

NEW ENGLAND **WEEDS** AUTHORITY



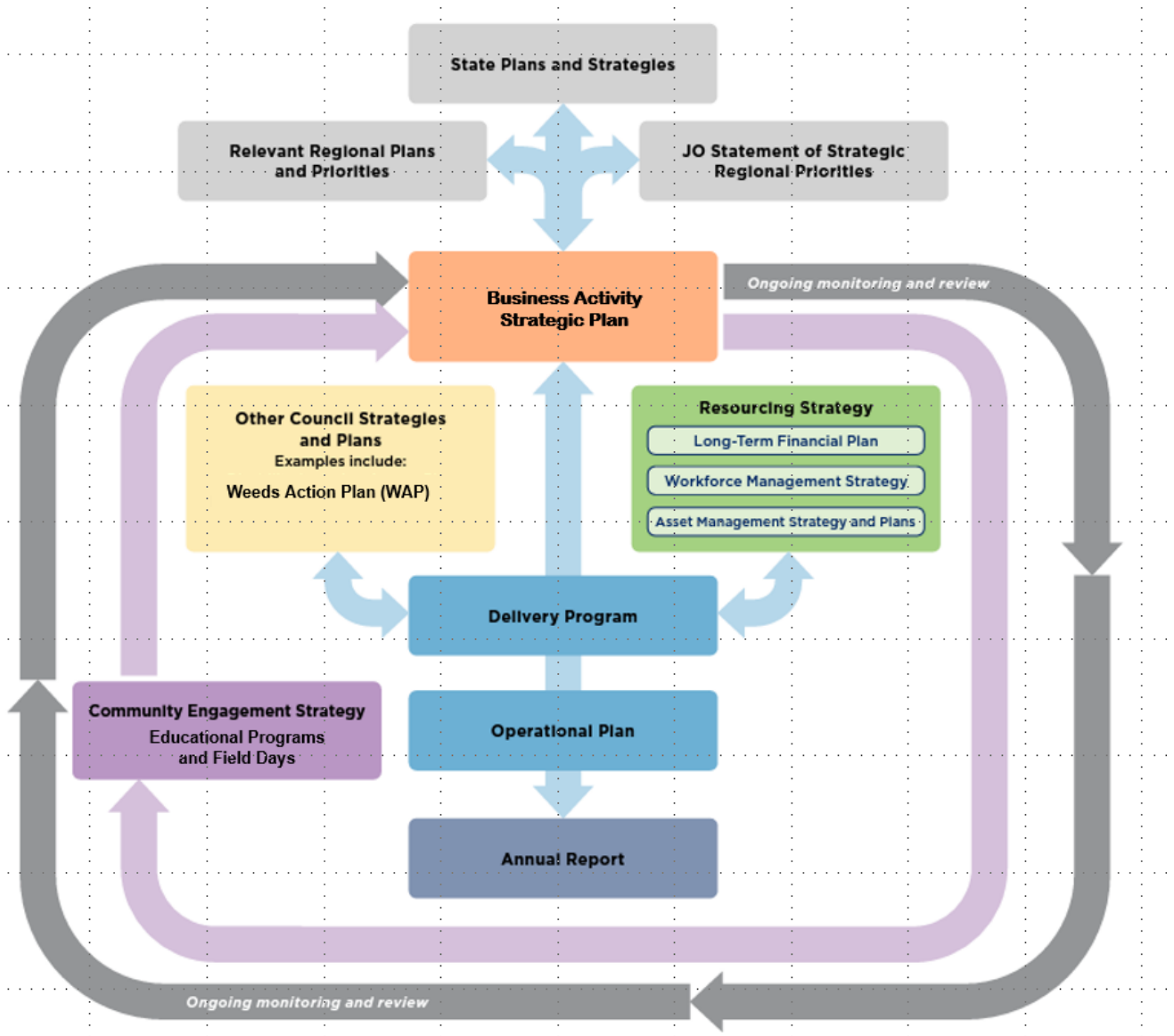
Annual Operational Plan 2022 – 2023

Adopted by Council on: xx/11/2022

Resolution: DRAFT/22

INTRODUCTION

The Integrated Planning and Reporting (IP&R) Framework includes this year's *Operational Plan 2022-2023*. This document is part of a suite of documents, as depicted in the diagram below, and should not be read in isolation.



