



## BUSINESS PAPER

### ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 23 June 2021  
4pm

at

Armidale Council Chambers

#### **Members**

Councillor Ian Tiley (Mayor)  
Councillor Debra O'Brien (Deputy Mayor)  
Councillor Peter Bailey  
Councillor Jon Galletly  
Councillor Andrew Murat  
Councillor Margaret O'Connor  
Councillor Dorothy Robinson

AGENDA

INDEX

1	Civic Affirmation and Acknowledgement of Country	
2	Statement in relation to live streaming of Council Meeting	
3	Apologies and applications for leave of absence by Councillors	
4	Disclosures of Interests	
5	Confirmation of Minutes <i>Ordinary Council - 26 May 2021, Closed Council - 26 May 2021</i>	
6	Mayoral Minute	
7	Notices of Motion	
8	Leadership for the Region	
8.1	Constitutional Referendum 4 Sept 2021 - Balanced Case For Reducing The Number of Councillors From 11 to 9 .....	4
8.2	Community Leasing Policy - For Adoption (Post Public Exhibition) .....	10
8.3	Asset Management Policy - For Adoption (Post Public Exhibition) .....	12
9	Growth, Prosperity and Economic Development	
9.1	Armidale Regional Local Environmental Plan (ARLEP) - Forwarding of Planning Proposal to the Minister for review and determination.....	16
9.2	The Big Chill - Post Event Report.....	21
9.3	Public Exhibition of Financial Reserves Policy.....	25
9.4	Corporate Banner and Flag Pole Sponsorship Policy - For Adoption (Post Public Exhibition) .....	30
9.5	Cash and Investment Report 31 May 2021.....	32
10	Environment and Infrastructure	
10.1	Stronger Country Communities Fund - Round 4 - Request for grant application approval - Council submissions - Lynches Road Netball Courts lighting installation and Jack Vallance Oval lighting installation and field renovation.....	37
10.2	Stronger Country Communities Fund - Round 4 - Request for grant application approval for community groups .....	41
10.3	Development Application Approvals: monitoring targets .....	45
10.4	Appointment of Public Works Advisory to project manage Bushfire Local Economic Recovery projects - Dumaresq Dam Ecotourism Development and Armidale and Guyra Livestock Selling Centre Upgrades.....	48
10.5	Koala Management Strategy.....	51
10.6	Public Exhibition of Urban Streetscape Policy .....	58
10.7	Public Exhibition of Cemeteries Operations Management Policy .....	61
10.8	Public Exhibition of Memorials Policy.....	64
10.9	Public Exhibition Acceptance of Waste from Outside of Armidale Regional Council's Local Government Area Policy.....	66

11	Our People and Community	
11.1	BCRRF Council led Community Grants - Applicant assessment notification .....	69
11.2	Public Art Policy - For Adoption (Post Public Exhibition) .....	72
12	Committee Reports	
12.1	Access Advisory Committee - Minutes of meeting held 13 May 2021 .....	74
12.2	Environmental Sustainability Advisory Committee - Minutes of meeting held 18 May 2021 .....	75
12.3	Community Wellbeing Committee - Minutes of meeting held 27 May 2021 .....	76
12.4	Traffic Advisory Committee - Minutes of the meeting held 1 June 2021 .....	77
12.5	Sports Council Committee - Minutes of meeting held 9 June 2021 .....	78
13	Matters of an Urgent Nature	
14	Questions on Notice	
15	Confidential Matters (Closed Session)	
16	Close of Ordinary Meeting	

<b>Item:</b>	<b>8.1</b>	<b>Ref: AINT/2021/18533</b>
<b>Title:</b>	<b>Constitutional Referendum 4 Sept 2021 - Balanced Case For Reducing The Number of Councillors From 11 to 9</b>	<b>Container: ARC21/4520</b>
<b>Responsible Officer</b>	<b>General Manager</b>	
<b>Author:</b>	<b>Stacey Drew, Executive Policy Advisor</b>	
<b>Attachments:</b>	Nil	

## 1. Purpose

The purpose of this report is to present a balanced case for and against reducing the number of elected Councillors to Armidale Regional Council from 11 to 9. This proposal is to be included in a constitutional referendum to be held as part of the forthcoming local government election to be held on 4 September 2021. The decision made as a result of the referendum will be binding on the incoming Council but will not take effect until the 2024 local government election.

## 2. OFFICERS' RECOMMENDATION:

That Council present the following balanced case for and against the need to reduce the number of Councillors elected to Armidale Regional Council from 11 to 9:

The case <b>For</b> reducing the number of Councillors from 11 to 9	The case <b>AGAINST</b> reducing the number of Councillors from 11 to 9
<p>Reducing the number of councillors would result in savings of \$49,620 per annum (the 21/22 fee per councillor is \$24,810pa)</p> <p>Additional savings would be accrued in relation to various allowances paid to councillors (phone, internet, computer hardware, professional development etc.) These vary between councillors but on average would be a minimum \$10,000 per councillor</p> <p>Armidale Regional Council is currently has a ratio of 1 Councillor to 2,792 residents</p> <p><b>Tamworth</b> (9 Councillors) 1 : 6,906 residents</p> <p><b>Port Macquarie Hastings Council</b> (9 Councillors) 1 : 9,237 residents</p> <p><b>Kempsey</b> (9 Councillors) 1 : 3,296 residents</p> <p><b>Clarence Valley Council</b> (9 Councillors) 1 : 5,739 residents</p> <p>A smaller team is more likely to focus on the 'big issues' and be more efficient and effective in its decision making</p> <p>Quality of representation should be the focus</p>	<p>Savings of \$49,620 across a \$77m operational budget is a small price to pay to ensure Councillor representation from across the region</p> <p>The region covers an area of some 8,600 sq. klms including the town of Guyra and several small villages. It may be difficult for nine Councillors to have a good understanding of the key issues across a large geographic area.</p> <p>It may be difficult for nine councillors to adequately support the current number of community advisory committees resulting in a loss of community input to important decisions</p> <p>Fewer Councillors may reduce community access to a Councillor</p> <p>A larger number of Councillors may provide a broader range of viewpoints and ideas for Council to consider.</p> <p>A smaller number of councillors may lead to Council being controlled by political or self interest groups</p>



rather than the quantity of representation.  Many of the Regional Councils classified as grade 4 by the Office of Local Government elect nine Councillors and cover a geographic area larger than that of Armidale Regional Council.	Fewer councillors may make it harder for lesser known candidates to be elected.
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### 3. Background

At the Extraordinary Council Meeting held on the 22 December 2020 it was unanimously resolved:

*That Council notify the NSW Electoral Commission that it wants to undertake a Constitutional Referendum in conjunction with the 4 September 2021 Council election to reduce the number of Council elected representatives from eleven to nine councillors.*

In Circular 19-23 – Constitutional referendums and council polls, the NSW Office of Local Government states that:

- It is of critical importance that the referendum question or questions are carefully framed to ensure that workable decisions are achieved. All questions put at a referendum should be clear, concise, and capable of being responded to with a 'yes' or 'no' answer.*
- Councils are responsible for the preparation and publicity of the required explanatory material. Councils must ensure this material presents a balanced case both for and against any proposition to be put to a constitutional referendum.*

On 26 May 2021 Council unanimously endorsed that the following question be put to a constitutional referendum to be held in tandem with the local government election to be held on 4 September 2021.

- Do you support a reduction in the number of councillors for Armidale Regional Council from eleven to nine?*

On 2 June 2021 the NSW Electoral Commission was notified and acknowledged Council's intent to ask the above question in a constitutional referendum held on 4 Sept 2021.

### 4. Discussion

In 2012, 2016 and 2017 a number of small / regional Councils did conduct constitutional referendums where it was asked if the number of elected councillors should be reduced. The balanced cases presented in these referendums are provided below:

#### Wagga Wagga City Council

The Case for Yes	The Case for No
The majority of New South Wales Group 4 local government authorities have 9 Councillors.  Quality of representation is the important issue, not the quantity of elected representatives.	The average population per Councillor in New South Wales is 4,712. Wagga Wagga City Council with 11 Councillors has a population per councillor of 5,204.  With less Councillors the smaller population centres may be under represented.

<p>A smaller more unified team may enable improved flexibility and responsiveness to the considerable changes and issues being faced by Local Government.</p> <p>Reducing the number of Councillors may encourage greater concentration on policy development and major issues.</p> <p>Greater numbers in Council can mean that a non-committed or uninvolved councillor is hidden from view. A smaller number would facilitate greater scrutiny by the community.</p> <p>Many Councils in New South Wales have reduced the number of councillors in recognition of the changing role of Local Government and in turn Councillors.</p> <p>Nine Councillors would provide ample opportunity for all areas and individuals to be represented.</p> <p>A smaller number of Councillors would reduce costs.</p>	<p>Reduction in Councillors may increase the chance of a Council being controlled by political, business or self-interest group.</p> <p>Reduction in councillors may result in smaller representation on Council Committees.</p> <p>A larger number of Councillors may provide a broader range of options and ideas for Council to consider.</p> <p>There may be greater demand on the time of each Councillor</p> <p>11 Councillors may increase the chance of an individual being elected which could encourage a larger number of candidates.</p> <p>A smaller number of Councillors would make it harder for lesser known, quality candidates to be elected.</p>
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#### **Cabonne Council**

<b>The Case for Yes</b>	<b>The Case for No</b>
<p>Can result in more efficient decision making as the more Councillors there are, the more difficult it can be to reach a decision</p> <p>Greater numbers on Council can mean that non-committed or uninvolved elected representatives “fly under the radar”</p> <p>There would be a reduction in costs associated with Councillor fees and allowances</p> <p>It may be easier for Council to work as a unified team due to decreased team numbers</p> <p>Quality of representation is the important issue not the number of Councillors</p>	<p>Reduction in effective representation as there would be less Councillors representing the people of the Shire</p> <p>May result in smaller population centres being less represented</p> <p>Decreases the number of Councillor representatives that can represent the community on Council’s committees</p> <p>Less Councillors means less ideas and debate and possible uninformed decisions</p> <p>The individual workload of Councillors would increase as the total workload would be shared among a larger number of people</p> <p>The current number of Councillors has been working effectively for many years</p>

**Narrandera Shire Council**

<b>The Case for Yes</b>	<b>The Case for No</b>
<p>Savings of \$22,580 per annum will be made in Councillor fees with two less Councillors. This amount will increase in the years to come as fee increases are applied. There will also be savings in other expenses such as training, equipment, sustenance etc.</p> <p>A smaller Council comes into line with modern business practices whereby the Council operates more like a board of management.</p> <p>This will still maintain a fair representation across the Shire.</p> <p>This provides for a smaller team with the potential for more efficient decision making.</p> <p>Quality of representation is the focus rather than the quantity of representation.</p> <p>A smaller Council can foster greater scrutiny such that every Councillor shares in carrying the load.</p> <p>The average population per Councillor in New South Wales is 4,712. Narrandera Shire Council with 7 Councillors will have a population per Councillor of 828. This is significantly below the state average, thus still allowing adequate representation</p>	<p>A smaller number of Councillors may make it harder for lesser known candidates to be elected.</p> <p>A reduction in Councillors may increase the chance of a Council being controlled by a political or self-interest group.</p> <p>A reduction in Councillors could impact representation on Council committees.</p> <p>A larger number of Councillors may provide a broader range of viewpoints and ideas for Council to consider.</p> <p>The smaller population centres may be under represented with fewer Councillors.</p> <p>With only seven Councillor positions available, elections/by-elections are more likely to be contested. An election will increase the cost to Council and ratepayers.</p> <p>Fewer Councillors could reduce community access to a Councillor.</p>

**Narrabri Shire Council**

Narrabri could not locate the specific questions asked in their constitutional referendum held in 2012. The initial motion to hold the constitutional referendum focussed on the reduction in the number of Councillors contributing to cost savings.

