BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 25 October 2017
1pm

at

Ardimale Council Chambers

Members
Councillor Peter Bailey
Councillor Jon Galletly
Councillor Diane Gray
Councillor Libby Martin
Councillor Andrew Murat
Councillor Simon Murray
Councillor Debra O’Brien
Councillor Margaret O’Connor
Councillor Dorothy Robinson
Councillor Ian Tiley
Councillor Bradley Widders
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18.1 FOR INFORMATION: Quarterly Debt Recovery Report September 2017

As this report deals with the personal hardship of any resident or ratepayer (Section 10A(2)(b) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.

19 Close of Ordinary Meeting
Item: 8.1 Ref: AINT/2017/16513
Title: FOR DECISION: Local Government NSW Annual Conference 2017 - Nomination of Delegates
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: Nil

RECOMMENDATION:

That Council appoint the Mayor, Deputy Mayor, and a Councillor as its voting delegates for the Local Government NSW (LGNSW) Annual Conference, in Sydney, from 4-6 December 2017, as Council is entitled to three (3) voting delegates.

Background:
This year’s Local Government NSW Annual Conference will be held from 4 December – 6 December. Traditionally this Conference has been held in October but was pushed back due to the September 2017 elections of merger effected Councils.

Participating Councils are required to nominate their delegates who have voting rights in the election for Office Bearers and the Board, as well as delegates who may represent Council in other voting, during the business sessions at the Conference.

Key Issues and Risks
The LGNSW Conference is an annual policy-making event for NSW general-purpose councils. It is the pre-eminent event of the Local Government year where local councillors come together to share ideas and debate issues that shape the way we are governed. Business is conducted at the Conference by way of consideration of motions put to the Conference by member councils or the Executive.

Participating councils who are financial members are able to nominate their delegates who are to have voting rights in the elections, as well as delegates who may represent the Council in other voting during the business sessions at the Conference.

Based upon local government area populations each Council is entitled to a certain number of voting delegates. The number of voting delegates allocated to Armidale Regional Council is three (3). To vote in the Board election and to vote on motions, delegates must be a Councillor.

Further information about the conference is available on the Annual Conference page of the LGNSW website

Integrated Planning and Reporting Framework
Community Strategic Plan – Leadership for the Region
L4 - Council has the strategic capacity to understand the key issues for the region both now and in the future
L4.2 – Council initiates and fosters strong partnerships with all levels of government, peak bodies and agencies and the community
L4.2.1 – Facilitate a range of partnerships and networks to develop regional strategies
Stakeholder Engagement
The conference level of Councillor participation is based on the number of voting delegates allocated to Council.

Financial Implications
The Councillor Expenses and Facilities Policy Clause 6.32 provides for Councillors to attend the LGNSW Annual Conference at Council’s expense. Funds are available in the 2017/18 Operating Budget to cover registration fees, accommodation, travel and other reasonable expenses incurred by Councillors. Budget allocations have been provided for Councillors and the CEO to attend the conference.

Next Steps
Members are required to advise LGNSW of the names of their voting delegates who will vote on motions and voting in the Board election by 1 November 2017.
Item: 8.2  
Title: FOR DECISION: Adoption of Committee Structure and Determination of Level of Councillor Representation  
Ref: AINT/2017/16701  
Container: ARC16/0759  
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal  
Attachments: Nil

RECOMMENDATION:

a) That the Armidale Regional Reserve Trust Committee (Committee of the Whole) be retained;

b) That the following Advisory Committees be retained:
   - Armidale Regional Youth Advisory Committee
   - Arts and Cultural Advisory Committee
   - Audit Risk and Improvement Committee
   - Community Wellbeing Advisory Committee
   - Environmental Sustainability Advisory Committee
   - Floodplain Management Advisory Committee
   - Regional Growth Advisory Committee
   - Traffic Advisory Committee (RMS)

c) That the Armidale Region Aboriginal Advisory Committee be established;

d) That the Gayinyaga Aboriginal Advisory Committee be reconstituted as a reference group and be renamed the Armidale Aboriginal (Gayinyaga) Liaison Reference Group;

e) That the Guyra Aged Care Advisory Committee be reconstituted as a reference group and be renamed the Guyra Aged Care Reference Group;

f) That the Home Support Services Committee be reconstituted as a reference group and be renamed the Home Support Services Reference Group;

g) That the Guyra CBD Advisory Committee be reconstituted as a reference group and be renamed the Guyra CBD Reference Group;

h) That the Access Advisory Committee be dissolved as relevant matters will be addressed by the Community Wellbeing Advisory Committee;

i) That the Armidale Regional Sports Council (S355) be retained;

j) That the Business Advisory Committee be reconstituted as a reference group and be renamed the Business Reference Group;

k) That the following reference groups be established:
   - Australia Day Reference Group
   - Guyra Showground Reference Group
   - Pine Forest Reference Group
   - Armidale Airport Business Precinct Reference Group
   - Armidale Mall Plan Reference Group
Business Reference Group
- Armidale Aboriginal Liaison Reference Group
- Guyra Aboriginal Liaison Reference Group
- Tingha Aboriginal Liaison Reference Group

l) That a CEO Performance Review Committee be established;
m) That an Independent Hearing and Assessment Panel (IHAP) not be established;
n) That the level of Councillor representation on the committees, as detailed in the report, be endorsed;

Background:

This report seeks the adoption of a Committee Structure that is aligned to the Integrated Planning and Reporting Framework and has a strategic focus. The number of advisory committees and the level of councillor representation also provides an opportunity for each councillor (excluding the Mayor) to take on a portfolio role as identified with an (P).

Key Issues and Risks
Drivers that have influenced the structure include the need to rationalise the number of committees and a desire to broaden the scope of some committees to give them a more holistic and strategic focus.

Other influences are the strategic directions outlined in the NSW Making It Happen – Premiers and State Priorities, NSW Planning & Environment’s New England North West Regional Growth Plan approved in August 2017, Council’s Integrated Planning and Reporting (IPR) Framework and the new council’s Organisation Structure.

Good governance is central to ensuring that committees are effective and that they meet their responsibilities. The Terms of Reference clearly articulate their roles, responsibilities and strategic focus.

The committees will be supported by staff to ensure agendas and minutes reflect their strategic scope and that the committee members are made aware of and understand their roles and responsibilities.
Overview of Committee Structure

1. **Whole of Council Committees**
   A Committee of the Whole is a Committee to which all Councillors are members.

<table>
<thead>
<tr>
<th>Crown Reserve Trust Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>To determine matters where Council is the Reserve Trust Manager for the land.</td>
</tr>
<tr>
<td>• Meet as required on a date when ordinary Council meetings are held</td>
</tr>
<tr>
<td>• Governed by the Code of Meeting Practice</td>
</tr>
<tr>
<td>• Order of Business as per the Code of Meeting Practice</td>
</tr>
<tr>
<td>• Opened to the public</td>
</tr>
<tr>
<td>• Meetings streamed live (webcast)</td>
</tr>
</tbody>
</table>

2. **Advisory Committees**
   Provide a key link between the community, State agencies and sector interest groups and Council by providing advice and recommendations that help form the direction and policies of Council. The committees have no delegations from Council, meet quarterly or as required and are guided by Terms of Reference.

**Integrated Planning and Reporting (IPR):**
- Community Strategic Plan Themes – Leadership for the Region & Growth, Prosperity and Economic Development
- Organisation Structure – Organisational Services

**Audit Risk and Improvement Committee (P)**
- To provide independent assurance and assistance to Council on risk management, control, governance, and external accountability responsibilities.
- The recent local government reforms now require all councils to appoint an Audit, Risk and Improvement Committee within 6 months of the next council election in September 2020. The name of the committee has therefore been slightly changed to align with the legislation, with the addition of the word ‘Improvement.’
- Councillors (2), excluding the Mayor
- Independent Chairperson
- Independent members are paid a meeting attendance fee
- Established in accordance with Guidelines under Section 23A LGA

**Regional Growth Advisory Committee (P)**
- Provide Council with strategic guidance and/or recommendations in relation to its regional economic development
- Councillors (2)
- Councillor Chairperson appointed by Council

**Integrated Planning and Reporting (IPR):**
- Community Strategic Plan Themes – Environment and Infrastructure & Our People and Community
## Organisation Structure – Service Delivery

### Armidale Regional Youth Advisory Committee (P)
- Provides a forum for young people to have a say on community issues that affect them and to provide input into Council’s youth policy development
- Councillors (2)
- Councillor Chairperson appointed by Council

### Arts and Cultural Advisory Committee (P)
- Purpose is to provide information and advice about current and emerging arts and culture related matters to Council for the purpose of decision-making and planning
- Councillors (2)
- Councillor Chairperson appointed by Council

### Community Wellbeing Advisory Committee (P)
- Provide advice regarding health and wellbeing priorities and evidence based strategies and actions for the community, with a focus on vulnerable population groups
- Identify and advise Council on current and emerging community safety and crime prevention concerns within the community
- Advise Council on the access needs of people with physical disabilities and access issues
- Councillors (2)
- Councillor Chairperson appointed by Council

### Environmental Sustainability Advisory Committee (P)
- Assist council in the formulation, prioritisation and implementation of strategies and initiatives to achieve sustainability as primarily set out in the Armidale Region Sustainability Greenprint
- Councillors (2)
- Councillor Chairperson appointed by Council

### Floodplain Risk Management Advisory Committee (P)
- Provide strategic advice to council on floodplain risk management issues, including the development and implementation of Floodplain Risk Management Plans
- Councillors (2)
- Councillor Chairperson appointed by Council

### Armidale Region Aboriginal Advisory Committee (P)
- Advise Council on the issues, needs and priorities of A&TSI people
- Councillors (2)
- Chairpersons of each of the three aboriginal liaison reference groups
- Chairperson appointed by Council
- Quarterly meetings

### Traffic Advisory Committee (P)
- Technical review committee that is required to advise and make recommendations to the Council on traffic related matters referred to it by the Council or other authorities
- Councillor (1) and a Councillor as alternate
- Councillor Chairperson appointed by Council
- Committee members comprise a representative of NSW Police,
representatives of the Roads and Maritime Services (RMS), Local State Member of Parliament (MP) or their nominee and Council staff representatives (2)
- Meetings held as required

Access Advisory Committee
Dissolve the committee and incorporate into Community Wellbeing Advisory Committee

Guyra Aged Care Advisory Committee
Reconstitute the committee as a reference group

Guyra CBD Advisory Committee
Reconstitute the committee as a reference group

Home Support Services
Reconstitute the committee as a reference group

3. Other Committees

CEO Performance Review Committee

Undertakes the review of the CEO’s performance, to monitor progress and achievement of the identified outcomes and provide recommendations to Council.

- Mayor (Chairperson), Deputy Mayor, external facilitator (selection by agreement of Committee and CEO) and Councillor/independent person (nominated by CEO) for the term of the Council.
- The facilitator is an active participant on the Committee
- Has full delegation for the process of performance management of the CEO in accordance with the OLG Standard Contract and Guidelines for the Appointment and Oversight of GMs
- Focus of the Committee is to monitor and review the CEO’s performance in accordance with the Contract
- All Councillors to be provided with the opportunity to provide feedback to the Committee
- Committee responsibilities are:
  - Conduct the performance reviews on an annual basis
  - Develop an agreed performance agreement
  - Report the findings and recommendations to a Closed Session of Council
  - Decisions to offer a new contract and a salary package should be reported to an open meeting of Council
- Panel members should be trained in the
Independent Hearing and Assessment Panel (IHAP)

<table>
<thead>
<tr>
<th>Performance management of CEO’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible for considering and determining a range of development applications, reviewing and making recommendations about planning proposals on behalf of Council. Council officers assess the planning proposal and then report to IHAP.</td>
</tr>
<tr>
<td>• Has delegated authority by Council</td>
</tr>
<tr>
<td>• Comprised of chairperson, community member and two (2) experts</td>
</tr>
<tr>
<td>• Meetings are open to the public and public participation exists</td>
</tr>
<tr>
<td>• Minutes to be available on Council website</td>
</tr>
<tr>
<td>• Recommendations considered by Council</td>
</tr>
</tbody>
</table>

4. Local Management Committees

The Committees are established under s.355 of the NSW Local Government Act 1993, allowing Council to delegate under s.377 of the Act some of its functions to it. The delegations are set out in the specific Terms of Reference adopted by Council for the Committee.

As such, Council is responsible for everything that the Committee does while it is acting within its Terms of Reference. It is therefore important that the Committee only acts within the powers set out in its Terms of Reference and keeps Council advised of what it is doing.

