		75,000.00	
Grant - WAP 1520 Inverell		105,000.00	-	0%	8,000.00	113,000.00	<i>advised of higher value</i>
<b>TOTAL GRANT</b>		<b>574,798.00</b>	<b>70,231.00</b>	<b>0%</b>	<b>24,609.00</b>	<b>599,407.00</b>	
<b>Council Contributions</b>							
<b>Annual</b>							
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	
		<b>593,729.00</b>	<b>593,729.00</b>	<b>100%</b>	<b>-</b>	<b>593,729.00</b>	
<b>Fees and Charges</b>							
Section 64 Fees - Constituent Councils	11510	2,820.00	1,080.00	38%		2,820.00	
Section 64 Fees - Glen Innes Severn Council	11520	180.00	90.00	50%		180.00	
		<b>3,000.00</b>	<b>1,170.00</b>	<b>39%</b>	<b>-</b>	<b>3,000.00</b>	
<b>Investment Interest</b>							
Interest - 11 am	11610	1,000.00	13.00	1%		1,000.00	
Interest - Fixed	11620	10,000.00	725.00	7%		10,000.00	
		<b>11,000.00</b>	<b>738.00</b>	<b>7%</b>	<b>-</b>	<b>11,000.00</b>	
<b>Profit on Sale of Assets</b>							
		<b>5,000.00</b>	<b>15,340.00</b>			<b>5,000.00</b>	
		<b>5,000.00</b>	<b>15,340.00</b>		<b>-</b>	<b>5,000.00</b>	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

	<i>Job_No</i>	<i>2021-22 Revised Budget</i>	<i>2021-2022 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>2021-2022 Revised Budget</i>	<i>Comment</i>
<b>Private Works</b>							
Private Works (Council's, NPWS, Private property, Crown, LLS)	11730	141,000.00	28,705.00	20%	-	141,000.00	
		<u>141,000.00</u>	<u>28,705.00</u>	<u>20%</u>	<u>-</u>	<u>141,000.00</u>	
<b>Other Income</b>							
NT LLS Project work completed	11820	120,000.00	38,256.00	32%		120,000.00	
Glen Innes Severn LLS / GLENRAC Projects	11830	260,394.00	111,152.00	43%		260,394.00	
Sundry Income	11810	5,197.00	5,274.00	101%		5,197.00	
		<u>385,591.00</u>	<u>154,682.00</u>	<u>40%</u>		<u>385,591.00</u>	
<b>Total Income</b>		<u><u>1,714,118.00</u></u>	<u><u>864,595.00</u></u>	<u>50%</u>	<u>24,609.00</u>	<u>1,738,727.00</u>	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

	<i>Job_No</i>		<i>2021-22 Revised Budget</i>		<i>2021-2022 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>		<i>2021-2022 Revised Budget</i>	<i>Comment</i>
<b>EXPENDITURE</b>										
Bank Charges	13010	-	400.00	-	210.00	53%	-	-	400.00	
Audit - Financial	13020	-	11,000.00	-	-	0%	-	-	11,000.00	
			<u>11,400.00</u>		<u>210.00</u>	<u>2%</u>	<u>-</u>	<u>-</u>	<u>11,400.00</u>	
<b>OFFICE</b>										
<b>Armidale</b>										
Staff - Armidale	14110	-	353,360.00	-	118,506.00	34%	100,000.00	-	253,360.00	
HR- Specialist Services	14115	-	-	-	13,678.00	0%	-	20,000.00	20,000.00	required specialist advice
Consultancy Services	14205	-	-	-	21,571.00	0%	-	25,000.00	25,000.00	required specialist advice
Rent - Armidale	14130	-	13,525.00	-	7,183.00	53%	-	-	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	-	1,005.00	34%	-	-	3,000.00	
Postage	14180	-	800.00	-	313.00	39%	-	-	800.00	
Printing and Stationery	14190	-	2,000.00	-	3,548.00	177%	-	-	2,000.00	
Telephone and Communications	14200	-	9,000.00	-	6,641.00	74%	-	-	9,000.00	
Legal Costs	14210	-	3,000.00	-	4,541.00	151%	-	-	3,000.00	
Advertising - General	14220	-	2,000.00	-	3,384.00	169%	-	-	2,000.00	
Photocopier Replacement	-	-	10,000.00	-	7,545.00	0%	-	-	10,000.00	
Office Equipment Depreciation	-	-	8,000.00	-	4,000.00	50%	-	-	8,000.00	
New Building Construction	-	-	1,000,000.00	-	188,935.00	0%	-	-	1,000,000.00	
			<u>1,432,185.00</u>		<u>406,791.00</u>	<u>28%</u>	<u>55,000.00</u>	<u>-</u>	<u>1,377,185.00</u>	
<b>Inverell</b>										
Administration Expenses	14910	-	10,000.00	-	11,884.00	119%	-	-	10,000.00	
Training	14920	-	2,840.00	-	3,785.00	-133%	-	-	2,840.00	
Monitoring & Reporting	14950	-	2,000.00	-	1,252.00	63%	-	-	2,000.00	
Publicity/Extension	14960	-	5,000.00	-	390.00	8%	-	-	5,000.00	
Project Management	14970	-	28,000.00	-	11,149.00	40%	-	-	28,000.00	
Mapping	14980	-	3,000.00	-	300.00	10%	-	-	3,000.00	
			<u>45,160.00</u>		<u>28,760.00</u>		<u>-</u>	<u>-</u>	<u>45,160.00</u>	



**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

	<i>Job_No</i>	<i>2021-22 Revised Budget</i>	<i>2021-2022 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>2021-2022 Revised Budget</i>	<i>Comment</i>
<b>EXPENDITURE CONT'D</b>							
<b>DEPOTS</b>							
Depot - ADC	15100	- 3,570.00	- 1,940.00	54%	-	3,570.00	
		- 3,570.00	- 1,940.00	54%	-	3,570.00	
<b>MEMBERS</b>							
Member - Chair Allow	18010	- 7,175.00	- 2,658.00	37%	-	7,175.00	
Member - Fees & Allow	18020	- 17,938.00	- 5,764.00	32%	-	17,938.00	
Member - Superannuation		- 2,300.00	-	0%	-	2,300.00	
Member - Expenses	18030	- 4,000.00	- 991.00	25%	-	4,000.00	
		- 31,413.00	- 9,413.00	30%	-	31,413.00	
<b>ARC SERVICES</b>							
Consultants - Other	18100						
Consultants - Finance	18100	- 22,500.00	- 10,370.00	46%	-	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	- 10,370.00	32%	-	32,500.00	
<b>INSPECTIONS</b>							
<b>Inspections - Field</b>							
Insp CDist - Field	20120	- 125,000.00	- 34,034.00	27%	-	125,000.00	
Insp SDist - Field	20130	- 35,700.00	- 14,472.00	41%	-	35,700.00	
Insp - Glen Innes	20140	- 35,700.00	- 14,102.00	40%	-	35,700.00	
Insp - Tropical Soda Apple	20420	- 25,500.00	- 594.00	2%	-	25,500.00	
Insp - Inverell	14940	- 70,000.00	- 16,650.00	24%	-	70,000.00	
		- 291,900.00	- 79,852.00	27%	-	291,900.00	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

	<i>Job_No</i>		<i>2021-22 Revised Budget</i>		<i>2021-2022 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>		<i>2021-2022 Revised Budget</i>	<i>Comment</i>
<b>Inspections - Office</b>										
Insp NDist - Office	20210	-	8,000.00	-	2,554.00	32%	-	-	8,000.00	
Insp CDist - Office	20220	-	65,000.00	-	46,656.00	72%	-	-	65,000.00	
Insp SDist - Office	20230	-	15,000.00	-	12,240.00	82%	-	-	15,000.00	
		-	88,000.00	-	61,450.00	70%	-	-	88,000.00	
<b>MAPPING</b>										
Mapping/GIS - Support	31200	-	10,000.00	-	14,440.00	144%	-	-	10,000.00	
		-	10,000.00	-	14,440.00	144%	-	-	10,000.00	
<b>COMMUNICATION / REPORTING</b>										
Communication - Sundry	40100	-	300.00	-	-	0%	-	-	300.00	
		-	300.00	-	-	0%	-	-	300.00	
<b>EXTENSION/EDUCATION</b>										
Extension - Sundry	42100	-	3,000.00	-	3,221.00	107%	-	-	3,000.00	
		-	3,000.00	-	3,221.00	0%	-	-	3,000.00	
<b>TRIALS</b>										
Trials - Sundry	43100	-	500.00	-	-	0%	-	-	500.00	
		-	500.00	-	-	0%	-	-	500.00	
<b>TRAINING</b>										
<b>Training</b>										
Training - Sundry	50101	-	8,000.00	-	10,777.00	135%	-	-	8,000.00	
First Aid Training	50102	-	2,000.00	-	-	0%	-	-	2,000.00	
WHS		-	3,000.00	-	380.00	13%	-	-	3,000.00	
		-	13,000.00	-	11,157.00	86%	-	-	13,000.00	
<b>Conferences</b>										
Biennial Weeds Conference	50210	-	20,000.00	-	-	0%	-	-	20,000.00	
Inverell		-	4,000.00	-	-	0%	-	-	4,000.00	
		-	24,000.00	-	-	0%	-	-	24,000.00	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

	<i>Job_No</i>	<i>2021-22 Revised Budget</i>	<i>2021-2022 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>2021-2022 Revised Budget</i>	<i>Comment</i>
<b>Publications and Subscriptions</b>							
Subscriptions	50310	- 5,000.00	- 2,309.00	46%	-	5,000.00	
		<u>- 5,000.00</u>	<u>- 2,309.00</u>	<u>46%</u>	<u>-</u>	<u>5,000.00</u>	
<b>CORPORATE PLANNING</b>							
<b>Membership</b>							
LGNSW Membership	60101	- 2,000.00	-	0%	-	2,000.00	
		<u>- 2,000.00</u>	<u>-</u>	<u>0%</u>	<u>-</u>	<u>2,000.00</u>	
<b>POLICY DEVELOPMENT</b>							
<b>NTRWC</b>							
Lead Agency & Regional Project Officer	62110	- -	3,199.00	0%	-	-	
		<u>- -</u>	<u>3,199.00</u>	<u>0%</u>	<u>-</u>	<u>-</u>	
<b>BORROWING COSTS</b>							
Interest on Loans	-	10,988.00	-	0%	10,988.00	-	borrowing costs will not be incurred in 2021/22 borrowing costs will not be incurred in 2021/22
Principal Repayments	-	69,917.00	-	0%	69,917.00	-	
	-	<u>80,905.00</u>	<u>-</u>	<u>0%</u>	<u>-</u>	<u>-</u>	
<b>OPERATIONS</b>							
<b>Council Land</b>							
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	- 11,860.00	119%	-	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	- 1,355.00	27%	-	5,100.00	
Privet	70200	- 10,000.00	- 1,937.00	19%	-	10,000.00	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