The key themes in each of the constitutional referendums outlined above are consistent and focus on:

For reducing the number of Councillors:

- Cost savings
- Smaller number is more likely to be more efficient in reaching decisions
- More in line with contemporary business practices

- Current councillor representation per head of popln is much greater than in many Regional Councils of similar size
- May be easier to create a unified team with a smaller number of Councillors

Against reducing the number of Councillors

- Reduction in effective representation
- Loss of Councillors who may represent the outlying villages
- Smaller number may lead to Council being controlled by political or self interest groups
- Greater work load placed on smaller number of Councillors
- Loss of diverse voices and broader viewpoints

**Having regard for the above it is recommended the following balanced case be presented in the forthcoming constitutional referendum:**

The case <b>For</b> reducing the number of Councillors from 11 to 9	The case <b>AGAINST</b> reducing the number of Councillors from 11 to 9
<p>Reducing the number of councillors would result in savings of \$49,620 per annum (21/22 the fee per councillor is \$24,810pa)</p> <p>Additional savings would be accrued in relation to various allowances paid to councillors (phone, internet, computer hardware, professional development etc) These vary between councillors but on average would be a minimum \$10,000 per Councillor</p> <p>Armidale Regional Council currently has a ratio of 1 councillor to 2,792 residents</p> <p><b>Tamworth</b> (9 Councillors) 1 : 6,906 residents</p> <p><b>Port Macquarie Hastings Council</b> (9 Councillors) 1 : 9,237 residents</p> <p><b>Kempsey</b> (9 Councillors) 1 : 3,296 residents</p> <p><b>Clarence Valley Council</b> (9 Councillors) 1 : 5,739 residents</p> <p>A smaller team is more likely to focus on the 'big issues' and be more efficient and effective in its decision making</p> <p>Quality of representation should be the focus rather than the quantity of representation.</p>	<p>Saving \$49,620 across a \$77m operational budget is a small price to pay to ensure councillor representation from across the region</p> <p>The region covers an area of some 8,600 sq. klms including the town of Guyra and several small villages. It will be difficult for only 9 Councillors to have a good understanding of the key issues across such a large geographic area.</p> <p>It may be difficult for 9 councillors to adequately support the current number of community advisory committees resulting in a loss of community input to important decisions</p> <p>Fewer councillors may reduce community access to a councillor</p> <p>A larger number of councillors may provide a broader range of viewpoints and ideas for Council to consider.</p> <p>Smaller numbers may lead to Council being controlled by political or self interest groups</p> <p>A smaller number of councillors may make it</p>

Many Regional Councils classified as grade 4 by the Office of Local Government elect nine Councillors and cover a geographic area larger than that of Armidale Regional Council.	<p>harder for lesser known candidates to be elected.</p> <p>A smaller number of councillors may make it harder for lesser known candidates to be elected.</p>
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## 5. Implications

### 5.1. Strategic and Policy Implications

The implications of the reducing or maintaining the existing number of elected Councillors or highlighted in the balanced case to be presented as part of the constitutional referendum proposed above. The decision on whether to reduce or maintain the existing number of councillors will be made by electors as part of local government election to be held on 4 September 2021. The change will not take effect until September 2024.

### 5.2. Risk

The key economic, social and operational risks and benefits of the reducing or maintaining the existing number of elected Councillors or highlighted in the balanced case to be presented as part of the constitutional referendum proposed above.

### 5.3. Financial

Provision to undertake the 2021 local government election and constitutional referendum have been included in the 2021 / 2022 budget as detailed below:

Budget Area:	Governance, Risk & Safety						
Funding Source:	2021/22 Untied Revenue						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
210602.1. 1860.333.2396	Election Expenses	\$300,000	\$0	\$0	\$300,000 (costs of referendum TBC)	\$300,000	\$0

## 6. Consultation and Communication

The balanced case for and against the reduction in the number of Councillors will be included in a publicity campaign leading up to the local government election that will be held on 4 September 2021. All registered voters are required to vote in the election.

## 7. Conclusion

The number of elected representatives is a key aspect of democracy and governance. It is an important factor in ensuring residents' access to representation and for the effective planning and delivery of public services in general. Equally it is important to balance the number of councillors with the cost of financially and professionally supporting them. As such any proposal to reduce the number of councillors must be undertaken in the form of a constitutional referendum (to be held in conjunction with the local government election on 4 September 2021) which presents a balanced case both for and against the proposal.

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<b>Item:</b>	<b>8.2</b>	<b>Ref: AINT/2021/18507</b>
<b>Title:</b>	<b>Community Leasing Policy - For Adoption (Post Public Exhibition)</b>	<b>Container: ARC17/1770</b>
<b>Responsible Officer</b>	<b>General Manager</b>	
<b>Author:</b>	<b>Stacey Drew, Executive Policy Advisor</b>	
<b>Attachments:</b>	1. Community Leasing Policy	

### **1. Purpose**

To adopt the Community Leasing Policy post public exhibition concluding 26 January 2021.

### **2. OFFICERS' RECOMMENDATION:**

That Council adopt the "Community Leasing Policy", noting no feedback was received during the public exhibition period.

### **3. Background**

Council took a decision on 19 August 2020:

"With a view to commencing dialogue and a better understanding of the not for profit, cultural and sporting groups' current lease and occupancy arrangements, prepare a discussion paper. The paper should provide options on the most equitable, consistent and possibly tiered lease and/or occupancy agreements that service the interests of both the occupier of the facility or property and the wider community, with specific recognition of volunteering."

Stage 1 of the process was to obtain an understanding of the leases, licences and agreement currently in place. This was reported to Council at its meeting on 25 November 2020.

This report addresses the second part of the decision "options on the most equitable, consistent and possibly tiered lease and/or occupancy agreements that serve the interests of both the occupier of the facility or property and the wider community with specific recognition of volunteering."

### **4. Discussion**

A draft Community Leasing Policy has been developed. The draft policy provides a framework through which Council can determine the eligibility of community groups to occupy Council owned and managed land and building (such as community centres, scout and guide halls) in an equitable and transparent manner and in accordance with legislative requirements.

### **5. Implications**

Armidale Regional Council's community land and facilities must be managed in accordance with the provisions of the Crown Lands Management Act 2016, the community provisions of the *Local Government Act 1993* and associated Regulations.

#### **5.1. Strategic and Policy Implications**

There has been an ad hoc and non-compliant approach to granting leases to community groups.

#### **5.2. Risk**

Council is currently exposed through its inconsistency and non-compliance in agreeing to leases and other arrangements.

### 5.3. Sustainability

The proposed draft policy which will improve the long term management of Council's leases and licences providing more certainty and consistency for community groups and sporting organisations.

### 5.4. Financial

Budget Area:	NIL						
Funding Source:	NIL						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget

There is unlikely to be any financial gain or loss to the Council however the circumstances of community organisations will be taken into account with each arrangement.

### 6. Consultation and Communication

The draft Community Leasing Policy was placed on Public exhibition on Thursday 10 December 2020 to Tuesday 26 January 2021. No feedback was received from this exhibition period.

Since the exhibition period, the draft policy has been updated to Council's standardised policy template format for consistency.

### 7. Conclusion

The report by Wilson Property Solutions identified many inconsistencies, examples of non-compliance and a general lack of transparency and appropriate decision making.

This policy will address these issues for community leasing.

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<b>Item:</b>	<b>8.3</b>	<b>Ref: AINT/2021/17890</b>
<b>Title:</b>	<b>Asset Management Policy - For Adoption (Post Public Exhibition)</b>	<b>Container: ARC21/4611</b>
<b>Responsible Officer</b>	<b>Manager Financial Services</b>	
<b>Author:</b>	<b>Lilian Colmanetti, Acting Coordinator Strategic Infrastructure Planning</b>	
<b>Attachments:</b>	1. Asset Management Policy 2021	

### **1. Purpose**

The purpose of this report is to update Council's Asset Management Policy, setting out principles and defining how Council will develop and implement the Asset Management Strategy in line with the Community Strategic Plan. This policy will establish clear direction and guidance for asset management in order to achieve Council's strategic goals and the community needs.

At the Ordinary Council Meeting of 28 April 2021, Council endorsed the updated Asset Management Policy to be placed on public exhibition for 28 days. No submissions were received from the public during the public exhibition period, which concluded on 31 May 2021.

### **2. OFFICERS' RECOMMENDATION:**

That Council:

- a. Receive this report in relation to the updated Asset Management Policy, noting no submissions were received from the public during the 28 day public exhibition period; and
- b. Adopt the updated Asset Management Policy.

### **3. Background**

Council is undertaking a review of all Council's policies and this process involves reviewing and amending existing policies, identifying policy gaps and developing new policies where none have existed. The Asset Management Policy is an existing policy that has been previously adopted in 2013 and requires updating.

### **4. Discussion**

The most recent version of Council's Asset Management Policy was adopted in 2013 and it requires an update in order to establish clear directions and guidance for asset management in order to achieve Council's strategic goals and the community needs.

Armidale Regional Council is committed to implementing a systematic asset management methodology to ensure that all council assets are planned, created, operated, maintained, replaced and disposed of in accordance with Council's priorities for cost effective service delivery.

The first steps to be undertaken will be to start developing a forward plan for all staff and councillors, comprising of the development of an Asset Management Improvement Plan that will identify where Council's major gaps are in terms of asset management and also to start to educate and implement the "asset management culture", showing the benefits that having good asset management will bring to Council and the community in the long term.



This policy must be integrated with all council business processes and procedures, ensuring efficient and effective delivery, accountabilities and responsibilities. It should be applied by councillors, council staff, consultants, contractors and whoever else conducting activities associated with the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets.

Council is currently in the process of commencing a review of its Asset Management Framework and working on an Asset Management Improvement Plan to indicate how Council is planning to move forward in terms of getting better in managing asset and its budgets.

The key documents that will drive the framework and will be developed in future years pending staff and funding allocation are:

- Asset management policy
- Asset management strategy
- Asset management plans.

## **5. Implications**

### **5.1. Strategic and Policy Implications**

This is an existing policy and the recommended update provides additional good governance for Council.

The Asset Management Policy relates to the following strategic plans:

- Council's Community Strategic Plan 2017-2027:
  - Council exceeds community expectations when managing its budget and operations
  - Council has the strategic capacity to understand the key issues for the region both now and in the future.
- Council's Delivery Program 2018-2022:
  - Financial Sustainability: Maintain financial sustainability through effective short, medium and long-term financial management
  - Manage Operations: Manage operations to ensure delivery of value for money services for our community and customers
  - Integrated Planning and Reporting: Integrate Council's strategic planning documents in a way which delivers community outcomes while effectively managing budgets, asset management and workforce planning.
- Council's Operational Plan 2020-21:
  - Asset management plan and strategies.

### **5.2. Risk**

The updated Asset Management Policy contributes to Council's management of risk and represents Council's efforts to reduce and manage the implications associated with risk.

Council will apply this policy to inform, plan and guide decisions about assets in order to deliver the optimum balance of services and risks within its financial capacity.

### **5.3. Sustainability**

As part of the development and implementation of the Asset Management Framework, Council will continuously work on asset management improvements with the aim to review systems, processes, procedures and outputs to identify opportunities for improvement.

The main objectives of this policy that will help Council to achieve sustainable outcomes in the future are:

- Promote more efficient and improved service delivery through better management of assets.
- Improvement of governance practices
- Better understand its assets, their criticality and consequences associated with poor planning and management of assets.
- Plan, create, operate, maintain, renew and dispose of assets in accordance with community and Council's priorities for service delivery.
- Decisions on asset renewal, disposal, upgrade or new asset provision will be carried out in accordance with asset management information that includes demonstrated need, life cycle costing, alternative modes of delivery, sustainability, equitable distribution of resources and social equity, financial performance, utilisation, function and the condition of the assets.
- Decisions to accept, acquire or construct new assets will consider the full life cycle costs (operation, maintenance and renewal funding) with this information to be included in Council reports and to be subsequently allocated in Council's Long Term Financial plan and Asset Management Plans.
- Asset management process, documents and practices will be review at appropriate intervals.
- Key issues with asset management practices and process will be identified and council will continuously work towards improvement.
- An asset management strategy will be developed, reviewed and adopted by Council.
- Council is working towards to ensure that all employees are appropriately trained in asset management principles, practices and processes in order to effectively deliver asset management objectives and create and sustain an asset management awareness throughout the organisation.
- Provide long term sustainable assets as required by the community, ensuring that asset management decisions are made to maximise the desired social, cultural, environmental and economic outcomes for the community, providing service to current and future generations.
- Maintain financial sustainability through effective short and long-term financial management.
- Increase and improve communication with the community, consulting with them on all new initiatives or projects, providing them with a clear schedule of infrastructure works per FY and increasing their involvement in initiatives which contribute to sustainable lifecycle.

#### 5.4. Financial

An update to Council's Asset Management Policy does not itself directly impact a budget line item.

The adoption of this updated policy is expected to indirectly improve Council's financial position in the future as a result of better asset management, improved risk management and governance practices.

Through the budget process for the next financial year, funding is being sought to assist in developing and implementing the asset management improvement plan and framework. This will only be achieved if staff and budget are allocated to the project.

Budget Area:	Strategic Infrastructure Planning (210305)						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Nil	Nil	Nil	Nil	Nil	Nil	Nil

#### 6. Consultation and Communication

The updated Asset Management Policy was placed on public exhibition for 28 days to enable the community to have input into its content. The public exhibition period concluded on 31 May 2021. No submissions were received from the public.

#### 7. Conclusion

The long-term and sustainable planning, delivery and management of Council's assets are critical to meeting the community's long-term objectives and Council's financial sustainability.

An updated policy and the development of Council's asset management framework will allow council staff to have a better understanding about asset management and effectively manage assets based on better governance practices, procedures and process to promote improved service delivery and increase communication with the community.

No submissions were received from the public during the public exhibition period and the Asset Management Policy is now presented to Council for adoption.

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<b>Item:</b>	<b>9.1</b>	<b>Ref: AINT/2021/15819</b>
<b>Title:</b>	<b>Armidale Regional Local Environmental Plan (ARLEP) - Forwarding of Planning Proposal to the Minister for review and determination</b> <b>Container: ARC19/3364</b>	
<b>Responsible Officer</b>	<b>Director Businesses and Services</b>	
<b>Author:</b>	<b>Stewart McRae, Project Officer</b>	
<b>Attachments:</b>	1. Draft Planning Proposal to create the Armidale Regional Local Environmental Plan	

### **1. Purpose**

The primary purpose of this report is to seek Council approval to forward the Planning Proposal for the creation of the Armidale Regional Local Environmental Plan (ARLEP) to the Minister for review and determination. This report also addresses subsequent steps in the Local Environmental Plan preparation process.