Armidale Regional Sports Council (P)

<table>
<thead>
<tr>
<th>The Sports Council creates an overarching regional framework.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Sports Council provides small grants to local sporting stars to help cover the cost of participating at high level competitions. The program is open year round to residents of the Armidale Regional Council Local Government Area or sporting groups affiliated with the Sports Council. It also administers a regional Sporting Infrastructure Priority Funding Program</td>
</tr>
<tr>
<td>• Councillors (2)</td>
</tr>
<tr>
<td>• Councillor Chairperson appointed by Council</td>
</tr>
<tr>
<td>• Representatives of Armidale (2) and Guyra (2) Sports Committees</td>
</tr>
<tr>
<td>• Exercise delegated functions of Council</td>
</tr>
</tbody>
</table>
5. Reference Groups - Existing
Reference Groups are an important part of Council’s community engagement framework and group members provide Council management with information, knowledge and advice on their specific area of interest or issue. The groups are coordinated and managed through the following council operational functions:

<table>
<thead>
<tr>
<th>Reference Group</th>
<th>Operational Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia Day Reference Group</td>
<td>• Tourism, Marketing and Events program</td>
</tr>
<tr>
<td></td>
<td>• No Councillor representation</td>
</tr>
<tr>
<td>Guyra Showground Reference Group</td>
<td>• Parks and Facilities program</td>
</tr>
<tr>
<td></td>
<td>• No Councillor representation</td>
</tr>
<tr>
<td>Pine Forest Reference Group</td>
<td>• Parks and Facilities program</td>
</tr>
<tr>
<td></td>
<td>• Managed in accordance with Forests NSW Plan of Management</td>
</tr>
<tr>
<td></td>
<td>• No Councillor representation</td>
</tr>
</tbody>
</table>

6. Reference Groups – Proposed

<table>
<thead>
<tr>
<th>Reference Group</th>
<th>Operational Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armidale Airport Business Precinct Reference Group</td>
<td>• Economic Development and Strategic Partnerships program</td>
</tr>
<tr>
<td></td>
<td>• No councillor representation</td>
</tr>
<tr>
<td></td>
<td>• Report to Regional Growth Advisory Committee</td>
</tr>
<tr>
<td>The Group will provide advice and assist in the development of the business precinct</td>
<td></td>
</tr>
<tr>
<td>Armidale Mall Plan Reference Group</td>
<td>• Economic Development and Strategic Partnerships program</td>
</tr>
<tr>
<td></td>
<td>• No councillor representation</td>
</tr>
<tr>
<td></td>
<td>• Report to Regional Growth Advisory Committee</td>
</tr>
<tr>
<td>The Group will provide advice and assist in the delivery of the Mall Vibrancy Plan</td>
<td></td>
</tr>
<tr>
<td>Business Reference Group</td>
<td>• Economic Development and Strategic Partnerships program</td>
</tr>
<tr>
<td>Represent businesses and advise and make recommendations to Council on matters relating to business</td>
<td>• No councillor representation</td>
</tr>
<tr>
<td></td>
<td>• Committee to be comprised of Armidale Business Chamber (2), Guyra and District Chamber of Commerce (2) and Armidale Locals 4 Locals</td>
</tr>
<tr>
<td></td>
<td>• Report to Regional Growth Advisory Committee</td>
</tr>
<tr>
<td>Armidale Aboriginal Liaison Reference Group (Gayinyaga)</td>
<td>• Community and Customer Services function</td>
</tr>
<tr>
<td></td>
<td>• No Councillor representation</td>
</tr>
</tbody>
</table>
The Group provides input to Council regarding issues affecting the aboriginal community in Armidale and provides the aboriginal community with capacity to inform Council’s decision-making processes through the Advisory Committee

Guyra Aboriginal Liaison Reference Group
The Group provides input to Council regarding issues affecting the aboriginal community in Guyra and provides the aboriginal community with capacity to inform Council’s decision-making processes through the Advisory Committee

Tingha Aboriginal Liaison Reference Group
The Group provides input to Council regarding issues affecting the aboriginal community in Tingha and provides the aboriginal community with capacity to inform Council’s decision-making processes through the Advisory Committee

Home Support Services Reference Group

Guyra Aged Care Reference Group

Guyra CBD Reference Group

7. **Local Area Committees (LACs)**
A number of local area committees have been formed with the level of local activity and community engagement varying considerably.

It is proposed to engage with each of the existing local areas committees and other local areas and townships to ascertain the best long term approach for ARC and the Councillors to engage. Further options for enhanced local decision making and deployment of local funding will be explored.

8. **External Committees/Bodies/Organisations**
Council is represented on a number of external bodies by elected representatives and/or staff members. The external appointments were determined by Council at its September 2017 meeting.
Integrated Planning and Reporting Framework
Community Strategic Plan – Our People and Community
P1 – The community is engaged and has access to local representation
P1.2 – Elected representatives are supported to engage with their community and provided a forum to share feedback they receive
P1.2.1 – Establish a committee structure that is aligned with Council’s strategic direction
P1.5 – Go to people and make engagement accessible when seeking feedback on local issues
P1.5.1 – Establish and support Advisory Committees, working groups and community committees

Stakeholder Engagement
Internal consultation has taken place with the Mayor and the Executive Leadership Team.

Financial Implications
The rationalisation of the committee structure will result in efficiency gains in the administration of the committees. The attendance by Councillors may incur expenses in accordance with the Councillors Expenses and Facilities Policy.

Next Steps
The Committees should function until the next Local Government Elections in September 2020. The Council reserves the right to dissolve a Committee at any time by a resolution of the Council.
Item: 9.1
Ref: AINT/2017/16761
Title: FOR DECISION: Adoption of Armidale Region Economic Development Strategy 2017-2025
Container: ARC16/0875
Author: Greg Lawrence, Service Leader Economic Development and Marketing

RECOMMENDATION:

a) That the community submissions be acknowledged and Council responses to the submissions be noted;

b) That the Armidale Region Economic Development Strategy 2017-2025 be adopted.

Background:

After EOI’s were closed, Armidale Regional Council engaged the services of Consultants SC Lennon & Associates in November 2016 to undertake the development of a new Economic Development Strategy (EDS).

The scope of work included the following 7 key objectives:

1. Achieve population growth to underpin the economic growth and prosperity of the Armidale Region;
2. Growth in tourism visitation and spending, and identification of regional tourism opportunities;
3. Development of the region’s civic (CBD) precincts, including CBD, retail, cultural, tourism and recreational precincts;
4. Facilitation of quality economic enabling projects and activities to support local businesses;
5. Facilitation of business establishment and growth, investment attraction and development;
6. Identification of major infrastructure projects, reflecting the region’s growth opportunities; and
7. Provision of leadership and fostering of partnerships which contribute to economic and tourism development.

To assist the consultant the following reports were made available for reference purposes:

- Economic Development and Tourism Strategy 2011
- Armidale Regional Airport Master Plan June 2016
- Armidale CBD Masterplan – Mall Upgrade

The EDS was developed from extensive consultations with both ARC Senior Staff, as well as the Administrator and key industry stakeholders including, NSW Department of Industry, Regional Head of Rotary Tourism, Armidale Business Chamber, Foundation for Regional Development, Guyra Chamber of Commerce, Airport Users Group, Visitor Information Centre, Armidale Sports Council and UNE.
The EDS 2017-2025 is predicated on four themes:

Theme 1: A Region of Choice for Smart and Sustainable Agri-business

Capitalise on the Armidale Region’s competitive strengths in technology-driven agri-business in livestock and horticulture by establishing an agri-tech ‘cluster’ focusing on the benefits that flow from networked businesses, institutions and agencies sharing information, ideas, infrastructure and services.

Theme 2: A Globally-connected ‘Knowledge Region’

Establish the Armidale Region as a location of choice for ‘knowledge workers’, entrepreneurs and major innovative businesses seeking a sophisticated, family-friendly city-region lifestyle.

Theme 3: A Skilled Workforce and Dynamic Regional Business Sector

Collaborate with industry, the education and training sector and other tiers of government to enhance the Armidale Region’s skills base and to support the growth of the region’s innovative, productive and prosperous micro, small-to-medium and large businesses.

Theme 4: A Premium Regional Visitor Destination for Tourism and Events

Deliver a collaborative and co-ordinated approach to tourism promotion and development to establish the Armidale Region as a premium regional destination for tourism and events.

Each of these themes has clearly defined rationale with targeted actions that can be measured as part of this strategy.

Key Issues and Risks

The EDS is the blueprint for the region’s future and describes what is important to our community and business stakeholders alike. It is also the framework for the direction and what is needed to get the results that have been articulated in this report. The EDS is also a living document and is adaptive so that it can be altered to reflect the changing world we are living in. It is a document that requires continuous review to ensure it is on message and meeting the business, communities and visitors needs.

The risks are many from not been implemented to not managing our budget and having cost overruns.

Integrated Planning and Reporting Framework

Community Strategic Plan – Growth, prosperity and Economic Development
G1 – The community experiences the benefits of an increasing population
G1.2 – Develop an Economic Development Strategy for the region with the objective of supporting existing businesses, attracting new industries and businesses and creating more employment opportunities
G1.2.1 – Implement Stage 1 of the Economic Development Action Plan

Stakeholder Engagement

The draft EDS was placed on public exhibition for 28 days from 26 July to 22 August 2017 and as a result Council received three submissions which are summarised in the table below:
<table>
<thead>
<tr>
<th>Submission</th>
<th>Councils Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># 1. Individual</strong></td>
<td>Council has flagged both these two opportunities and is actively working in this space.</td>
</tr>
<tr>
<td>Rapidly rising longevity will provide us opportunities for growth in health care and retirement. In addition, I would expect to see rapid employment growth in many other arenas that could be hard to pin down, including the Internet of Things (IoT) and Artificial Intelligence (AI). These looming technologies must, as a matter of local self-preservation, be snapped up quickly where possible giving this region first-mover advantage. The report spends far too much time on where we are now, and too little on currently ill-defined future opportunities and how to grab them quickly. Also ARC should be taking a whole-of-community approach – where local government, in partnership with dynamic small enterprises, business organisations (like the chamber of commerce), major corporations, important social institutions, and prominent individual leaders network and work together to usher in change. In short we need to refocus our community on future opportunities and threats and fast adjustment to them. Another inadequately canvassed theme emerged, and one where local governments have played a critical role in the past. This concerns infrastructure. Some wags have suggested the local government is all about roads rates and rubbish, but that era is long ebbing. Necessary modern infrastructure includes things like vibrant shopping malls, sports facilities and stadiums, exhibition spaces (of which our rival, Tamworth, has many), transport systems, theatres, and even children’s playgrounds designed to spur creativity, imagination and collaborative behaviour. Perhaps we need an annual TED type conference to showcase the impending world to the business community in particular and many other interested parties! There is the question of money, about which very little is said. ARC needs very careful management of its internal budget because the approaches contained in the draft strategy will likely incur extra expenditure.</td>
<td>ARC is working closely with a broad spectrum of Government and community organisations and this is ongoing as part of our approach to grow Armidale. Another good observation and ARC is critically aware of the need to do this and has already commenced or is about to commence applying for grants that will create this well articulated point. A great suggestion and will be considered. We have already commenced work in some way in this space by hosting the first ever Telstra Board meeting outside of a metropolitan CBD and invited numerous top end industries players to make a presentation. All actions will be subject to budget constraints as well as suitable grant</td>
</tr>
</tbody>
</table>
Council should, like its commercial counterparts be willing to embrace Nassim Taleb’s optionality and constantly seek out new projects, new ways of doing things, new ordering of priorities, the merits of adopting and modifying new technologies, seeking out greater efficiencies, helping to kick-start new businesses, and so on.

Noted and in many ways already implementing.

### #2. Individual
Create an environment where people want to do business and then identify and support entrepreneurs. Provide the conditions to give businesses every chance to succeed.

Healthy living and healthy communities.

ARC is working with key stakeholders including the Armidale & Guyra Business Chambers to encourage a sense of “open for business”. We are working on the image of both Armidale & Guyra....we have an extensive refurbishment of the Guyra main street and have applied for significant funding to commence work on the redevelopment of the Armidale Mall, with the central mall being the first candidate.

We are also working on rail bike trails and even considering smart electric driverless bus option to be trialled between the CBD and UNE.

Healthy living is a top priority for ARC as is the opportunity for future tourism opportunities at locations like Mother of Ducks Lagoon and Dumaresq Dam.

Another great suggestion and ARC is certainly aware of the global connection and is already taking steps to commence these discussions. For example ARC recently met with the operators of the Toowoomba Wellcamp Airport and our Business Park development is another good example of our thinking.

Very focussed on ensuring we have a keen eye on our local market and commend and congratulate the author of this submission for recognising the importance of Rail Trails....or as we call them “wallets on bikes”. Festival and events are extremely important to us and working with great assets like Saumerez Homestead is high on our agenda and the idea of a rose trail is noted.

### #3. Individual
Prefer to see words like sustainable, economically

Commentary is noted
responsible and future proofing rather than sustainable and dynamic.

Premium Tourist Destination...we need to capitalise on one of our greatest assets and that is Winter? Build a big ski slope and ensure money generated by tourism stays in our town. Make sure we focus on the human aspect of ED

| The ski slope is an exciting concept and totally agree that winter is one of our most unique assets |
| People are the most important aspect |

Financial Implications
The implementation of the EDS will be subject to budget availability and grant applications.

Next Steps
To implement the Economic Development Strategy as well as ensuring this document is also adaptive and can be changed if the market changes around the region.
Item: 9.2  Ref: AINT/2017/17194
Title: FOR DECISION: Grant Application - Saumarez Homestead Sustainable Tourism Project
Author: Lindsay Woodland, Group Leader Organisational Services

RECOMMENDATION:

That Council approve the proposed co-contribution of $730,000 towards the total funding of $2.7 million (Total Project Cost) for the Saumarez Homestead Sustainable Tourism Project through a joint application with National Trust of Australia (NSW) to the Regional Growth – Environment and Tourism Fund.

