

New England Weeds Authority Operational Plan 2021 / 2022



To protect the natural environment, agricultural activities, the economy and community from the impacts of scheduled priority and invasive weeds within the New England and Northern Tablelands region of NSW.

Adopted: **th June 2021 – Res No:

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INTRODUCTION

The Integrated Planning and Reporting framework introduces the Operational Plan 2017/18. This document is part of the following suite of documents and should not be read in isolation;

- Business Activity Strategic Plan 2027
- 4-year Delivery Program
- **Annual Operational Plan**
- Long Term Financial Plan
- Asset Management Strategy
- Workforce Plan

The Operational Plan outlines the major activities Council will undertake across the range of Council's operations for the 2021/2022 financial year. These activities directly address the objectives and strategies outlined in Council's Delivery Program and through the Business Activity Strategic Plan.

The Operational Plan deals with the actions and tasks where Council has a role to play and identifies what we plan to do over the 2021/22 financial year. The Plan also shows how we will measure progress and identifies the sectional responsibility for completing the action.

The annual financial information forming part of this plan, outlines the Annual Estimates, Revenue Policy, Fees and Charges and other financial information. This financial information relates to both the Delivery Program and Operational Plan.

THE OPERATIONAL PLAN

One of the important requirements of both the Delivery Program and the Operational Plan is to identify who will be responsible within the council for completing the various projects or activities. This gives a clear picture of expectations, accountabilities and timeframes.

Integrating the plans

It is important to remember that the Delivery Program is part of a larger process – the Community Strategic Plan sets the community's agenda for the future, the Resourcing Strategy identifies matters that are within the council's realm of responsibility, and the Delivery Program and Operational Plan spell out the council's plan of action for responding to these matters.

The strategies identified in the Community Strategic Plan have been carried through to the Delivery Program and the actions identified in the Delivery Program have been carried through to the Operational Plan. The diagram that follows shows how the various levels of the planning framework connect.



The Operational Plan has been developed to highlight the activities to be undertaken in the 2021/22 financial year.

The Operational Plan is broken into delivery sections. Council works as a team from the Councillors to the General Manager, to senior staff through to all other staff. We are outcome focused and try to ensure that our work improves the community we live in.

The Operational Plan is the link back to the Delivery Plan and the Business Activity Strategic Plan for reporting of our actions and outcomes. The Operational Plan is also linked to the Long Term Financial Plan with respect to the 2021/22 financial year budgetary requirements.

Council receives a report each half year from the General Manager to advice of the outcomes being achieved at a Delivery Plan level (four-year plan). This process allows the Council and the community to determine the service outcomes and to look at the budget process against the actions in the Operational Plan. For ease of reporting, Council will establish a simple traffic light reporting system of Green, Amber and Red to identify work progress against the community plan.

ANNUAL BUDGET - CAPITAL WORKS 2021/22

Under the IP&R process, Council prepares a rolling Long Term Financial plan. From this plan, Council prepares a single year financial plan to identify its day to day operational needs and to determine future capital and maintenance works across all the service areas of Council.

The 2021/22 financial plan has identified the following Capital Works to be undertaken;

- The construction of a new Works Depot and Office Building

Included in the budget are various allocations towards maintenance works to be undertaken in the roads and park areas for member Council assets e.g. guide post spraying, treatment of ovals and parks.

Council has also considered the use of grant funding to help develop new projects and to assist in the cost-effective delivery of projects and maintenance across all areas of its operation. Major grants to be sought will include targeted environmental and agricultural weeds.

Within the Long Term Financial plan, Council has identified loan funding required to deliver major projects. The current and proposed loan funding includes:

- The Construction of a new Works Depot and Office at the Airport Industrial Estate in Armidale.