- Business Activity Strategic Plan	2017 - 2027
- Long Term Financial Plan	2020 - 2030
- 4-year Delivery Program	2022 - 2026
- <i>Annual Operational Plan</i>	
- Asset Management Strategy	
- Workforce Plan	

Delivery Program (DP)	Operational Plan (OP)	Annual Report (AR)	Resourcing Strategy (RS)
<ul style="list-style-type: none"> • Describes elected council's commitment to deliver against the CSP over 4-year term. • Describes what can be delivered with the available resources as outlined in RS (below). • Aligned with strategic directions and outcomes of the CSP. 	<ul style="list-style-type: none"> • Identifies annual projects and activities to deliver against DP outcomes. • Includes council's annual budget and Statement of Revenue Policy. 	<ul style="list-style-type: none"> • Reports back to the community on the work undertaken by a council each year to deliver on the commitments of the DP through that year's OP. • AR must contain a copy of the audited financial statements. 	<ul style="list-style-type: none"> • Demonstrates how work identified in the Delivery Program and Operational Plan will be resourced, as identified through: <ul style="list-style-type: none"> - Long-Term Financial Plan - Workforce Management Planning - Asset Management Planning.
<p>Duration: 4 years</p> <p>Review: Annual review with 6-monthly reporting</p>	<p>Duration: 12 months</p> <p>Review: One plan each year for the 4 years of the council term, in line with DP</p>	<p>Duration: 12 months</p> <p>Review: Annually</p>	<p>Duration: 4-10 years, in line with Delivery Program and Operational Plan.</p> <p>Review: Continual monitoring to measure effectiveness and respond to change; the Long-Term Financial Plan, Asset Management Strategy and Plans need to be reviewed and updated annually to cover a minimum 10 year period/forecast. The Workforce Management Strategy is to be reviewed and updated every 4 years along with the Delivery Program.</p>

The *Operational Plan* outlines the major activities that will be undertaken across the range of Council's operations during the 2022/2023 financial year. These activities directly address the objectives and strategies outlined in the Delivery Program of the current Council as identified in the Business Activity Strategic Plan (BASP).

The *Operational Plan* deals with the actions and tasks where Council has a role to play and identifies what is planned during the 2022 - 2023 financial year. The Plan also highlights how we will measure progress and identifies the sectional responsibility for completing the action.

The annual financial information forming part of this plan (Annual Budget), outlines the Annual Estimates, Revenue Policy, Fees and Charges and other financial information. This financial information relates equally to both the Delivery Program and the *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 county council for completing the various activities and projects identified. This gives a clear picture of expectations, accountabilities and timeframes for delivery.

Integration of the plans

It is important to remember that the *Operational Plan* is part of a larger process – the Business Activity Strategic Plan (BASP) sets the agenda for the County Council in the future, the Resourcing Strategy identifies matters that are within the council's realm of activity and capability, and the Delivery Program and *Operational Plan* spell out the council's plan of action for achieving these matters during the current financial year.

The strategies identified in the Business Activity Strategic Plan have been identified within the Delivery Program and the actions identified in the four-year Delivery Program, are managed within the actions set out within the *Operational Plan*. The following diagram shows how the various levels of the planning framework connect.



The *Operational Plan* has been developed to highlight the activities to be undertaken during the 2022-2023 financial year.

The *Operational Plan* is broken into delivery sections, where the New England Weeds Authority (NEWA) works as a team from the Councillors to the General Manager, through to senior staff and all members of the County Council. NEWA is outcome focused and closely monitors performance targets, to ensure our work improves the communities we live in.

The *Operational Plan* forms the link to both Council's Delivery Program and the Business Activity Strategic Plan for reporting of our actions, achievements and financial results. The *Operational Plan* is also linked to the Long-Term Financial Plan (LTFP) with respect to the 2022-2023 financial year's budget.

NEWA's General Manager, provides Council with a quarterly report to advice of outcomes being achieved as identified in the (four year) Delivery Plan. This process allows the Council and the community to understand service outcomes and to consider the budget process when compared to the actions and activities set out in the *Operational Plan*. For ease of reporting, Council has adopted a simple 'traffic light' reporting system of Green, Amber and Red to identify work progress against the Business Activity Strategic Plan.