### **2. OFFICERS' RECOMMENDATION:**

That Council :

- a. Endorse the ARLEP Planning Proposal for forwarding to the Minister under section 3.34 of the *Environmental Planning and Assessment Act 1979*.
- b. Forward the endorsed ARLEP Planning Proposal to the Minister for review and determination under section 3.34 of the *Environmental Planning and Assessment Act 1979*.
- c. Following receipt, comply with the requirements of the Minister's determination.
- d. Unless otherwise determined by the Minister, publically exhibit the ARLEP Planning Proposal for a minimum period of 28 days as required under Schedule 1 of the *Environmental Planning and Assessment Act 1979*.
- e. Not commence the public exhibition period for the ARLEP Planning Proposal before Monday 13 September.
- f. If no submissions are received during the public exhibition period, proceed to finalise the ARLEP Planning Proposal.

### **3. Background**

At the Ordinary Meeting of Council held on 24 February 2021, Council considered a report on "Local Strategic Planning Statement (LSPS) Implementation - Merge Current Local Environmental Plans - Update" and resolved (75/21) in part:

*That Council:*

- a. *Receive and note the report in relation to "Local Strategic Planning Statement (LSPS) Implementation – Merge Current Local Environmental Plans – Update".*
- b. *Liaise with the Department of Planning, Industry and Environment (DPIE) in relation to finalisation of the Project to prepare a merged LEP for the Armidale Regional Council local government area.*

The primary purpose of the February report was to provide an update in relation to the status of the Project to merge the current Armidale Dumaresq Local Environmental Plan (ADLEP) 2012

and the current Guyra Local Environmental Plan (GLEP) 2012 to produce a single local environmental plan for the Armidale Regional local government area (i.e. the ARLEP).

Work is proceeding on the LEP Merge Project as discussed in the above-mentioned report, utilising in-house resources and in accordance with relevant Council resolutions. Work is being undertaken in consultation with DPIE representatives and in accordance with relevant legislative requirements and associated guideline publications.

#### **4. Discussion**

Part 3 of the *Environmental Planning and Assessment Act 1979* (EP+A Act) addresses “Planning instruments”, including “Environmental planning instruments”.

The NSW Government guideline: “A guide to preparing local environmental plans”, dated December 2018, provides guidance and information on the process for making local environmental plans under Part 3 of the Act. The guideline states that:

*The plan making process normally involves the following key components:*

- *The preparation of a planning proposal*
- *The issuing of a Gateway determination*
- *Community and other consultation on the planning proposal (as required)*
- *Finalising the planning proposal*
- *Drafting of the LEP (legal instrument)*
- *Making the plan*
- *Notifying the LEP on the NSW Government Legislation website.*

A draft Planning Proposal has been prepared by Council officers in accordance with the NSW Government guideline: “A guide to preparing planning proposals”, dated December 2018, and in consultation with representatives of the DPIE. The guideline states that:

*Section 3.33(2) of the Act outlines that a planning proposal must include the following components:*

- *Part 1 – A statement of the objectives and intended outcomes of the proposed instrument*
- *Part 2 – An explanation of the provisions that are to be included in the proposed instrument*
- *Part 3 – The justification for those objectives, outcomes and process for their implementation*
- *Part 4 – Maps, where relevant, to identify the intent of the planning proposal and the area to which it applies*
- *Part 5 Details of the community consultation that is to be undertaken on the planning proposal*

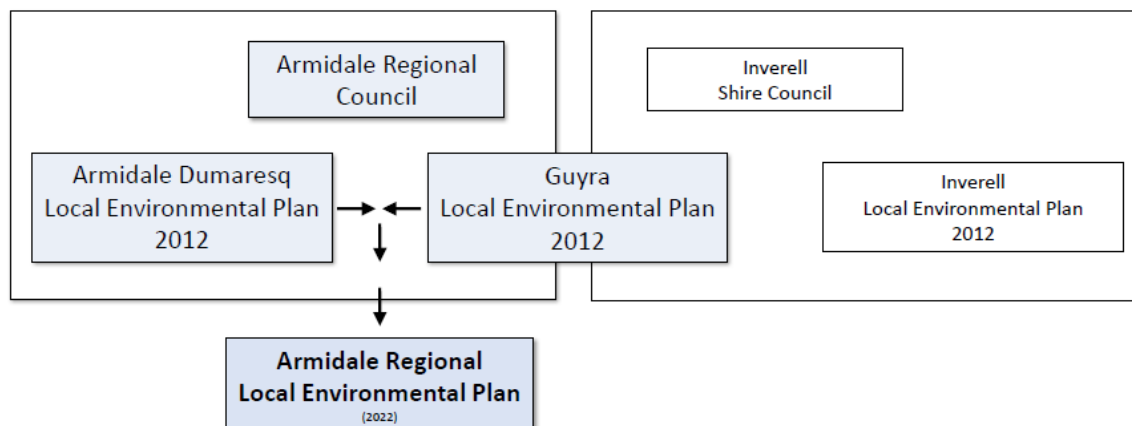
There is also a requirement to include an additional part i.e. Part 6 – the project timeline.

The draft ARLEP Planning Proposal is attached; due to the size of the document, Appendices B, C and D are not included in the Council meeting agenda.

The ARLEP Planning Proposal seeks to expand the ADLEP 2012 to apply to the whole of the Armidale Regional Council (ARC) local government area (LGA). Consequently, the GLEP 2012 will

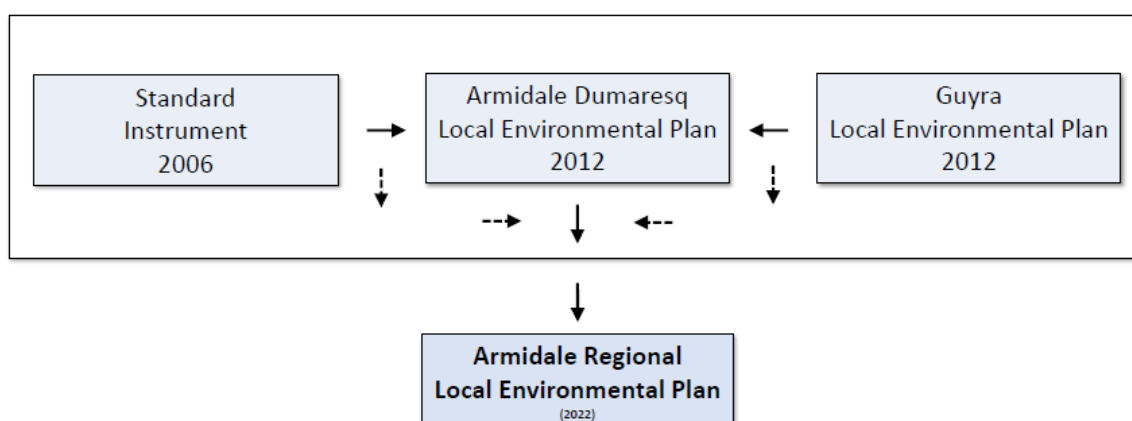
be repealed but only in so far as it applies to the ARC LGA i.e. it will still apply to the relevant part of the Inverell Shire Council LGA as illustrated in Figure 1.

**Figure 1: Harmonisation - ARLEP Merge Project**



The decision to expand the ADLEP 2012, rather than the GLEP 2012, is simply due to the fact that the ADLEP contains more content than the GLEP and therefore that fewer amendments will be required in order to create the ARLEP. For example, the ADLEP 2012 includes six zones that are not included in the GLEP 2012. In any case, the harmonisation process is being undertaken by directly comparing ADLEP 2012 content with content from the GLEP 2012 and from the Standard Instrument – Principal Local Environmental Plan (SILEP) 2006 as illustrated in Figure 2. Where any differences exist between the three LEP documents a review process has been undertaken to determine whether an amendment should be made to the ADLEP 2012 content to create the ARLEP and if so, the nature of that amendment.

**Figure 2: ADLEP Expansion**



As the ADLEP 2012 and the GLEP 2012 are both based on the SILEP 2006 there is a high degree of similarity in content. In some cases, even where the content differs, the net effect has been found to be the same following review.

A number of changes are required to the ADLEP 2012 content to reflect the proclamation of Armidale Regional Council and the creation of the ARLEP. A number of changes are also proposed to the ADLEP 2012 to address differences with the GLEP 2012 content and with the

SILEP 2006 content. In some cases the proposed amendment seeks to maintain existing land use rights in the former Armidale Dumaresq and Guyra LGAs. In other cases the proposed amendment seeks to adopt a single solution that will apply across the whole of the ARC LGA.

The legal implications associated with proposed changes are addressed below in Section 5.2.

Community members and others will be given the opportunity to consider the Planning Proposal during the required public exhibition period. In this context, it is important to note that the primary objective of this process is simply to merge / harmonise current LEP content to create a new LEP that will apply to the whole of the ARC LGA. This process does not, for example, allow rezoning of land parcels in response to public submissions.

Approval is sought from Council to forward the ARLEP Planning Proposal to the Minister under Section 3.34 of the EP+A Act for review and determination. Further action on the Planning Proposal will be undertaken following receipt of the Gateway determination from the Minister. Given the relevant legislative requirements, coupled with the upcoming Local Government elections and potential delays in State Government actions leading into the end of the year it is likely that the ARLEP will take effect in the first half of 2022.

## **5. Implications**

### **5.1. Strategic and Policy Implications**

There are no known policy implications arising from the matters addressed in this report.

The relevant Action under Strategy G1.2 Local Environmental Plan of the Delivery Program 2018-2022 is to “promote a Local Environment (sic) Plan that supports the needs of the region to grow and develop”. The LEP Merge Project will facilitate achievement of the action as noted in the report to Council in February.

### **5.2. Risk**

Relevant matters were addressed in the report to Council in February. There are no additional legal or risk implications arising from the matters addressed in this report.

Advice received from Shaw Reynolds Lawyers for the purposes of the LEP Merge Project includes that:

- In summary -

There are no legal actions that could successfully be brought against Council for losses suffered by persons or entities as a result of changes to zoning and zoning controls that apply to land. No compensation is available to persons or entities in this regard.

- In detail -

There is no right of appeal or ability to obtain compensation in relation to downzoning in New South Wales. Landowners do not have a legal interest in theoretical development potential in these situations. This means that Council is not required to compensate a property owner in situations where existing development “rights” are lost as a result of changes to local environmental plans.

Landowners that experience downzoning will have protections under the Environmental Planning and Assessment Act 1979 with respect to existing use rights (section 4.66) and existing development consents (section 4.70). In this regard it is possible for landowners with rights under these provisions to continue with the use as was previously approved.

It should be noted that “downzoning” includes situations where: a) there is a change in zoning; b) the zone remains the same however the standards change; c) changes are made to the land

use table; d) the land is rezoned for public purposes; or e) an item on the land is listed as a heritage item.

### 5.3. Sustainability

There are no known sustainability implications arising from the matters addressed in this report.

### 5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget

Relevant matters were addressed in the report to Council in February. There are no additional financial implications arising from the matters addressed in this report.

## 6. Consultation and Communication

Relevant matters were addressed in the report to Council in February.

The Minister will determine consultation requirements, including with State or Commonwealth public authorities, during review of the Planning Proposal. Council will need to comply with those requirements. It is likely that the minimum public exhibition period for the ARLEP will be 28 days as per Schedule 1 of the EP+A Act. Given the potential for the public exhibition period to coincide with the upcoming Local Government elections it is recommended that any required public exhibition period not commence before Monday 13 September.

It should be noted that Council has written to Inverell Shire Council to inform that Council of the ARLEP Merge Project.

A Councillor briefing session was held on Tuesday 8 June 2021. The primary purpose of the discussion was to make Councillors aware of the draft Planning Proposal to create the ARLEP and related matters in advance of considering this Report at the Ordinary Council Meeting on 23 June 2021.

## 7. Conclusion

This report seeks Council approval to forward the Planning Proposal for the creation of the Armidale Regional Local Environmental Plan to the Minister for review and determination. It also addresses subsequent steps in the local environmental plan preparation process which are subject to the requirements of the Environmental Planning and Assessment Act 1979 and the associated Gateway determination to be issued by the Minister.



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<b>Item:</b>	<b>9.2</b>	<b>Ref: AINT/2021/18449</b>
<b>Title:</b>	<b>The Big Chill - Post Event Report</b>	<b>Container: ARC20/3772</b>
<b>Responsible Officer</b>	<b>Manager Strategic Communications and Marketing</b>	
<b>Author:</b>	<b>Anna Stevenson, Knowledge Base Project Officer</b>	
<b>Attachments:</b>	1. Big Chill 2021 - Post Event Report 9 June 2021	

### **1. Purpose**

The purpose of this report is to submit the Big Chill Post Event Report to Council and to recommend that Council support this event to run in future years.

### **2. OFFICERS' RECOMMENDATION:**

That Council:

- a) Receive and note the report "The Big Chill – Post Event Report"
- b) Endorse and support The Big Chill Festival for 2022.
- c) Note and support profits made from the event being directed toward offsetting the cost to run future events.
- d) Delegate to the General Manager the ability to seek grant funding to assist with growing the event and minimising the costs to council and patrons.