OPERATIONAL PLAN LEGISLATIVE REQUIREMENTS AND COMPLIANCE

Operational Plan	Identify projects, programs or activities that Council will undertake within the financial year towards addressing actions in the Delivery Program	The actions in this document include actions planned for the 2021/22 financial year
	Allocate responsibilities for each project, program or activity and measures to determine effectiveness	The actions in this document include responsibilities and measurements
	Include the Statement of Revenue Policy	The actions in this document include responsibilities and measurements
	Include provisions relating to the content of Council's annual statement of Revenue Policy: <ul style="list-style-type: none"> • Estimated income and expenditure • Proposed fees and charges • Council's proposed pricing methodology • Proposed borrowings 	The actions in this document include responsibilities and measurements

OPERATIONAL PLAN ACTIONS

The Operational Plan Actions are addressed under the following categories:

1. Civic Leadership / Governance / Administration / Finance / Risk (coloured Blue)
2. Weed Management and Control (coloured Green)
3. Economic Affairs (coloured Pink)
4. NSW Weeds Action Program 2015-2021 (coloured Red)

Responsible Officer/Team

1. GM - General Manager
2. SMT - Senior Management Team
3. All - All staff responsible

1

Principal Activity - Civic Leadership/Governance / Administration / Finance / Risk Management

Civic Leadership/Governance

To provide effective, relevant civic leadership and local governance through community consultation, availability of information to the public and Council, public access to Councillors and liaison with member Councils and relevant government agencies.

Administration

To implement financial and administrative policies and procedures to allow the management of all Council activities in a manner that ensures the economic sustainability of the Council and protects Council and community assets.

Finance

To provide the framework for Council to undertake its activities in a financially responsible and economically sustainable manner that protects Council and community assets.

Risk Management

To minimise Council's exposure to risk and provide a safe working environment for staff, contractors and for county landholders.

Objective 1.1: Civic Leadership/Governance					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
1.1.1	Quality customer service focus by Council staff	To promote quality customer services with all Council employees.	ALL	Customer satisfaction	Community feedback monitored
1.1.2	Promote timely and quality dissemination of information to the community	Regular community updated by various media	GM	Report on actions taken	Council to be proactive in reporting to community through Chairs' news items and preparation of other noteworthy stories.
1.1.3	Convey community issues to the Government	Lobby of behalf of the community	GM	Number of communiques reported to council and forwarded on.	Issue media releases to the community on meetings held or actions taken.
1.1.4	Identify policies and guidelines to support NEWA activities.	1. Ensure Council Policies and Procedures are up to date and relevant.	GM	Undertake an Annual review of policies and procedures to ensure they remain relevant and comply with legislation change.	<ol style="list-style-type: none"> 1. Report all Policies to Council within 6 months of a general election, and 2. Report policies that need adoption to Council annually.

Objective 1.1: Civic Leadership/Governance					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
1.1.5	Co-ordinate and support community groups to promote NEWA activities within the local community	Assess requests for support for community events	GM	Donation/support provided with council approval	Develop guideline on events to attend and information distribution e.g. Shows, Morning Teas, schools, etc.
		Support community events through attendance and displays of key staff.	GM	Community feedback and number in attendance	Assist event organiser
			GM	Number of committees formed for special events	Involve Council in community events

Objective 1.2: Administration					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
1.2.1	Timely and accurate reporting for efficient management and accountability	Review Council Committee membership and Administrative support on an annual basis	GM	Report to Council	Review by November 2021
		To promote timely and quality dissemination of information to the community, as well as internally throughout the Council organisation	ALL	Review annually	Website E-mail system Column in Local or regional newspaper Rate notices (Member Councils) Internal news letter

Objective 1.2: Administration					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
		<p>To review business papers to improve information provided to elected members and the public.</p> <p>To ensure compliance with statutory and regulatory requirements for financial reporting and public accountability by the due dates.</p> <p>To provide for revenue and expenses in a fair and competent manner with due regard for Council's financial position and public accountability.</p>	<p>GM</p> <p>GM</p> <p>GM</p>	<p>Council determination</p> <p>Reporting on time to auditors, Ministers and the public.</p> <p>Council's financial reporting analysis</p>	<p>Review October 2021</p> <p>All statutory reporting undertaken by due dates. Reporting of Assets complying with audit rules.</p> <p>Regular reporting to Council on finance and asset areas as per LGA</p>
1.2.2	Effective staff training and development processes in place	<p>Review staff training and development</p> <p>To implement systems for performance management and staff review.</p>	<p>ALL</p> <p>ALL</p>	<p>Adopt a Training Plan that is affordable.</p> <p>Undertake annual staff performance appraisals.</p> <p>Review Salary System in accordance with the NSW Local Govt. Award.</p>	<p>Develop a long-term skill-based training plan and work with local training organisations.</p> <p>Undertake staff performance appraisals each February.</p> <p>Report Award changes to staff.</p>

Objective 1.3: Finance					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
1.3.1	Ensure all finances are audited as required by the Local Government Act and Regulations	Undertake Annual External Audit as per the NSW Auditor Generals Requirements	GM / CFO	Provide all advice required to complete the audit process	Make all attempts to have an unqualified audit. Provide Council with advice as to Audit qualifications and methods to correct any qualifications.
1.3.2	Identify Funding opportunities.	Ensure level of Grant Funding is maintained	All	The General Manager will ensure grant applications and returns are completed on time	Report quarterly as to grants obtained and finalized to Council.