ANNUAL BUDGET & CAPITAL WORKS 2022-2023

Within the IP&R framework, Council prepares a ten year, rolling Long Term Financial Plan. From this plan, a single year financial plan is prepared to identify the County Council's day-to-day operational needs and to determine capital needs and maintenance works across the service areas of Council – see annual budget P&L and Cash Flow.

The 2022-2023 financial plan identified the following Capital Works to be undertaken during the current financial year:

- The commencement of construction of the new Works Depot and Office Building



Work is anticipated to commence in early 2023 and to conclude by the end of the year.

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. guidepost spraying, treatment of ovals and parks. Council also considers 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 operation. Major grants are sought to targeted environmental and agricultural weeds.

Within the Long-Term Financial plan, Council has identified loan funding required to deliver major projects. Loan funding is proposed to include the Construction of a new Works Depot and Office at the Airport Industrial Estate in Armidale.

Capital expenditure during the coming financial year covers the purchase of plant (vehicles) and equipment (spray units) totalling approximately \$360,000.

OPERATIONAL PLAN - LEGISLATIVE REQUIREMENTS AND COMPLIANCE

Operational Plan Requirements	Identify projects, programs or activities that Council will undertake within the financial year towards addressing actions identified within the Delivery Program	The actions in this document include actions planned for the 2022-2023 financial year
	Allocate responsibilities for each project, program or activity and KPI's to determine effectiveness	The actions in this document include responsibilities, measurements and timeframes
	Included within the Statement of Revenue Policy	The actions in this document include responsibilities, measurements and timeframes
	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