Background:

On 6 April 2017 Council submitted five separate Expression of Interest applications in an endeavour to secure funding through the Regional Growth – Environment and Tourism Fund. Only one of the five applications proved to be successful in progressing to round two of the funding application process - the Saumarez Homestead Sustainable Tourism Project. The next round of the process requires applicants to complete a full business case on the project which will be assessed by the Grants Panel. The application and business case for the next round is due for submission on the 31st October 2017.

Saumarez homestead was selected by Armidale Regional Council as a significant tourism project worthy of further funding because it is one of Australia’s few remaining heritage pastoral homesteads and farms offering unique and rare heritage, pastoral location, intact historic houses and farm buildings, intact collections of artefacts, objects, photos, diaries, staff and business records. Saumarez Homestead is indeed a significant national and potentially an international attraction and resource for tourists in particular, school students and the community at large, and it has the potential to significantly increase visitor and tourism numbers to the Armidale Region. It will provide access to a living example of the agricultural life and innovations which have helped to shape, and continue to drive, economic prosperity in regional Australia.

The $2.7 million investment will involve the repurposing of existing heritage farm buildings on the property; expansion of existing catering and retail amenities, and provision of a range of accommodation types for key visitor markets in all age groups. The funding will also go to the improvement of roads and car parking within the precinct. The business plan will target and attract 16,000 additional overnight visitors to Armidale (an 8% increase) per year, and treble annual visitor numbers to 33,000. Target markets for these new visitors to the region will include those with an interest in Australian pastoral history; international and interstate tourists; heritage and educational tourism (particularly via school experience camps); university students and their families, business retreats; health and cultural events; art and music events; weddings, family reunions, and those with an interest in environmental sustainability.

The proposal will target more than three million potential visitors from universities, schools and ‘grey nomad’ markets under a revised business plan, returning approximately $6.5M in additional tourism-related economic output for Armidale (including flow-on effects), as well as an estimated 16 new jobs (direct + indirect) and $3.5M growth in gross regional product. Saumarez Homestead has in recent years experienced a trebling of visitor numbers from 3,000
visitors in 2010 to 10,000 visitors in 2017. The project will build on these successes by providing overnight accommodation and amenities for tourists keen to learn about the lifestyle, technologies, agricultural innovations and cultural legacies of pastoral pioneers such as FJ White and his family to the Australian rural way of life.

The investment is likely to have a catalytic effect for regional employment and economic growth through its development of ‘new’ tourism markets, and its alignment with regional entities such as University of New England (UNE) SMART Farm, the UNE Discovery Centre, Llangothlin Lagoon Nature Reserve, Thalgarrah Environmental Education Centre, New England Regional Art Museum (NERAM), the SMART Region Incubator and the UNE’s Centre for Agribusiness.

The proposed new accommodation will enable visitors to stay overnight, basing themselves at Saumarez for extended periods as part of an immersive historical experience, in which they ‘feel deeply’ the ambience of yesteryear, while exploring Saumarez Homestead and other historical, educational and environmental tourist attractions in the New England region.

**Key Issues and Risks**
Should the application be successful, Council will be represented on a steering committee which will be established to oversee the project deployment and provide the appropriate levels of governance and ensure that the project is managed within budget and to the required timelines.

**Integrated Planning and Reporting Framework**
The Saumarez Homestead Sustainable Tourism Project is a key growth initiative that is aligned with the Community Strategic Plan – particularly the Growth, Prosperity and Economic Development strategic direction, and the project will support the growth of the visitor economy and generate additional revenue and employment for the region.

**Stakeholder Engagement**
Due to the tight deadlines for the completion of the grant applications for the Regional Growth – Environment and Tourism Fund, broad community consultation was limited, however the five applications submitted were from a broad cross section of viable tourism projects that would all have potential to generate growth in employment and visitor numbers for the region. As the first phase of the application process was an expression of interest only, there was no requirement for Council approval until the EOI process was completed and the successful applications were known. The Saumarez Homestead Sustainable Tourism Project was the only application to progress to the next stage of the selection process – to full business case. Council approval is now being sought for the co-contribution of $730,000 and to submit the final application and business case.

**Financial Implications**
Council has taken the view that we should not ignore the opportunities created by the availability of grant funding and we regard the NSW Government’s Regional Growth – Environment and Tourism Fund as providing a significant opportunity to achieve material and ongoing tourism benefits for the Armidale Region at a significantly reduced cost to the community. Co-contribution for this grant will be assessed favourably and a meaningful contribution from Council will provide evidence of community support. The level of co-contribution is not specified for this grant application however we are of the understanding that the closer Council’s contribution is to achieving a dollar for dollar outcome for the project, the
better our chance of success in this competitive process. Council has endeavoured to find a balance in achieving a meaningful level of contribution whilst ensuring that it is affordable. No budget has been allocated to the project for the 2017/18 Financial Year as the project (if successful) will not commence until the following year and therefore Council’s contribution to the project will be funded from the 2018/19 financial year budget. The majority of Council’s contribution of $730,000 is expected to be allocated to the upgrade of the road within the Saumarez precinct and that Council will perform this work in-house. The actual cash contribution is expected to be less than $500,000 and it is anticipated that if the application is successful, the roadworks will be scheduled and performed within Council’s works program for the 2018/19 Financial Year.

Next Steps
Should Council support this grant application, the Saumarez Homestead Sustainable Tourism Project application information will be placed on public exhibition for 28 days.
Item: 10.1 Ref: AINT/2017/16276
Title: FOR DECISION: Suspension of Alcohol Free Zone - Bradley and Nincoola Streets, Guyra - Guyra Christmas Party
Author: Linda Graham, Town Planner
Attachments: Nil

RECOMMENDATION:

That Council pursuant to its powers under Section 645 of the Local Government Act, 1993:

a) Suspend the declaration of that portion of the Guyra alcohol free zone from 2.00pm to 10.00pm on Saturday the 2 December 2017, which it is proposed to be used for the Guyra Christmas Party and includes Bradley Street, subject to the following conditions:
   i. Tasting cups are to be served in plastic drinking apparatus of not more than 100ml capacity (for beer), 50ml (for wine) and 15ml (for spirits) and may only be consumed within the suspended areas.
   ii. The lifting of the prohibition does not preclude Council or the Police from taking any action considered necessary under the provisions of all relevant legislation.
   iii. Any necessary liquor licences through the Office of Liquor and Gaming must be obtained prior to the period’s identified events.

b) Notify the officer in charge of the Guyra Police district of the proposed suspension of the alcohol free zone.

c) Remove or cover the alcohol free zone signs in the subject area and carry out required notification in relevant local newspaper.

Background:

Council has received a request from Event Co-ordinator, Ms. Stephanie Kentish, to temporarily suspend that part of the Guyra alcohol free zone which is located along Bradley Street, Guyra (refer to Figure 1). This is to facilitate the holding of the Guyra Christmas Party on Saturday, 2 December 2017. The Guyra Christmas Party will consist of a number of stalls including stalls selling locally produced liquor. This is the first year the event has been held.

In relation to the service of alcohol, it is requested that the suspension occur on Saturday, 2 December 2017, between the hours of 2.00pm to 10.00pm.

Council has been advised that the Event Co-ordinator will be making application to the Office of Liquor and Gaming for the issue of a “wine show or producer’s market/fair” licence. This licence permits the sale of packaged alcohol products and associated tastings.

Council may pass a resolution to suspend or cancel a particular Alcohol Free Zone under Section 645 of the Act. In addition to this requirement, Council must publish a notice of a suspension as required under Section 645(1) of the Act.
Figure 1: Map showing the area which will the event will be held (area coloured blue). Bradley Street is located within the blue area.

Key Issues and Risks
Required road closures will be sought by the Event Co-ordinator.

Integrated Planning and Reporting Framework
Required reporting has been undertaken.

Stakeholder Engagement
Relevant notifications will be carried out prior to the event.

Financial Implications
It is anticipated that the event will have a positive effect upon the local economy.

Next Steps
Notification to the Department of Liquor and Gaming in relation to Council’s resolution.
Item: 10.2  Ref: AINT/2017/15134
Title: FOR DECISION: Airport Industrial Precinct - Transfer and Closure of Road Reserve - Lot 24 DP 1001379
Container: A15/6879
Author: Renata Davis, Corporate Planning and Performance Officer
Attachments:
1. Plan - Airport Industrial Subdivision - Lot 24 DP 1001379
2. Proposed Airport Industrial Subdivision Layout Rev F - August 2017
3. Application for Landowner’s Consent re Proposed industrial subdivision of land adjacent to Armidale Airport including crown public road in Lot 24 DP 1001379
5. ARC News 30 August 2017 Express Extra
6. Letter re proposed road closing Lot 24 DP 1001379 - Access from Saumarez Road to properties and airport roundabout
7. DM Pearson - Submission in relation to proposed Saumarez Road closure

RECOMMENDATION:

a) That Council acknowledge the transfer of crown road reserve Lot 24 DP 1001379 from Crown Lands to Armidale Regional Council.

b) That following the submission period, Council endorse the submission of an application to the Minister for Lands and Forestry to permanently close the section of road reserve, known as Lot 24 DP 1001379, and to classify the land as “Operational Land,” on transfer.

c) That the Council seal be affixed to the documents associated with the closure and transfer of Lot 24 DP 1001379.

d) That Council meet all the costs associated with the closure and transfer of the land.

Background:

To facilitate the seventy three (73) lot Armidale Regional Airport Industrial Precinct development (DA-46-2017), Council is required to close sections of Saumarez Road and re-route the road for public access.

The closure of the majority of Saumarez Road, impacted by Stage 1 of the proposed industrial subdivision, cannot be undertaken until a new road has been formally created through the subdivision. During construction of the subdivision, transitional arrangements will be required to maintain legal access for impacted property owners. The requirements for this work will be designated in the development consent to be considered by the Joint Regional Planning Panel (JRPP) in October.

In order not to delay the development of the industrial subdivision, the closure of Lot 24 DP 1001379 was commenced on the basis that the closure and transfer of the land would have no impact on the current operation of Saumarez Road.
Lot 24 DP 1001379 was originally a road reserve that allowed access from Saumarez Road to the New England Highway. This section of crown road reserve is currently cordoned off to direct traffic through the airport precinct and onto the highway. See Diagram 1 of Attachment 1.

In relation to the planned Armidale Regional Airport Industrial Precinct, Lot 1-73 of the subdivision is proposed to align with and be built over Lot 24 DP 1001379. See Attachment 2.

In order to progress the new Industrial Precinct, the land must be transferred to Council, closed as a road reserve and classified as operational land.

The Minister for Lands and Forestry, as owner of the subject land, has granted landowner’s consent to Armidale Regional Council for the lodging of a Development Application required under the Environmental Planning and Assessment Act 1979. This landowner’s consent was granted conditional on the transfer of the crown public road, known as Lot 24 DP1001379, to Armidale Regional Council and subsequent closure of the road by Armidale Regional Council. See Attachment 3.

The first step, under Section 151 of the Roads Act 1993, has been the Crown Lands transfer of the control of the crown road reserve to Council, by public notice in Government Gazette No. 87, dated 11 August 2017, Folio No. 4368. See Attachment 4.

Council has advertised a notice of road closure and called for public submissions. Submissions closed on 19 September 2017 and two (2) submissions were received. The advertisement and submissions received are attached to this report and will be forwarded to the Minister for Lands and Forestry’s Delegate for review. See Attachment 5.

Written advice has also been provided to appropriate government departments outlining Council’s intent to close the road reserve.

Council is now in a position to apply to the Minister for Lands and Forestry to permanently close the road and classify the parcel as Operational Land.

Key Issues and Risks
Landowners consent has been granted to proceed with the DA on the condition that the land is transferred to Armidale Regional Council and permanently closed as a road reserve.

Integrated Planning and Reporting Framework
Community Strategic Plan – Growth, Prosperity and Economic Development.
G5 – The community has access to transport which enables connectivity both locally and outside of the region
G5.4 – Create partnerships and facilitate discussions with relevant stakeholders to ensure further progress towards the implementation of the Armidale Airport Masterplan

Stakeholder Engagement
A notice of intention to close the road reserve was published in the Council News page in local media publications, with submissions open from 30 August to 19 September 2017. Appropriate government departments and other stakeholders were also notified in writing.

Financial Implications
Council will be required to pay the road closure application fees of approximately $100. Closing the road reserve will facilitate the development of the 73 lot Airport Industrial Precinct.

**Next Steps**
Complete the application to the Minister for Lands and Forestry to permanently close the road reserve Lot 24 DP 1001379.
Item: 10.3  
Ref: AINT/2017/16445

Title: FOR DECISION: Draft Amendment No 13 Armidale Dumaresq LEP 2012

Container: ARC16/0970

Author: Kathy Martin, Acting Program Leader Environment and Sustainability

Attachments: 1. Planning Proposal No 13  
2. Gateway Determination & Delegation  
3. RFS correspondence Planning Proposal No 13

RECOMMENDATION:

a) That Council exercise its local plan making delegations under section 59 of the Environmental Planning and Assessment Act 1979, to adopt and make Draft Amendment No 13 to Armidale Dumaresq Local Environmental Plan 2012, consistent with Planning Proposal No 13 as exhibited.

b) That the proponent for Planning Proposal No 13 be advised of Council’s decision.