Objective 1.4: Risk Management					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
1.4.1	Identify Risks within the Council operations	Undertake process steps to reduce organisational risk	All	Undertake an assessment of all Policies and procedures to reduce risks, to identify risks in the work place and to reduce community risk	Reviewed policies to be presented to Council for adoption by March 2022 in accordance with the LGA. The GM is to show leadership in risk reduction including WH&S risks.

Objective 1.4: Risk Management					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
					<p>Risk awareness training will be undertaken with all staff.</p> <p>Council reports shall include a Risk category to alert Councillors to the level of risk or action required.</p> <p>The GM shall ensure that risks previously experienced in the work place are eliminated, that staff training is provided and that Councils policies are adhered too.</p>
1.4.2	Observe Work Health and Safety Requirements	Maintain the health of staff and public who may come into contact with herbicides during the invasive weed spraying program.	All	<p>Comply with guidelines of Council, industry standards and specific guidelines on the label of each herbicide being used.</p> <p>Spraying operations to cease when there is a danger of the public becoming contaminated with herbicides by spray or volatile drift onto neighbouring properties or contamination of produce likely to be consumed by the public, such as blackberry fruit.</p>	No reports of health effects from the public or staff related to this activity.

Objective 1.4: Risk Management					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
1.4.3	Undertake Strategic Planning to identify and develop the organisation	<ol style="list-style-type: none"> 1. General Manager to review Council's Business Activity Strategic Plan and associated Delivery Plan. 2. General Manager to review Operational Plan annually. 3. The General Manager shall prepare an Annual Report for submission to Council and the Office of Local Government. 	GM	<ol style="list-style-type: none"> 1. A revised Delivery Plan shall be presented within two months of a general election of Councillors. 2. A revised Operational Plan and annual budget and the long term budget shall be presented to Council no later than March annually. 3. Annual Report to be submitted prior to November annually. 	Reports are presented to Council for consideration and adoption prior to the legislative dates.
1.4.4	Provide advice to Member Councils and the Community to highlight NEWA achievements.	Provide ongoing information to Constituent Councils and the NSW Department of Primary Industries	GM / SPO / BM	The General Manager or Senior Operations Officer / Senior Project Officer to provide feedback and reports on operations to each Constituent Council. Provide an annual Grant Return report to Council and in turn the Constituent Councils in summary form.	<ol style="list-style-type: none"> 1. Councillors to report to their respective Councils after each meeting, distribute fact sheets and annual reports. 2. Maintain effective level of accurate cost/benefit feedback to Councils and the NSW Department of Primary Industries.

2 Principal Activity- Environment - Scheduled Priority Weed Management and Control

Scheduled Priority Weed Management and Control

To act in a regulatory and advisory role to stakeholders and landholders to improve the agricultural and natural environment through a reduction in scheduled priority and invasive weeds species as identified in the Northern Tablelands Regional Strategic Weed Management Plan 2017 – 2022.

Objective 2.1:

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
2.1.1	Management of Priority weed plants	Support Invasive Plant control programs on private lands	GM	Report to Council	Report quarterly to Council on control measures undertaken, and Report the number of property inspections undertaken each month and in which Shire, Crown land etc.
		Support Invasive Plant control programs on private lands	SPO	Support Grant applications by the public for weed control projects. Provide advice on control methods and assist in developing control programs	Report the number of landholder programs assisted
2.1.2	Maintain involvement and support of Local Land Services (LLS)	Liaise continually with LLS on natural resource management issues	SMT	Number of meetings and issues raised.	Meet with LLS General Manager / CEO a minimum of 4 times a year
2.1.3	Develop Community and Landholder Education Programs	Develop public awareness of Invasive Plants and promote good weed management practices using integrated	GM / SPO	1. Conduct field days, seminars and weed walks, speak at various	1. Conduct a minimum of 11 extension events by June annually 2. Produce or be involved in 10