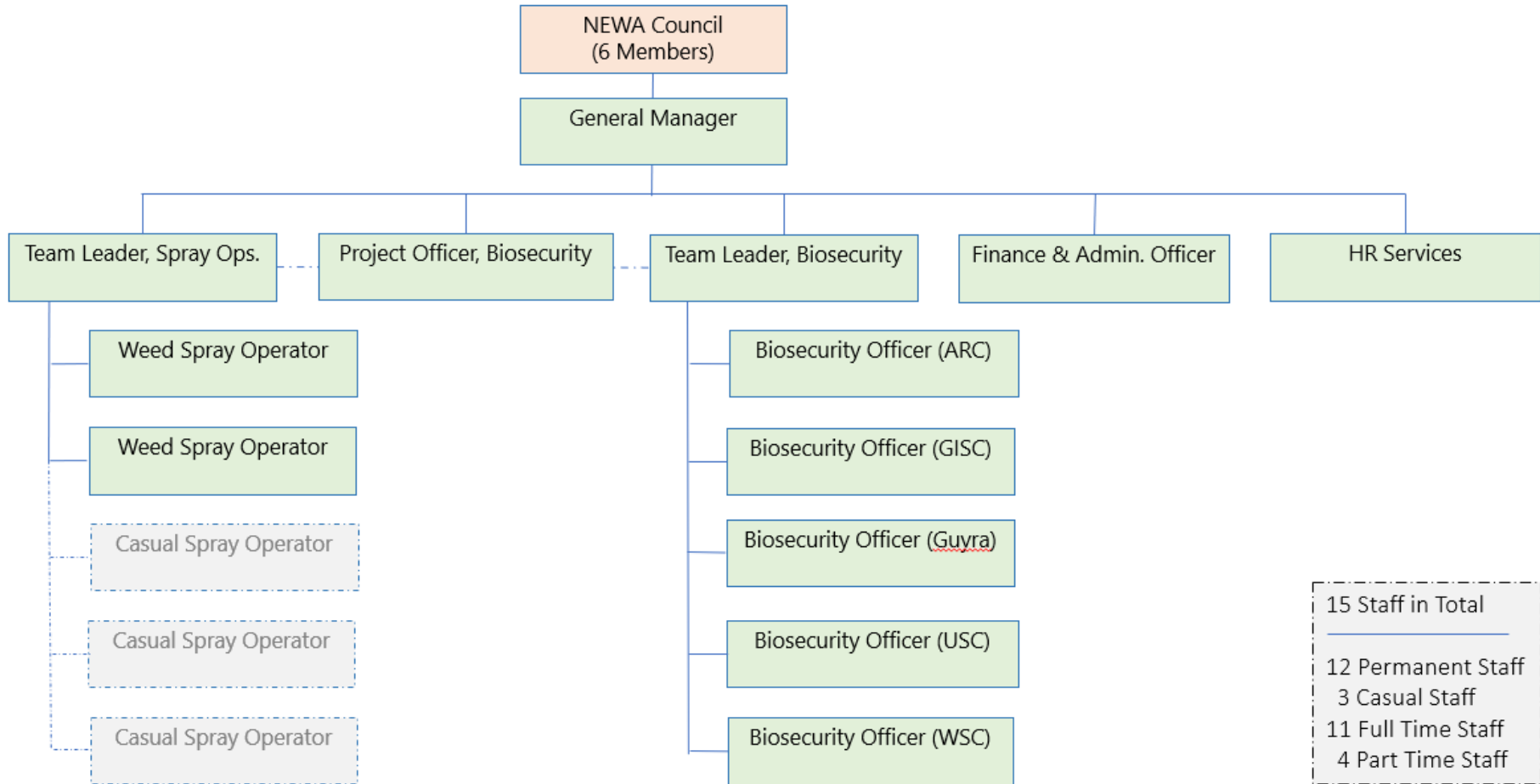
Operational Plan Actions

The Operational Plan Actions are addressed under the following categories:

1. Civic Leadership / Governance / Administration / Finance / Risk (coloured Teal)
2. Weed Management and Control (coloured Green)
3. Economic Affairs (coloured Pink)
4. NSW Weeds Action Program 2020-2025 (coloured Red)

Responsible Officers/Team Leaders

2022 – 2023 Organisational Structure



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 to Council, public access to Councillors and liaison with member Councils and relevant government agencies.

Administration

To implement financial and administrative systems, policies and procedures to allow the management of all Council activities, in a manner that ensures the economic sustainability of the Council while protecting 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 to 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	A quality customer service focus by all NEWA staff	To provide quality customer service by all Council employees.	ALL	Customer satisfaction	Community feedback monitored: a) Customer complaints b) Customer feedback via website and newsletter c) KPI's achieved
1.1.2	Promote timely and quality dissemination of information to the community	Regular community updated by various media including Council's website and Facebook page.	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 and/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 a regular review of policies and procedures to ensure they remain relevant and comply with legislation change.	1. Report all Policies to Council within 6 months of a general election, and/or 2. Report policies that need adoption to Council annually.

Objective 1.1: Civic Leadership/Governance Continued

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	<p>Assess requests for support for community events</p> <p>Support community events through attendance and displays of key staff.</p>	<p>GM</p> <p>GM</p> <p>GM</p>	<p>Donation/support provided with council approval</p> <p>Community feedback and number in attendance</p> <p>Number of committees formed for special events</p>	<p>Develop guideline on events to attend and information distribution eg. Shows, Morning Teas, schools, etc.</p> <p>Assist event organiser</p> <p>Involve Council in community events</p>

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	<p>Review Council Committee membership and Administrative support on an annual basis</p> <p>To promote timely and quality dissemination of information to the community, as well as internally throughout the Council organisation</p>	<p>GM</p> <p>ALL</p>	<p>Report to Council</p> <p>Review annually</p>	<p>Review by November 2022</p> <p>Website e-mail system Column in Local or regional newspaper Rate notices (Member Councils') Internal newsletter</p>

Objective 1.2: Administration Continued

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
1.2.1 Cont.	Timely and accurate reporting for efficient management and accountability	To review business papers to improve information provided to elected members and the public.	GM	Council determination	Review October 2022
		To ensure compliance with statutory and regulatory requirements for financial reporting and public accountability by the due dates.	GM	Reporting on time to auditors, Ministers and the public.	All statutory reporting undertaken by due dates. Reporting of Assets complying with audit rules.
		To provide for revenue and expenses in a fair and competent manner with due regard for Council's financial position and public accountability.	GM	Council's financial reporting analysis	Regular reporting to Council on finance and asset areas as per LGA

Objective 1.2: Administration Continued

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
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 workplace and to reduce community risk	<p>Reviewed policies to be presented to Council for adoption by March 2023 in accordance with the LGA.</p> <p>The GM is to show leadership in risk reduction including WH&S risks.</p> <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>

Objective 1.4: Risk Management Continued

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
1.4.2	Observe Work Health and Safety Requirements	Maintain the health of both 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>	<p>No reports of health effects from the public or staff related to this activity.</p> <p>Staff medical surveillance shows no adverse effects of chemical usage.</p>

Objective 1.4: Risk Management Continued

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 Manger 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 Govt. 	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 financial plan/budget shall be presented to Council no later than March annually. 3. Annual Report to be submitted prior to November annually. 	Following the holding of a Workshop on the Delivery Plan, 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	The GM to provide feedback and reports on operations to each Member Council. Provide an annual Grant Return report to Council and in turn the Member 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 DPI.