### **3. Background**

On 15-16 May 2021 the Events & Tourism Department of Armidale Regional Council facilitated and delivered the inaugural Big Chill Festival at Civic Park in Armidale. This event was made possible from an \$80,000 Bushfire Community Resilience and Economic Recovery Fund from the State Government, to kick start the local economy and breathe new life into a bushfire affected community. Funds were initially awarded in March of 2020, however COVID-19 unfortunately required event staff to delay until May 2021.

The inaugural event drew in people from all over NSW who came to celebrate the uniqueness of Armidale. The event was aptly named The Big Chill due to the time of year and the onset of winter. The days were largely pleasant and sunny, however the Saturday evening saw temperatures plummet. Crowds seemed to embrace this side of the event (with the help of fire pits). It added to the novelty and people continued to enjoy Armidale and all of its 'cool' hospitality.

The local breweries, wineries and distilleries from around the New England Region were invited to showcase their products as well as local butchers, businesses and food trucks.

The Post Event report breaks down the objectives of the event, and how it was successful and what could improve in future.

### **4. Discussion**

Major events help boost local economies, create jobs and can position a regional area as an attractive destination, enticing visitors to return and explore the region. The inaugural Big Chill Beer and BBQ Festival was held in May 2021 and was hailed a great success by the 3,000+ attendees, the Armidale community and visitors who travelled to the region for the event.

This event was made possible through government grant funding, which reduced risk. Whilst there will always be areas for improvement, it has demonstrated that the concept of Armidale hosting a large outdoor event in the cooler months, particularly under the Big Chill brand, has been embraced and celebrated by attendees for both its appeal and authenticity. Many recognising that “it’s what Armidale is known for” and that’s it great to be able to celebrate it rather than lament it.

Based on the positive community feedback of the 2021 event, staff are predicting an increase in attendance and associated revenue for the proposed 2022 Big Chill through additional ticket sales, event funding applications, sponsorship, stall holder fees, merchandise, etc. It is hoped that with the right marketing and financial management, the event can become a regular fixture on the Armidale calendar, increasingly being able to defray costs and decreasing the reliance on government and council funding.

The event was deemed to be a success and the attached report provides considerations to build upon its foundations for future years, making it bigger and better for the community and importantly, it’s potential to attract more visitors into the area.

## **5. Implications**

### **5.1. Strategic and Policy Implications**

This event supported the economic growth and prosperity of the CSP, showing that an event like this can generate economic stimulus within the town. It aligns with the Armidale Regional Council’s 2020-2021 Operational Plan specifically in relation to:

- i. Growth, Prosperity and Economic Development: G3.1 Tourism and Events Strategy - to ensure focus on stimulus initiatives to assist with arresting the economic downturn.

### **5.2. Risk**

Armidale Regional Council may have the following risks in running the Big Chill Event:

**Weather Risk:** Wind and rain is a detractor for any outdoor event, however at the proposed time of year it could significantly impact attendance.

**Legislative and Regulatory Risk:** This event has a number of risks such as fire pits, alcohol management, crowd control and security. These risks were all mitigated through a detailed event management plan and working closely with State-wide Insurance, stall holders, local area command, local security companies, Armidale Regional Council WHS Officer and other internal stakeholders.

**Reputational Risk:** A solid foundation has been created by the proof of concept. If no effort is made to build upon it in subsequent years, it could also have a negative impact on the reputation of Armidale Regional Council.

### **5.3. Sustainability**

Council will ensure this event has minimal environmental impact though encouraging stall holders to use environmental packaging, providing recycling bins, and including a commemorative drinking vessel (cup) included with the ticket price that can be re-used during the event, therefore reducing waste.

#### 5.4. Financial

Budget Area:	Tourism and Events						
Funding Source:	Ticket Sales, Sponsorship, Stall Holder Fees, Merchandise Sales, Grant Funding.						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Big Chill Festival			\$30k (from event profits)	\$150k	\$150k	-\$120K  To be offset by event revenue and government grants

Based on the cost of The Big Chill 2021 being \$100,000, the forecasted costs to council if grant funds are not secured will be between \$100,000 and \$150,000. To offset this cost, ticket sales would need to increase by 100%, from \$25-\$50 (based on attendance from 2021). However, if grant funding is secured, a large portion of costs for the can be covered under parameters of the grant fund, including: stage hire, fencing, tables, chairs, marquee and a headline music act. This will help keep entry costs down.

Expenses that are typically not covered by the parameters of grants include the following:

- Staff costs
- Marketing costs
- Security
- Rubbish
- Portaloos

At a minimum, it is anticipated that the above variable costs (circa \$60,000) will be offset through a small increase in the entry price, stall holder fees and corporate sponsorship. Furthermore, it is recommended that profits from The Big Chill 2021 event (\$30,000) be quarantined to cushion the required contribution from Council if grant funds are unable to be obtained and, to help grow the event with minimal financial impact on operational budgets each year. Every endeavour will be made to make a small profit each year to contribute to costs for subsequent years.

#### 6. Consultation and Communication

The Big Chill 2021 included consultations and meetings with local breweries and butchers to engage them throughout the entire Big Chill event process including naming and branding of the event.

Post event survey has been sent to 1300+ ticket holders as well as stall holders and competitors. The Armidale community have also been invited to complete the survey that is open until the 30 June 2021 to receive feedback on the 2021 event, as well as garner new ideas, and support for the 2022 Big Chill event.

## **7. Conclusion**

Major events help boost local economies, create jobs and can position a regional area as an attractive destination, enticing visitors to return and explore the region. The benefit to local suppliers and the broader community have been overwhelmingly positive based on feedback collected to date. As such, it is recommended that Council support attempts build on these foundations and supports attempts to grow The Big Chill Festival in future.

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<b>Item:</b>	<b>9.3</b>	<b>Ref: AINT/2021/18978</b>
<b>Title:</b>	<b>Public Exhibition of Financial Reserves Policy Container: ARC17/2058</b>	
<b>Responsible Officer</b>	<b>General Manager</b>	
<b>Author:</b>	<b>Kelly Stidworthy, Manager Financial Services</b>	
<b>Attachments:</b>	1. Draft Financial Reserves Policy 2. Review of Council Finances Report Finch Consulting	

### **1. Purpose**

This report provides Council with a new Financial Reserves Policy and recommends that the draft policy be placed on public exhibition. The purpose of the Financial Reserves Policy is to:

- define Council's restricted cash reserves;
- establish a policy position for unrestricted cash; and
- set out the requirements that must be met for any new reserves to be established.

### **2. OFFICERS' RECOMMENDATION:**

That Council:

- a. Endorse the draft Financial Reserves Policy for public exhibition for a period of 28 days
- b. Receive a further report at the conclusion of the exhibition period.
- c. Table the report at the next meeting of the Audit, Risk and Improvement Committee for information.

### **3. Background**

Council's total cash and investments portfolio falls into three (3) categories:

- Externally Restricted Cash Reserves;
- Internally Restricted Cash Reserves; and
- Unrestricted Cash

Externally restricted cash reserves are held for the purpose for which they were received. The use of externally restricted cash reserves is not optional, and Council must continue to manage these reserves to ensure that these funds are expended in accordance with their intended purpose and, where applicable, relevant legislation.

Internally restricted cash reserves are different from externally restricted cash reserves in that their existence is controlled by the Council. These reserves are for specific works, services or initiatives that have been included in the Annual Budget or Long Term Financial Plan (LTFP).

Unrestricted cash are funds that Council has earned but have not been allocated to specific expenditure in the past or future and are held as Council's savings. These act as a buffer against unanticipated future costs and/or can be used to provide flexibility to take advantage of opportunities that may arise.

#### **4. Discussion**

Armidale Regional Council's cash position, including reserves, has been the subject of intense scrutiny and subject to a number of reviews. Key issues identified through the Review of Council Finances performed by Finch Consulting identified that:

- Net Current Assets (working capital and reserves) declined by \$11m in the first three years of Armidale Regional Council's establishment;
- Reserves (Internal Restrictions) established in FY2017 and FY2018 were either unfunded or relied on limited working capital cash for funding; and
- Projects were initiated on the assumption that Reserves existed but in fact they had been extinguished.

The above issues were not assisted by the dissolution of internal reserves (other than employee leave entitlements) at merger with these reserves not re-established by the new Council.

As a result of the above findings, the recommendations from the Review of Council Finances included:

- Council should adopt a Reserves policy that ensures a minimum of \$4-5m is available as unrestricted cash to fund working capital requirements before setting aside funds as Internal Restrictions; and
- Establishment and funding of Reserves should be supported by Council resolutions.

The recommendations from the Review of Council Finances are required to be implemented by the Minister for Local Government's Performance Improvement Order issued 9 December 2020.

Along with the draft Financial Reserves Policy, a copy of the Review of Council Finances report is tabled at the attachment.

Local government reserves policies typically contain an outline of the reserves that the Council holds and define for what reasons reserves will be held for.

As a result of the above recommendations, Council's draft policy also includes a recommended policy position on the unrestricted cash position. The recommended policy position of \$4-5m of unrestricted cash will assist with ensuring that:

- There is a level of funding available to manage the cashflow impacts of unexpected events; and
- There is certainty that reserve balances are cash-backed and do not result in a potential negative working capital position when reserves are included.

Apart from this, the policy also outlines the current reserves held by Council and establishes a number of new reserves should cash be received or become available that should be restricted. These include:

- Airport Business Park land sale proceeds
- Asset replacement
- Financial improvement plan
- Special Rate Variation
- Technology strategy

## 5. Implications

### 5.1. Strategic and Policy Implications

The Financial Reserves Policy relates to Council's financial management and financial sustainability outlined in the Community Strategic Plan, Delivery Program and Operational Plan.

The Procurement Policy relates to:

- Council's Community Strategic Plan 2017-2027 category of "Leadership for the Region" and related community outcome of "Council exceeds community expectations when managing its budget and operations."
- Council's Delivery Program 2018-2022 item "Financial Sustainability – to maintain financial sustainability through effective short, medium and long-term financial management."
- Council's Operational Plan 2020-21: asset management, budget management, financial operations.

### 5.2. Risk

The Financial Reserves Policy contributes to Council's management of risk and represents Council's position in managing high risks associated with cashflows by the responsible management of reserves.

### 5.3. Sustainability

The Financial Reserves Policy establishes Council's position on reserves and will assist with ensuring appropriate budgetary control measures are implemented to improve Council's sustainability. The priority is financial sustainability and this will lead to improved asset management outcomes.

Establishment of new reserves outside of those already contained in the policy will either need to be required by legislation or be for strategic purposes to avoid creating unnecessary reserves and creating an inefficient administration burden.

### 5.4. Financial

The Financial Reserves Policy refers to activities associated with income and expenditure budgets across Council.

Budget Area:	Finance						
Funding Source:	Reserves – 2021/22 Revised Budget Movements						
Budget Ref: (PN)	Description	Approved Budget \$'000	Actual \$'000	Committed \$'000	Proposed \$'000	Total Forecast Expenditure \$'000	Remaining Budget
Various	Transfers from Cash Reserves	\$10,004	\$0	\$0	\$10,004	\$10,004	\$0
Various	Transfers to Cash Reserves	(\$9,201)	\$0	\$0	(\$9,201)	(\$9,201)	\$0

Council's forecast Reserve balances at the 2020/21 Quarter 3 Budget Review are:

	Opening Balance 2020-21 \$'000	Revised Budget 2020-21 \$'000
UNRESTRICTED CASH	2,141	3,375
<b>Externally Restricted Cash</b>		
Specific Purpose Unexpended Loans	2,700	2,104
NIRW Grant from EPA	1,087	1,087
Developer Contributions	6,766	6,925
RMS Contributions	76	76
Specific Purpose Unexpended Grants	7,970	3,904
Domestic Waste Management	1,362	1,662
Other External Restrictions	63	63
Water Fund	22,317	19,445
Sewer Fund	16,182	16,792
Trust Fund	1,467	1,467
<b>TOTAL EXTERNAL RESTRICTIONS</b>	<b>59,990</b>	<b>53,525</b>
<b>Internally Restricted Cash</b>		
Employee Leave Entitlement	4,053	4,053
Kolora Sinking Fund	398	128
Kolora M&R	327	532
Airport	2,099	1,459
Fleet & Plant	885	1,625
PreSchool	493	154
Natural Disaster Provision	500	700
Property Land Sale Proceeds	0	1,109
2019/20 Carry Forward Works	1,135	0
2020/21 Carry Forward Works	0	747
Waste Management	0	2,098
Other Internal Restrictions	129	814
<b>TOTAL INTERNAL RESTRICTIONS</b>	<b>10,019</b>	<b>13,419</b>
<b>TOTAL INVESTMENTS &amp; CASH</b>	<b>72,150</b>	<b>70,319</b>

## 6. Consultation and Communication

The recommendation to place the Financial Reserves Policy on public exhibition is to enable the community to have input into its content.

## 7. Conclusion

The Financial Reserves Policy is a requirement of the Performance Improvement Order issued 9 December 2020, which states the following:

*6. Council must implement the recommendations made in the report of the review of Council finances*

The key requirement from the Review of Council Finances was to:



*Adopt a Reserves policy that ensures a minimum of \$4-5m is available as unrestricted cash to fund working capital requirements before setting aside funds as Internal Restrictions*

The draft Financial Reserves Policy complies with this requirement. It also establishes a framework for the responsible management of existing and new reserves that will assist in implementation of appropriate budgetary controls and manage cashflow risks.