	<i>Job_No</i>		<i>2021-22 Revised Budget</i>		<i>2021-2022 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>		<i>2021-2022 Revised Budget</i>	<i>Comment</i>
St John's Wort	70220	-	50,000.00	-	46,520.00	93%		-	50,000.00	
Serrated Tussock	70230	-	10,000.00	-	3,562.00	36%		-	10,000.00	
Sundry Weeds	70250	-	18,160.00	-	7,506.00	41%		-	18,160.00	
Tropical Soda Apple	70260	-	20,000.00			0%		-	20,000.00	
		-	209,970.00	-	72,740.00	35%		-	209,970.00	
<b>Glen Innes Weed Control</b>										
	<b>70380</b>									
GI - Blackberry	70310	-	15,000.00	-	6,498.00	43%		-	15,000.00	
GI - Chilean Needle Grass	70320	-	6,000.00	-	17,165.00	286%		-	6,000.00	
GI - Serrated Tussock	70340	-	1,000.00			0%		-	1,000.00	
GI - St Johns Wort	70350	-	15,000.00	-	2,155.00	14%		-	15,000.00	
GI - Sundry	-		8,700.00			0%		-	8,700.00	
		-	45,700.00	-	25,818.00	56%		-	45,700.00	
<b>Inverell Weed Control Inc Contractors)</b>										
ISC - African Boxthorn	70480	-	2,050.00	-	27.00	1%		-	2,050.00	
ISC - Blackberry	70481	-	6,000.00	-	3,414.00	57%		-	6,000.00	
ISC - Blue Heliotrope	70482	-	4,100.00			0%		-	4,100.00	
ISC - Chilean Needle Grass	70484	-	10,000.00	-	23,242.00	232%		-	10,000.00	
ISC - Green Cestrum	70485	-	3,080.00	-	126.00	4%		-	3,080.00	
ISC - Mimosa Bush	70488	-	4,100.00			0%		-	4,100.00	
ISC - Mother of Millions	70489	-	6,000.00	-	124.00	2%		-	6,000.00	
ISC - New & Emerging Weeds	70490	-	11,810.00	-	4.00	0%		-	11,810.00	
ISC - Parthenium	70491	-	2,050.00			0%		-	2,050.00	
ISC - Pattersons Curse	70492	-	6,000.00	-	1,892.00	32%		-	6,000.00	
ISC - Serrated Tussock	70493	-	3,080.00			0%		-	3,080.00	
ISC - Silverleaf Nightshade	70494	-	3,590.00			0%		-	3,590.00	
ISC - St Johns Wort	70495	-	5,130.00	-	6,666.00	130%		-	5,130.00	
ISC - Sweet Briar	70496	-	4,610.00	-	3,695.00	80%		-	4,610.00	
ISC - Other Weeds					4,246.00					
		-	71,600.00	-	39,190.00			-	71,600.00	



**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

	<i>Job_No</i>		<i>2021-22 Revised Budget</i>		<i>2021-2022 Actual</i>	<i>% Used</i>	<i>Proposed Variation</i>	<i>2021-2022 Revised Budget</i>	<i>Comment</i>
<b>PRIVATE WORKS</b>									
PW - Miscellaneous	80010	-	50,000.00	-	2,428.00	5%	-	50,000.00	
PW - Armidale Regional	80011	-	10,000.00	-	19,870.00	199%	-	10,000.00	
PW - Uralla Shire	80013	-	1,000.00	-	-	0%	-	1,000.00	
PW - Walcha	80014	-	20,000.00	-	7,079.00	35%	-	20,000.00	
PW - Glen Innes	80046	-	5,000.00	-	367.00	7%	-	5,000.00	
PW - Officer		-	55,000.00	-	1,355.00	2%	-	55,000.00	
			<b>141,000.00</b>		<b>31,099.00</b>	<b>22%</b>		<b>141,000.00</b>	
<b>Projects - LLS, Landcare, other LCAs</b>									
Projects - GLENRAC	80080/81	-	180,000.00	-	72,148.00	40%	-	180,000.00	
ARC TSA Project	30050/80051	-	184,798.00	-	62,048.00	34%	-	184,798.00	
			<b>415,798.00</b>		<b>134,196.00</b>	<b>32%</b>		<b>415,798.00</b>	
<b>OTHER</b>									
Loss on Sale of Assets	90010		-		-	0%			
			<b>-</b>		<b>-</b>	<b>0%</b>			
<b>PLANT</b>									
Plant Minor	91010	-	8,000.00	-	1,832.00	23%	-	8,000.00	
Plant No 1 - EL B1 1G - Isuzu Dmax	91110	-	8,000.00	-	3,337.00	42%	-	8,000.00	
Plant No 2 - CF 36 ES - Isuzu Dmax INVERELL	91210	-	15,000.00	-	4,782.00	32%	-	15,000.00	
Plant No 3 - CI 07 FM - Toyota Landcruiser	91312	-	7,500.00	-	2,509.00	33%	-	7,500.00	
Plant No 4 - CU 33CS Isuzu Dmax	91412	-	7,000.00	-	2,125.00	30%	-	7,000.00	
Plant No 5 - CQ 53 XM Isuzu Dmax	91511	-	7,000.00	-	1,658.00	24%	-	7,000.00	
Plant No 6 - CU 32 CS Isuzu Dmax	91612	-	7,000.00	-	2,567.00	37%	-	7,000.00	
Plant No 7 - CL 64 RE - Toyota Landruiser	91711	-	7,500.00	-	3,778.00	50%	-	7,500.00	
Plant No 8 - CR 50 EC - Toyota Landcruiser	91811	-	7,500.00	-	3,802.00	51%	-	7,500.00	
Plant No 9 -Dmax - CU 33 CS	91910	-	7,000.00	-	5,947.00	85%	-	7,000.00	
Plant - Red Quad	91996	-	2,500.00	-	451.00	18%	-	2,500.00	
Plant - Wolverine	91993	-	2,500.00	-	581.00	23%	-	2,500.00	
Plant - Blue Quad	91997	-	2,500.00	-	-	0%	-	2,500.00	
New Plant Purchases		-	112,000.00	-	27,725.00	25%	-	112,000.00	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

	<b>Job_No</b>	<b>2021-22 Revised Budget</b>	<b>2021-2022 Actual</b>	<b>% Used</b>	<b>Proposed Variation</b>	<b>2021-2022 Revised Budget</b>	<b>Comment</b>
Plant Sales		53,000.00	10,000.00	19%		53,000.00	
Depreciation	-	90,000.00	45,000.00	50%	-	90,000.00	
Loss from disposal of assets						-	
		<b>238,000.00</b>	<b>96,094.00</b>	<b>40%</b>	<b>-</b>	<b>238,000.00</b>	
<b>ONCOST</b>							
<b>Oncost Expenses</b>							
Public Holidays	92120 -	30,000.00	3,696.00	12%	-	30,000.00	
Sick Leave	92130 -	27,500.00	11,985.00	44%	-	27,500.00	
Long Service Leave	92140 -	10,000.00	-	0%	-	10,000.00	
Annual Leave	92150 -	45,000.00	27,201.00	60%	-	45,000.00	
Superannuation	92170 -	50,000.00	23,725.00	47%	-	50,000.00	
Workers Compensation	92180 -	16,000.00	10,852.00	68%	-	16,000.00	
Wages paid above workers comp						-	
Other Employee Costs (PPE)	92200 -	5,100.00	5,740.00	113%	-	5,100.00	
		<b>183,600.00</b>	<b>83,199.00</b>	<b>45%</b>	<b>-</b>	<b>183,600.00</b>	
<b>Total Expenditure</b>		<b>3,380,501.00</b>	<b>1,119,694.00</b>	<b>33%</b>	<b>135,905.00</b>	<b>3,244,596.00</b>	
<b>Net Cost</b>		<b>1,666,383.00</b>	<b>255,099.00</b>	<b>15%</b>	<b>160,514.00</b>	<b>1,505,869.00</b>	
Add Plant Hire		238,000.00	51,094.00	21%		238,000.00	
Add Oncost		183,600.00	83,199.00	45%	-	183,600.00	
add back Capital		1,138,917.00	214,205.00		- 69,917.00	1,069,000.00	
<b>Final Profit (Loss)</b>		<b>105,866.00</b>	<b>93,399.00</b>		<b>90,597.00</b>	<b>15,269.00</b>	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**Item 6.3 – Quarterly Budget Review Statement for the period 1-10-2021 to 31-12-2021**

**RECOMMENDATION:**

1. That Council endorse the changes detailed in the report, and
2. That Council adopt the December 2021 Quarterly Budget Review.

**Report by Responsible Accounting Officer**

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

**December 2021**

It is my opinion that the Quarterly Budget Review Statement for New England Weeds Authority for the quarter ended 31/12/21 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.