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 2023 – 2028.

Objective 2.1: Scheduled Priority Weed Management & Control

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	SMT	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

Objective 2.1: Scheduled Priority Weed Management & Control - Continued

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
2.1.3	Develop Community and Landholder Education Programs	Develop public awareness of Invasive Plants and promote good weed management practices using integrated weed management strategies and develop Weed Management Plans for Weeds of regional importance through regional coordination committees.	GM / SMT	<ol style="list-style-type: none"> 1. Conduct field days, seminars and weed walks, speak at various farmer or community group meetings 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. 	<ol style="list-style-type: none"> 1. Conduct a minimum of 12 extension events by June annually 2. Produce or be involved in 12 media articles by June annually. 3. Regularly post Social Media updates to Facebook and to Instagram 4. Prepare a regular Newsletter for distribution via email to landholders 5. Promote Council's website as a source of invasive weed information.

Objective 2.1: Scheduled Priority Weed Management & Control - Continued

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
2.1.4	Interact with Authorities and other groups that participate in weed control or biosecurity activities.	Participate in regional advisory groups, campaigns and surveys being conducted by stakeholders with weed control Interests	All	<ol style="list-style-type: none"> 1. Consult with neighbouring non-member Councils and their Senior Staff. 2. Attend meetings which directly or indirectly affect Council's invasive plant control program. 3. Complete surveys or reports which support the endeavours of other bodies interested in weed control. 	<ol style="list-style-type: none"> 1. Co-ordinate activities with neighbouring non-member Councils through membership of Regional Weeds Management Committees. 2. Participate in meetings of stakeholders. 3. Report to Council any actions required of NEWA.

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 Northwest 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 landowners	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 2020-2025 for the member Councils of NEWA as part 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.

Objective 4.1: NSW Weeds Action Program Continued

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
4.1.3 Cont.	Implement the objectives of the NSW Weeds Action Plan	Prevent the establishment of new Invasive Plants on public lands under the control of constituent Councils.	SMT / Biosecurity Officers	Staff instigate and conduct coordinated treatment programs on high risk sites and pathways when conducting other principal activities staff monitor for infestations of new invasive plants.	Conduct high risk site inspections and monitor and treat new infestations. Undertake the inspection of High-Risk Pathways.
		Fully and continuously suppress and destroy all regionally prioritised <i>eradicate</i> category Invasive.	SMT 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 <i>eradicate</i> category invasive plants infestations to be 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

Objective 4.1: NSW Weeds Action Program Continued

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
4.1.3 Cont.		Eradicate targeted Invasive Plants species from designated areas	SOO / SPO	<p>Coordinate the eradication of targeted Invasive Plants species from areas where <i>eradication</i> of Invasive Plant species is considered achievable</p> <p>Specify, financially assist approved projects in accordance with Council's Policies</p>	Council supports at least 4 programs annually.
		Reduce the risk from Invasive Plants which are poisonous to humans and animals on public lands	SMT / 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>

Objective 4.1: NSW Weeds Action Program Continued

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
4.1.3 Cont.		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 approximately 1725 Private property inspections annually as per WAP. 2. Inspect a minimum area of 425,000 Ha of Private Property by June annually. 3. Inspect at least 5,750 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 200 Tropical Soda Apple inspections annually.

Objective 4.1: NSW Weeds Action Program Continued

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions
4.1.3 Cont.		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	Systematically inspect identified properties with known infestations of Invasive Plants. Inspection reports to Council containing recommendations for actions required by land manager or Council within a reasonable time of the last inspection.	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.