		weed management strategies and develop Weed Management Plans for Weeds of regional importance through Regional coordination committees.		<p>farmer or community group meetings</p> <ol style="list-style-type: none"> 2. Use various mediums such as email, newsprint, radio, television (video) and fact sheets to distribute information on best practice on Invasive Plant control. 3. Develop landholder contact database to provide seasonal information on best practice for weed control activities. 4. Promote appropriate vegetation management using integrated weed control and management techniques 5. Provide information to public on access to information sources such as Council, regional and State Government websites. 	<p>media articles by June annually.</p> <ol style="list-style-type: none"> 3. Distribute a minimum of 500 public awareness fact sheets and weed information guides annually. 4. Provide information quarterly on seasonal weed control to participating landholders. 5. Report to Council quarterly on events and community education outcomes.
2.1.4	Interact with Authorities and other groups that	Participate in regional advisory groups, campaigns and surveys being conducted by stakeholders with weed	All	<ol style="list-style-type: none"> 1. Consult neighboring Non Member Councils and their Senior Staff. 2. Attend meetings which 	<ol style="list-style-type: none"> 1. Co-ordinate activities with neighboring Non Member Councils through membership of Regional Weeds

	participate in weed control or biosecurity actions.	control Interests		<p>directly or indirectly affect Council's invasive plant control program.</p> <p>3. Complete surveys or reports which support the endeavors of other bodies interested in weed control.</p>	<p>Management Committees.</p> <p>2. Participate in meetings of stakeholders.</p> <p>3. Report to Council any actions required of NEWA.</p>
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3. Principal Activity- Economic Affairs – Private Works and Other Business Undertakings

Private Works

To provide a contract spraying and inspectorial service to generate revenue and to assist landholders and government agencies to control scheduled priority and invasive weeds.

Other Business Undertakings

To promote the interests of County Council stakeholders through active interaction and participation with other authorities (such as Northern Tablelands and North West Regional Weed Committees, Local Government NSW and NSW Department of Primary Industries) through advocacy and political pursuits.

Objective 3.1: Private Works					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
3.1.1	Provide a Private Works service to land owners	Provide a contract spraying service	SMT	Provide commercial quotes in accordance with the ACCC rules for Local Government Private works	Report quarterly to Council the total of all private works undertaken and project assessment.
		Provide a Fee for Inspection service for solicitors and real estate agents	SMT	Provide an inspection service at a cost recovery fee (Fees and Charges)	Show in the quarterly budget reviews all inspections undertaken.

Objective 3.2: Other Business Undertakings

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
3.2.1	Undertake an internal review of potential for other works, grants or activities.	Identify fee for service, grant opportunities or income generating activities	All	Assess market for additional services to landowners, agents or solicitors.	Report services to be provided to Council and hourly costs for inclusion in Fees and Charges.
			All	Review and develop grant opportunities across the New England Region	Report grants applied for to Council each quarter
			All	Assess opportunities to work with Non Member Councils to control weeds, undertake inspections etc.	Report to Council discussions being held and shared opportunities.
			All	Review opportunities to work with LLS on a fee for service basis whilst performing NEWA inspection roles.	Report to Council discussions being held and shared opportunities.

4. Principal Activity- NSW Weeds Action Program – Northern Tablelands Regional Weed Committee (NTRWC)

To provide Regional Coordination Services on behalf of the Northern Tablelands Local Land Services for the implementation of the NSW Weeds Action Program 2015-2021 for the member Councils (including NEWA) of the Northern Tablelands Regional Weed Committee (NTRWC) region.

Objective 4.1: NSW Weeds Action Program					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
4.1.1	Management of noxious plants		GM	Report to Council	Report quarterly to Council control measures undertaken and compliance with the Approved Regional Weed Action Plan.
4.1.2	Maintain involvement and support of Local Land Services (LLS)	Liaise continually with LLS on natural resource management issues	SMT	Number of meetings and issues raised.	Meet with LLS when required
4.1.3	Implement the objectives of the NSW Weeds Action Plan	Provide staff and resources to meet the deliverables under the Weeds Action Plan.	All	Review annually the objectives and targets listed under the Action Plan Undertake meetings with NSW DPI staff to review and look for grant or action funding	Report each 6 months to Council, areas of compliance and noncompliance with targeted actions. Provide advice to Council as to the number of meetings held with NSW DPI and details of outcomes.
		Prevent the establishment of new Invasive Plants on public lands under the control of constituent Councils.	SOO / SPO / Biosecurity Officers	Staff instigate and conduct coordinated treatment programs on high risk sites and pathways when conducting other	Conduct 101 high risk site inspections and monitored and treat new infestations.