Category	Budgeted	Actual
Income	1,234,567	1,234,567
Expenditure	987,654	987,654
Surplus/Deficit	246,913	246,913

**Signed:** \_\_\_\_\_

**date:** 1-Mar-22

John Duggan  
Responsible Accounting Officer

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**



**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 31 December 2021

**Income & Expenses - Council Consolidated**

	Original Budget 2021/22	Approved Changes				Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Mar QBRs					
<b>Income</b>										
Rates and Annual Charges					-			-		
User Charges and Fees	485,591				485,591			485,591	249,513	
Other Revenues	3,000				3,000			3,000	5,274	
Grants & Contributions - Operating	1,024,757			184,770	1,209,527	24,609	1	1,234,136	593,729	
Grants & Contributions - Capital					-			-		
Interest and Investment Revenues	11,000				11,000			11,000	738	
Net gain from disposal of assets	5,000				5,000			5,000	15,341	
<b>Total Income from Continuing Operations</b>	<b>1,529,348</b>	-	-	<b>184,770</b>	-	<b>1,714,118</b>	<b>24,609</b>	<b>1,738,727</b>	<b>864,595</b>	
<b>Expenses</b>										
Employee Costs	974,350			70,000	1,044,350	(80,000)	2	964,350	455,739	
Borrowing Costs	10,988				10,988	(10,988)	3	-	-	
Materials & Contracts	177,640			303,270	480,910	25,000	4	505,910	161,193	
Depreciation	98,000				98,000			98,000	49,000	
Other Expenses	185,736				185,736			185,736	105,264	
<b>Total Expenses from Continuing Operations</b>	<b>1,446,714</b>	-	-	<b>373,270</b>	-	<b>1,819,984</b>	<b>(65,988)</b>	<b>1,753,996</b>	<b>771,196</b>	
<b>Net Operating Result from Continuing Operation</b>	<b>82,634</b>	-	-	<b>(188,500)</b>	-	<b>(105,866)</b>	<b>90,597</b>	<b>(15,269)</b>	<b>93,399</b>	
Discontinued Operations - Surplus/(Deficit)										
<b>Net Operating Result from All Operations</b>	<b>82,634</b>	-	-	<b>(188,500)</b>	-	<b>(105,866)</b>	<b>90,597</b>	<b>(15,269)</b>	<b>93,399</b>	
<b>Net Operating Result before Capital Items</b>	<b>82,634</b>	-	-	<b>(188,500)</b>	-	<b>(105,866)</b>	<b>90,597</b>	<b>(15,269)</b>	<b>93,399</b>	



**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>
1	Expected additional WAP funding as per advice received
2	Councils original budget for employee costs was overstated as costs had been included as part of salaries and wages and weed eradication and inspections.
3	It is expected that minor interest costs will be incurred during the current financial year as the loan will not be drawn down until close to 30 June 2022.
4	Additional consultancy costs have been incurred in the establishment of councils IT system in the cloud as well as in the development of the new building.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**Capital Budget Review Statement**

Budget review for the quarter ended 31 December 2021

**Capital Budget - Council Consolidated**

(\$000's)	Original Budget 2021/22	Approved Changes			Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS					
<b>Capital Expenditure</b>									
New Assets									
- Plant & Equipment				-	25,000	1	25,000	20,904	
- Land & Buildings	1,000,000			1,000,000			1,000,000	188,935	
Renewal Assets (Replacement)									
- Plant & Equipment	122,000			122,000			122,000	32,878	
Loan Repayments (Principal)	69,917			69,917	(69,917)	2	-	-	
<b>Total Capital Expenditure</b>	<b>1,191,917</b>	-	-	-	<b>1,191,917</b>	<b>(44,917)</b>	<b>1,147,000</b>	<b>242,717</b>	
<b>Capital Funding</b>									
Rates & Other Untied Funding	16,917			16,917	8,083		25,000	20,904	
Capital Grants & Contributions				-			-		
Reserves:									
- Internal Restrictions/Reserves	122,000			122,000	(53,000)		69,000	32,878	
New Loans	1,000,000			1,000,000			1,000,000	188,935	
Receipts from Sale of Assets									
- Plant & Equipment	53,000			53,000			53,000	-	
<b>Total Capital Funding</b>	<b>1,191,917</b>	-	-	-	<b>1,191,917</b>	<b>(44,917)</b>	<b>1,147,000</b>	<b>242,717</b>	
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>-</b>	-	-	-	-	-	-	-	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>
1	Council has moved to its own cloud based IT system as this will be required in the new building. This budget covers the additional hardware and software costs.
2	Council is in the process of borrowing the funds during the current year. However it is expected that repayments will commence in the next financial year.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 December 2021

**Cash & Investments - Council Consolidated**

(\$000's)	Original Budget 2021/22	Approved Changes			Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Mar QBRS					
<b>Externally Restricted <sup>(1)</sup></b>									
Unexpended grants	380,192				380,192		380,192	582,970	
<b>Total Externally Restricted</b>	<b>380,192</b>	-	-	-	<b>380,192</b>	-	<b>380,192</b>	<b>582,970</b>	
<small>(1) Funds that must be spent for a specific purpose</small>									
<b>Internally Restricted <sup>(2)</sup></b>									
Plant reserve	31,000	224,000			255,000		255,000	236,121	
EIE Reserve		116,000			116,000		116,000	116,000	
<b>Total Internally Restricted</b>	<b>31,000</b>	<b>340,000</b>	-	-	<b>371,000</b>	-	<b>371,000</b>	<b>352,121</b>	
<small>(2) Funds that Council has earmarked for a specific purpose</small>									
<b>Unrestricted (ie. available after the above Restrictic</b>	<b>1,313,545</b>		-	-	<b>1,313,545</b>	-	<b>1,250,808</b>	<b>940,005</b>	
<b>Total Cash &amp; Investments</b>	<b>1,724,737</b>	<b>277,263</b>			<b>2,002,000</b>		<b>2,002,000</b>	<b>1,875,096</b>	

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**Cash & Investments Budget Review Statement**

**Comment on Cash & Investments Position**

Council's cash position remains in a strong position.

**Investments**

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

**Cash**

The Cash at Bank figure included in the Cash & Investment Statement totals \$1,875,096

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 28/02/22



**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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

Budget review for the quarter ended 31 December 2021

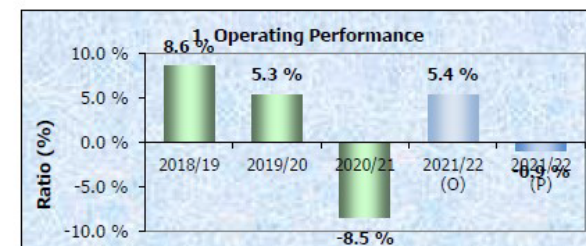
(\$000's)	Current Projection		Original Budget 21/22	Actuals Prior Periods	
	Amounts	Indicator		20/21	19/20
	21/22	21/22			

NSW Local Government Industry Key Performance Indicators (OLG):

**1. Operating Performance**

Operating Revenue (excl. Capital) - Operating Expenses	-15269				
Operating Revenue (excl. Capital Grants & Contributions)	1738727	-0.9 %	5.4 %	-8.5 %	5.3 %

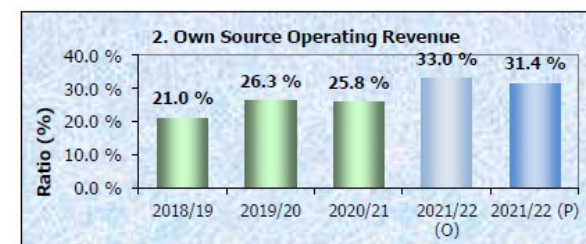
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



**2. Own Source Operating Revenue**

Operating Revenue (excl. ALL Grants & Contributions)	545591				
Total Operating Revenue (incl. Capital Grants & Cont)	1738727	31.4 %	33.0 %	25.8 %	26.3 %

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



**3. Unrestricted Current Ratio**

Current Assets less all External Restrictions	1342662				
Current Liabilities less Specific Purpose Liabilities	217743	6.17	5.66	6.14	5.32

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





**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN COUNCIL'S OFFICES ON 29 MARCH 2022  
COMMENCING AT 10:45 am**

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

Budget review for the quarter ended 31 December 2021

(\$000's)	Current Projection		Original Budget 21/22	Actuals Prior Periods	
	Amounts	Indicator		20/21	19/20
	21/22	21/22			

NSW Local Government Industry Key Performance Indicators (OLG):

**4. Debt Service Cover Ratio**

<u>Operating Result before Interest &amp; Dep. exp (EBITDA)</u>	82731	0.00	2.37	0.00	0.00
<u>Principal Repayments + Borrowing Interest Costs</u>	0				

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



**6. Cash Expense Cover Ratio**

<u>Current Year's Cash &amp; Cash Equivalents (incl. Term Deposits)</u>	1870272	20.65	18.72	19.25	19.69
<u>Operating &amp; financing activities Cash Flow payments</u>	90567				

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.



**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD  
IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

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**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**Item 7.0 – GENERAL MANAGER'S REPORT, OPERATIONAL MATTERS**

The previous several months have proved very challenging for NEWA. We are a small council (of 10 permanent staff) and the loss of the top 2 senior officers, with well over a decade of knowledge and experience, has required some adjustment. We also have 2 staff members on stress-leave, who have not attended the office since before Christmas. In response, we have tweaked the workforce structure proposed by the previous Acting General Manager, with the appointment of a Biosecurity, Team Leader: who manages the day-to-day activities of the biosecurity inspection team, freeing-up the Senior Projects Officer to focus on critical works. This has already proved successful, with the securing of additional, recurring projects. We have also appointed an additional biosecurity officer (for GIS) and we are backfilling the biosecurity vacancy created by the officer on stress leave until October this year.

Like all organisations, NEWA was impacted by the COVID-19 restrictions and the lockdown of Armidale, in particular, limiting access to landholders' properties for inspection. Fortunately, NEWA was able to secure an exemption from NSW Health and quickly returned to normal operations. At the same time we strengthened our spray team with 2 very capable permanent spray operators, supported by 2 to 3 casual sprayers: restoring the momentum of the field staff. Regrettably, we won't be able to fully recover our inspection targets for this year during the current financial year.

That said, we have made significant progress in the planned steps to upgrade and to modernise NEWA. The purchase of land in the Airport Business Precinct, has settled and Armidale Regional Council has approved NEWA's DA for the construction of a new office and depot facility. Architectural plans and specifications have now been completed. Detailed plans and specifications are attached, enabling NEWA to apply for a construction certificate. A tender for construction has been prepared and will be issued this month using a selective tender process. Discussions have been held with TCorp (Treasury) regarding funding for this project which has also been reviewed with the State Member, regarding possible funding for construction.

A number of actions have been initiated in anticipation of the move to a new facility. In discussion with Armidale Regional Council, it was agreed that NEWA would manage its own IT services in future. The size and complexity of ARC's systems and the operational needs of NEWA meant the service-sharing arrangement was less workable. NEWA has now fully implemented its own, cloud-based IT infrastructure, based on Microsoft 365, Chartis Technologies and *myob* accounting software. Being cloudbased, business continuity has been established whereby in the event of an emergency or disaster, NEWA staff will be able to operate from wherever there is an internet connection. All staff are now able to communicate via video conference (Teams), without having to attend the Armidale office for training or for meetings; and by

## **ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

communicating remotely (Inverell, Glen Innes), or by using their mobile phone, nonproductive down-time is greatly reduced.

A review of all documents/correspondence has been completed and, whilst a major task, NEWA now operates a modern, efficient document management system.

NEWA is well positioned going into the new financial year and will be at full strength to focus on the key objectives.

Construction of the new facility and plant and equipment upgrades will be a focus in the latter half of this year.