Background:

Planning Proposal No 13 seeks to amend Armidale Dumaresq LEP 2012 (ADLEP 2012) by rezoning and altering the minimum lot size standard for part Lot 40 DP 1215012 (the Site) at 111 Cookes Road, Armidale. The proponent for the Planning Proposal is McCloy Dumaresq Pty Ltd, the owners of 111 Cookes Road, Armidale. Planning Proposal No 13, as exhibited is in Attachment 1. The Site is shown on page 1 of the Planning Proposal.

The Site is part of the property at 111 Cookes Road, Armidale. On 13 March 2017 council granted development consent for a 250 lot residential subdivision over 111 Cookes Road. It is proposed to develop the subdivision in stages commencing on the eastern side of the property adjacent to Cookes Road. The Site subject of the Planning Proposal is on the western side of the property. The Planning Proposal seeks to rezone the Site from R2 Low Density Residential to R1 General Residential and alter the minimum lot size standard from 4,000m$^2$ to 500m$^2$. (Maps showing the current and proposed zonings and lot size standards are on pages 18 and 19 of the Planning Proposal). The proposed changes will enable future subdivision of the western part of the property to be reconfigured with the potential to increase the overall lot yield by approximately 20 residential lots.

The Planning Proposal submitted by McCloy Group was reviewed and amended by council’s strategic planners to ensure compliance with the Guide to Preparing Planning Proposals (Department of Planning and Environment, August 2016) and was considered at the council meeting on 24 May 2017. The following recommendation (Minute No. 121/17) was adopted:

a) That Planning Proposal No. 13 to amend Armidale Dumaresq Local Environmental Plan 2012, which proposes to:

- rezone part Lot 40 DP 1215012 at 111 Cookes Road, Armidale, from R2 Low Density Residential to R1 General Residential, and
- alter the lot size standard for Part Lot 40 DP 1215012 from 4,000m$^2$ to 500m$^2$,

be forwarded to the Department of Planning and Environment with a request for a Gateway Determination, in accordance with section 56 of the Environmental Planning and Assessment Act 1979.
b) That a further report be provided to Council following public exhibition of the Planning Proposal No.13 to amend Armidale Dumaresq Local Environmental Plan 2012.

c) That the proponent be advised of Council’s decision.

The Planning Proposal was referred to the Department of Planning and Environment (DP&E) on 1 June 2017 with a request for a Gateway Determination. On 13 June 2017, DP&E issued a Gateway Determination and written authorisation for council to use its local plan making delegations under section 59 of the Environmental Planning and Assessment Act 1979 (EPA Act). A copy of the Gateway Determination and the authorisation to use local plan making delegations is in Attachment 2.

The Gateway Determination required Council to consult with the NSW Rural Fire Service (RFS). The Planning Proposal and supporting documentation was forwarded to the RFS on 21 June 2017. The RFS advised council on 15 August 2017 that it has no objection to the Planning Proposal proceeding. A copy of the RFS correspondence is in Attachment 3.

The Gateway Determination also required Council to make the Planning Proposal publicly available for a minimum of 14 days. Notice of the public exhibition was provided in the Armidale Express newspaper and the owner of the property adjoining the Site was advised in writing. The Planning Proposal and supporting documentation was made publicly available from Thursday, 21 September 2017 to Thursday, 5 October 2017 at council’s Armidale and Guyra offices and on council’s website. No submissions were received and consequently no changes to the exhibited Planning Proposal are considered necessary.

It is recommended that council use its delegations and exercise the functions of the Minister for Planning under section 59 of the EPA Act to make Draft Amendment No 13 to ADLEP 2012.

Key Issues and Risks
An LEP is a statutory document and preparing and making an amending LEP must be in accordance with the EPA Act and Environmental Planning and Assessment Regulation 2000 (EPA Regulation). Section B of the Planning Proposal considers whether the Planning Proposal is consistent with relevant Ministerial Directions under section 117 of the EPA Act, including Direction 4.4 Planning for Bushfire Protection. Direction 4.4 requires council to consult with the Commissioner of the RFS following receipt of a Gateway Determination and prior to undertaking community consultation. Council referred the Planning Proposal to the RFS who raised no objection to the Proposal proceeding. Under Direction 4.4 council is also required to obtain the agreement of the Department’s Secretary, prior to the LEP amendment being made, that it has complied with the Direction by obtaining written advice from the Commissioner of the RFS to the effect that the RFS does not object to the progression of the Planning Proposal. Council has written to the DP&E advising of its actions and seeking the Secretary’s agreement on compliance with Direction 4.4.

The Planning Proposal will potentially provide for an additional 20 residential lots in north-east Armidale. Due to the scale of future development the impact on existing social infrastructure is considered to be limited. The Site is in proximity to schools and bus routes and within walking/cycling distances to recreation areas. Other social infrastructure can be readily accessed by public transport (buses and taxis) and private vehicles. Adequate physical infrastructure (eg
water supply, sewerage services, roads, power and telecommunications) is available, or can be made available, to serve future development of the Site.

An Aboriginal Heritage Report identified one Potential Archaeological Deposit located south of the Site. There are no European heritage items on or in the vicinity of the Site.

The *Armidale Flood Study Review and Update – Stage 3* (BMT WBM, 2014) identifies a small section (approximately 20m x 2m) at the southern end of the Site as being below the Flood Planning Level (FPL). The Planning Proposal proposes to rezone this part of the Site to R1 General Residential so that it corresponds with the adjoining R1 zone boundary. A Floodplain Risk Management Plan (FRMP) is being prepared for the urban reaches of Dumaresq Creek in Armidale in accordance with the State government’s *Floodplain Development Manual 2005*. The planning controls, including LEP provisions, applying to the Site will be reviewed along with those applying to other flood prone land in Armidale as part of preparing the FRMP. In the period between the Site being zoned in accordance with the Planning Proposal and any changes to planning controls as a result of the FRMP, risks associated with flooding on the Site will be managed as follows:

- development of land below the FPL will be subject to the current provisions of the EPA Act and Clause 6.2 *Flood Planning in ADLEP 2012*, which applies to land below the FPL and seeks to minimise flood risks to life and property associated with the use of the land as well as avoiding significant adverse impacts on flood behaviour and the environment.
- the proposed rezoning of the Site below the FPL is unlikely to impact on future residential development of the Subdivision Site. That part of the Site below the FPL is approximately 40m² and sufficient land would be available above the FPL to enable a future residential lot to have flood free access and dwelling site.

**Integrated Planning and Reporting Framework**

By providing for additional housing sites that can be served with appropriate infrastructure while minimising environmental impacts associated with future residential development, the Planning Proposal is considered to support relevant community outcomes for the following Strategic Directions in council’s Community Strategic Plan 2017-2027:

- Environment and Infrastructure
- Growth, prosperity and economic development
- Our people and community.

**Stakeholder Engagement**

The Gateway Determination for a Planning Proposal specifies the consultations that are to be undertaken with public authorities and the community. The RFS was consulted and the Planning Proposal was placed on public exhibition for 2 weeks. The RFS raised no objection to the Planning Proposal proceeding and no public submissions were received during the exhibition period.

The strategic planner’s review of the initial Planning Proposal included consultations with relevant council staff, including engineering services.

**Financial Implications**

Clause 11 of the EPA Regulation allows Council to enter into an agreement or arrangement with a person who requests preparation of a Planning Proposal for the payment of the costs and expenses incurred by Council in undertaking studies and other matters required in relation to the Planning Proposal. Council has entered into an agreement with the landowner for Planning
Proposal No 13 to pay for costs associated with preparing the proposal in accordance with the Fees Schedule in Council’s Operational Plan 2016-2017.

The Site is subject to council’s development contributions plans that propose to:

- connect the existing pedestrian cycleway in the Creeklands to the proposed residential subdivision at 111 Cookes Road
- upgrade Cookes Road bridge over Dumaresq Creek.

Next Steps
Council has received authorisation to use its delegations and exercise the Minister’s functions under section 59 of the EPA Act to make Draft Amendment No 13. The local plan making functions under section 59 include:

- following completion of community consultation, deciding:
  - to make an LEP amendment (with or without variation of the Planning Proposal), or
  - not to make the proposed LEP amendment.
- making arrangements for the drafting of an LEP amendment to give effect to the final Planning Proposal.

No variations to Planning Proposal No 13, as exhibited, are considered necessary as a result of the community consultation. It is recommended that council exercise its local plan making delegations to adopt and proceed to make Draft Amendment No 13, consistent with the exhibited Planning Proposal.

Amendment No 13 to ADLEP 2012 will come into effect when it is published on the NSW legislation website.
Item: 10.4  
Ref: AINT/2017/16587

Title: FOR DECISION: DA-38-2017 - Subdivision of seven (7) existing lease lots at the Armidale Airport to create eight (8) torrens title parcels

Author: Linda Graham, Town Planner

Attachments: 1. Appendix 1 - Proposed Subdivision Plans  
2. Appendix 2 - Recommended Conditions of Consent  
3. Appendix 3 - Section 79(c) Assessment

RECOMMENDATION:

That having regard to the assessment of the Application, DA-38-2017 be granted conditional consent in the terms set out in Appendix 2 to this report.

Background:

The assessment attached as Appendix 3 to this report has been prepared by Kate Campbell, Consultant Town Planner with Sixhills Group Pty Ltd. The assessment has been undertaken by a consultancy firm to allow for the independent planning assessment of the proposed Council development. The report provides a brief description of the subject site and surrounds, the characteristics of the proposed development and an assessment of the perceived impacts of the proposal for those relevant matters contained within Section 79C of the Environmental Planning and Assessment Act 1979.

Community Engagement and Internal Consultation
The application was subject to public notification in accordance with the Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation 2000 and Council’s Development Control Plan 2012. There were no submissions received.

Financial Implications
The subject land is owned by Armidale Regional Council. The application has been submitted to Sixhills Group Pty Ltd as an independent planning consultant for assessment and reporting direct to Armidale Regional Council elect. Council’s only role in relation to the processing of the DA has been to assist with the administration and public notification of the application as required under Council’s DCP, and to answer any technical enquiries of the consultant in relation to issues such as local infrastructure services (given that Council is the local water, sewer and roads authority) and airport operations.

It is anticipated that budgetary considerations to facilitate realisation of the proposed development have been adequately addressed by the relevant Council officer/s.

Good Governance
The development application has been assessed in accordance with all relevant legislative requirements.

Integrated Planning and Reporting Framework
All relevant procedures have been followed.
Sustainability Assessment
The development application has been assessed taking into consideration sustainability objectives.
Item: 10.5
Title: FOR DECISION: Waiver of Fees for Asbestos Cleanup at Brookvale 2932 Boorolong Road
Author: Ambrose Hallman, Service Leader Sustainability and Development
Attachments:
1. Environmental Report
2. Letter from property owner

KRECOMMENDATION:

a) That the Armidale Waste Management Facility fees associated with disposing of approximately 40 tonnes of asbestos contaminated material waste from 2932 Boorolong Road Armidale be reduced from $250 per tonne to $177 per tonne.

b) That the intention of Council to reduce the fees from $250 per tonne to $177 per tonne for the disposing of asbestos contaminated waste from 2932 Boorolong Road Armidale be advertised for a period of 28 days.

Background:

Council was contacted by the property owner of 2932 Boorolong Road BOOROLONG NSW 2350 on the 22 June 2017 in relation to a pollution incident that occurred on his property in early 2017. It is alleged a lightning strike caused a fire to destroy a rural cottage located on the property. Given the construction components of the cottage and the intensity of the fire a large quantity of asbestos containing material was subject to heat that caused bonded asbestos materials to become friable.

Key Issues and Risks
As a result the cottage was completely destroyed and the surrounding area of approximately 18m² has become contaminated by friable asbestos product. An Occupational Hygienist was engaged in February 2017 to undertake an Asbestos Site Assessment and Scope of Works for remediation to determine the extent of contamination and provide recommendations for remediation.

The report outlines that in accordance with Safework NSW requirements and the requirements of the NSW EPA, the site will require remediation. In this regard, a Class A Asbestos removalist will be required to remove all waste generated as a result of the fire and removal of topsoils within the surrounding area to meet the objectives of the report.

The resulting material is estimated to be approximately 40 tons which will comprise of all fire affected building waste and contaminated soils. This waste will be considered Asbestos contaminating material / Asbestos waste, and is currently charged at $250 a ton at the Armidale Waste Management Facility. The owner has requested that up to $10000 of fees be waived to assist in the financial hardship of cleaning up the contaminated site.

It is estimated that the clean up will cost approximately $27000, given the costs of engaging a Class A friable asbestos removalist. The owner has expressed his desire to undertake rehabilitation of the site correctly in accordance with Council’s and EPA’s requirements. He is concerned at the excessive costs and the financial burden that this will cause him, thus his
request to Council. He has advised that the cottage was not inhabited and as a result was not insured for the damage.