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<b>Item:</b>	<b>9.4</b>	<b>Ref: AINT/2021/18034</b>
<b>Title:</b>	<b>Corporate Banner and Flag Pole Sponsorship Policy - For Adoption (Post Public Exhibition)</b>	<b>Container: ARC17/1764</b>
<b>Responsible Officer</b>	<b>General Manager</b>	
<b>Author:</b>	<b>Darren Schaefer, Manager Strategic Communications and Marketing</b>	
<b>Attachments:</b>	1. Corporate Banner and Flag Pole Sponsorship 2021 Final	

### **1. Purpose**

The purpose of this report is to recommend that Council formally adopt the Corporate Banner and Flag Pole Sponsorship Policy.

### **2. OFFICERS' RECOMMENDATION:**

That Council adopt the Corporate Banner and Flag Pole Sponsorship Policy.

### **3. Background**

At its April 2021 Ordinary Council Meeting, Council resolved to place the Draft Corporate Banner and Flag Pole Sponsorship Policy on public exhibition.

Immediately following this meeting, the Draft Corporate Banner and Flag Pole Sponsorship Policy was placed on public exhibition for 28 days. During this time no submissions were received.

### **4. Discussion**

The objectives of this policy are to:

1. Provide Council with a framework for installing banners and flags around the Armidale CBD on behalf of events, activities or community groups.
2. Outline conditions under which banners and flags will be permitted throughout the Armidale CBD and seeks to prevent the inappropriate or inappropriately positioned signage through the Armidale CBD.

### **5. Implications**

#### **5.1. Strategic and Policy Implications**

Adoption of this policy will encourage the use of this infrastructure will ultimately add to the vibrancy within the CBD and wider community and supports outcomes in the Community Strategic Plan 2017-2027.

#### **5.2. Risk**

The adoption of this policy will reduce the risks and administrative uncertainty by providing a guiding document for Council officers when making decisions relating to the use of the flagpoles and banners in the public space of the CBD.

#### **5.3. Sustainability**

No sustainability implications are evident with the adoption of this Policy.

#### 5.4. Financial

Budget Area:	Communications						
Funding Source:	Operational budget						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
210057	Communications & Engagement	\$660,306	\$579,705	\$6,071	\$585,776	\$660,306	\$74,530

The adoption of the policy has minimal financial implications as the implementation will be part of the Communications operational budget.

#### 6. Consultation and Communication

The Draft Corporate Banner and Flag Pole Sponsorship Policy was placed on public exhibition for a period of 28 days. No submissions were received during this time.

#### 7. Conclusion

Adoption of this policy will provide a guide for better administration and utilisation of the infrastructure, thereby increasing the opportunity to add to the vibrancy within the CBD. It is for these reasons that adoption of the policy is recommended.

<b>Item:</b>	<b>9.5</b>	<b>Ref: AINT/2021/18534</b>
<b>Title:</b>	<b>Cash and Investment Report 31 May 2021 Container: ARC16/0001-6</b>	
<b>Responsible Officer</b>	<b>Manager Financial Services</b>	
<b>Author:</b>	<b>Deborah Walls, Accountant</b>	
<b>Attachments:</b>	Nil	

### 1. Purpose

The Cash and Investment report provides an overview of cash and investments for the month to 31 May 2021 and certifies compliance with Council's Investment Policy and the *Local Government Act 1993* and Regulations.

### 2. OFFICERS' RECOMMENDATION:

That Council note the Cash and Investment Report for May 2021.

### 3. Background

As at 31 May 2021, Council held \$57,580,857 in investments (market value) and \$21,591,049 as cash. Total \$79,171,906.

### 4. Discussion

#### Cash and Investments

Balances were as follows:

Item/Account	May 2021	April 2021	Movement
<b><u>Cash at Bank</u></b>			
NAB General Account	-	-	-
NAB High Interest Cash At Call	\$18,145,472	\$14,402,204	\$3,743,268
AMP Saver Account	\$2,005,156	\$2,004,305	\$851
NAB Trust Fund	\$1,440,421	\$1,439,882	\$539
<b>Total Cash</b>	<b>\$21,591,049</b>	<b>\$17,846,391</b>	<b>\$3,744,658</b>
<b><u>Investments</u></b>			
NSW Treasury Corp (T-Corp) Investment Management (IM) Funds	\$15,322,980	\$15,319,847	\$3,133
Term Deposits	\$42,257,877	\$44,255,976	(\$1,998,099)
<b>Total Investments</b>	<b>\$57,580,857</b>	<b>\$59,575,823</b>	<b>(\$1,994,966)</b>
<b>Total Cash &amp; Investments</b>	<b>\$79,171,906</b>	<b>\$77,422,214</b>	<b>\$1,749,692</b>

Summary of investment movements for May 2021:

<b>Investment Maturities</b>		<b>New Investments</b>	
<b>Institution</b>	<b>Amount</b>	<b>Institution</b>	<b>Amount</b>
Term Deposits – Macquarie Bank	(\$2,000,000)	Movement in Interest Receivable on Term Deposits	\$1,901
		Market Movement T-Corp IM Funds	\$3,133
<b>Total</b>	<b>(\$2,000,000)</b>	<b>Total</b>	<b>\$5,034</b>

The funds from investment maturities are currently held in the NAB High Interest Cash At Call account, which is currently earning 0.4% pa (no change since Nov 2020). In this current low interest rate environment, Council has reduced its administration time in managing investments by reducing the number of smaller term deposits and making larger term deposits along with increasing funds invested with NSW TCorp IM Funds.

Investment Revenue Earned

	<b>May 2021</b>	<b>April 2021</b>	<b>Movement</b>
NAB General Cash Account	\$0	\$0	\$0
Term Deposits	\$27,864	\$27,743	\$121
NSW T-Corp IM Funds	\$3,133	\$5,373	(\$2,240)
NAB High Interest Account	\$5,336	\$5,240	\$96
AMP Saver Account	\$851	\$823	\$28
NAB Trust Account	\$489	\$474	\$15
<b>Total</b>	<b>\$37,673</b>	<b>\$39,653</b>	<b>(\$1,980)</b>

Investments are diversified across a range of institutions, with no one institution exceeding 30% of funds invested to ensure the portfolio is in line with the Investment Policy.

<b>Issuer</b>	<b>Short Term Rating</b>	<b>Market Value</b>	<b>% Total Value</b>
AMP Bank	A2	\$8,035,263	13.95%
Bank Of Queensland	A2	\$10,071,726	17.49%
Bendigo & Adelaide Bank	A2	\$5,018,904	8.72%
Regional Australia Bank	Unrated	\$1,004,795	1.75%
ING Bank	A1	\$6,005,973	10.43%
National Australia Bank	A1+	\$12,121,216	21.05%
NSW T Corp – IM Funds	A	\$15,322,980	26.61%
<b>Total</b>		<b>\$57,580,857</b>	<b>100%</b>

### Investment Yield

	May 2021			April 2021		
Term of Investment	ARC	3m BBSW rate	Outperformance	ARC	3m BBSW rate	Outperformance
6 months	0.84%	0.07%	0.77%	0.88%	0.04%	0.84%
12 months	1.05%	0.04%	1.01%	1.12%	0.07%	1.05%

The Armidale Regional Council Community Strategic Plan 2017-2027 identifies the importance of Leadership for the Region. In particular:

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

## **5. Implications**

### **5.1. Strategic and Policy Implications**

All of Council's investments for the period are in accordance with:

- Council Investment Policy
- Local Government Act 1993 – Section 625
- Local Government Act 1993 – Order of the Minister dated 12 January 2011
- The Local Government (General) Regulation 2005 – Reg 212

The investment of surplus funds must remain in line with Council's Investment Policy. This will ensure sufficient working capital is retained and restrictions are supported by cash and investments that are easily converted into cash. Cash management complies with the *NSW Local Government (General) Regulation 2005*.

The Investment Policy relates to:

- Council's Community Strategic Plan 2017-2027 category of "Leadership for the Region" and related community outcome of "Council exceeds community expectations when managing its budget and operations."
- Council's Delivery Program 2018-2022 item "Financial Sustainability – to maintain financial sustainability through effective short, medium and long-term financial management."
- Council's Operational Plan 2020-21: asset management, budget management, financial operations

### **5.2. Risk**

Council invests in Term Deposits, Cash and NSW Treasury Corporation Investment Management (IM) Funds. Rates of return on these investments are higher than the 30 Day BBSW Index.

Council's investments have out-performed the RBA Cash rate and the 3 month BBSW index.

Council's responsibility is to ensure working capital is retained and restrictions are supported by cash.

Council considers effective risk management practices exist over its cash and investment holdings.

### 5.3. Sustainability

Council utilises an online Portfolio Platform to manage its investments and investment register. The number of investments has been rationalised allowing for more efficient internal investment management to be performed. Communication is performed by electronic means, resulting in efficiencies of processes and a reduction in the use of paper.

### 5.4. Financial

Budget Area:	FINANCE						
Funding Source:	General Fund, Water Fund, Sewer Fund, Trust Fund						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
210815	Interest Income on Investments	Consolidated income \$580,000	\$548,757	Nil	Nil	Nil	Consolidated Income \$31,243
210815	Subscriptions	\$11,800	\$9,200	\$0	Nil	Nil	\$2,600

#### Comparison of Actual Interest Income Earned with Budget

2020-21 Budget Interest Income \$580,000 (revised).

Interest Income	YTD Actual	YTD Budget	Difference
YTD May 2021	\$548,757	\$531,167	\$17,590
YTD April 2021	\$511,084	\$483,333	\$27,751
Movement	\$37,673	\$47,834	(\$10,161)

There is a YTD Favourable Budget Variance of \$17,590 to 31 May 2021. At the Quarter 3 budget review, the forecast for revenue from interest on investments was revised down from \$895,000 to \$580,000, a consolidated loss of revenue of \$315,000.

Over the past 12 months, the Commonwealth Government has provided many cash incentives to stimulate growth during the economic decline and global pandemic. This has supplied the economy with 'cheap money', placing downward pressure on interest rates and interest returns on investments. Savings and Term Deposit rates being offered by the banks are at all-time lows, with some institutions closing their door to new investment deposits. Council has progressively increased its investments in the NSW Treasury Corporation Cash and Short Term Income Funds. These funds have generated positive returns over extended time periods, while movements in inflationary expectations has caused negative returns in recent months. The current environment of historically low interest rates and credit spreads mean that the future returns for investments will be lower.

#### Restricted & Unrestricted Funds

As at 30 June 2020, total Restricted and Unrestricted funds were fully funded by Cash and Investments. From the quarter 3 budget review, it is projected that there will be a decrease in Restricted Cash and an increase in Unrestricted Cash. The current Cash and Investment position at 31 May 2021 sufficiently covers the projected totals.

#### **Balance at 30 June 2020 (Audited Position)**

	General	Water	Sewer	Trust	Total
External Restrictions	\$15,772,526	\$24,828,266	\$17,922,780	\$1,466,934	\$59,990,506
Internal Restrictions	\$10,020,353	\$ -	\$ -	\$ -	\$10,020,353
<b>Total Restrictions</b>	<b>\$25,792,879</b>	<b>\$24,828,266</b>	<b>\$17,922,780</b>	<b>\$1,466,934</b>	<b>\$70,010,859</b>
Unrestricted	\$2,140,752	\$ -	\$ -	\$ -	\$2,140,752
<b>Total Funds</b>	<b>\$27,933,631</b>	<b>\$24,828,266</b>	<b>\$17,922,780</b>	<b>\$1,466,934</b>	<b>\$72,151,611</b>

#### **Projected Year End Result at 30 June 2021 (Q3 Budget Review Forecast)**

	General	Water	Sewer	Trust	Total
External Restrictions	\$11,804,000	\$21,722,111	\$18,532,439	\$1,466,934	\$53,525,484
Internal Restrictions	\$13,419,000	\$ -	\$ -	\$ -	\$13,419,000
<b>Total Restrictions</b>	<b>\$25,223,000</b>	<b>\$21,722,111</b>	<b>\$18,532,439</b>	<b>\$1,466,934</b>	<b>\$66,944,484</b>
Unrestricted	\$3,375,419	\$ -	\$ -	\$ -	\$3,375,419
<b>Total Funds</b>	<b>\$28,598,419</b>	<b>\$21,722,111</b>	<b>\$18,532,439</b>	<b>\$1,466,934</b>	<b>\$70,319,903</b>

#### **Movement from June 2020 to Forecast June 2021**

	General	Water	Sewer	Trust	Total
External Restrictions	(\$3,968,526)	(\$3,106,155)	\$609,659	\$ -	(\$6,465,022)
Internal Restrictions	\$3,398,647	\$ -	\$ -	\$ -	\$3,398,647
<b>Total Restrictions</b>	<b>(\$569,879)</b>	<b>(\$3,106,155)</b>	<b>\$609,659</b>	<b>\$ -</b>	<b>(\$3,066,375)</b>
Unrestricted	\$1,234,667	\$ -	\$ -	\$ -	\$1,234,667
<b>Total Funds</b>	<b>\$664,788</b>	<b>(\$3,106,155)</b>	<b>\$609,659</b>	<b>\$ -</b>	<b>(\$1,831,708)</b>

#### **6. Consultation and Communication**

An Investment Report is required to be tabled at the monthly Ordinary Meeting of Council.