### **Item 8.0 – WEED CONTROL MATTERS**

#### **RECOMMENDATION:**

That the Weeds Action Plan summarising outcomes and activities, including the 2021 2022 Weeds Action Program, be received and noted.

### **Item 8.1 – 2021 – 2022 Weeds Action Program**

#### **Overview**

Considerable work has been undertaken in recent months to 'allocate' annual inspections to *defined* areas within each of the LGA's (with ARC split between North [Guyra] and South [Armidale]). The charts shown on pages 46 to 50, show for each LGA, a defined area for annual inspection, enabling the planning and monitoring of the biosecurity officer's work throughout the year.

Each LGA has a specific Biosecurity Officer assigned to *manage* their respective Council area. Each LGA is the responsibility of the nominated Biosecurity Officer, which includes weed spraying, priority weeds as well as property inspections etc.. This provides a single point of responsibility and a single point of contact for Member Councils.

As in the case of Armidale Regional Council (ARC), it may be necessary to add additional biosecurity officers as and when required, dependent upon workload.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

**Private Property Inspections – Weeds Action Program 2021-2022**

**Inspection Targets by Quarter – 2021 – 2022**

<b>MEMBER COUNCIL PROPERTY INSPECTIONS</b>	<b>Jul - Sep</b>	<b>Oct - Dec</b>	<b>Jan - Mar</b>	<b>Apr - Jun</b>	<b>Division Total</b>	<b>LGA Total</b>
Armidale A	39	46	18	0	103	397
Armidale B	56	91	33	0	180	
Armidale C	58	51	5	0	114	
<i>ARC Total</i>	<i>154</i>	<i>249</i>	<i>63</i>	<i>0</i>	<i>466</i>	
Guyra A	1	11	0	0	12	69
Guyra B	0	21	1	0	22	
Guyra C	0	29	6	0	35	
<i>ARC Total</i>	<i>154</i>	<i>249</i>	<i>63</i>	<i>0</i>	<i>466</i>	
Uralla A	0	0	1	0	1	81
Uralla B	2	29	12	0	43	
Uralla C	2	30	5	0	37	
<i>Uralla Total</i>	<i>4</i>	<i>59</i>	<i>18</i>	<i>0</i>	<i>81</i>	
Walcha A	1	31	0	0	32	110
Walcha B	2	9	1	0	12	
Walcha C	30	36	0	0	66	
<i>Walcha Total</i>	<i>33</i>	<i>76</i>	<i>1</i>	<i>0</i>	<i>110</i>	
Glen Innes A	11	2	8	0	21	236
Glen Innes B	8	1	179	0	188	
Glen Innes C	26	1	0	0	27	
<i>Glenn Innes Total</i>	<i>45</i>	<i>4</i>	<i>187</i>	<i>0</i>	<i>236</i>	
<i>NEWA Total</i>	<i>236</i>	<i>388</i>	<i>269</i>	<i>0</i>	<i>893</i>	

**Private Property Inspections (Charts) – Showing [5] annual inspection divisions:**

Armidale Regional Council – North (Guyra)

Armidale Regional Council – South (Armidale)