Objective 4.1: NSW Weeds Action Program					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
				principle activities staff monitor for infestations of new invasive plants.	Undertake the inspection of 1313 kilometers of High Risk Pathways.
		Fully and continuously suppress and destroy all regionally prioritise <i>eradicate</i> category Invasive.	SOO / SPO / Biosecurity Officers	Using the latest weed control techniques and practices, treat with herbicides and other suitable integrated weed management systems	No increase in infestations All reported eradicate category Invasive Plants infestations treated each year
		Prevent the spread and reduce the numbers and distribution of Invasive Plants.	SOO / SPO / Biosecurity Officers	Using the latest weed control techniques and practices treat plants with herbicides and other suitable integrated weed management systems.	Contain and reduce known infestations of regional prioritised Invasive Plants on an annual seasonal basis. All reported invasive plants infestations to be treated each year subject to funding
		Eradicate targeted Invasive Plants species from designated areas	SOO / SPO	Coordinate the eradication of targeted Invasive Plants species from areas where eradication of Invasive Plant species is considered achievable.	Council supports at least 4 programs Annually.

Objective 4.1: NSW Weeds Action Program					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
				Specified Financially assist approved projects in accordance with Council's Policies.	
		Reduce the risk from Invasive Plants which are poisonous to humans and animals on public lands	SOO / Bio Security Officers	Prioritise treatment of poisonous Invasive Plants on public land.	<p>Reduce the extent of infestations of Invasive Plants which are considered a risk to human and animal health.</p> <p>No reports of Humans or animals affected by contact with invasive plants on public land.</p>
		Prevent the establishment of new invasive weed species on private and public lands	Bio Security Officers	Systematically inspect various new areas bounded by specific landmarks, such as creek or road systems, each year. Report Invasive Plants found, degree of infestation, location and area infested and input of all data to the database system. Report action being carried out by land occupier and further action required by land occupier to Council.	<ol style="list-style-type: none"> 1. Conduct 1728 Private property inspections annually as per WAP. 2. Inspect a minimum area of 422,000 HA of Private Property by June annually. 3. Inspect at least 5,819 Ha of high risk pathways by June annually. 4. Integrate UAV Inspections into annual program as per the WAP annually. 5. Conduct a minimum of 200 Peri Urban Inspections annually 6. Undertake a minimum of 272 Tropical Soda Apple inspections annually.

Objective 4.1: NSW Weeds Action Program					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
		Prevent the sale and Transport of invasive plants	Bio Security Officers	Inspect all nurseries and other outlets involve in the sale of plants quarterly.	Inspections carried out on all nurseries and other outlets involve in the sale of plants quarterly.
		Re-inspect all properties systematically who are, or should be undertaking Invasive Plant control programs	Bio Security Officers	<p>Systematically inspect identified properties with known infestations of Invasive Plants.</p> <p>Inspection reports to Council containing recommendations for actions required by land manager or Council within a reasonable time of the last inspection.</p>	10% reduction in area of known infestations of Invasive Plants on private lands by June annually.
		Advise, co-ordinate and Implement invasive plant control programs	Bio Security Officers	Provide advice to land managers on a one to one basis. This advice will be provided during inspections, field days, over the phone, by letter or by Fact sheet.	Inspection reports indicate a containment, reduction and eradication of Invasive Plants on the property.