FEES AND CHARGES

i. Private Works

Where the owner/occupier of private land, a public authority or member council requests the County Council to treat scheduled priority and invasive weeds on their behalf, the following rates shall apply for 2022-2023:

FUNCTION OR SERVICE	FEE	GST INC	GST STATUS
Labour - spraying	\$70.00/ hr	\$77.00 / hr	Taxable
Labour – supervisor / professional	\$99.00 / hr	\$108.90 / hr	Taxable
Plant (vehicle) with spray equipment	\$65.00 / hr	\$71.50 / hr	Taxable
Large Plant with spray equipment	\$95.00 / hr	\$104.50 / hr	Taxable
Chemicals and other consumables	As quoted	As quoted	Taxable
Administrative charge based on time (hr)	\$75.00 / hr	\$82.50/ hr	Taxable
Undertaking a 'drone' inspection (including mapping and equipment).	\$250 / hr	\$275.00	Taxable
Minimum Charge	\$250.00	\$275.00	Taxable

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

ii. Project Works

The quoting and undertaking of contracted project works.

FUNCTION OR SERVICE	FEE	GST INC	GST STATUS
Undertaking defined and contracted project works	As quoted	As quoted	Taxable

iii. Other fees and charges levied by NEWA in accordance with the Biosecurity Act - 2015

The following fees and charges shall apply:

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 Council (plus cost of chemical).	\$250.00/hr (Minimum charge)	\$275.00	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 a contractor engaged by NEWA (per contractor charge plus cost of chemical).	Contractor charge plus GST and cost of chemical (if not included in contractor's cost) plus 15% of contractors charge 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 / hr	\$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

NEW ENGLAND WEEDS AUTHORITY

ANNUAL BUDGET 2022-23

Operating Statement

	2021 - 2022 Budget	2022 - 2023 Budget
INCOME		
Government Grants - (incl. WAP)		
Grant - N.T.Regional Planning	55,990	15,425
Grant - WAP NEWA	275,000	275,000
Grant - WAP Glen Innes	75,000	75,000
Grant - Communities combating weeds	119,798	
Grant - Murray-Darling / Dumaresq River	0	200,000
Grant - Gondwana Grasses	0	65,000
Transport for NSW	0	100,000
ARC - Tropical Soda Apple Project	0	160,000
GLENRAC Project	0	270,000
	525,788	1,160,425
Member Council Contributions		
Annual Contributions		
Member Contribution - Glen Innes Severn Council	105,134	109,276
Member Contribution - Armidale Regional Council	217,795	241,914
Member Contribution - Uralla Shire Council	88,020	91,488
Member Contribution - Walcha Council	88,020	91,488
	498,969	534,166
Fees and Charges		
Section 64 Fees - Constituent Councils	3,000	1,500
	3,000	1,500
Investment Interest		
Interest - 11 am	1,000	1,039
Interest - Fixed	10,000	10,394
	11,000	11,433
Gain / <Loss> on Sale of Assets		
	5,000	46,000
	5,000	46,000
Private Works		
Private Works (Member Councils, DPI, LLS, Crown Lands, Private property)	100,000	165,000
	100,000	165,000
Other Income		
NEWA - DPI / LLS / Crown Land Projects	120,000	75,000
Glen Innes Severn - DPI / LLS / Crown Land Projects	260,394	70,000
Sundry Income / Insurance Rebate	5,197	5,000
	385,591	150,000
TOTAL INCOME	1,529,348	2,068,524

NEW ENGLAND WEEDS AUTHORITY ANNUAL BUDGET 2022-23

	2021 - 2022 Budget	2022 - 2023 Budget
EXPENDITURE		
Bank Charges	400	416
Audit - Financial	11,000	12,000
	<u>11,400</u>	<u>12,416</u>
OFFICE EXPENSES		
Armidale (covering Armidale, Uralla & Walcha)		
Staff Wages & Salaries	353,360	352,282
Rent - Rusden Street	13,525	14,058
Property Rates - 21 Waller Ave	0	915
Computers M&R	1,500	1,559
Other M&R	1,000	1,039
Insurance	25,000	25,985
Light, Power, Heating	3,000	3,118
Postage	800	832
Printing and Stationery	2,000	2,079
Telephone and Communications	9,000	9,355
Legal Costs	3,000	3,118
Advertising - General	2,000	2,079
Photocopier Replacement	10,000	0
New Building Construction (Capital)	1,000,000	0
Office Equipment Depreciation	8,000	0
	<u>1,432,185</u>	<u>416,419</u>
DEPOTS		
Depot - Armidale Regional Council - Marsh Street	3,570	3,711
Depot - Glen Innes Severn Council - Deepwater	0	1,000
	<u>3,570</u>	<u>4,711</u>
Council Expenses		
Member - Chair Allow	7,175	7,319
Member - Allowences (Travel)	17,938	18,297
Members Superannuation	2,300	2,346
Member - Expenses	4,000	3,500
	<u>31,413</u>	<u>31,462</u>
Consulting Services		
Consultants - Finance - CFO	22,500	20,000
Armidale Regional Council - IT	8,000	0
Internal Audit and other Governance	2,000	2,079
	<u>32,500</u>	<u>22,079</u>