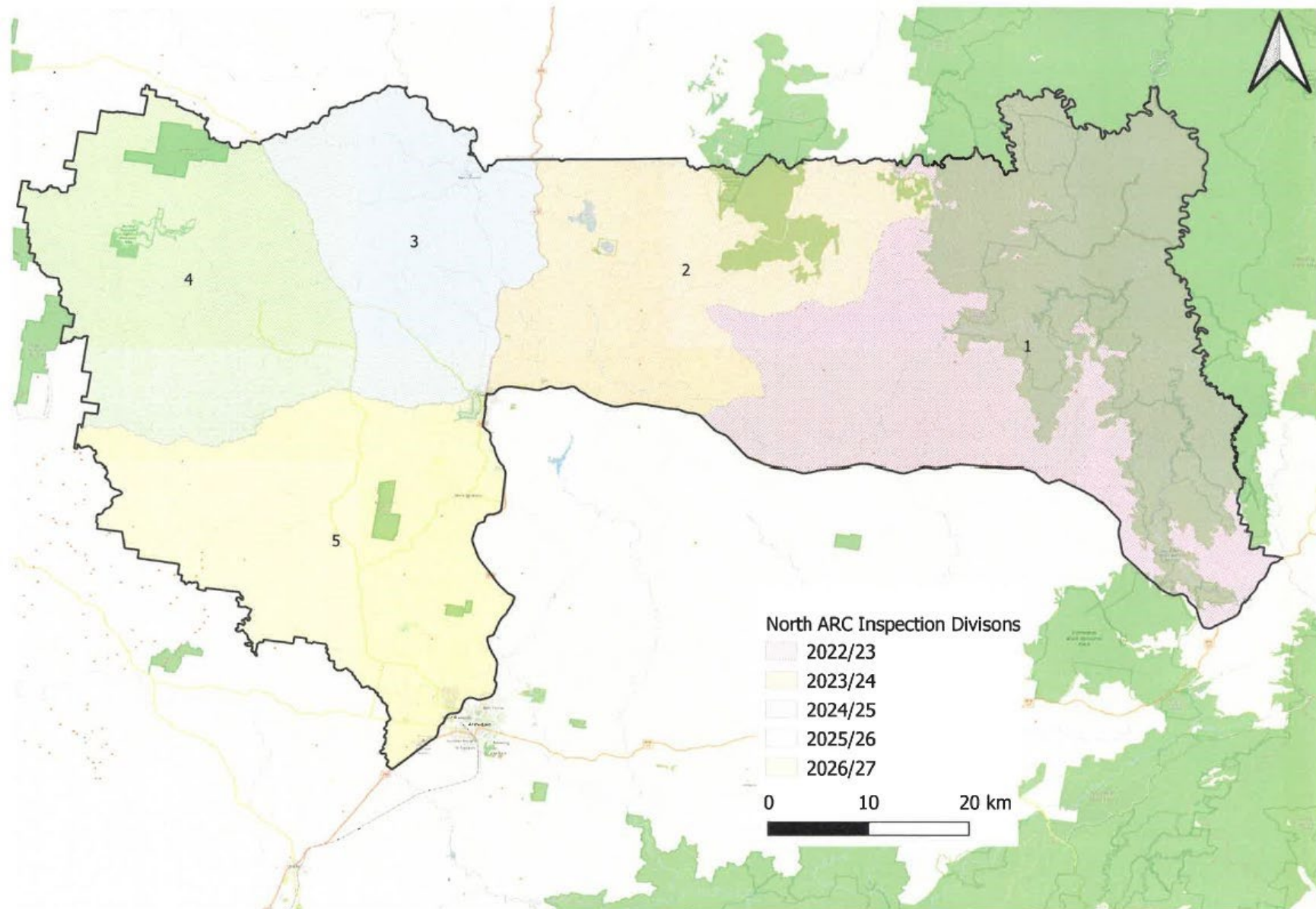
Glen Innes Severn Council

Uralla Shire Council

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

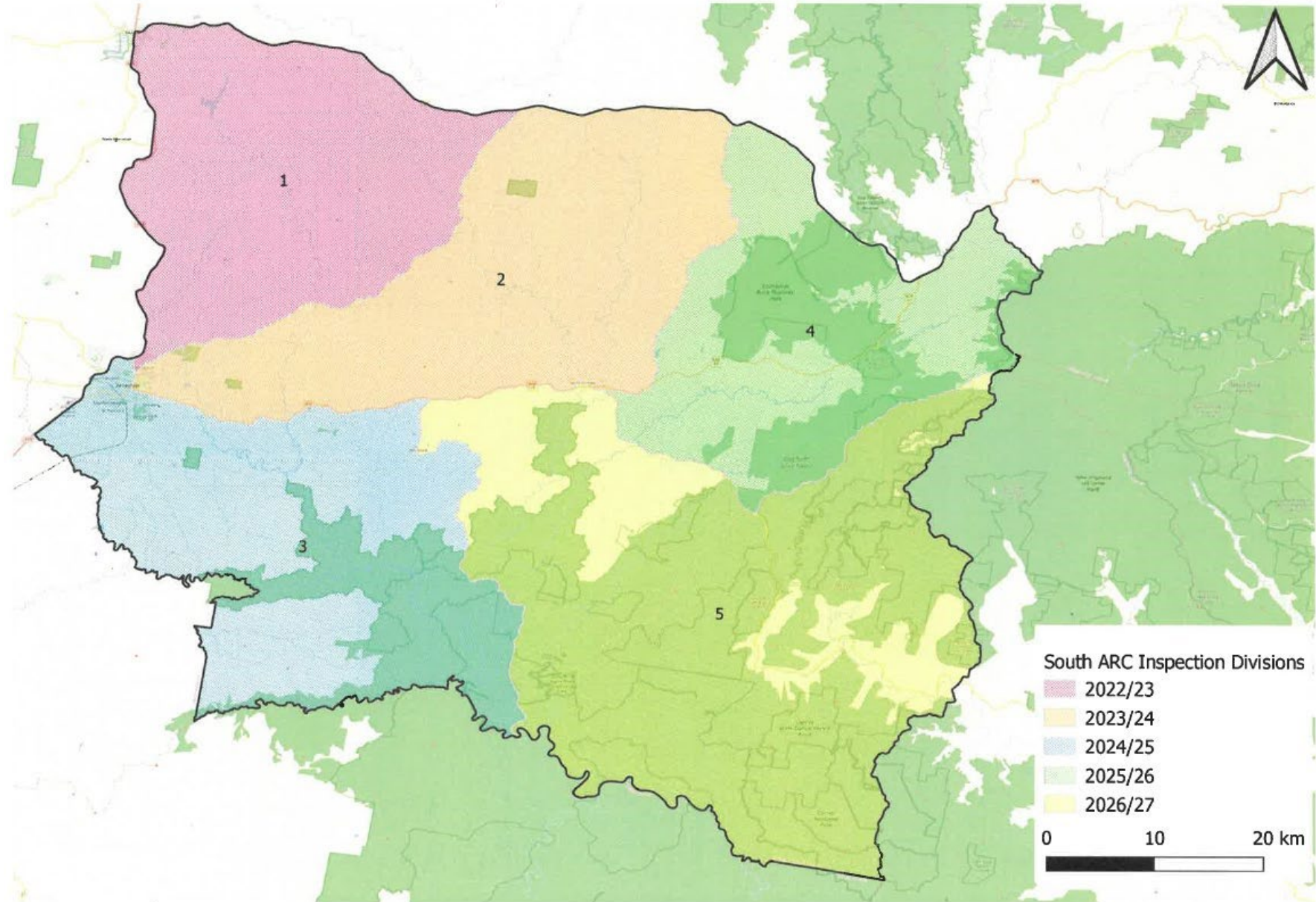
Walcha Shire Council

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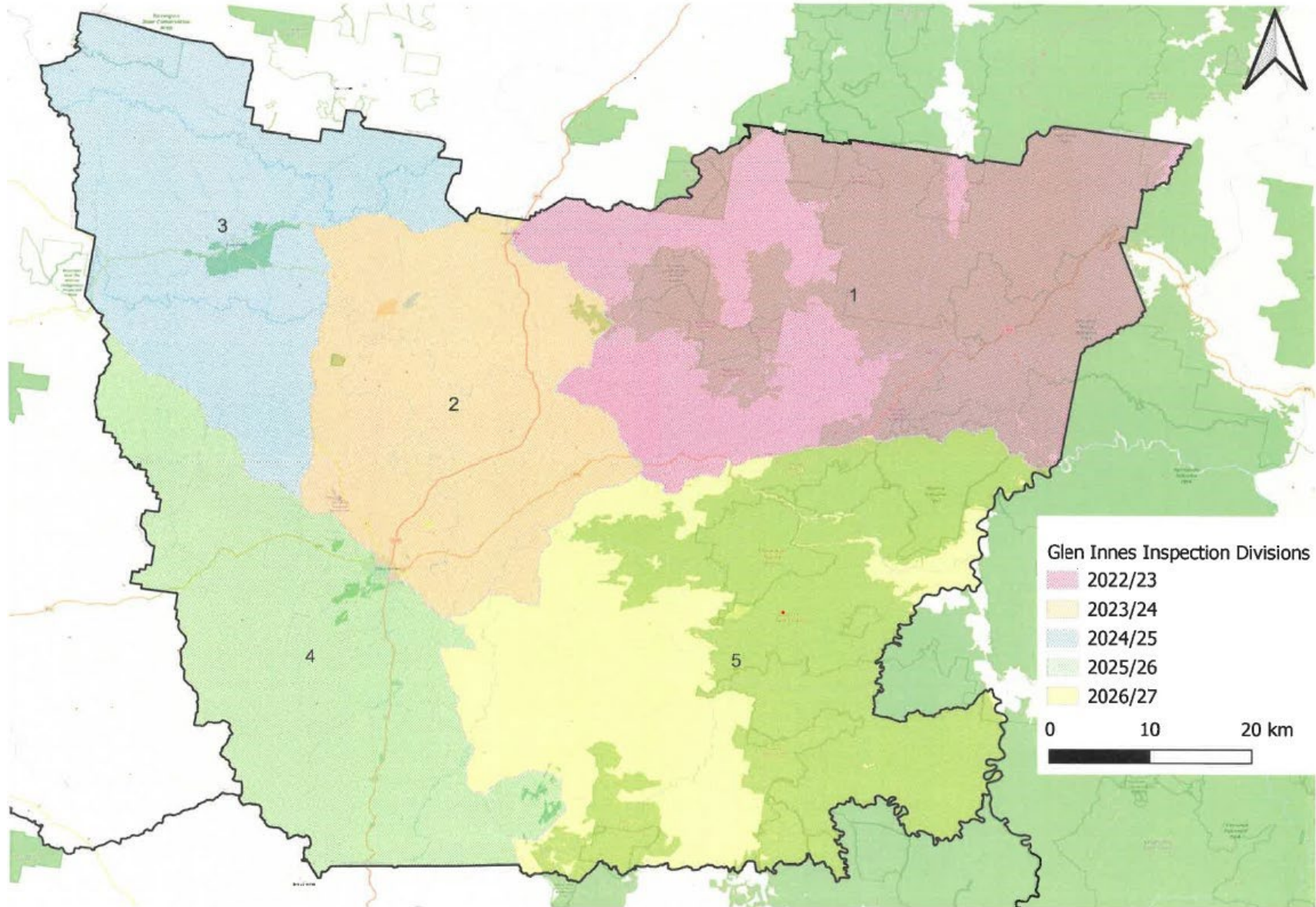


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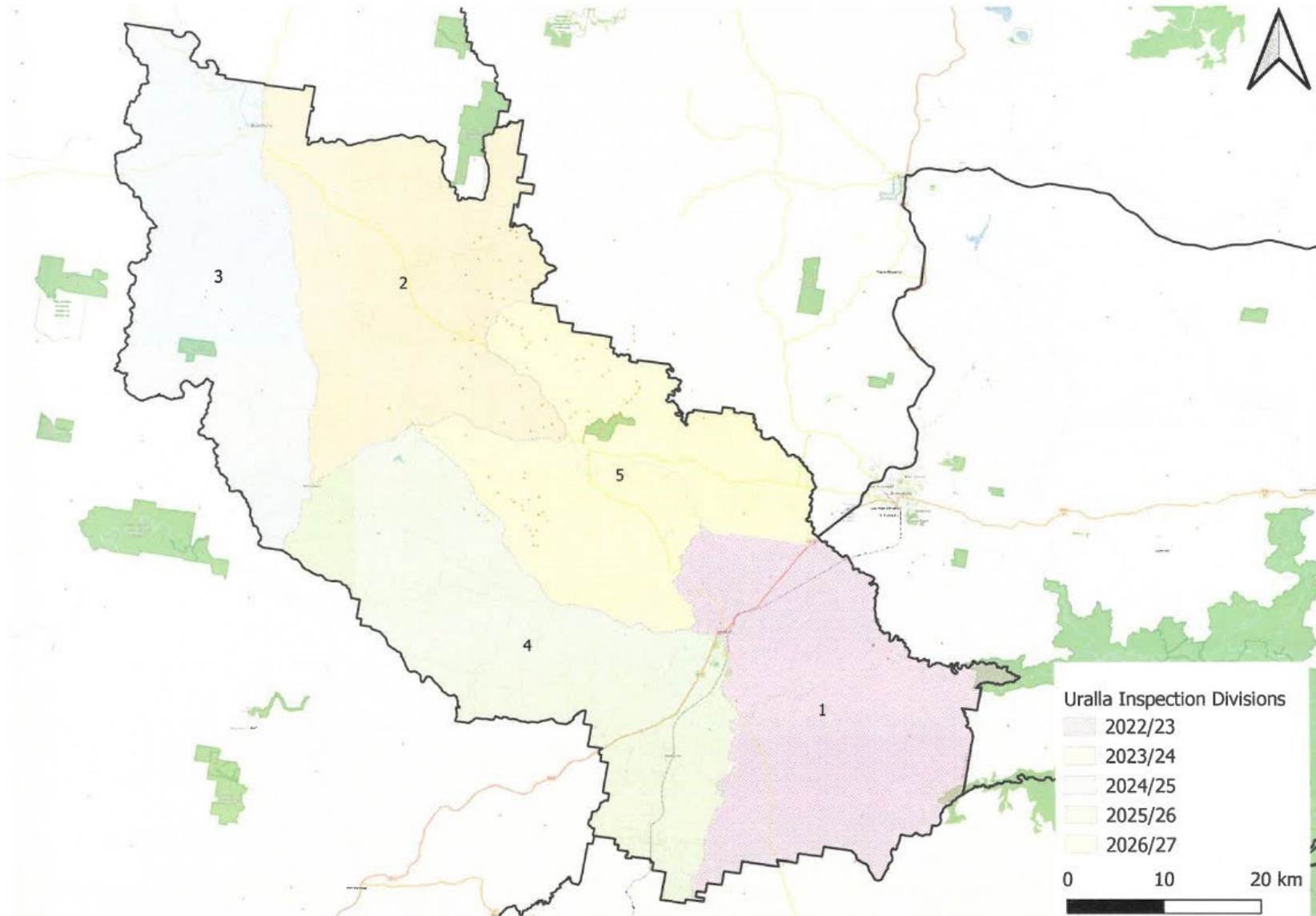




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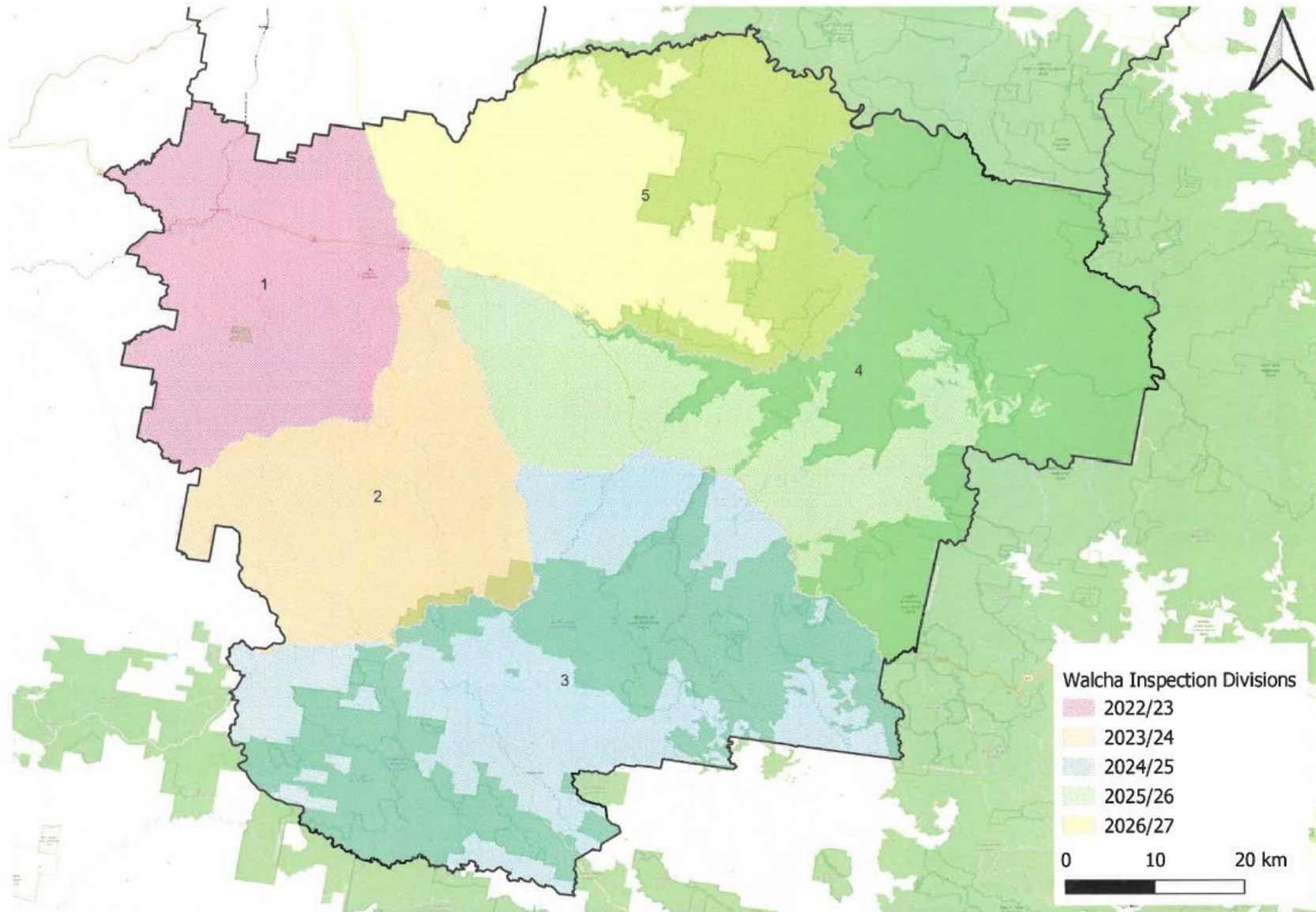