6. Fees and charges

i. Private Works

Where the owner/occupier of private land or a public authority requests the Council to treat scheduled priority and invasive weeds on their behalf, the following rates shall apply for 2021/2122:

	FEE	GST INC	GST STATUS
Labour - spraying	\$60.00/ hr	\$66.00 / hr	Taxable
Labour – supervisor / professional	\$94.00 / hr	\$103.40 / hr	Taxable
Plant with spray equipment	\$60.00 / hr	\$103.40 / hr	Taxable
Plant – transport only	\$55.00 / hr	\$60.50/ hr	Taxable
Chemical and other materials	Cost plus 50%	Plus 10%	Taxable
Administrative / quote charge based on time/km	\$75.00 / hr	\$82.50/ hr	Taxable
Minimum Charge	\$150.00	\$165.00	Taxable

* In cases of hardship, especially relating to pensioners on small lots, or the impacts of Covid 19, the Authority may upon written application, waive/reduce the charge.

ii. Other fees and charges

The following fees and charges shall apply:

FUNCTION OR SERVICE	FEE	GST INC	GST STATUS
Application for certificate from Council as to weed control notices, expenses and charges on land (Biosecurity Act 2015 Clause 28 (2) of Schedule 7 – Savings, transitional and other provisions).	\$90.00		Exempt
Certificate - special urgent property report.	\$200.00	\$220.00	Taxable
Entry onto private land to carry out treatment work for fail to comply with individual biosecurity direction (under Sections 128 & 133 of the Biosecurity Act 2015) if undertaken by Council (per inspector plus cost of chemical).	\$150.00/hr (Minimum charge)	\$165.00	Taxable

FUNCTION OR SERVICE	FEE	GST INC	GST STATUS
Entry onto private land to carry out treatment work for fail to comply with individual biosecurity direction (under Sections 128 & 133 of the Biosecurity Act 2015) if undertaken by a contractor engaged by Council (per contractor plus cost of chemical).	Contractor charge plus GST plus cost of chemical (if not included in contractor's cost plus 15% of contractors charge or \$150.00, whichever is the higher) for administration and supervision.		Taxable
Subsequent inspection of private property as part of Council's regulatory function after the service of an individual biosecurity direction or Biosecurity Undertaking (under Sections 128 & 133 and 147 of the Biosecurity Act 2015).	\$180	\$198.00	Taxable
Preparation and accepting a biosecurity undertaking by a person (under the provisions of Sections 142 & 146 of the Biosecurity Act 2015).	\$250.00	\$275.00	Taxable

7. NEWA Annual Budget 2021 - 2022

New England Weeds Authority

Annual Operating Plan

	2020_21 Budget	2021_22 Budget
INCOME		
Government Grants - WAP		
Grant - N.T. Lead Agency/ Regional Project officer	55,000	55,990
Grant - Control	235,750	275,000
Grant - Fed Communities combating weeds	290,856	119,798
Grant - WAP 1525 Glen Innes	70,000	75,000
Grant - WAP TSA	40,000	-
	691,606	525,788
Council Contributions		
Annual		
Cont Annual - ARC	205,435	217,795
Cont Annual - USC	83,025	88,020
Cont Annual - WC	83,025	88,020
Cont Annual - Glen Innes Severn	99,168	105,134
Rebates in 20/21 Financial year (10%)	- 47,065	-
	423,588	498,969
Fees and Charges		
Section 64 Fees - Constituent Councils	1,700	3,000
	1,700	3,000
Investment Interest		
Interest - 11 am	1,000	1,000
Interest - Fixed	28,000	10,000
	29,000	11,000
Profit on Sale of Assets		
	5,000	5,000
	5,000	5,000
Private Works		
Private Works (Council's, NPWS, Private propetry, Crown, LLS)	100,000	100,000
	100,000	100,000
Other Income		
LLS / Crown Land Projects	55,000	120,000
Sundry Income / Insurance Rebate	5,000	5,197
Glenn Innes Severn LLS / Crown Land Projects	1,000	260,394
	61,000	385,591
Total Income	1,311,894	1,529,348