#### **7. Conclusion**

The Cash and Investment Report provides an overview of cash and investments as at and for the period ended 31 May 2021 and demonstrates compliance with Council policy.



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<b>Item:</b>	<b>10.1</b>	<b>Ref: AINT/2021/14213</b>
<b>Title:</b>	<b>Stronger Country Communities Fund - Round 4 - Request for grant application approval - Council submissions - Lynches Road Netball Courts lighting installation and Jack Vallance Oval lighting installation and field renovation</b> <b>Container: ARC16/0330</b>	
<b>Responsible Officer</b>	<b>Manager Financial Services</b>	
<b>Author:</b>	<b>Amy Biggs, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	1. SCCF R4 whole of life cost review June 2021 - Council submissions	

### **1. Purpose**

The purpose of the report is to inform Council of the Stronger Country Communities Fund round 4 grant opportunity, and to seek approval to apply for approximately \$780,000 in funding for two projects; Lynches Road Netball courts lighting installation, and Jack Vallance Oval lighting installation and field renovation.

### **2. OFFICERS' RECOMMENDATION:**

That Council note the two priority applications being submitted to the NSW Stronger Country Communities Fund Round 4, on behalf of Armidale Regional Council, for approximately \$780,000 are:

- a) Lynches Road Netball Courts lighting installation (approximately \$380,000); and
- b) Jack Vallance Oval lighting installation and field renovation (approximately \$400,000).

### **3. Background**

The Stronger Country Communities Fund Round 4 grant opportunity opened on 1 May 2021. The program provides grants between \$50,000 and \$1,000,000. Projects under \$1,000,000 do not require a financial co-contribution, whilst projects over \$1,000,000 require a 25% co-contribution. There is a total of \$100 million available in round 4, including up to \$50 million for projects that enhance female sporting facilities and increase female participation in sport in regional NSW. The Armidale Regional Council local government area has been allocated \$1,688,744 of the \$100 million. The closing date for applications is 12pm on 25 June 2021.

Council staff were cognisant of the many community groups that operate in the LGA. While always having more than enough projects it (Council) could put forward that would well and truly exhaust the funding pool, Council held an information session with the community with the view to encouraging community groups with shovel ready projects, the opportunity to apply.

### **4. Discussion**

In determining which projects to submit applications for funding, both the Sports Council Priority List and the Public and Town Spaces Forward Works Program were considered.

During the Sports Council Committee meeting held on 5 May 2021, the following projects were agreed upon to have applications submitted to request funding:

#### **Council to apply for:**

- Lynches Road netball courts lighting installation - \$380,000
- Jack Vallance Oval (JVO) upgrade - field renovation and lighting installation - \$400,000

An application for grant funding for the netball courts lighting project has previously been submitted to the Regional Sport Infrastructure Fund (RSIF) through the NSW Office of Sport. The application is seeking \$380,000 and does not require a co-contribution. Council was to be notified of the outcome in April 2021, however at the time of writing this report, the outcome of the application is unknown.

Should the application in the RSIF grant opportunity be successful, an application for the project in the Stronger Country Communities Fund Round 4 will not be submitted.

#### **Approximate Project Timeline**

At the time of writing this report, the approximate timeline for the two projects is as follows:

- Announcement of successful projects – From September 2021
- Funding deed contracted – From mid-September 2021
- Open Tender process - November 2021
- Assessment and awarding of tender – February 2022
- Works commence – April-May 2022
- Anticipated completion of works – July-August 2022.

#### **Impact on Councils regular works program and existing grant commitments**

In relation to Councils existing grants commitments, the draft capital budget for FY21/22 is currently forecasting a total program of around \$65 million of which \$39 million is being funded through capital and operating grants. The draft capital budget it yet to be placed on public exhibition and may change as a result of this.

### **5. Implications**

#### **5.1. Strategic and Policy Implications**

The Stronger Country Communities Fund round 4 grant opportunity links in with deliverables in the Delivery Program 2018-2022 and the Community Strategic Plan 2017/2027 including:

COMMUNITY OUTCOME - The community experiences the benefits of an increasing population

*G1.1 Strategic Planning- Plan for the needs of the region*

*G1.3 Population – support sustainable population growth and develop infrastructure to meet the needs of this regional growth*

COMMUNITY OUTCOME – Events and cultural activities provide the community with an opportunity to celebrate the unique culture and lifestyle of the region

*P2.4 Community initiatives – support and empower the community to deliver community initiatives that improve the lives of residents and visitors to the region*

COMMUNITY OUTCOME - 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

*E3.1 Operational Infrastructure – Partnerships with all levels of government to support the provision of essential infrastructure for the region.*

*E3.3 Parks and Open Space - Regularly review open spaces to ensure parks, sportsgrounds, water recreation facilities and other open space meets community needs and are provided to an acceptable level of service and accessibility standards.*

*E3.4 Buildings and Facilities – Provide and maintain fully equipped community facilities.*

## **5.2. Risk**

Financial – Council is exposed to project over run and negative impact on the Budget. The strategy to mitigate this risk is Project Management that includes sound design, budget, procurement and contract preparation. With a clear direction that there is no financial capacity for over expenditure.

Project Management resourcing – there is a risk that additional projects added to Council's already sizable 2021/22 capital program will present problems in adequately resourcing project management oversight.

Increase in service levels – this proposal will increase the costs of Council's existing service levels without a funding proposal to offset increased costs of depreciation and maintenance estimated at \$35,200 per year. As a result, Council's service levels will need to reduce in other areas to offset these increased costs or a full cost recovery fees and charges model introduced for the sporting facilities being improved.

## **5.3. Sustainability**

There are no identified impacts on sustainability as a result of applying for funding in the grant opportunity.

## **5.4. Financial**

The below table has been completed on the assumption that the grant application is successful; however, these projects are not yet in Council's draft 2021/22 budget and would be in addition to an already high level of planned capital works.

Budget Area:	Public and Town Spaces						
Funding Source:	Stronger Country Communities Fund (SCCF) – Round 4						
Budget Ref: (PN)	Description	Proposed Budget	Actual	Committed	Proposed Expenditure	Total Forecast Expenditure	Remaining Budget
TBA not in draft 2021/22 budget	SCCF Round 4 Capital Expenditure	\$780,000	-	-	\$780,000	\$780,000	\$0

## **Estimated 'Whole of life costs'**

The breakdown of the estimated Whole Life of Costs is tabled at the attachment.

The estimated whole of life costs for the proposed projects are \$840,000 as measured over their expected useful lives including depreciation, maintenance and operating costs. These costs are separate to the estimated up front project costs of \$780,000.

Council will be required to fund depreciation and additional maintenance costs. This will require funding in addition to current service levels. Additional operating costs are assumed to be borne by the facility users and pricing for facility usage will need to be set with this in mind and should aim to recover all additional costs not just the cost of electricity.

## **6. Consultation and Communication**

The projects selected to have applications submitted in the Stronger Country Communities Round 4 grant opportunity were decided upon during the Sports Council meeting held on 5 May 2021.

The Sports Council Priority List is reviewed internally by Public and Town Spaces staff to ensure there is cohesion between the projects listed on the Priority List and projects within the Public and Town Spaces Forward Works Program and Asset Management Plans. This ensures that the priorities between the Sports Council and the Public and Town Spaces portfolio are aligned and that both council and the sporting community are working towards the same goals.

In addition to this, on Thursday 3 June 2021, Council held a community information session at Council Chambers informing the community of the opportunities available through the NSW Stronger Country Communities Fund Round 4 program. Council staff encouraged applicants with shovel ready projects to submit applications to the funding body and reminded those who intended on doing so that Council approval was required for any groups who utilise Council owned or managed land. Interested applicants were reminded that Council are unable to contribute financially to projects where the requested funding is not enough to deliver the project in its entirety.

During this meeting, Council staff informed the community that Council intended to submit applications for projects of approximately half of the LGA allocation of \$1.68 million prioritising the two projects nominated by the Sports Council.

## **7. Conclusion**

This report is seeking approval to submit two applications for a total of approximately \$780,000 to the Stronger Country Communities Fund – Round 4 grant opportunity, for the installation of court lighting at the Lynches Road Netball Courts (in the event of the RSIF grant being unsuccessful) and for the Jack Vallance Oval lighting installation and field renovation.

Armidale Regional Council has explained to the community its grant applications will be about half of the LGA's allocation of \$1,688,744. This will leave approximately half of the allocation for community originated project proposals. Community projects will not have access to Council funding (real or in-kind); will be expected to pay all Council Planning Fees and Charges and undertake all project management functions including risk assessment and management.

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<b>Item:</b>	<b>10.2</b>	<b>Ref: AINT/2021/14268</b>
<b>Title:</b>	<b>Stronger Country Communities Fund - Round 4 - Request for grant application approval for community groups</b> Container: ARC16/0330	
<b>Responsible Officer</b>	<b>Manager Financial Services</b>	
<b>Author:</b>	<b>Amy Biggs, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	1. SCCF R4 whole of life costs review June 2021 - Community group submissions	

### **1. Purpose**

The purpose of the report is to inform Council of the Stronger Country Communities Fund round 4 grant opportunity, and to seek approval for multiple community groups to apply for grant funding to develop infrastructure on Council owned or managed lands.

### **2. OFFICERS' RECOMMENDATION:**

That Council note the following community groups will submit applications to the NSW Stronger Country Communities Fund Round 4 grant program as follows:

- a) Narwan Eels Rugby League and Sporting Club to apply for approximately \$400,000 for the installation of additional field lighting at the Newling Oval sporting fields.
- b) North Armidale Tennis Club to apply for approximately \$140,000 for the upgrade of 2 existing clay courts to 2 synthetic grass courts at the North Armidale Tennis Complex.
- c) Hillgrove Progress Association to apply for approximately \$380,000 for the redevelopment of 2 old clay/grass tennis courts to 2 synthetic multi-use sporting courts, including fencing, at the Hillgrove Recreation Ground and Tennis Courts.
- d) Armidale Riding Club to apply for approximately \$280,000 to build a new amenities block including canteen, training and administration space for Armidale Riding Club, Riding for the Disabled NSW, Showjumping Club and Armidale Horse and Pony Club, at the Armidale Equestrian centre.
- e) Armidale District Cricket Association to apply for approximately \$110,000 to complete the final stage of the Indoor Cricket Training Facility at Armidale Sportsground.

### **3. Background**

The Stronger Country Communities Fund Round 4 grant opportunity opened on 1 May 2021. The program provides grants between \$50,000 and \$1,000,000. Projects under \$1,000,000 do not require a financial co-contribution, whilst projects over \$1,000,000 require a 25% co-contribution. There is a total of \$100 million available in round 4, including up to \$50 million for projects that enhance female sporting facilities and increase female participation in sport in regional NSW. The Armidale Regional Council local government area has been allocated \$1,688,744 of the \$100 million. The closing date for applications is 12pm on 25 June 2021.

### **4. Discussion**

On Thursday 3 June 2021, Council staff held a community information session regarding the Stronger Country Communities Fund Round 4 grant opportunity. Council staff encouraged applicants with shovel ready projects to submit applications to the funding body and reminded those who intended on doing so that Council approval was required for any groups who utilise

Council owned or managed land. Interested applicants were reminded that Council are unable to contribute financially to projects where the requested funding is not enough to deliver the project in its entirety.

#### **Approximate Project Timeline**

At the time of writing this report, the approximate timeline for the aforementioned projects is as follows:

- Announcement of successful projects – From September 2021
- Funding deed contracted – From mid-September 2021
- Open Tender process or requests for quotation – November 2021-January 2022
- Assessment and awarding of tender/quotes as applicable – February 2022
- Works commence – March - April 2022
- Anticipated completion of works – June - September 2022

#### **Impact on Councils regular works program and existing grant commitments**

Should the grant applications be successful, the aforementioned applicants have requested 20% contingency and project management costs towards project management in their application in order to deliver the project. Some of the community organisations intend to manage the projects themselves whilst other intend on engaging external project management.

In relation to Councils existing grants commitments, the draft capital budget for FY21/22 is currently forecasting a total program of around \$65 million of which \$39 million is being funded through capital and operating grants. The draft capital budget it yet to be placed on public exhibition and may change as a result of this.

### **5. Implications**

#### **5.1. Strategic and Policy Implications**

The Stronger Country Communities Fund round 4 grant opportunity links in with deliverables in the Delivery Program 2018-2022 and the Community Strategic Plan 2017/2027 including:

COMMUNITY OUTCOME - The community experiences the benefits of an increasing population

*G1.1 Strategic Planning- Plan for the needs of the region*

*G1.3 Population – support sustainable population growth and develop infrastructure to meet the needs of this regional growth*

COMMUNITY OUTCOME – Events and cultural activities provide the community with an opportunity to celebrate the unique culture and lifestyle of the region

*P2.4 Community initiatives – support and empower the community to deliver community initiatives that improve the lives of residents and visitors to the region*

COMMUNITY OUTCOME - 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

*E3.1 Operational Infrastructure – Partnerships with all levels of government to support the provision of essential infrastructure for the region.*

*E3.3 Parks and Open Space - Regularly review open spaces to ensure parks, sportsgrounds, water recreation facilities and other open space meets community needs and are provided to an acceptable level of service and accessibility standards.*

*E3.4 Buildings and Facilities – Provide and maintain fully equipped community facilities.*

#### **5.2. Risk**

Financial – Council is exposed to project over run and negative impact on the Budget. The strategy to mitigate this risk is Project Management that includes sound design, budget, procurement and contract preparation. With a clear direction that there is no financial capacity for over expenditure.