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**Private Property Inspections – Showing YTD (July – March) Inspections for each of 4 LGAs**

**Inspection charts shown on pages 52 to 56**

Armidale Regional Council – North (Guyra)

Armidale Regional Council – South (Armidale)

Glen Innes Severn Council

Uralla Shire Council

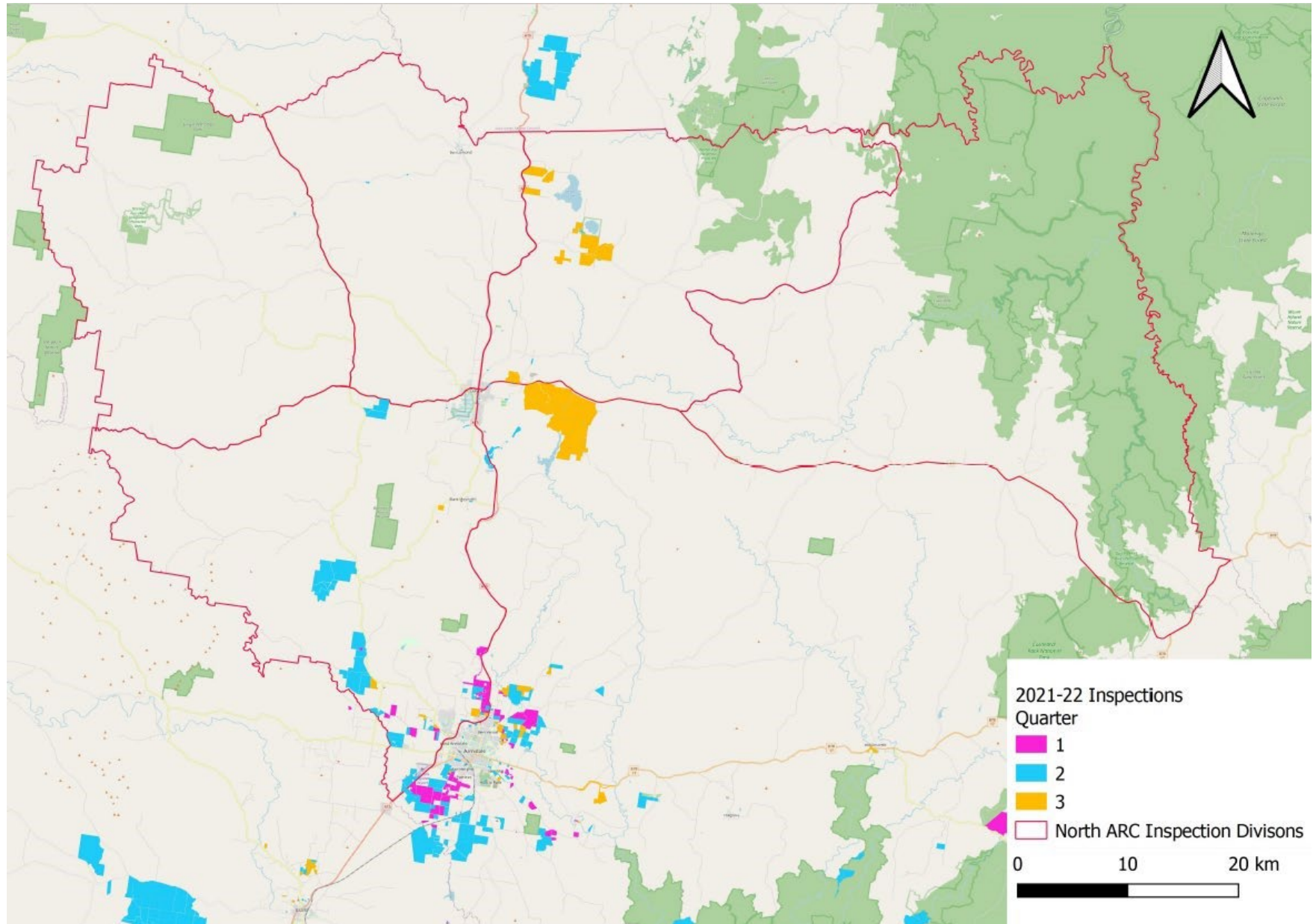
Walcha Shire Council

As NEWA transitions from a 3-year inspection cycle to a 5-year cycle, the completed inspections for this year and shown on the following maps (pages 52 to 56) have been planned and undertaken in accordance with the historic *3-year cycle* (although depicted on a map drawn for 5 annual divisions/areas).

From 1 July 2022, actual inspections and the associated background charts will align.