EXPENDITURE	2020-2021 Budget	2021-2022 Budget
Bank Charges	400	400
Audit - Financial	11,000	11,000
	11,400	11,400
OFFICE		
Armidale		
Staff - Armidale	161,500	353,360
Rent - Armidale	13,260	13,525
Computers M&R - Arm Off	1,500	1,500
Other M&R - Arm Off	1,000	1,000
Insurance	24,500	25,000
Light, Power, Heating	3,500	3,000
Postage	1,000	800
Printing and Stationery	2,000	2,000
Telephone and Communications	7,000	9,000
Legal Costs	1,000	3,000
Advertising - General	1,500	2,000
Photocopier Replacement	-	10,000
Office Equipment Depreciation	6,600	8,000
	224,360	1,432,185
DEPOTS		
Depot - ARC	3,500	3,570
	3,500	3,570
MEMBERS		
Member - Chair Allow	7,000	7,175
Member - Fees & Allow	14,000	17,938
Members Superannuation	-	2,300
Member - Expenses	3,000	4,000
	24,000	31,413
ADC SERVICES		
Consultants	-	22,500
ARC - IT	8,000	8,000
Internal Audit	2,000	2,000
	10,000	32,500
INSPECTIONS		
Inspections - Field		
Insp CDist - Field	120,000	125,000
Insp SDist - Field	35,000	35,700
Glen Innes Severn - Property Inspections	35,000	35,700
Insp TSA	25,000	25,500
	215,000	221,900
Inspections - Office		
Insp NDist - Office	8,000	8,000
Insp CDist - Office	64,000	65,000
Insp SDist - Office	15,000	15,000
	87,000	88,000

EXPENDITURE CONT'D		2020-2021 Budget	2021-2022 Budget
Mapping - Sundry		-	-
Mapping/GIS - Support		10,000	10,000
		10,000	10,000
COMMUNICATION / REPORTING			
Communication - Sundry		500	300
		500	300
EXTENSION/EDUCATION			
Extension - Sundry		5,000	3,000
		5,000	3,000
TRIALS			
Trials - Sundry		500	500
		500	500
TRAINING			
Training			
Training - Sundry		7,000	8,000
First Aid Training		3,500	2,000
WHS		1,500	3,000
		12,000	13,000
Conferences			
Biennial Weeds Conference		-	20,000
		-	20,000
Publications and Subscriptions			
Publications		-	-
		2,500	5,000
CORPORATE PLANNING			
Membership			
LGNSW Membership		2,000	2,000
NERGOC/Joint Organisation		1,000	-
		3,000	2,000
POLICY DEVELOPMENT			
REGIONAL PLANNING			
NTRWC			
NTRWC - Lead Agency / Regional Weed Coordinator		55,000	55,990
BORROWING COSTS			
Interest on Loans		-	10,988
Principal Repayments		-	69,917
		-	80,905

EXPENDITURE CONT'D		2020-2021 Budget	2021-2022 Budget
OPERATIONS			
Council Land			
African Lovegrass		10,000	10,200
Blackberry		75,000	75,000
Chilean Needle Grass		7,000	10,000
Giant Parramatta Grass		1,000	1,000
Tropical Soda Apple		19,000	20,000
Gorse		500	510
St John's Wort		40,000	50,000
Sundry Weeds		8,000	8,160
Glen Innes Local Expenses		15,000	10,000
Glen Innes Regional Expenses		35,000	35,700
		224,500	255,670
PRIVATE WORKS			
PW - Miscellaneous		40,000	50,000
PW - USC		2,000	1,000
PW - WC		20,000	20,000
LLS - Crown Lands works		50,000	51,000
PW - Combating Weeds Project		275,856	64,798
		-	-
		422,856	256,798
PLANT			
Plant Minor		8,000	8,000
Plant No 1 - EL B1 1G - Isuzu D Max		9,000	8,000
Plant No 2 - CF 36 ES - Isuzu D Max		6,500	6,000
Plant No 3 - CI 07 FM - Toyota Landcruiser		8,000	7,500
Plant No 4 -CU 33 CS - Isuzu D Max		6,100	7,000
Plant No 5 - CQ 53 XM - Isuzu D Max		7,000	7,000
Plant No 6 - CU 32 CS - Isuzu D Max		8,000	7,000
Plant No 7 - CL 64 RE - Toyota Landruiser		8,000	7,500
Plant No 8 - CR 50 EC - Toyota Landcruiser		8,000	7,500
Plant No 9 - CZ 65 BB - Isuzu D Max		8,000	7,000
Plant No B1 -Yamaha Quad Bike		3,000	2,500
Plant No W - Wolverine		3,000	2,500
Plant Honda TRX 500 Quad		-	2,500
New Plant Purchases		126,000	112,000
Plant sales	-	60,000	-
Loss from disposal of assets		-	-
		238,600	229,000