Project Management resourcing – there is a risk that additional projects added to Council's already sizable 2021/22 capital program will present problems in adequately resourcing project management oversight.

### 5.3. Sustainability

There are no identified impacts on sustainability as a result of Council providing approval for community groups to submit applications for funding.

### 5.4. Financial

Any funding paid to successful applicants will be paid directly to the community organisations and no funding will be paid to Council. Therefore, there is no direct budget impact expected from these grant applications in the 2021/22 financial year.

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

#### Estimated 'Whole of life costs'

The breakdown of the estimated Whole Life of Costs is tabled at the attachment.

The estimated whole of life costs for the proposed projects are \$1,842,500 as measured over their expected useful lives including depreciation, maintenance and operating costs. These costs are separate to the estimated up front project costs of \$1,295,000.

Where Council becomes the asset owner it will be required to fund depreciation. Additional operating and maintenance costs are assumed to be borne by the community groups who are submitting the applications.

### 6. Consultation and Communication

On Thursday 3 June 2021, Council staff held a community information session at Council Chambers regarding the NSW Stronger Country Communities Fund Round 4 grant opportunity. Council staff encouraged applicants with shovel ready projects to submit applications to the funding body and reminded those who intended on doing so that Council approval was required for any groups who utilise Council owned or managed land. Interested applicants were reminded that Council are unable to contribute financially to projects where the requested funding is not enough to deliver the project in its entirety.

### 7. Conclusion

This report is seeking approval for community groups currently utilising Council owned or managed land to submit grant applications in the NSW Stronger Country Communities Fund – Round 4 grant program.

Armidale Regional Council has explained to the community Council's grant applications will be about half of the LGA's allocation of \$1,688,744. This will leave approximately half of the allocation for community originated project proposals. Community projects will not have access to Council funding (real or in-kind); will be expected to pay all Council Planning Fees and Charges and undertake all project management functions including risk assessment and management



<b>Item:</b>	<b>10.3</b>	<b>Ref: AINT/2021/17312</b>
<b>Title:</b>	<b>Development Application Approvals: monitoring targets</b>	<b>Container: ARC16/0681</b>
<b>Responsible Officer</b>	<b>Director Businesses and Services</b>	
<b>Author:</b>	<b>Ambrose Hallman, Manager Development and Regulatory Services</b>	
<b>Attachments:</b>	Nil	

### 1. Purpose

The purpose of this report is to provide statistical information on applications determined in this financial year-to-date.

### 2. OFFICERS' RECOMMENDATION:

That Council note the report on the financial year to date figures relating to Development Applications and Complying Development Certificates.

### 3. Background

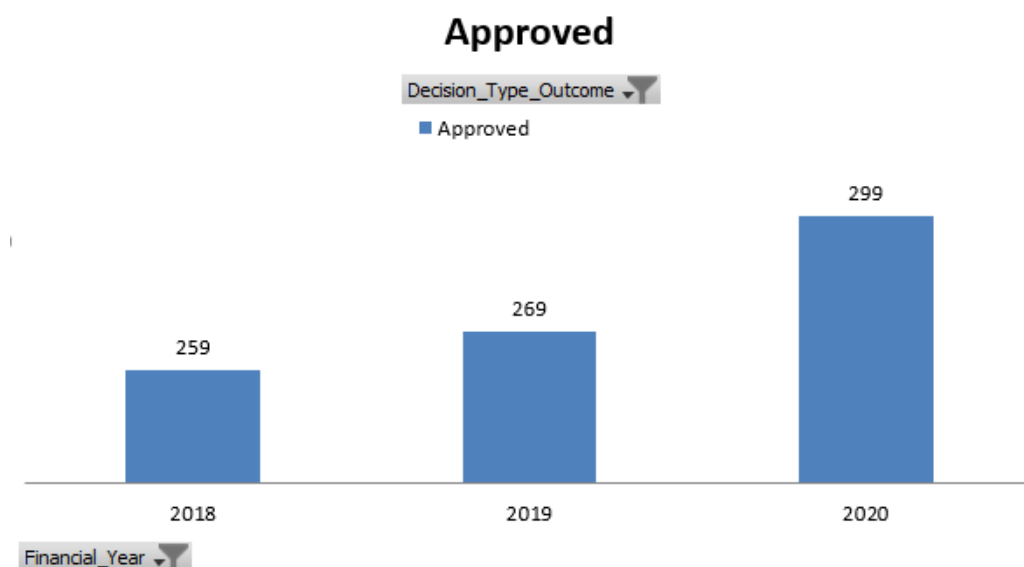
Council has been successful in the NSW Public Spaces Legacy Program and will receive \$3 million in grant funding for its nominated project to restore a section of Dumaresq Creek in the CBD.

Securing the funding was a result of the Development and Strategic Planning staff successfully achieving the assessment targets, completing the Local Strategic Planning Statement and an additional two nominated Planning Proposals.

### 4. Discussion

To provide an overview, Council's Development team have assessed and determined a total of 299 Development Applications and Complying Development Certificates to date this financial year, with a total estimated value of \$98,177,641.

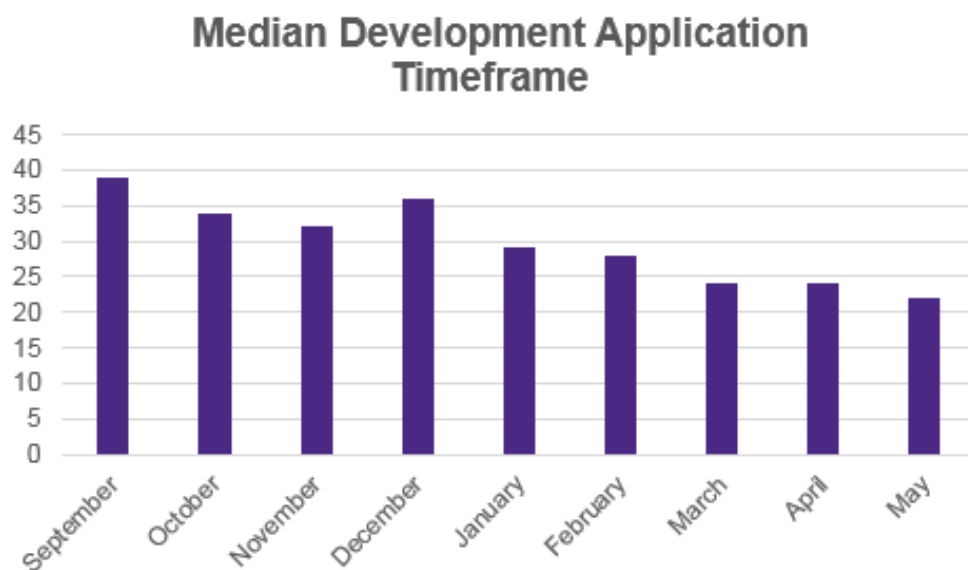
The comparison graph below shows the number of applications approved during the past two financial years and the financial year up until 30 May 2021.



The average approval time for Development Applications year-to-date is 34 days with a median time of 24 days.

The average approval time for Complying Development Certificates year to date is 5 days.

The median Development Application processing timeframe graph (see below) shows the median approval time for Development Applications determined. This is the days between an Applicant lodging an Application and the Application being determined, minus any stop-the-clock days due to additional information being required.



## 5. Implications

### 5.1. Policy

This report is considered to not have any policy implications.

### 5.2. Risk

The report is not considered to have any significant risk associated with it. Council must however continue to meet the performance targets until June 2022.

### 5.3. Sustainability

Not considered applicable.

### 5.4. Financial

Budget Area:	Development						
Funding Source:	Operational budget						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
250100	Applications and Approvals	\$937,102	\$796,216	\$0	\$	\$	\$140,886

This report is considered to not have a significant financial impact on Council as the report is for notation only.

#### **6. Consultation and Communication**

This report does not require consultation with the public, however the adoption of this notation report should provide greater transparency to the community on the level of development activity in the region and the sensational performance of the teams.

#### **7. Conclusion**

This report is recommending the notation of development statistical information of Council's Development staff and note Council has secured the NSW Public Spaces Legacy Program funding as a consequence of achieving accelerated Planning benchmarks.

<b>Item:</b>	<b>10.4</b>	<b>Ref: AINT/2021/19268</b>
<b>Title:</b>	<b>Appointment of Public Works Advisory to project manage Bushfire Local Economic Recovery projects - Dumaresq Dam Ecotourism Development and Armidale and Guyra Livestock Selling Centre Upgrades</b> <b>Container: ARC16/0488-5</b>	
<b>Responsible Officer</b>	<b>Manager Financial Services</b>	
<b>Author:</b>	<b>Scot MacDonald, Director Businesses and Services</b>	
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Public Works Advisory Project Fee - Dumaresq Dam- (<b><u>General Manager's Note:</u></b> <i>The report considers a proposed contract and is deemed confidential under Section 10A(2)(c) of the Local Government Act 1993, as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).</i></li><li>2. Public Works Advisory Project Fee - Saleyards- (<b><u>General Manager's Note:</u></b> <i>The report considers a proposed contract and is deemed confidential under Section 10A(2)(c) of the Local Government Act 1993, as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).</i></li></ol>	

## 1. Purpose

The purpose of this report is to seek approval from Council to appoint NSW Government agency Public Works Advisory (PWA) for project management and contract administration services for the following Bushfire Local Economic Recovery (BLER) funded projects:

- Dumaresq Dam Ecotourism Development
- Armidale and Guyra Livestock Selling Centre Upgrades

## 2. OFFICERS' RECOMMENDATION:

That Council:

- a. Invoke Section 55(3)(g) of the Local Government Act for the purpose of engaging Public Works Advisory under a procurement exemption as they are registered under a NSW State Government Buying Scheme.
- b. Accept the fee estimates tabled at the attachment from Public Works Advisory for project management and contract administration of the following projects funded by the Bushfire Local Economic Recovery Fund:
  1. Dumaresq Dam Ecotourism Development
  2. Armidale and Guyra Livestock Selling Centre Upgrades
- c. Appoint Public Works Advisory for project management and contract administration services of the above projects in accordance with the fee proposals provided.
- d. Delegate to the General Manager the power to approve variations to the original fee proposal to a maximum of 25%.

### **3. Background**

Council was successful in securing funding for two projects under the State and Federal Government Bushfire Local Economic Recovery (BLER) program. The NSW Government announced \$3,889,131 for the Dumaresq Dam Ecotourism Development and \$4,998,000 for the Armidale and Guyra Livestock Selling Centre Upgrades. The Deputy Premier appointed Public Works Advisory (PWA) as Assurance Manager for the projects.

### **4. Discussion**

Council considered timely project delivery and appropriate procurement for these projects.

PWA is accredited under the NSW Government Agency Accreditation Scheme for Construction to manage the planning and delivery phases of construction and capital works procurement. In compliance to the Local Government Act 1993, PWA is registered Under the NSW State Government Buying Scheme "Consultants in Construction up to \$9M Scheme" Scheme number, as a pre-qualified Supplier (<https://buy.nsw.gov.au/schemes/consultants-in-construction-scheme>).

As a result, Council can access Prequalified Contractors in this arrangement as it qualifies as an exception under the Local Government Act, and in this occasion, presents time and efficiency savings by direct appointment and other benefits from direct appointment of a specialist government service in expert oversight and management of these projects.

Key costs and schedules of rates are highlighted and have been identified to be managed with within the budget perimeters and funding provisions for this project.

#### Local Government Act Compliance

Section 55(3) of the Act provides a number of exemptions from the need for councils to invite tenders in particular:

- (g) Contracts for the purchase of goods or services specified by the NSW Procurement Board or the Department of Administrative Services of the Commonwealth.

Selecting the appropriate procurement method will assist in obtaining the best value for money and managing procurement risk. It will make effective use of both government and private sector resources and consider critical factors such as: Value for Money, Expertise in Project Management, Designing and Construction Program and Quality in Construction.

Additionally, Council has considered the specialised nature of the consultancy and the timelines of the deed agreement to whether any benefit from the additional costs and timing of tendering can be obtained compared to the proposed appointment of PWA.

### **5. Implications**

#### **5.1. Strategic and Policy Implications**

The draft 2021-2022 Operational Plan includes:-

"Saleyard Upgrades: Complete project planning and approvals for the upgrade of the Armidale and Guyra Livestock Selling Centre/Saleyards that will include amenities block, car parking, livestock handling equipment, yarding infrastructure and water harvesting. Total Project cost \$4,998,000."

"Dumaresq Dam Recreation Upgrades: Complete planning and approvals for the Dumaresq dam Recreation area upgrades, which will include new toilets, BBQs, picnic facilities, car park, primitive camping area, boat ramp, playground and environmental works. Total Project cost: \$3,889,131."

## 5.2. Risk

The procurement proposal complies with the Local Government Act Section 55(3) and represents minimal risk.