NEW ENGLAND WEEDS AUTHORITY ANNUAL BUDGET 2022-23

	2021 - 2022 Budget	2022 - 2023 Budget
INSPECTIONS		
Inspections - Field		
Glen Innes Severn - Field	35,700	37,107
Armidale, Uralla & Walcha - Field	160,700	193,537
Insp TSA	25,500	72,758
	221,900	303,402
Inspections - Time In Office		
Glen Innes Severn -Office	0	0
Armidale, Uralla & Walcha	88,000	91,467
	88,000	91,467
MAPPING		
Mapping/GIS - Support	10,000	6,000
	10,000	6,000
COMMUNICATION		
Communication - (Website, Newsletter, Social Media)	300	312
	300	312
EXTENSION/EDUCATION		
Extension - Sundry	3,000	3,118
	3,000	3,118
TRIALS		
Trials - Sundry	500	520
	500	520
TRAINING		
Training		
Training - DPI, LLS & Work Tickets	8,000	8,000
First Aid Training	2,000	2,079
WHS	3,000	2,000
	13,000	12,079
Conferences		
LGNSW & Biennial Weeds Conference	20,000	2,000
	20,000	2,000
Publications and Subscriptions		
Subscriptions	5,000	3,000
	5,000	3,000

NEW ENGLAND WEEDS AUTHORITY ANNUAL BUDGET 2022-23

	2021 - 2022 Budget	2022 - 2023 Budget
GOVERNANCE		
Membership		
LGNSW Membership	2,000	2,079
Regional Planning		
NTRWC - Lead Agency/Regional Weed Coordinator	55,990	0
	57,990	2,079
BORROWING COSTS		
Interest on Loans	10,988	18,000
Principal Repayments	69,917	0
	80,905	18,000
SPRAY OPERATIONS		
Armidale, Uralla & Walcha Councils		
African Lovegrass	10,200	10,602
Blackberry	75,000	77,955
Chilean Needle Grass	10,000	10,394
Giant Paramatta Grass	1,500	1,039
Tropical Soda Apple	20,000	20,788
Gorse	5,100	530
Nodding Thistle	5,100	5,301
Privet	10,000	10,394
St John's Wort	50,000	41,576
Serrated Tussock	15,000	10,394
Sundry Weeds	8,000	18,676
Glen Innes Local Expenses	10,000	0
Glen Innes Regional Expenses	35,770	0
	255,670	207,649
Glen Innes Severn Council		
Weed Control	0	15,591
Blackberry	0	6,236
Chilean Needle Grass	0	1,039
St John's Wort	0	9,043
Serrated Tussock	0	15,591
	0	47,500
PRIVATE WORKS		
PW - Armidale Regional Council	50,000	25,394
PW - Uralla Shire Council	1,000	1,039
PW - Walcha Council	20,000	20,788
PW - Glen Innes Severn Council	70,000	5,197
PW - Crown Lands	51,000	0
PW - Communities combating weeds project	64,798	0
	256,798	52,418

**NEW ENGLAND WEEDS AUTHORITY
ANNUAL BUDGET 2022-23**

	2021 - 2022 Budget	2022 - 2023 Budget
PROJECT WORKS		
LLS - Crown Lands works	0	51,000
ARC TSA Project	0	115,079
GLENRAC Project	0	162,092
Project Works - Miscellaneous	0	40,970
	0	369,141
PLANT & EQUIPMENT		
Depreciation		
Small Plant & Office Equipment	8,000	7,730
Spray Units (All)	0	11,300
Motor Vehicles, ATVs & Trailers	72,000	47,343
Capital Movements		
New Plant Purchases	96,000	-
Plant sales	53,000	-
	229,000	66,373