ON EXPENDITURE CONT'D

	2020-2021 Budget	2021-2022 Budget
Public Holidays	27,000	30,000
Sick Leave	20,000	27,500
Long Service Leave	12,000	10,000
Superannuation	45,000	50,000
Other Employee Costs (PPE)	5,000	5,100
	165,000	183,600
Total Expenditure	1,714,716	2,936,731
Net Cost	- 402,822	- 1,407,383
Add Plant Hire	172,600	167,500
Add Oncost	165,000	183,600
Add Capital	66,000	1,138,917
	-	-
Final Operating Profit (Loss)	778	82,634

**New England Weeds Authority
Income Statement**

	2020_21 Budget	2021_22 Budget
Revenue		
User Charges and Fees	161,000	485,591
Interest and Investment Revenue	29,000	11,000
Other Revenues	1,700	3,000
Grants and Cont'n provided for operational purposes	1,115,194	1,024,757
Grants and Cont'n provided for capital purposes	-	-
Other Income	-	-
Net Gain from Disposal of Assets	5,000	5,000
Total Income from Continuing Operations	1,311,894	1,529,348
Expenses from Continuing Operations	-	-
	-	-
Employee Benefits and On-Costs	636,000	974,350
Borrowing Costs	-	10,988
Materials and Contracts	172,400	177,640
Depreciation and Amortisation	96,600	98,000
Other Expenses	406,116	185,736
Net Loss from the Disposal of Assets	-	-
Total Expenses from Continuing Operations	1,311,116	1,446,714
	-	-
Net Operating Result for the Year	778	82,634

New England Weeds Authority
Cash Flow Statement
CASH FLOWS FROM OPERATING ACTIVITIES

	2020_21 Budget	2021_22 Budget
Receipts		
User Charges and Fees	161,000	485,591
Interest Received	29,000	11,000
Grants and Contributions	1,115,194	1,024,757
Other Receipts	1,700	3,000
Payments		
Employee Costs	- 636,000	- 974,350
Materials and Contracts	- 172,400	- 177,640
Interest Paid	-	- 10,988
Other Expenses	- 406,116	- 185,736
	-	-
Net Cash provided for (or used in) Operating Activities	92,378	175,634
 <i>CASH FLOWS FROM INVESTING ACTIVITIES</i>		
Receipts		
Proceeds from Property, Plant & Equipment	53,000	53,000
	-	-
Proceeds from sale of Investment Securities	112,000	-
Payments		
Purchase of Property, Plant & Equipment	- 112,000	- 1,122,000
	-	-
Purchase of Investment Securities	- 143,000	-
	-	-
Net Cash provided for (or used in) Investing Activities	- 90,000	- 1,069,000
 <i>CASH FLOWS FROM FINANCING ACTIVITIES</i>		
Receipts		
Proceeds from Borrowing & Advances	-	1,000,000
Proceeds from Retirement Home Contributions	-	-
Payments		
Repayments of Borrowing & Advances	-	- 69,917
Repayments of Retirement Home Contributions	-	-
	-	-
Net Cash provided for (or used in) Financing Activities	-	930,083
	-	-
	-	-
NET INCREASE/(DECREASE) IN CASH HELD	2,378	36,717

New England Weeds Authority
BALANCE SHEET

	2020_21 Budget	2021_22 Budget
<i>CURRENT ASSETS</i>		
Cash & cash equivalents	774,000	774,000
Investments	1,038,020	950,737
Receivables	25,000	27,000
Inventories	47,000	47,000
Other	-	-
TOTAL CURRENT ASSETS	1,884,020	1,798,737
<i>NON-CURRENT ASSETS</i>		
Investments	-	-
Receivables	-	-
Inventories	-	-
Infrastructure, Property, Plant & Equipment	356,400	1,407,403
Other	-	-
TOTAL NON-CURRENT ASSETS	356,400	1,407,403
TOTAL ASSETS	2,240,420	3,206,140
<i>CURRENT LIABILITIES</i>		
Payables	187,000	189,000
Borrowings	-	94,000
Provisions	140,000	140,000
TOTAL CURRENT LIABILITIES	327,000	423,000
<i>NON-CURRENT LIABILITIES</i>		
Payables	-	-
Borrowings	-	835,000
Provisions	-	-
TOTAL NON CURRENT LIABILITIES	-	835,000
TOTAL LIABILITIES	327,000	1,258,000
NET ASSETS	1,913,420	1,948,140
EQUITY	-	-
Accumulated Surplus	1,913,420	1,948,140