It is expected if the works are conducted it will result in an environmentally satisfactory outcome of the pollution incident, as required under the *Protection of the Environment Operations Act 1997*.

**Integrated Planning and Reporting Framework**  
Not applicable to this matter

**Stakeholder Engagement**  
Meeting have been held between the property owner and the relevant Council Officers.

**Financial Implications**  
Information obtained from Program Leader Waste Management indicates that the ‘immediate cost’ of landfilling waste asbestos contaminated material is around the $177 per tonne. Therefore the cost to Council to waive approximate 40 tons of waste will amount to $7080. The fee generally for 40 tons of material would cost $10000.

Currently there is no budget within the Sustainability and Development section to cover these associated costs, therefore they would have to be covered by the Armidale Waste Management Facility budget.

Environmental Health recognises that this is a cost that Council will have to bear if the works are conducted in accordance with the report. The result is an environmentally satisfactory outcome for the safety of the property, the environment and to current and future users of the site. It should be noted that pollution incidents within a rural area such as this site are often not reported to Council and are usually dealt with in an unauthorised manner resulting in illegal landfill on the properties concerned or results in cases of illegal dumping.

**Next Steps**  
The property owner be advised of the outcome and the reduction of fees be placed on public exhibition for 28 days.
Item: 10.6  
Title: FOR DECISION: Adjustment to 2017/2018 Fees and Charges  
Container: ARC17/1779  
Author: Greg Meyers, Director Planning and Environmental Services  
Attachments: Nil  

RECOMMENDATION:

a) That Council endorse the proposed amendments and additions to its revenue methodologies as outlined in this report, in its 2017/18 Fees and Charges proposed to take effect from 1 January 2018, for public exhibition in accordance with the Local Government Act.

b) That a further report addressing the matters raised though the public exhibition period be brought back to Council for consideration prior to finalising the proposed amended and additional fees. Should no submissions be received, the proposed and advertised amendments and additions be adopted and implemented from 1 January 2018 without a further report to Council.

Armidale Airport and Environs

c) That the pricing methodology based on a square metre price for the sale or lease to buy option of all Council owned industrial, business or aviation land adjacent to the Armidale Regional Airport be removed from the 2017/2018 fees and charges, with all land to be sold by public tender, public auction or direct marketing with Council establishing an undisclosed reserve price guided by the Valuation Assessment Report.

d) That the pricing methodology based on a square metre price for the commercial leasing of café, retail and car rental booths and associated reserved/allocated car park spaces based on a square metre price be removed and shall be undertaken by public tender/quotation with Council establishing an undisclosed reserve based on the Valuation Assessment Report identified in the body of this report.

e) That the landing fee exemptions granted to holders of leased land be removed from 1 July 2018 and landing fees applied in accordance with council’s fees and charges.

f) That Council write to each operator who currently benefits from landing fee exemptions to advise them that the exemption will cease from 1 July 2018.

g) That Council apply an hourly hire fee for the two meeting rooms at the new Armidale Regional Airport Terminal. With the rates being:

<table>
<thead>
<tr>
<th>25m² meeting rooms (individual):</th>
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<tbody>
<tr>
<td>Per hour up to 8pm</td>
<td>$19.00</td>
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<table>
<thead>
<tr>
<th>50m² meeting room:</th>
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<tr>
<td>Per hour up to 8pm</td>
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</table>
Sale of Gravel

h) That the following internal rates be included for gravel used on Council funded and controlled roads and other council funded infrastructure works:

<table>
<thead>
<tr>
<th>Sale of Materials</th>
<th>Fee (excl GST)</th>
<th>GST</th>
<th>Fee (incl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply of class 2 Gravel (Perrots Pit)</td>
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</table>

Guyra Pre School and Long Day Care Centre

i) That Council increase the daily attendance fee for each of the 3 age groups at the Guyra Pre School and Long Day Care Centre by $1 per day in each group. The proposed fees from 1 January 2018 are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Daily fee Increase</th>
<th>3-6 year old daily fee</th>
<th>2-3 year old daily fee</th>
<th>0-2 year old daily fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/18</td>
<td>$1.00</td>
<td>$73.00</td>
<td>$75.00</td>
<td>$78.00</td>
</tr>
</tbody>
</table>

Background:

This report deals with a number of matters contained in the current 2017/18 adopted fees and charges which are recommended for review along with some new fees including:

Armidale Regional Airport fees and charges:
- Sale of industrial, business and aviation land m² rate;
- Lease to buy industrial, business and aviation land m² rate;
- Commercial leasing of café, retail, car rental booths and car park spaces.

It is also proposed to remove all existing landing fee waivers for those operators who currently have such waivers from 1 July 2018.

A hire fee needs to be adopted for the two meeting rooms at the new Armidale Regional Airport Terminal.

Sale of Materials – Gravel:
- Supply of class 2 Gravel (Perrots Pit)
- Supply of class 2 Gravel (Ex depot);
- Other Pits (outside Armidale).

Guyra Pre School and Long Day Care Centre daily attendance charge:
- 3 – 6 Year olds;
- 2 – 3 year olds;
Key Issues and Risks
Council undertakes a review of its annual Fees and Charges during February and March each year for the following financial year. However, throughout the year circumstances arise which warrants an immediate review, whether this is through operational needs or the need to establish a new fee or charge as the case may be.

It has been identified that a number of fees require immediate review and the Local Government Act guides how the fees may be reviewed and implemented.

To ensure the new or amended fees are lawful Council must follow the public consultation process as prescribed before it may finally adopt the new or amended fees.

It is proposed that the commencement date of the new and amended fees will be 1 January 2018.

The following is a detailed outline of the proposed amendments.

Council’s in NSW are required to publicly adopt and exhibit their Fees for any services that they provide, other than a service where an annual charge is to be applied. The Local Government Act in part 10 of Chapter 15 specifies what services Council may apply a fee for:

- Supplying a service, product or commodity;
- Giving information;
- Providing a service in connection with the exercise of council’s regulatory functions — including receiving an application for approval, granting an approval, making and inspection and issuing a certificate;
- Allowing admission to any building or enclosure.

The Act also provides the process which Council’s must follow when setting a fee and also amending fees after they have been adopted. The provisions require that Council must first endorse any proposed new or amended fee then, publicly advertise its intention to introduce a new or an amended fee, then consider any submissions received before finally endorsing such new or amended fee.

Contained within the current adopted Armidale Regional Council Fees and Charges document there are a number of fees which are sought to be added, reviewed and amended outside the normal annual review program. New fees also require inclusion in the fees and charges relating to the meeting rooms at the new airport terminal.

Real Estate Development:
Council’s adopted fees and charges include several land dealing fees for both the sale and leasing of land at the Armidale Regional Airport. These fees were based on a square metre rate from a valuation report which was previously prepared. The m² rate was adopted and publicised which only differentiated in land use rather than a competitive market rate or value. The rates were carried forward from the 2015/16 fees and charges into the 2016/17 document with a CPI increase only.

One component of the fees related to the sale of currently leased General Aviation (GA) land. The process of selling this land to the incumbent tenants has progressed well with contracts for
the 5 leased lots either exchanged or in the final stages of being exchanged and therefore the sale/lease rates have been agreed in accordance with the currently adopted fees and charges.

With confirmation and financial commitment for the new roundabout, the imminent approval of Council’s subdivision and progression of the private rezoning on the eastern side of the New England Highway, a new land valuation report has been commissioned. LMW incorporating MVS New England & North West Valuers have now completed this review and Council is in receipt of the report dated 28 September 2017 with reference Horizen Ref 10640698 Valuer Job Ref 170762A. This report will now be used for the setting of reserve prices for all industrial, business and aviation land within the new subdivision adjacent to the Armidale Regional Airport.

To provide Council with the greatest opportunity to maximise its return on land it is proposed that the new land valuation not be disclosed publicly and all land (except where previous agreement had been reached on a m² rate) be offered for sale by tender or auction with the new valuation setting a reserve price for each lot.

**Airport Terminal Commercial Leasing:**
Council has for many years identified in its adopted fees and charges, a lease fee for Car rental companies within the terminal which also included 6 car parking spaces at the airport. A fee for each additional car park space is also identified.

With the construction of the new terminal, the significant demands on parking and also Council’s move toward a user pay for overnight parking, Opteon (Northern Inland NSW) Pty Ltd valuers have been commissioned to prepare a valuation report to assist Council in identifying market rates for commercial space within the new terminal and also for each reserved/allocated car rental carpark space.

Tenders are also about to be called for the operation of the café, retail and car rental booths within the new airport. It is therefore proposed to remove from the fees and charges document, the direct m² fee and the car park space fee and utilise the above valuation report to guide Council in its assessment of all and any tenders received as a result of the tender process for the commercial leasing or retail/commercial space within the new terminal.

**Airport Landing Fee Waivers:**
Landing fees are provided for in the fees and charges which cover a range of scenarios. Also in the fees and charges are concessional landing fees which are based on a per aircraft per annum basis.

Within the current leases for the General Aviation operators there is an exemption for landing fees. It is proposed that the exemption be removed from 1 July 2018 and landing fees be applied in accordance with Council’s adopted Fees and Charges.

The current landing fee exemptions however, will remain until 30 June 2018 and all existing operators who benefit from a landing fee exemption will be formally advised in writing of the intent to remove all exemptions from 1 July 2018.

With the removal of landing fee exemptions, airport income will be improved by approximately $30,000+ per annum (dependent upon the type and frequency of aircraft landing).

Landing fees still need to be identified within Council’s Fees and Charges as they apply to all GA, private and charter aircraft.
New Terminal Meeting Room Hire:
Contained within the new Terminal are two meeting rooms which are proposed to be made available for hire. The two rooms are 25m\(^2\) each with an operable wall between them which may be opened to create a 50m\(^2\) meeting room. The rooms may be used individually or as one large meeting room. It is proposed that the following hire rates apply:

25m\(^2\) meeting rooms (individual):
- Per hour up to 8pm $18.00

50m\(^2\) meeting room:
- Per hour up to 8pm $36

Each room comfortably sits 6 people and 10-12 for the larger room. There is an overhead/computer projector and screen available in Meeting Room 1 and a 65” TV located in Meeting Room 2 (able to be linked to a computer). Users will be required to provide their own computer. It is proposed that the Meeting Rooms will be booked and billed through Council’s online booking system. Catering is proposed to be through the terminal Café. The rooms will be set-up by airport staff and will be cleaned by Council’s airport cleaning staff.

Gravel Purchase rates (internal charges):
A review has been undertaken in regard to the charges that are applied for the sale of gravel for Council use on Council projects. The impact of these charges on Council operations is significant to point where it in some cases it is cheaper to buy gravel from other operators rather than from Council’s own pits.

The cost to produce gravel at Youmans Pit is $11.50 + gst per tonne, at Perrotts the average price is $14.00 per tonne and gravel extracted from Council’s rural gravel pits costs just $1.30 per cubic meter with winning costs charged to the project.

Whilst the costs associated with production of gravel should be covered along with royalty and rehabilitation charges, the charges identified in the adopted fees and charges appear to be a significantly inflated price for works on our own roads.

Most, if not all of the existing gravel pits have a life of at least 10 years and whilst these existing pits will need to be rehabilitated and new pits sourced it is considered that the reduction of the charge for internal works can be safely lower across the board, royalty payment should stay as is as should 50% mark up on items sold through Council stores.

It is therefore proposed that the following internal rates be included for use on Council funded and controlled roads and other council funded infrastructure works:

<table>
<thead>
<tr>
<th>Sale of Materials</th>
<th>Fee (excl GST)</th>
<th>GST</th>
<th>Fee (incl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply of class 2 Gravel (Perrotts Pit)</td>
<td>$23.00</td>
<td>$2.30</td>
<td>$24.30</td>
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<td>$20.00</td>
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</tr>
</tbody>
</table>

Guyra Pre School and Long Day Care Centre daily attendance fee:

The current adopted fees and charges provide for a daily attendance fee for the 3 different age groups for attendance at the Guyra Pre School and Long Day Care Centre.
These fees are regularly reviewed in line with operational costs, other centres and the user’s capacity to pay. The centre has in the past reviewed their fees each 6 months in an attempt to minimise any significant annual increases.

A review has just been completed and it has been identified that the daily fee does need to increase from 1 January 2018 and be reviewed again in the 2018/19 draft fees and charges.

It is proposed to increase the daily attendance fee for each of the 3 age groups by $1 per day in each group. The proposed fees from 1 January 2018 are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Daily fee Increase</th>
<th>3-6 year old daily fee</th>
<th>2-3 year old daily fee</th>
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</table>

Integrated Planning and Reporting Framework
Community Outcome 2 from the adopted Community Strategic Plan seeks that Council exceeds community expectations when managing its budget and operations.

Through the matters raised and the actions outlined in this report Council is ensuring that it is responsible when managing its budget and operations.

Stakeholder Engagement
The matters outlined in this report have been identified by respective Service Leaders and the report has been presented to the Senior Leadership Team (SLT) for further discussion and endorsement.

Once Council endorses the proposed amendments a public exhibition process must be followed. Following the exhibition Council must consider all submissions received before adopting the new and amended fees and charges.

Financial Implications
The revenue streams of Council are achieved through numerous avenues. Fees and Charges are an important income stream and it is important that Council monitors such fees.