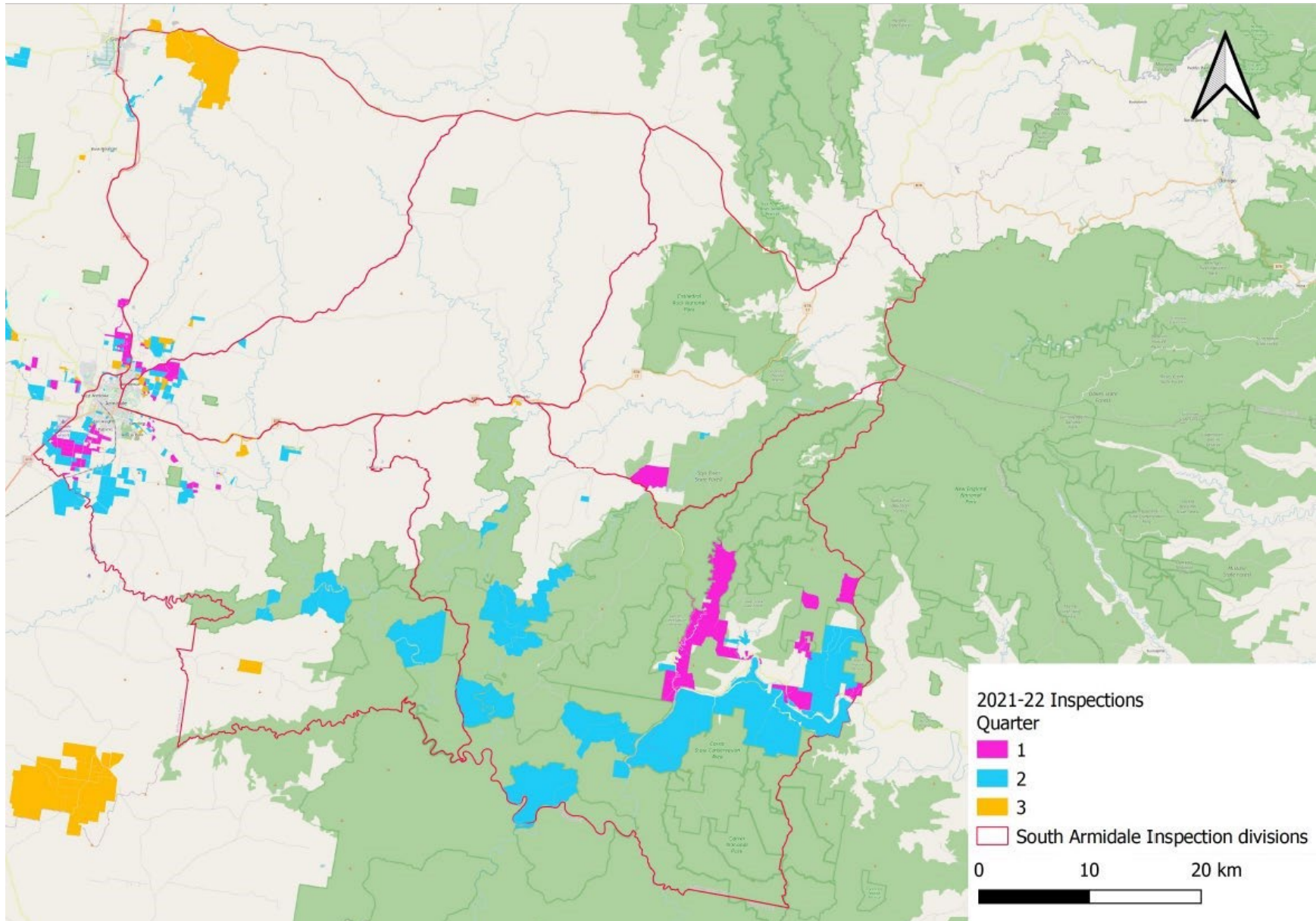


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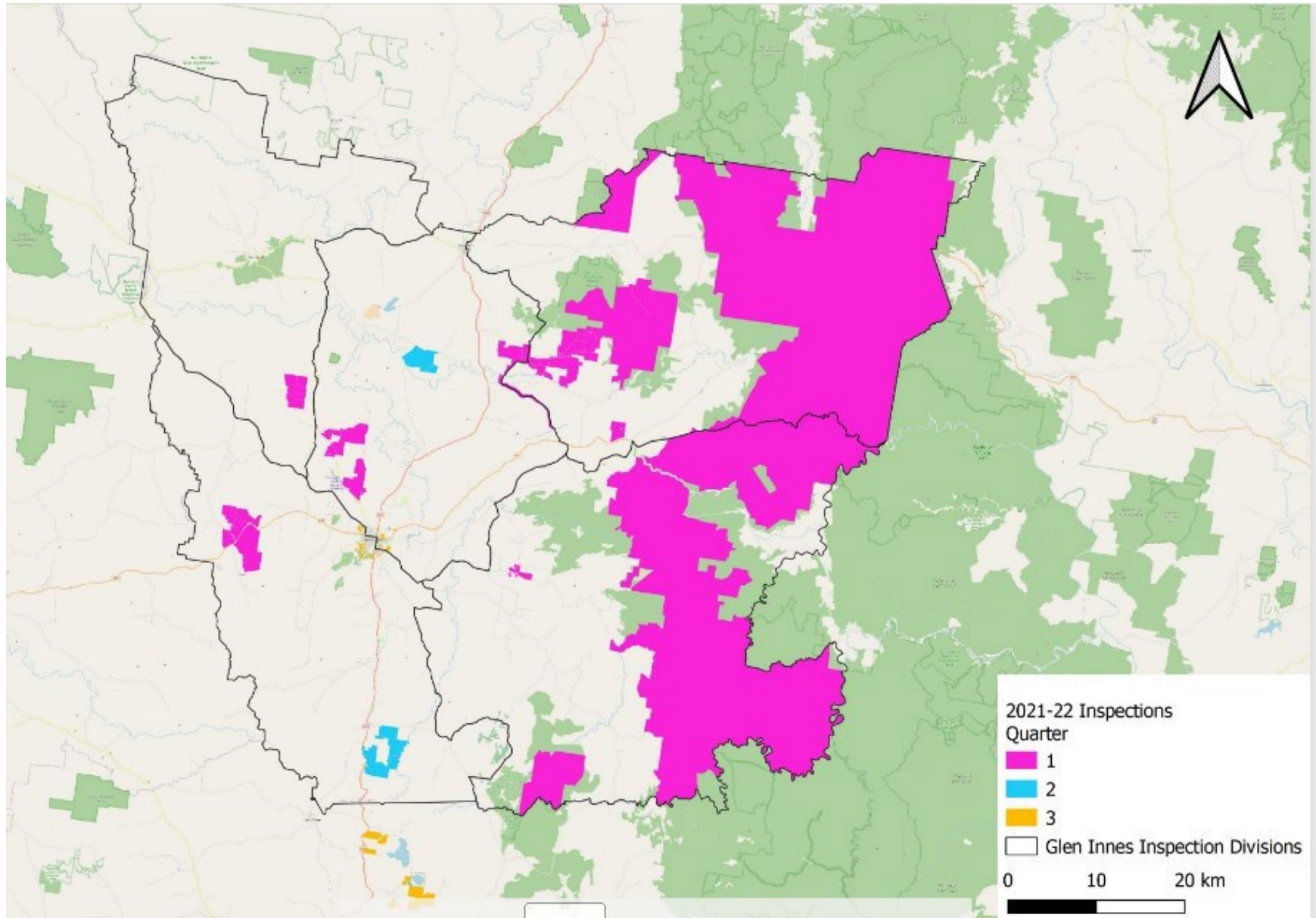




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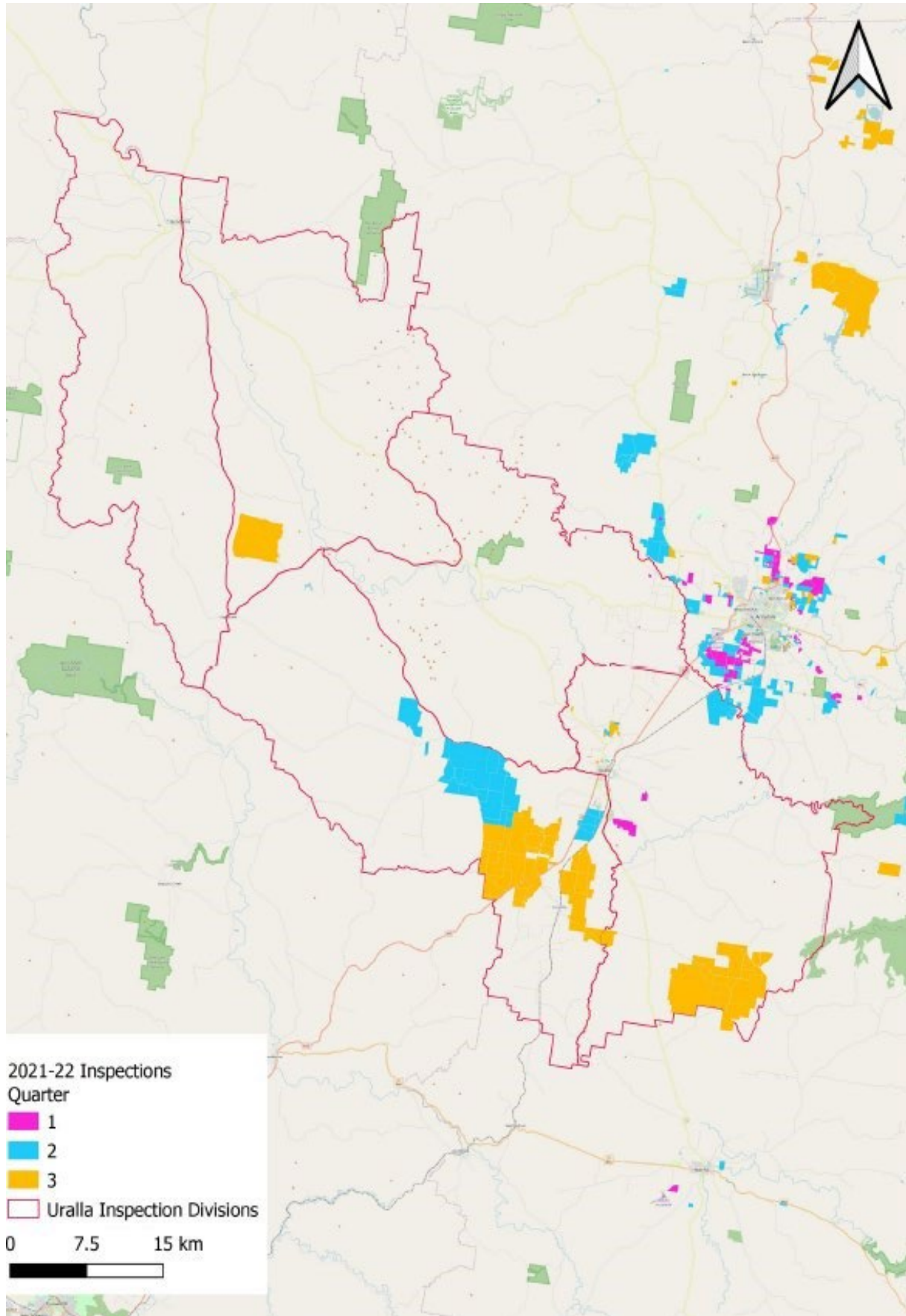


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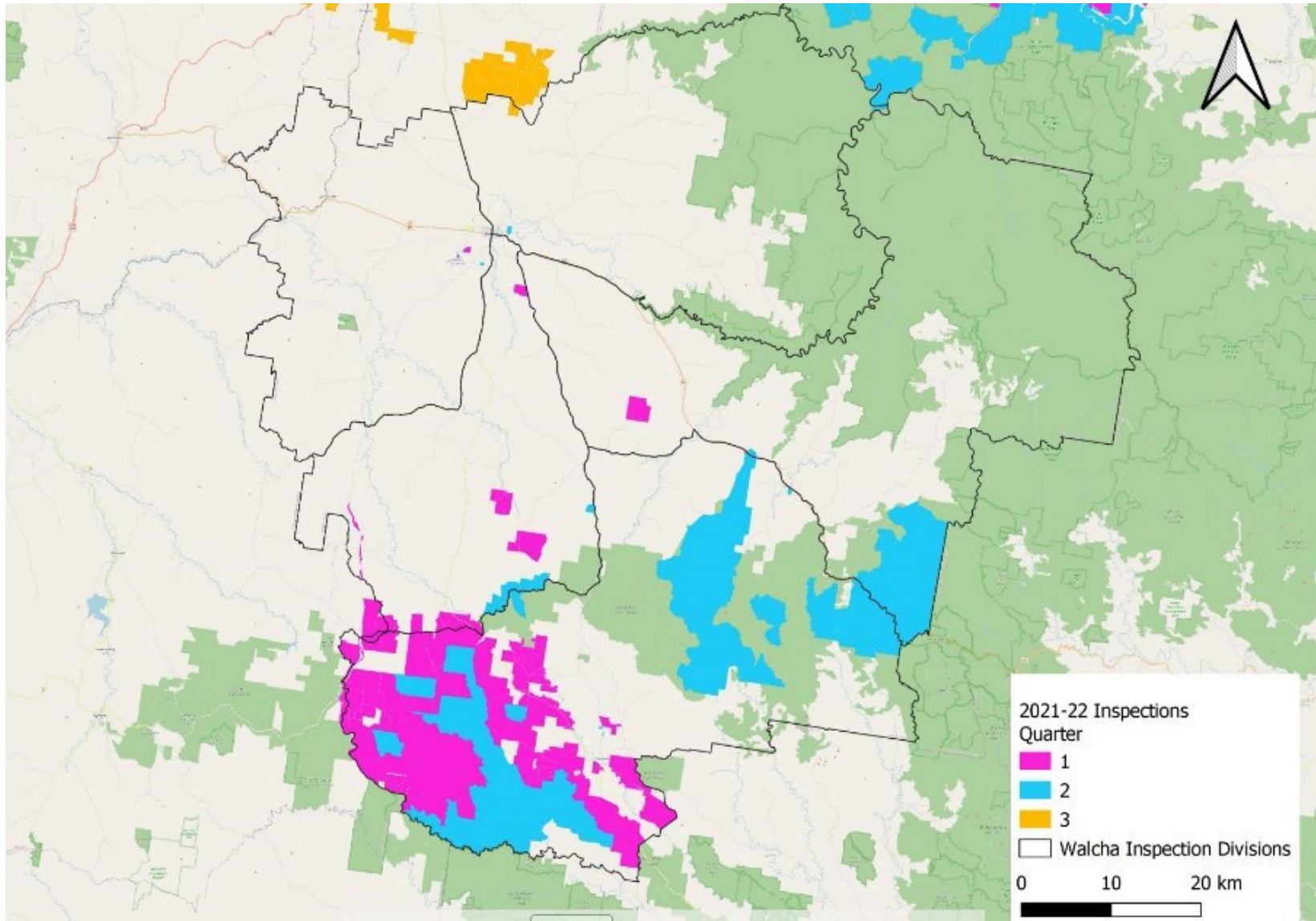