NEW ENGLAND WEEDS AUTHORITY ANNUAL BUDGET 2022-23

	2021 - 2022 Budget	2022 - 2023 Budget
PAYROLL ON-COSTS		
Public Holidays	30,000	22,315
Sick Leave	27,500	16,229
Long Service Leave	10,000	10,824
Annual Leave	61,000	40,573
Superannuation	50,000	51,000
Workers Compensation	0	16,320
Advertising - for Staff	0	5,000
Other Employee Costs (PPE, Staff Uniforms)	5,100	5,301
	183,600	167,562
	183,600	167,562
TOTAL EXPENDITURE	2,936,731	1,839,907
	(1,407,383)	228,617
Add back non-operating expenditure:		
Add capital	1,138,917	
Add Plant recovery	167,500	
Add On-costs	183,600	
	1,490,017	
	1,490,017	
SURPLUS /(DEFICIT)	82,634	228,617
	82,634	228,617

NEW ENGLAND WEEDS AUTHORITY ANNUAL BUDGET 2022-23

Income Statement

	2021 - 2022 Budget	2022 - 2023 Budget
Revenue		
User Charges and Fees	485,591	534,166
Interest and Investment Revenue	11,000	11,433
Other Revenues	3,000	1,500
Grants and Cont'n provided for Operational Purposes	1,000,757	1,275,425
Grants and Cont'n provided for Capital Purposes	24,000	50,000
Other Income	-	150,000
Net Gain Loss from Disposal of Assets	5,000	46,000
Total Income from Continuing Operations	1,529,348	2,068,524
Expenses from Continuing Operations		
Employee Benefits and On-Costs	974,350	939,636
Borrowing Costs	10,988	18,000
Materials and Contracts	177,640	
Depreciation and Amortisation	98,000	66,373
Other Expenses	185,736	67,699
Net Loss from Disposal of Assets	-	-
Total Expenses from Continuing Operations	1,446,714	1,839,907
Net Operating Result for the Year	82,634	228,617

NEW ENGLAND WEEDS AUTHORITY ANNUAL BUDGET 2022-23

Cash Flow Statement

	2021 - 2022 Budget	2022 - 2023 Budget
Source & Application of Cash Funds		
Opening Cash Balance	774,000	828,069
LOAN DRAWDOWNS	1,000,000	600,000
Income per profit and Loss	1,529,348	2,068,524
Expenses per profit and loss (excl. depreciation and interest)	<1,845,743>	<1,755,534>
Capital expenditure	<43,000>	<211,000>
Building Construction	<1,138,917>	<750,000>
LOAN REPAYMENTS	<10,988>	<18,000>
<i>Closing cash balance</i>	<u>264,700</u>	<u>762,059</u>
Loan Account		
Loan opening balance	0	0
Drawdowns	1,000,000	600,000
Interest (15 Years 6%)	10,988	18,000
Repayments	<10,988>	<18,000>
<i>Closing Loan Balance</i>	<u>1,000,000</u>	<u>600,000</u>

NEW ENGLAND WEEDS AUTHORITY ANNUAL BUDGET 2022-23

Balance Sheet

	2021 - 2022 Budget Balance Sheet	2022 - 2023 Budget Balance Sheet
CURRENT ASSETS		
Cash & cash equivalents	774,000	762,059
Investments	950,737	968,463
Receivables	27,000	206,064
Inventories	47,000	39,668
Other	-	32,154
TOTAL CURRENT ASSETS	1,798,737	2,008,408
NON-CURRENT ASSETS		
Investments	-	-
Receivables	-	-
Property	-	950,000
Infrastructure, Plant & Equipment	1,407,403	644,766
Other	-	-
TOTAL NON-CURRENT ASSETS	1,407,403	1,594,766
TOTAL ASSETS	3,206,140	3,603,174
CURRENT LIABILITIES		
Payables	189,000	53,244
Borrowings	94,000	-
Provisions	140,000	58,948
TOTAL CURRENT LIABILITIES	423,000	112,192
NON-CURRENT LIABILITIES		
Payables	-	798,042
Borrowings	835,000	600,000
Provisions	-	116,331
TOTAL NON CURRENT LIABILITIES	835,000	1,514,373
TOTAL LIABILITIES	1,258,000	1,626,565
NET ASSETS	1,948,140	1,976,609
EQUITY		
Accumulated Surplus	1,865,506	1,747,992
Current Year profit	82,634	228,617
TOTAL EQUITY	1,948,140	1,976,609

**NEW ENGLAND WEEDS AUTHORITY
ANNUAL BUDGET 2022-23**

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