The instances identified in this report propose that adjustments are made to gravel production and sale internally for use on Council’s own projects; implement a new methodology for the sale and or leasing of real estate at and adjacent to the Airport to provide competition and bring about a better return for Council; and adjust the fees for attendance at the Guyra Pre School and Long Day Care Centre to reduce significant annual increases.

It is anticipated that the increased new and amended fees will for the 2017/18 year provide only a minor change to the overall income through the fees and charges revenue stream.

Next Steps
Once Council endorses the proposed new and amended fees and charges, a public exhibition process must be followed. A further report will be prepared should submissions be received during the exhibition period and presented to the December 2017 Council meeting.
RECOMMENDATION:

That Council note the determination of development application DA-46-2017 for the 72 lot industrial subdivision at the southern end of the Armidale Regional Airport.

That Council contribute to General Fund the following monetary amounts in regard to the subdivision conditionally approved by the Northern Joint Regional Planning Panel and referenced by Armidale Regional Council DA-46-2017 in the following terms:

i. Prior to the release of each Subdivision Certificate, contribute toward the NBN, embellishment of existing Open Space and Vegetation Management Offsets as follows -
   - NBN Contribution = $871 per lot
   - Open Space Contribution = (E x F x G)

   When: E = Number of hectares developed
          F = Employees per hectare (23)
          G = Contribution per employee ($128)

   - BioBanking/Vegetation Offsets Vegetation Management Contribution = (I x J)

   When: I = Number of hectares developed
          J = Contribution per hectare $8,104.12

ii. The timing of the contribution toward the Biobanking/Vegetation Offsets Land Utilisation shall be paid prior to the release of the Subdivision Certificate for Stage 1-
   - BioBanking/Vegetation Offsets Land Utilisation Contribution = H

   When: H = $101,932.15

That should Council sell the undeveloped land the above contribution commitments and 30% of the roundabout contribution be enforced through a Voluntary Planning Agreement with the purchaser and registered on title prior to settlement.

Background:

The Northern Joint Regional Planning Panel (JRPP) held its meeting in Armidale on 17th October 2017 and resolved to approve, Development Application DA-46-2017 for a 72 lot industrial, business and aviation subdivision adjacent to the Armidale Regional Airport, subject to conditions.

During the assessment, members of the panel raised some concerns regarding a proposed condition requiring the payment of contributions as no Section 94 plan applies to the subject
land. This concern therefore requiring Council’s commitment to contributions payments now needing to be resolved as outlined in this report.

As the development consent has been approved the development now moves into the construction phase.

**Report:**
Armidale Dumaresq Council previously resolved that it would prepare a Voluntary Planning Agreement (VPA) to manage the identified contributions as a result of the development.

The VPA was to be a joint VPA with the private developer on the eastern side of the New England Highway. However, after seeking legal advice Council was advised that it is unable to enter into an agreement with itself and would need to manage the contributions through formal commitments via a resolution of Council.

The independent planning consultant engaged to assess the application proposed to condition the contribution payment. During the consideration of the development application members of the JRPP raised concerns relating to imposing such a condition.

With the JRPP determining the application, the following commitments which are generally aligned with the former Armidale Dumaresq Council resolutions and the same as the commitments being offered by the private landowner in regard to their development on the eastern side of the New England Highway opposite Council’s development are presented to Council for endorsement.

**Payment of Contributions**
Prior to the release of each Subdivision Certificate, the applicant/developer shall contribute to General Fund for the NBN and Open Space the contributions are detailed below.

**NBN Contribution** = $871 per lot

**Open Space Contribution** = \((E \times F \times G)\)

When:
- \(E\) = Number of hectares developed
- \(F\) = Employees per hectare (23)
- \(G\) = Contribution per employee ($128)

The timing of the contribution toward the Biobanking/Vegetation Offsets as required by the Vegetation Management Plan shall be paid in two components. The Land Utilisation contribution shall be paid prior to the release of the Subdivision Certificate for Stage 1 and the Vegetation Management contribution shall be paid based on the area of land developed and prior to the release of the subdivision certificate for each stage as follows:

**BioBanking/Vegetation Offsets Land Utilisation Contribution** = \(H\)

When: \(H = $101,932.15\)
BioBanking/Vegetation Offsets Vegetation Management Contribution = (I x J)

When:  
I = Number of hectares developed  
J = Contribution per hectare $8,104.12

Key Issues and Risks
It should be noted that if Council decided in the future to sell all or part of the subdivision to another developer the sale must include the formulation of a VPA covering these contributions.

Integrated Planning and Reporting Framework
The development is consistent with the objective of the Integrated Planning and Reporting Framework in promoting economic development.

Stakeholder Engagement
The development Application was public exhibited seeking submission. These were considered by the JRPP in the determination of the development application.

Financial Implications
These are addressed above.

Next Steps
As the development is now moving into the construction phase the summary below outlines the major milestones of the development:

1) The Development Application has been approved subject to conditions. This includes using stage 2 and 3 (existing lots 3 & 21) of the industrial land as environmental offsets under the Biodiversity Conservation Act 2016.

2) Council is preparing Planning Proposal No.9 to rezone part of the land from SP2 Infrastructure to IN2 Light Industrial and IN2 Light Industrial to B7 Business Park and including some additional land uses. This process will be managed by Acting Program Leader - Environment and Sustainability. It is anticipated this should be completed by the end of June 2018, with a report to be presented to Council at its November meeting.

3) Economic Development will be marketing the development to prospective purchasers.

4) The construction of the new roundabout on the New England Highway is due to commence prior to the end of 2017 with schedule completion June 2018.
Item: 10.8  
Title: FOR DECISION: Application for Smart Cities Grant - Smart Urban Forests Project  
Author: Lindsay Woodland, Group Leader Organisational Services  
Attachments: 1. Smart Urban Forests Project

RECOMMENDATION:

That Council approve the proposed co-contribution of $80,000 towards the total funding of $1.55 million (total project cost) for the Smart Urban Forests Project; a collaboration between ICT International, Brimbank City Council, Swinburne University, RMIT University and Armidale Regional Council seeking funding under the Smart Cities and Suburbs Program.

Background:

Municipalities around the world are increasingly recognising the value of urban forests. Many councils in Australia (e.g., City of Melbourne, City of Perth, Newcastle City Council) and globally (e.g., London, Newcastle upon Tyne and Redding, UK, Chicago, USA) have prepared or adopted Urban Forest Strategies that typically aim to increase urban vegetation covers, improve biodiversity and maximise the benefits of trees in the urban landscape. These cities are trying to improve the quality of their urban forests and are currently looking for strategies to do so.

This project will support the establishment of Smart Urban Forests in two urban regions of Eastern Australia, one being Armidale, and test a strategy that has not been used previously but which has the potential to deliver immense benefits including optimising water management of trees.

One issue with achieving the goals identified in these Urban Forest Strategies is a lack of knowledge about tree water use and vegetation health, and how these relate to tree longevity. In addition, the most appropriate trees for current and future climates in different parts of the world are also unknown. A smart urban forest is one in which individual city trees are instrumented to provide continual data on transpiration rates which can be used to indicate when a tree is in need of watering. The usual practice is to water trees to a prescribed schedule which can result in over watering (or under watering). The technology enables improved water management of trees which potentially will result in improved tree longevity and reduced water costs. This is an original concept that aims to improve the management of city trees and represents an innovative link between science, technology, education, management and communities.

Using the advanced moisture and sap flow technologies developed in Armidale, the science and research capabilities of two world renowned education institutions and the streetscape and trees in one regional and one metropolitan council area this project aims to guide the future planning of our urban spaces.

The project partners submitted an Expression of Interest to the Smart Cities and Suburbs Program in late June 2017 and have since been called to full application. Successful applicants will be notified in early 2018 and projects must be completed by 30 June 2019. The total cash contribution from all five industry partners will be $777,613 with Armidale Regional Council’s contribution being $80,000, $30,000 of which will be allocated to the purchase of the tree monitoring instrumentation which will remain in Council ownership beyond
this project. The remaining $50,000 will be used to cover the expense of a research student one day per week during the life of the project – expected to be over two financial years.

Beyond the direct environmental and cost benefits of the project, Armidale Regional Council believes that this project has significant potential to enhance the region’s reputation as a centre of excellence in the ag-tech industry, and thus support the creation of an ag. tech cluster within our region. The proposed project and related technology also has the potential to be used by many Councils across Australia and indeed the world, further supporting the growth of a locally based business and industry.

Key Issues and Risks
Should the application be successful, Council will be represented on a steering committee which will be established to oversee the project and provide the appropriate levels of governance.

Integrated Planning and Reporting Framework
The Smart Urban Forests Project is aligned with the Community Strategic Plan and reflected through the Delivery Program and Operational Plan under:
Growth Prosperity and Economic Development
G4 – Economic development is supported through new initiatives, innovation and additional resources to assist growth of business and industry
Environment and Infrastructure
E1 – The unique climate, landscape and environment of the region is protected, preserved and made accessible
E1.1 – Partner with local organisations and stakeholders to develop strategies for dealing with climate change impacts on the local agricultural sector

Stakeholder Engagement
There was very little lead time in relation to this project and the closing date of the Expressions of Interest under the Smart Cities and Suburbs Program. With such significant partners involved and the technology being developed locally Council felt strongly about participating. The project has significant sustainability and environmental implications (not to mention the potential transformative resources for developing future urban spaces) and these issues have had strong community support during the community engagement for our Community Strategic Plan and Economic Development Plan.

Financial Implications
Council has taken the view that we should not ignore the opportunities created by the availability of grant funding. The Smart Cities and Suburbs Program in this case provides a niche group of researchers and innovators along with two local government organisations an opportunity to explore and inform the next generation of urban streetscapes. The program requires ‘dollar for dollar’ co-contribution and significantly the partners were not looking for a major contribution from Armidale Regional Council. Of the total project cost of $1,555,226 the project partners will be contributing $777,613 with Armidale Regional Council’s contribution being $80,000. This amount will be spread over two financial years should the application be successful and can be funded from the Economic Development budget

Next Steps
If the full application is successful Armidale Regional Council will participate in the initial steering committee meeting and the Smart Urban Forest project partners will be invited to give a presentation to Council outlining the project objectives and potential outcomes.
Item: 11.1  
Title: FOR DECISION: Adoption of Arts and Cultural Strategic Plan 2017 - 2022  
Ref: AINT/2017/15827  
Author: Greg Lawrence, Service Leader Economic Development and Marketing  
Container: ARC16/0485  
Attachments:  
1. ARC Arts and Cultural Strategic Plan 2017 - 2022 FINAL  
2. Submissions received for the Draft Arts and Cultural Strategic Plan 2017 – 2022

RECOMMENDATION:

a) That the community submissions be acknowledged and Council responses to the submissions be noted.

b) That the Arts and Cultural Strategic Plan 2017 – 2022, as amended, be adopted.

Background:

In November 2016 Council employed the services of Positive Solutions to complete an Arts & Cultural Strategy for the new Armidale Regional Council. In June 2017 Positive Solutions presented to Council a final Consultant’s Report which detailed the findings from their research and community engagement as well as key recommendations.

This plan was developed from the consultant’s report and is a statement of Armidale Regional Council’s values and outlines our priorities for the next five years. The document has been developed through extensive community consultation and reflects the aspirations of the community and recognition that arts and culture is part of who we are as a regional community.

The new Arts & Cultural Strategic Plan celebrates the artistic vitality of the region and offers innovative strategies to encourage and support the community’s involvement with creativity and culture.

The Arts & Cultural Strategic Plan highlights initiatives aligned with Council Goals across five themes that:

> Deepen community engagement with arts and culture
> Build on current infrastructure
> Celebrate people and diversity
> Strengthen connections and collaborations
> Grow our creative industries.

This plan outlines the opportunities and aspirations of our region and sets out the actions Council will take to ensure arts and culture is embedded in all areas of Council work to enhance accessibility for all the community.

Three public submissions were received during the public exhibition period from 26 July 2017 to 12noon 22 August 2017.

The submissions were considered and the Draft Arts and Cultural Strategic Plan amended to include some of the suggestions (see attachment). These additions related directly to council’s
provision of service including the Armidale Folk Museum and Armidale and Guyra libraries. Other suggestions were precluded as the plan’s main focus is to facilitate arts and cultural events and activities within the community through developing and strengthening strategic partnerships in the creative industries.

**Key Issues and Risks**
A key priority for Council is to explore opportunities to strengthen resourcing of arts and culture within our new structure. The risks associated with the Arts & Cultural Strategic Plan is not achieving all the action items and fulfilling the region’s rich creative and cultural potential.

The Arts and Cultural Strategic Plan for Armidale Regional Council is a key part of our IP&R framework and informs the Resourcing Plan. Council recognises that arts and cultural activities are valuable to our community and to those who live, work in, and visit our region. It is part of our identity and is fundamental to a cohesive, livable and attractive region that celebrates diversity.