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**Specific inspections Weeds Action Plan (WAP) – Regional Measurable Outcomes (Inspections by NEWA)**

*These targets are based on the level of funding received from NSW DPI under the Weeds Action Program 2020-2025.*

WAP INSPECTION GOALS	metric	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Number	Target	% of target
Gravel Quarrie	no.	5	-	-	-	5	43	12%
National Parks	no.	10	1	-	-	11	4	275%
Nurseries	no.	1	-	1	-	2	8	25%
Recreational Area	no.	5	1	-	-	6	10	60%
Aquaria/Pet Shops	no.	-	-	-	-	-	2	0%
Weekend Markets	no.	2	2	2	-	6	3	200%
Machinery Dealers	no.	-	-	-	-	-	4	0%
Showgrounds	no.	-	-	4	-	4	5	80%
Recreation Areas	no.	-	-	-	-	-	11	0%
Dams	no.	-	1	-	-	1	2	50%
Saleyards	no.	1	1	-	-	2	3	67%
Machinery Washdown Bays	no.	-	-	2	-	2	2	100%
Mines	no.	-	-	-	-	-	1	0%
Rural Outlets	no.	-	1	2	-	3	9	33%
Landfill Sites	no.	1	1	1	-	3	4	75%
High Risk Pathways	no.	1	82	1	-	84		
	ha	-	25,551	-	-	25,551	4,000	639%
Roadside Inspections	no.	18	62	1	-	81		
	ha	11,869	15,758	-	-	27,628	69,780	40%
High Risk Private Property	no.	168	134	2	-	304	173	176%
	ha	14,754	23,430	-	-	38,183	34,000	112%
High Risk Property Re-inspections	no.	2	35	3	-	40	10	400%
	ha	302	4,042	-	-	4,344	2,000	217%
Private Property	no.	43	64	267	-	374	338	111%
	ha	14,028	4,098	-	-	18,126	85,313	21%
Private Property Re-inspections	no.	-	10	33	-	43	12	358%
	ha	-	1,290	-	-	1,290	2,435	53%

**Weed Action Program (WAP) – Regional Measurable Outcomes (Extensions by NEWA)**

Extension Activity	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Total
School Visits	1	1	1		3
Field Days		2			2
Media Releases	4	2	3		9
Agricultural Shows			4		4
Landcare Events	3	4	2		9



## ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am

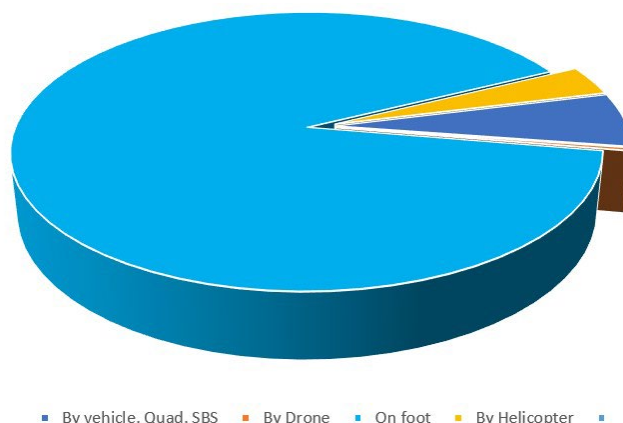
### Staffing and Training

NEWA currently has one (1) biosecurity officer on extended leave until October 2022 and two (2) biosecurity officers limited to *light duties* (office only) for the next several weeks due to workers compensation injuries. Accordingly, one biosecurity role is being 'back-filled' until October to maintain inspection capacity.

Date	Activity	Details
Dec-21	Traffic Control Training, Tamworth	Spray operators - NF, DC
Mar-22	Grasses Identification, Tamworth	3 biosecurity officers - RB, MB & TM
Mar-22	Communications Intelligence, Coffs Harbour	5 biosecurity officers - JR, RB, MB, GR & TM

### Type of Inspections – January to March 2022

Inspection Type	Number
By vehicle, Quad, SBS	20
By Drone	1
On foot	287
By Helicopter	11
<b>Total</b>	<b>319</b>



### 8.2 NEWA Spray Program – October 2021 to March 2022

*Please note from 1 July 2022, charts will be provided and will map where spray works have been undertaken.*

## **ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

### **October 2021**

- Spraying of Broom completed across Armidale Regional Council and Walcha Shire Council areas
- Parks and sporting fields have been sprayed for Broadleaf weeds – Armidale Regional Council and Walcha Shire Council
- CNG spray run commenced to continue for next 2 months
- Reseal sprayouts completed for Glen Innes Shire Council

### **November 2021**

- St John's Wort spray run commenced – Armidale Regional Council, Uralla Shire Council and Walcha Council
- Spraying of Chilean Needle Grass continued across Armidale Regional Council, Uralla Shire Council and Glen Innes Shire Council
- Commencement of spraying of roadside furniture for Armidale Regional Council
- Private works undertaken for Bellingen Shire Council to manage Red Cestrum and Broom

### **December 2021**

- Continued spraying of St John's Wort across all areas
- Commence spraying of Roadside Furniture for Walcha Shire Council
- Continue spraying of Chilean Needle Grass across Glen Innes Shire Council

### **January 2022**

- Continued spraying St John's Wort across all areas
- Walcha Common St John's Wort treated through Crownlands funding
- Walcha Shire Council Private Works – Spraying of various weeds around the town, including streets, kerbs and gutters, river weeds, maintenance of Council infrastructure and land.
- Continued spraying of Walcha Council roadside furniture

### **February 2022**

- Commencement of Blackberry spraying – Armidale Regional Council and Uralla Shire Council
- Contract spray contractor engaged to strengthen spray team
- Completed roadside furniture for Walcha Council

### **March 2022**

- Continued blackberry spraying in Armidale Regional Council area, expanding into Uralla Shire Council, Glen Innes Shire Council and Walcha Shire Council
- Private Works undertaken for landholder and for Armidale Regional Council – predominantly blackberries.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
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**8.3 NEWA Major Projects and Private Works Program – October 2021 to March 2022**

**ARC TSA Project – Federal Grant**

Control work in the Macleay has been undertaken by NEWA and a contractor between October 2021 and January 2022. Flooding, landslides and road closures have prohibited *NEWA staff* from undertaking any work for this project since late last year. Project completion will be the end of March 2022. Inspections of inaccessible areas of the project have been undertaken using Remotely Piloted Aircraft (RPA).

**Gondwana Shield – NTLLS**

No Lantana control in the upper Macleay has been able to be undertaken recently due to river levels and washed-out crossings. Grass control on the Gwydir Highway has been undertaken by NEWA staff during February.

**Landcare Grasses Project – Federal Grant – Landcare Led Bushfire Recovery**

The first pass of control work in the Ebor area was completed during November 2021, with the second pass completed in February 2022. Roadworks on Waterfall Way have to date prevented some areas from being treated. Project completion is due in April 2022.

**Armidale Regional Council – Bushfire Recovery Project – Federal Grant**

Control work on TSA completed with assistance of Backtrack Youth Organisation. The Team completed work in October 2021 and in January 2022. Again, flooding, landslips, road closures and washouts have prevented further work being undertaken at this stage. Project completion in planned for April 2022.

**GLENRAC Grasses Project – Federal Grant**

Roadside control of grasses throughout Glen Innes Shire Council area is being undertaken with this project scheduled to be completed by March 2022.

**Mexican Water Lily Project – NTLLS**

Surveillance of Gara Dam undertaken in January with no evidence found. Control at Armidale Tree Group Dam and NERAM Dam to be undertaken shortly.

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN  
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**Item 9.0 - ISSUE OF DEBIT CARDS TO NEWA FIELD STAFF (Biosecurity and Spray Operators)**

**RECOMMENDATION:**

1. That Debit Cards be provided to each permanent member of NEWA's field staff and that the credit limit shall not exceed the level of authority of the cardholder.
2. That the Policy governing the Use of Credit and Debit Cards shall be adopted, and
3. That normal Purchasing Policies and Procedures shall apply to all purchases paid for using a Debit Card.

**Purpose**

To seek Council approval for the issue Debit Cards to NEWA's permanent field staff to enable payment for the purchase of day-to-day items, required in the course of their work.

**Background**

Field staff are required to purchase day-to-day consumables when undertaking their responsibilities (fares, meals, fuel, tyre repairs etc.). The accounting for these purchases has been handled somewhat inefficiently and less securely than in a digital environment, with field staff either required to use their own funds and to claim reimbursement retrospectively, or to arrange the use of a debit or credit card belonging to another staff member. While petty cash does currently exist, this is not practical when 100's of kilometres away from the office. These approaches add to the financial administration of purchases, do not provide a digital record of events, and/or impose on employees who are often required to use their own funds until reimbursed.

**Report**

The Office of Local Government has produced a Guideline on the Use and Management of Credit [and Debit] Cards under Section 23A of the Local Government Act 1993' (attached). It is therefore proposed to provide Debit Cards with a credit limit not exceeding the employees' delegated authority with which to purchase consumable items. A Credit [and Debit] Card Policy has been prepared (attached) based upon the LGNSW guideline, which clearly sets-out the obligations of the employee and the responsibilities on financial and other NEWA staff.

With the issue of Debit Cards, there would be an electronic 'record' of each and every step in the purchase process, from request to receipt of goods or services to payment; with electronic matching of spending to Council's bank statement. Cards would only be used by those to whom they have been issued and would provide employees with reassurance in the event of an emergency.

## **ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL HELD IN COUNCIL'S OFFICES ON 29 MARCH 2022 COMMENCING AT 10:45 am**

### **Financial and Resource Implications**

There would be no financial implications other than a small annual account fee, but would significantly reduce administration while greatly enhancing security and transparency.

### **Legal Implications**

There are no legal implications.

### **Risk Implications**

Risk implications are set-out and managed within the Policy for the use Debit and Credit cards (attached).

### **Stakeholder Consultation**

There is no requirement for Stakeholder Consultation

### **Conclusion**

This report has been prepared to seek Councillors' approval of the issue of debit cards which will enhance efficiency and improve financial security.

### **Link to Policy and/or Community Strategic Plan**

Timely and accurate reporting for efficient management and accountability

### **Supporting Information/Attachments**

- Policy - Use of Debit and Credit Cards
- Guideline on the Use and Management of Credit [and Debit] Cards under Section 23A of the Local Government Act 1993

### **Item 10.0 – MATTERS OF URGENCY**

### **Item 11.0 – NEXT MEETING – Tuesday 10<sup>th</sup> May 2022 at 9:00am**