**Integrated Planning and Reporting Framework**
Community Strategic Plan – Growth, Prosperity and Economic Development
G3 – The visitor economy generates additional revenue and employment to boost the local economy and creates opportunities for more vibrant cultural activities
G3.7 – Develop an Arts and Cultural Program with an emphasis on creating vibrant and attractive public spaces, including the installation of public art in city centres

**Stakeholder Engagement**
A comprehensive community engagement strategy was developed. The consultation process involved a public survey, interviews with key council staff and six art representatives, and five focus groups: Aboriginal, Youth, Business, Visual Arts and Design, and Arts and Cultural Advisory Committee.

The following key themes were explored during the consultation process:
- The Armidale Region identity and local Aboriginal identity.
- Armidale Region’s changing social and economic profile.
- Arts and cultural facilities and infrastructure.
- Destination and Events Tourism.
- Creative Industries.
- Development – funding and partnerships.
- Current priorities for Armidale Regional Council.

The discussion paper was presented for comment to Council’s Arts and Cultural Advisory Committee and the Executive Leadership Team.

**Financial Implications**
The delivery of the Arts and Cultural Strategic Plan has been incorporated into the Delivery Program and 2017-2018 Operational Plan.

**Next Steps**
A detailed Work Action Plan based on the Arts and Cultural Strategic Plan is developed with identified Key Performance Indicators, required resources and a timeline.
Item: 12.1
Title: FOR INFORMATION: Local Government Election September 2017 - Declaration of Poll
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: 1. NSWEC Declaration of Councillor Poll

RECOMMENDATION:

That the Declaration of the Councillor Poll of the local council election, held on Saturday 9 September 2017, to elect eleven (11) councillors to the new Armidale Regional Council, be noted.

Background:


Key Issues and Risks
The NSW Electoral Commission declared the poll for the position of Councillors for the election held on 9 September 2017.

Armidale Regional Council councillors:

- Peter Bailey
- Jon Galletly
- Diane Gray
- Libby Martin
- Andrew Murat
- Simon Murray
- Debra O’Brien
- Margaret O’Connor
- Dorothy Robinson
- Ian Tiley
- Bradley Widders

Integrated Planning and Reporting Framework
Community Strategic Plan – Leadership for the Region
L3 – Council demonstrates sound organisational health and has a culture which promotes action, accountability and transparency
L3.1 – Elected officials, and people considering a role as an elected official, can easily access information and support with a view to attracting a diverse and high quality calibre of representatives
L3.1.1 – Develop and implement a Councillor on-boarding program
L3.1.2 – Develop and implement a Councillor training and development program

Stakeholder Engagement
Legislation provided for the NSW Electoral Commission (NSWEC) to administer the first election for a council area after it has been constituted. The conduct of the election for the new council
was governed by the NSW Local Government Act 1993, Merger Proclamation May 2016 and the Local Government Elections Act.

**Financial Implications**
The cost of the election has been provided for in the 2017/18 Operational Plan. The NSWEC estimate of the costs for conducting the election was $195,056 (exclusive GST), with election staffing accounting for 53% of the estimate.

**Next Steps**
Councillors have been elected for a three year term, with the next election to be held in September 2020.

A Councillor on-boarding program has been developed and a Training and Development program will be developed in consultation with the new council.
Item: 12.2  Ref: AINT/2017/15247
Title: FOR INFORMATION: Cash & Investments Report August 2017
Author: Keith Lockyer, Service Leader Finance and Information Technology
Attachments: 1. August 2017 Investment Register

RECOMMENDATION:

That the Cash & Investments Report, as at 31 August 2017, reporting Investments held of $66,747,075.74 and a consolidated Bank Account balance of $10,550,474.97, excluding the Trust Fund, be received and noted.

Introduction:

Cash and Investments for the month of August 2017.

Report:

The following is the cash and investments particulars for the period 1 August 2017 to 31 August 2017. At the end of the August period, Council held $66,747,075.74 in investments and a consolidated bank account balance of $10,550,474.97 excluding the Trust Fund.

During the month of August, total payments and receipts were $13,271 million and $20,241 million respectively. Council’s bank account balance as per bank statements at the end of the period 31 August 2017 are as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>10,550,474.97</td>
</tr>
<tr>
<td>Trust Fund</td>
<td>1,231,554.82</td>
</tr>
<tr>
<td><strong>Total Bank Balances</strong></td>
<td><strong>11,782,029.79</strong></td>
</tr>
</tbody>
</table>

%  

<table>
<thead>
<tr>
<th>Index</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 day BBSW Index</td>
<td>1.60</td>
</tr>
<tr>
<td>Average Interest Rate</td>
<td>2.66</td>
</tr>
</tbody>
</table>

Investments Register

At the end of the August period Council held $66,747,075.74 in investments, an increase of $1,002,754.48 from the end of the July period. General fund bank account balances have remained constant.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance at the beginning of the Period</td>
<td>65,744,321.26</td>
</tr>
<tr>
<td>Redemptions to the NAB General and Business A/c’s</td>
<td>- 3,000,000.00</td>
</tr>
<tr>
<td>Funds Transferred from the NAB General Account</td>
<td>4,000,000.00</td>
</tr>
<tr>
<td>Increased principal due to roll over of funds</td>
<td>2,754.48</td>
</tr>
</tbody>
</table>
Closing Balance at the end of the Period

<table>
<thead>
<tr>
<th>Institution</th>
<th>Sum of Investment at Market Value</th>
<th>Average of Interest Rate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMP</td>
<td>$4,000,000</td>
<td>2.70%</td>
</tr>
<tr>
<td>Bank of Queensland</td>
<td>$6,000,000</td>
<td>2.58%</td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>$1,000,000</td>
<td>2.65%</td>
</tr>
<tr>
<td>Beyond Bank</td>
<td>$6,000,000</td>
<td>2.70%</td>
</tr>
<tr>
<td>Credit Union Australia</td>
<td>$5,500,000</td>
<td>2.74%</td>
</tr>
<tr>
<td>High Interest At Call Savings Account</td>
<td>$5,610,976.00</td>
<td>#</td>
</tr>
<tr>
<td>ING</td>
<td>$5,000,000</td>
<td>2.60%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>$8,000,000</td>
<td>2.79%</td>
</tr>
<tr>
<td>NAB</td>
<td>$13,600,712.00</td>
<td>2.60%</td>
</tr>
<tr>
<td>Rural Bank</td>
<td>$6,000,000</td>
<td>2.53%</td>
</tr>
<tr>
<td>T-Corp Hour Glass Account</td>
<td>$2,035,388.00</td>
<td>#</td>
</tr>
<tr>
<td>Westpac</td>
<td>$4,000,000</td>
<td>2.59%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$66,747,075.74</strong></td>
<td><strong>2.66%</strong></td>
</tr>
</tbody>
</table>

# At Variable Market Rate
Community Engagement and Internal Consultation
This monthly report provides the community with a snapshot of Council’s cash and investment particulars for the period 1 August 2017 to 31 August 2017.

Financial Implications:
That sufficient working capital is retained and restrictions are supported by cash. Cash management complies with the NSW Local Government regulations 2005.
Good Governance
All of Armidale Regional Council’s investments for the period ending are in accordance with:

- Council Investment Policy POL152.
- The Local Government General Regulation 2005 Reg 212.

The investment policy covers aspects of risk associated with interest rates and bank security.

Integrated Planning and Reporting Issues:
Statutory compliance. An Investment Report needs to be tabled at an Ordinary Meeting of Armidale Regional Council by the end of each month.

Sustainability Assessment
Council’s financial position is a key component in its economic sustainability in the future.
Item: 12.3  
Title: FOR INFORMATION: Cash & Investments Report September 2017  
Author: Keith Lockyer, Service Leader Finance and Information Technology  
Ref: AINT/2017/16842  
Container: ARC17/2153  
Attachments: 1. September 2017 Investment Register

**RECOMMENDATION:**

That the Cash & Investments Report, as at 30 September 2017, reporting Investments held of $73,764,487.20 and a consolidated Bank Account balance of $2,407,804.24, excluding the Trust Fund, be received and noted.

**Introduction:**

Cash and Investments for the month of September 2017.

**Report:**

The following is the cash and investments particulars for the period 1 September 2017 to 30 September 2017. At the end of the September period, Council held $73,764,487.20 in investments and a consolidated bank account balance of $2,407,804.24 excluding the Trust Fund.

During the month of September, total payments and receipts were $12.5 million and $4.3 million respectively. Council’s bank account balance as per bank statements at the end of the period 30 September 2017 are as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$2,407,804.24</td>
</tr>
<tr>
<td>Trust Fund</td>
<td>$1,233,298.12</td>
</tr>
<tr>
<td><strong>Total Bank Balances</strong></td>
<td><strong>$3,641,102.36</strong></td>
</tr>
</tbody>
</table>

30 day BBSW Index 1.60  
Average Interest Rate on Term Deposit Investments 2.64

**Investments Register**

At the end of the September period Council held $73,764,487.20 in investments, an increase of $7,017,411.46 from the end of the September period. This is somewhat a result of a 3million dollar loan drawdown also occurring in this period. General fund bank account balances have decreased by $8,140,927.43.

**Investment Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opening Balance at the beginning of the Period</strong></td>
<td>$66,747,075.74</td>
</tr>
<tr>
<td>Funds transferred from the NAB General and Business Accounts</td>
<td>$7,000,000.00</td>
</tr>
</tbody>
</table>
Increased principal due to roll over of funds 17,411.46
Closing Balance at the end of the Period 73,764,487.20

<table>
<thead>
<tr>
<th>Institution</th>
<th>Sum of Investment at Market Value</th>
<th>Average of Interest Rate %</th>
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</tr>
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<td>2.55%</td>
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</tr>
<tr>
<td>Bendigo Bank</td>
<td>$1,000,000.00</td>
<td>2.45%</td>
</tr>
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<td>Beyond Bank</td>
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<td>2.70%</td>
</tr>
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<td>2.74%</td>
</tr>
<tr>
<td>High Interest At Call Savings Account</td>
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<td>#</td>
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<tr>
<td>ING</td>
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</tr>
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<td><strong>Grand Total</strong></td>
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<td><strong>2.63%</strong></td>
</tr>
</tbody>
</table>

# At Variable Market Rate
Community Engagement and Internal Consultation
This monthly report provides the community with a snapshot of Council’s cash and investment particulars for the period 1 September 2017 to 30 September 2017.

Financial Implications:
That sufficient working capital is retained and restrictions are supported by cash. Cash management complies with the NSW Local Government regulations 2005.
**Good Governance**

All of Armidale Regional Council’s investments for the period ending are in accordance with:

- Council Investment Policy POL152.
- The Local Government General Regulation 2005 Reg 212.

The investment policy covers aspects of risk associated with interest rates and bank security.

**Integrated Planning and Reporting Issues:**

Statutory compliance. An Investment Report needs to be tabled at an Ordinary Meeting of Armidale Regional Council by the end of each month.

**Sustainability Assessment**

Council’s financial position is a key component in its economic sustainability in the future.
**Item:** 12.4  
**Title:** FOR INFORMATION: Procurement - Acceptance of Tenders Under CEO Delegated Authority  
**Author:** Peter Wilson, Acting Program Leader Governance, Risk and Legal

**RECOMMENDATION:**

That the report on the acceptance of tenders, under the CEO delegated authority to accept tenders with a contract value of up to $500,000, up to 30 September 2017, be received and noted.

**Background:**

With the recent introduction of the Local Government Amendment (Governance and Planning) Bill 2016, changes to Section 377 of the Local Government Act 1993 (the Act) regarding the general power of the council to delegate have resulted in the ability of Council to delegate acceptance of most types of tenders to the CEO.

As a result the CEO has delegated acceptance of tenders, up to the value of $500,000, where all other tender requirements of the Act and Local Government (General) Regulation 2005 (the Regulation) are met.

**Key Issues and Risks**

Section 55 of the Act and Part 7 of the Regulation sets out all of the statutory requirements for a Council to procure goods and services through Tendering. Previously Section 377 of the Act expressly denied delegation of acceptance of tenders:

*General power of the council to delegate*

(1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:

...(i) the acceptance of tenders which are required under this Act to be invited by the council.

The changes to the Act that were introduced through the Local Government Amendment (Governance and Planning) Bill 2016 have resulted in the following replacement Section:

*General power of the council to delegate*

(1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:

...(i) the acceptance of tenders to provide services currently provided by members of staff of the council.

It should be noted that the delegation excludes acceptance of tenders for services currently provided by members of staff of the council (which could therefore result in a reduction of staff positions, or increase operational resourcing), and the Regulation still requires a council resolution where tenders for a proposed contract are not accepted and an alternate option is required, as per Regulation 178.
Integrated Planning and Reporting Framework
Community Strategic Plan – Leadership for the Region
L2 – Council exceeds community expectations when managing its budget and operations
L2.2 – Council implements a business excellence program across its operations
L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement
The Executive Leadership Team (ELT) considers all tenders and minutes the CEO determinations and all tenders approved under delegation will be reported to council quarterly.

Financial Implications
The delegated authority has reduced the amount of tendering reports that are required to go to Council for a resolution, and has also resulted in a faster procurement process. This assists service providers and operational activities, by ensuring a more efficient process, where appropriate.

Tenders approved under delegated authority up to September 2017 are:

- Upgrade Pivot Irrigation & Telemetry Control at Armidale Effluent Reuse Farm – Pivot Irrigation & Pumping - $285,933
- Water Service Line Replacement – Dundalk - $70,620
- Provision for Legal Services – Legal Panel - $ Schedule of Rates
- Design & Install Solar Voltaic Arrays at various Council sites – Epho Pty Ltd - $363,866
- Cluny Road Upgrade – Ducats Earthmoving - $221,133
- CCTV Inspection of Sewer & Stormwater Mains – Flowpro - $280,159

Next Steps
The quarterly report for December 2017 will be submitted to the February 2018 council meeting for information.
Item: 12.5  Ref: AINT/2017/15993
Title: FOR INFORMATION: 2017 Christmas and New Year Closure  Container: ARC17/2389
Author: Service Leader People, Safety and Communications
Attachments: Nil

RECOMMENDATION:

That Council note the 2017 Christmas and New Year close down period, from close of business Friday 22 December 2017 and reopening on Tuesday 2 January 2018.

Background:

This report advises Council of the closure of the administration offices and depots between Christmas and New Year and the essential service operations that will operate over this time.

Key Issues and Risks
Conventionally, Council has closed its normal business operations during the Christmas and New Year period.

The 2017 Christmas and New Year proclaimed public holidays that fall during the close down period are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>25 December</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>26 December</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>27 December</td>
<td>Close down</td>
</tr>
<tr>
<td>Thursday</td>
<td>28 December</td>
<td>Close down</td>
</tr>
<tr>
<td>Friday</td>
<td>29 December</td>
<td>Close down</td>
</tr>
<tr>
<td>Monday</td>
<td>1 January 2017</td>
<td>Public Holiday</td>
</tr>
</tbody>
</table>

The Christmas and New Year period is a time of low business activity for the Council and a time when many staff normally take leave.

Works crews will be rostered to work through this period to deal with emergencies and other critical and unforeseen break downs that may arise.

Council’s on-line payment facilities allows registered users to make payments, lodge certificates, access Council’s property and application registers, all of which are available 24 hours a day, seven days a week.

Integrated Planning and Reporting Framework
Community Strategic Plan – Leadership for the Region.
L3 – Council demonstrates sound organisational health and has a culture which promotes action, accountability and transparency.
L3.5 – Develop and implement a Workforce Management Plan which commits to building a skilled, motivated, inclusive and diverse workforce.
L3.5.1 – Develop and implement best practice workforce management strategies
Stakeholder Engagement
Staff will be advised by way of e-mail messages, notices on noticeboards and tool box and team meetings.

Financial Implications
On-line payment facilities will be available 24 hours/7 days a week. For those staff members rostered to work during the close down period there is a budget provision to cover the call out and overtime costs.

For the proposed close down days (27, 28, 29 December), the staff who are not rostered to work will be advised to apply for leave for the nominated close down days. Staff are also able to accrue up to three non working days (indoor staff) or rostered days off (outdoor staff) to cover the close down days.

Next Steps
An advertising program will be developed to advise the community of the Council close down period.
Item: 12.6
Title: FOR INFORMATION: Quarterly Water Adjustment Report September 2017
Author: John McIlwain, Revenue Officer
Attachments: Nil

RECOMMENDATION:

That the report detailing water adjustments made under the provisions of the Water Account Adjustment Management Policy, totalling $8,954.64, be noted.

Background:

Report detailing the adjustments made to water assessments for the first quarter of the 2017-2018 Financial Year, totalling $8,954.64.

This report provides details of the adjustments made to water assessments in accordance with Council’s policy, for the first quarter, 1 July 2017 to 30 September 2017. Determinations made in accordance with the Council’s Water Account Adjustment Management Policy were:

Assessment 24296-6 was adjusted by $ -762.23
Assessment 29831-5 was adjusted by $ -310.53
Assessment 53019-6 was adjusted by $-1,809.30
Assessment 27696-4 was adjusted by $-3,297.11
Assessment 29021-3 was adjusted by $ -211.27
Assessment 26800-3 was adjusted by $ -288.38
Assessment 51394-5 was adjusted by $ -196.75
Assessment 23807-1 was adjusted by $ -1709.87
Assessment 3470-2 was adjusted by $ -369.20

Key Issues and Risks
Policy governs the way in which requests are managed.

Integrated Planning and Reporting Framework
Community Strategic Plan – Leadership for the Region
L2 – Council exceeds community expectations when managing its budget and operations
L2.1 – Financial sustainability is maintained through effective short and long term financial management
L2.1.3 – Develop effective financial management systems

Stakeholder Engagement
Adjustments to consumption determined in accordance with Council policy.

Financial Implications
Reduction in Council water billing charges of $8,954.64.

Next Steps
Next quarterly report to be submitted to the February 2018 council meeting.
Item: 12.7  
Title: FOR INFORMATION: New England North West Regional Plan 2036  
Ref: AINT/2017/16736  
Container: ARC16/0875  
Author: Greg Lawrence, Service Leader Economic Development and Marketing  
Attachments: 1. New England North West Regional Plan 2036

RECOMMENDATION:

That the NSW Government’s approval of the New England North West Regional Plan 2036, in August 2017, be noted.

Background:

The New England North West Regional Plan is the NSW Government’s blueprint for the region to grow. The plan sets out actions to create more homes and jobs; support local agriculture and industry; improve transport and provide better public facilities for the regional community.

In a significant move, Armidale and Tamworth are officially named regional cities, and are expected to be home to more than 50 per cent the region’s population in the next two decades. Moree, Inverell, Gunnedah and Narrabri will be recognised as strategic centres, housing a further 28 per cent of residents in the same period.

Regional city and strategic centre designations highlight the key roles we will play in the region’s future and indicate the resources, infrastructure and public facilities required to ensure the region flourishes into the future.

The New England North West is one of the State’s largest agricultural and food producers. Intensive agriculture, grazing, food processing, broad acre cropping and wide tracts of productive agricultural land are the foundations for a strong and prosperous future. The region is perfectly placed to expand supply chains across national and global markets, with extensive freight networks and key freight connections to the Port of Newcastle, Sydney and ports and airports in South East Queensland.

Agribusiness, education and healthcare, manufacturing, extractive industries and increased opportunities for renewable energy and new technologies will make the economy one of the most diverse in NSW.

Armidale will accommodate much of the projected population growth over the next 20 years, supporting critical jobs growth and providing the region with key health and education services.

Key Issues and Risks

A key issue for Armidale Regional Council is to explore opportunities as set out in this plan and to ensure these plans align with our own Economic Development plan.

Risk would be not to work with the NSW State Government to assist our endeavours to realise both our (ARC) goals and those laid out by the NSW State Government in this plan.

Integrated Planning and Reporting Framework

The New England North West Regional Plan is a key part of our IP&R framework.
**Stakeholder Engagement**
Extensive stakeholder and community consultation was undertaken by the Department, including meeting with key ARC Senior staff as well as the community. The then Planning Minister Rob Stokes hosted a launch of this process here in Armidale.

**Financial Implications**
The New England North West Regional Plan is factored into our financial process and will be an invaluable reference document to assist in securing Government Grants.

**Next Steps**
The New England North West Regional Plan be noted and referenced to assist ARC to achieve not only population growth but investment growth. Thus ensuring a great place to live work and play.
Item: 12.8  
Title: FOR INFORMATION: Guyra SES HQ - Update  
Author: Ralf Stoeckeler, Senior Projects Engineer  
Attachments: Nil

RECOMMENDATION:

That the progress report on the provision of a new Guyra SES HQ be noted.

Background:

At the Council meeting held on 15 March 2017, Council resolved to approve in principle, the construction of the new SES HQ at the junction of Ollera St and Malpas St. It was also resolved to seek further funding from the government through the local Minister and to investigate the colocation of the Rural Fire Service with the SES HQ.

Further investigation into the ownership of the selected vacant lot revealed that Council does not own it – it is actually owned by the Roads and Maritime Service. An alternative site that is satisfactory to the SES has since been located.

Council wrote to the Member for Northern Tablelands seeking further funding assistance and the Minister for Emergency Services advised that since the SES is already contributing $100,000 no further funding is available. Council has now budgeted the additional $200,000 to make $300,000 available for the project.

Contact with the RFS has indicated that they consider the existing facility behind the Council office satisfactory, and as such they would be unlikely to receive funding to relocate their station.

The selected site for the new SES HQ is lots 13 and 14 DP 237379 or 27 Lockaber Crescent, Guyra (Refer to Plan).

Proposed program
A Development Application and Construction Certificate were lodged in the week of 9 October, 2017. These applications will be assessed internally under Delegated Authority and approval is anticipated by the end of November.

Tenders will then be called in early December with a closing date before Christmas.

It is anticipated that the successful construction company will be able to commence construction in February 2018 and the project should be completed by the end of May 2018.
Key Issues and Risks
Community objects to the development taking place in the selected site. Tender price exceeds budget. Council is obliged to provide support to the SES under the State Emergency Services Act.

Integrated Planning and Reporting Framework
Community Strategic Plan – Environment and Infrastructure
E3 – The community is provided with the essential and resilient infrastructure it requires for daily life, and has access to a prioritised schedule of infrastructure works
E3.3 – Partnerships with all levels of government to support the provision of improved infrastructure for the region
E3.3.1 – Facilitate partnerships and networks to support and lobby for improved infrastructure

Stakeholder Engagement
This will be addressed during the Development Application process (neighbour notification).

Financial Implications
$300,000 included in the budget (including $100,000 contribution from the SES).

Next Steps
Lodge development application and construction certificate.
Call tenders.
Engage contractor.
Construct the facility.
SES will then relocate to the new facility.
Item: 12.9
Title: FOR INFORMATION: Minutes - New England Weeds Authority Meeting 20 June 2017
Author: Jessica Bower, Executive Officer
Attachments: 1. NEWA Minutes June 2017

RECOMMENDATION:

That the Minutes of the New England Weeds Authority meeting held on 20 June 2017 be noted.
Item: 13.1  
Title: FOR DECISION: Leave of Absence - Mayor  
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal  
Attachments: Nil

RECOMMENDATION:

That the Mayor, Councillor Murray be granted leave of absence for the period 24 October to 3 November 2017 inclusive, which includes one Council meeting on 25 October 2017.

Background:

The Mayor, Councillor Murray has requested leave of absence from Tuesday 24 October to Friday 3 November 2017 inclusive, as he will be out of area.

Key Issues and Risks

Section 369 LGA “the mayor or, at the request of or in the absence of the mayor, the deputy mayor presides at meetings of the council.”

Section 231(3) LGA “The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.”

Section 235A(1) Reg (1) “A councillor’s application for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent.”

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region
L2 – Council exceeds community expectations when managing its budget and operations
L2.2 – Council implements a business excellence program across its operations
L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

The request for leave of absence has been managed in accordance with the Act and Regulations.

While there is no policy or criteria in place, it is considered reasonable that the Deputy Mayor be paid part of the Mayoral fee if they are required to exercise the function of the Mayor for a period of more than one month. Consultation within the industry supports the period of more than one month or 30 calendar days, for whatever reason and irrespective of whether leave of absence has been granted.

Section 249(5) LGA states that “a council may pay the deputy mayor a fee determined by the council for such time as the deputy mayor acts in the office of the Mayor. This amount of the fee so paid must be deducted from the mayor’s annual fee.”
Further, the OLG Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW states that councils may only pay a Deputy Mayor part of the Mayor’s annual fee where a Deputy Mayor demonstrably acts in the role of the Mayor.

**Financial Implications**

Because of the Mayor’s limited period of leave it is considered that the Deputy Mayor, as the Acting Mayor, not receive payment of the Mayoral fee.

**Next Steps**

The Deputy Mayor is the Acting Mayor for the period 24 October to 3 November 2017 inclusive, and presides at the Council meeting on 25 October 2017.
Item: 15.1  
Title: FOR DECISION: Minutes - Traffic Advisory Committee Meeting 5 September 2017  
Author: Rob Shaw, Service Leader Roads and Parks  
Attachments: 1. Minutes - Local Traffic Committee - 05 September 2017  

RECOMMENDATION:

That the following recommendations from the Traffic Advisory Committee meeting held on 5 September 2017 be adopted:

(a) That the amended date of 10 November 2017 be noted for the New England Antique Machinery Club Rally Advertising Run.

(b) That the Armidale School be advised that the Children’s Crossing will remain in place.

(c) That the Guyra Central School be advised that the vehicular traffic numbers, along Manse Street, do not meet the RMS warrant for a school crossing, however Council staff will investigate other alternative options.

(d) That the Special Event Transport Management Plan for the “OnYourBike” Men’s Health Exhibition to be held Sunday 24th November 2017, in conjunction with Bike Week be approved.

(e) That the Special Event Transport Management Plan Queens Baton Torch Rely 2018 be approved.
RECOMMENDATION:

That the following recommendations from the Traffic Advisory Committee meeting held on 3 October 2017 be adopted:

a) That the advice “Stop & Look” be painted at the inside edge of the pedestrian blisters of the 10 identified crossings in the CBD.

b) That a central median island be installed with supplementary “Giveway” signs in both directions on the Allingham leg of the intersection with Barney Street.

c) That the No Stopping Zone be marked in yellow on the intersection of Rockvale Road and Wilson Ave.

d) That “Giveway” signs be installed on the Faulkner Street leg of the intersection with Brown Street.