Project risks include:

Financial – Council is exposed to project over run and negative impact on the Budget. The strategy to mitigate this risk is Project Management that includes sound design, budget, procurement and contract preparation. With a clear direction that there is no financial capacity for over expenditure.

Increase in service levels – the projects may increase the costs of Council's existing service levels without a funding proposal to offset increased costs. This will need careful management to ensure any proposal for increased costs is offset with a funding source.

## 5.3. Financial

Budget Area:	Draft 2021/22 Capital Works Program						
Funding Source:	Bushfire Local Economic Recovery program						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
240385	Dumaresq Dam Ecotourism Development	\$100,000 (full project cost \$3,889,131)	-	-	\$100,000	\$100,000	-
240062	Armidale and Guyra Livestock Selling Centre Upgrades	\$100,000 (full project cost \$4,998,000)	-	-	\$100,000	\$100,000	-

The proposed fees are included in the full project costs shown above. At the time that the draft 2021/22 budget was compiled there remained uncertainty around the timing of cashflows and the associated forecast progress of works in the 2021/22 and 2022/23 financial years. When this information has been confirmed the amounts will be updated in a quarterly budget review.

## 6. Consultation and Communication

Consultation has occurred with key staff within Council on the best way to manage these projects and the level of technical expertise required to ensure that the projects are successfully delivered within required timeframes. PWA have been identified as having the required expertise and experience in delivering similar large scale projects across the state.

## 7. Conclusion

Council considered the merits of open tender or using the exemption available under the Local Government Act to appoint PWA given it is registered under the NSW State Government Buying Scheme.

Council elected to appoint PWA as it has oversight as Assurance Manager; has expertise in project management, design (or appointing a qualified Designer), preparing a Project Plan, costing the project and ensuring quality in construction.

The fee estimates tabled at the attachment are considered reasonable for the work therein proposed.

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<b>Item:</b>	<b>10.5</b>	<b>Ref: AINT/2021/16469</b>
<b>Title:</b>	<b>Koala Management Strategy</b>	<b>Container: ARC20/4183</b>
<b>Responsible Officer</b>	<b>Director Businesses and Services</b>	
<b>Author:</b>	<b>Mandy McLeod, Sustainability Officer</b>	
<b>Attachments:</b>	1. Submissions KMS 2. ARC Koala Management Strategy	

### **1. Purpose**

Armidale Regional Council was granted funding from the Department of Planning, Industry and Environment (DPIE) to develop a Koala Management Strategy. The draft Koala Management Strategy was on public exhibition for 31 days. The purpose of this report is to recommend that Council endorse the Koala Management Strategy.

### **2. OFFICERS' RECOMMENDATION:**

That Council:

- a. Receive and note the submissions contained in the report on the draft Koala Management Strategy;
- b. Adopt the Koala Management Strategy and provide a copy to the NSW Department of Planning, Industry and Environment (DPIE).

### **3. Background**

At the Ordinary Council Meeting held on the 28<sup>th</sup> April 2021, Council resolved the following (Minute 166/21):

That Council endorse the draft Koala Management Strategy for public exhibition for a minimum of 28 days, commencing 30<sup>th</sup> April 2021.

The Draft Koala Management Strategy was placed on public exhibition in accordance with the above Council Resolution.

### **4. Discussion**

During the exhibition period a number of methods of public communication channels were used to notify members of the public that the Strategy was on public exhibition: Councils "your say" website and Facebook page, e-newsletter (reach approximately 3,000 people), posters and public copy at the Customer Service area of the Council building, Environmental Sustainability Advisory Committee meetings and minutes, and Landcare website and e-newsletter (805 mail recipients). In addition Council staff spoke directly to members of the public in the Customer Service area if they had specific items within the Strategy that they sought advice on.

To the end date of the public exhibition period, 10pm Monday 31<sup>st</sup> May, eleven written submissions for the draft Koala Management Strategy had been received, all but one within the last 24 hours of the closing time. In addition a 12<sup>th</sup> submission has also been included in the table below and attached, which came in early the next morning. A summary table of the submissions is provided below and a copy of the submissions are attached to this report and comments from Council Officers are provided in italics for a number of items. Note that personal details for each of the submissions has been redacted, as the public notification information did

not stipulate that names and details may be made public. Only the initial and last name has been supplied in the tables below of the main points of the submission/s.

No.	Name on Submission	Main points on Submission	Support/ Not support/ Unclear
1.	J. Swan	Support for Strategy and work being undertaken by Council to support koalas.  Query re Koala installation in Mall to promote tourism.	Support  No change
2.	P Schultz	Thank you for Strategy. However has concerns regarding significant habitat being on private land and legislation regarding this being weak.  Concerns expressed re Travelling Stock Routes and that some be obtained by Council for koala corridors and habitat. Regards Biodiversity offsets serving any purpose as fiction.	Mostly support
3.	J.Smith, G Williamson	Support for new Strategy, impressed by scientifically factual maps and other information for Strategy.  Particularly interested in idea of developing and protecting migration corridors across the region. (Note from Council Officer - this work forms part of Koala Conservation Project currently being run by Southern New England Landcare).	Support
4.	L. Forsythe	Support for Strategy. Particularly important due to devastating fires that destroyed so many Koalas and their habitat recently, Figure 4.  New England area seen as key component for future of Koalas as per Strategy information.	Support
5.	H Webb	Speaks to importance of this Strategy at a time when a marked decline in Koala populations in areas affected by bushfires has been reported.  Climate change risks to koalas and other species, severe drought conditions causing defoliation and death of many trees as per photo Mt Duval provided.	Support
6.	D. Carr	Detailed review of Strategy.  Specific items have been reviewed or updated by DPIE: 1.5.3.Minor updates to Tree list; 1.5.4 Updated; 1.5.5. Reference , research gaps updated. 1.6. Threat risk ranking updated. Note Dog attack and drowning remain as risks.	Support



No.	Name on Submission	Main points on Submission	Support/ Not support/ Unclear
		1.6.3 DPIE information added	
6.cont	D. Carr cont.	<p>1.6.5. <i>E camaldulensis</i> etc. Appendix 5, from Northern Tablelands KMA List, SEPP 2019 koala tree species; 2.3. Specific DPIE request for Strategy;</p> <p>2.4. Updated. Primary, Secondary, Tertiary will also be removed from Figure 8;</p> <p>4.4.2 DPIE comment: Detection measures are included in consent process.</p> <p>A number of items in this submission are noted: 1.5.2., 1.6.4, 1.6.5, Figure 5 to 7, Management &amp; Monitoring comments, 4.3. Appendix 3 (already occurs).</p> <p>Appendix 6: Additional items to be added to map. <i>Note Council Officers will include items provided in maps. However D Carr and other members of Northern Tablelands Koala Conservation Project, SNEL were provided with opportunity to update maps at meeting where these maps were tabled and at any subsequent time prior to the maps being completed.</i></p> <p><i>Many of items raised in submission were provided to the Strategy by the Department of Planning, Industry and Environment, (DPIE) Threatened Species Officers, including information in relation to mapping. This submission was initially sent to DPIE for review and comment to be included in the Strategy where relevant.</i></p>	
7.	C Nadolny	<p>Pleased that Council is preparing a Strategy.</p> <p>1. However Strategy does not cover whole Shire. <i>Note \$23,000 only granted for Strategy from DPIE, Strategy aimed to focus on area with main threats.</i></p> <p>2. Strategy misses an opportunity to embrace holistic concept of nature conservation and consider needs of all fauna. <i>Note, funding from DPIE was provided for Koala Management Strategy, it will also serve to protect other fauna/flora.</i></p>	Support
8.	G Stephen	<p>1. Does not support corridors/habitat within town boundaries.</p> <p>2. Query re veracity of koala sightings data in Strategy? <i>Note that this information is taken from either reports that are provided directly to Council with time, date, location and name of person providing data or similar for sightings sent through to either I Spy Koala, or NSW Government Bionet.</i></p>	Not support/ Unclear

No.	Name on Submission	Main points on Submission	Support/ Not support/ Unclear
8.	G Stephen (cont.)	<p>3. Alternative strategy, that Council take over Pine Forest and replant with edible Koala species to provide dedicated Koala habitat that would provide for a tourist attraction and learning area.</p> <p>4. Concerns re increasing corridors and bushfires.</p>	
9.	P&P Clarke	<p>Provide options for better Koala Management in the Local Government Area including better fencing of public areas.</p> <p>Concerns Strategy focuses heavily on Koala sightings as key determinant of the koala population and that their property on Trelawney Road should be removed from the shaded area on the Koala Linkage map, Appendix 6.</p> <p><i>Note that a discussion was held with P&amp;P Clarke at Customer Service at Armidale and it was explained that this map was part of the Northern Tablelands Koala Conservation Partnership Project, which is being run by Southern New England Landcare, not the Koala Management Strategy. Note this point also relates to the item in the submission in relation to the "event advertised at Dangarsleigh Hall on 29<sup>th</sup> May, 2021".</i></p> <p>They are Primary producers and object to proposals by authorities to force restrictions on their management, place covenants over property or have their property be placed within any area which will be forced to "Avoid Development" in future.</p> <p><i>Note also a further submission was received on 31/5/2021 in relation to the above for another property that P&amp;P Clarke own on Dumaresq Road with a similar request. As above these maps form part of the Northern Tablelands Koala Conservation Partnership Project, being run by Southern New England Landcare, not the Koala Management Strategy.</i></p>	Not support
10.	Wildlife Habitat Group of Sustainable Living Armidale	<p>Purpose of Strategy is worthy and also deserving of community support.</p> <p>Submission contains six main considerations:</p> <p>Discrepancies between the Strategy and our understanding of koala populations and habitat: <i>Noted</i>;</p> <p>Climate change as a risk factor.</p> <p><i>Note: This has been updated.</i></p> <p>The area covered by the Strategy.</p> <p><i>Noted, however it should be kept in mind that only</i></p>	Support

No.	Name on Submission	Main points on Submission	Support/ Not support/ Unclear
		<p><i>\$23,000 was supplied for this project and the Strategy aimed to focus on the area with the main threats, hence areas of the LGA chosen;</i></p> <p>The role Council could play in advising developers: <i>Noted;</i></p> <p><i>“Offsets” and “pre-emptive” clearing of land: Noted;</i></p> <p>Koala management as an opportunity to protect areas of high ecological value: <i>Noted.</i></p>	
11.	A. Cairns	<p>Seventeen page submission, difficult to summarise.</p> <p>The area covered by the Strategy: <i>Noted, however it should be kept in mind that only \$23,000 was supplied for this project and the Strategy aimed to focus on the area with the main threats, areas of the LGA chosen;</i></p> <p>No area designated for Koala Habitat preservation;</p> <p>Opposes report from Ecosure, DPIE, SNEL, ARC &amp; NTLLS.</p> <p>Speaks to upper tributaries catchments and issues. Opposes vegetation offset framework. Will vehemently oppose Strategy at Council meeting.</p>	Not Supported
Received just past Submission Date and Time			
12.	S Clark	<p>Diagrams difficult to interpret, especially Figures 5 to 8. Landowners should be aware of any impacts if land situated in “Koala Habitat Protection zone” as noted in Appendix 1.</p> <p><i>Note unable to find reference to this terminology in Strategy. Query if referring to the map that forms part of the Northern Tablelands Koala Conservation Partnership Project run by Southern New England Landcare, not this Strategy.</i></p>	Not Supported

There appears to be confusion for a number of the submitters as to the map provided in Appendix 6 Potential Koala Linkages, which relate to the Northern Tablelands Koala Conservation Partnership Project as stated and not the ARC Koala Management Strategy. The Potential Koala Linkages, Northern Tablelands Koala Conservation Partnership Project, is a study being undertaken by Southern New England Landcare under the Save our Species funding from DPIE and is independent of Council. That project attempts to identify potential linkages and corridors for koalas to move through the landscape.

In addition, at this stage, the areas marked have not been deemed areas of core koala habitat and therefore are not excluded from the Rural Fires Amendment (Bush Fires Prevention) Bill 2015.

DPIE requested that the potential Koala Linkages, Northern Tablelands Koala Conservation Partnership Project be included as an Appendix to the ARC Koala Management Strategy for information purposes only. Southern New England Landcare is undertaking workshops with landholders within their project area for this project, to speak to the main threats to koalas, habitat loss, and the potential for tree planting, protection of existing habitat within the areas marked on the map. Any sign up to this program by landholders is completely voluntary and all items in relation to this project is undertaken by Southern New England Landcare and is separate to the ARC Koala Management Strategy.

A number of the submission items have been either updated within the report, while others have been noted. The updated Koala Management Strategy is attached to this report. A number of items within the Strategy, mainly dates, will need to be updated when the Strategy is approved by Council.

## **5. Implications**

### **5.1. Strategic and Policy Implications**

The Koala Management Strategy aligns to the Community Strategic Plan 2017- 2027 specifically in relation to:

- Community Outcome 1. Environment: The unique landscape and environment across the region is a key part of our lifestyle.
- Community Outcome 2. Environment: Develop a Sustainability Strategy which includes objectives for the region as a whole as well as Council operations.

The Strategy aligns to the Delivery Program 2108 – 2021 in relation to:

- E1 Environment - The unique climate, landscape and environment of the region is protected, preserved and made accessible; and
- E1.4. Biodiversity: Protect and enhance the natural environment to promote and support biodiversity.

The Operational Plan 2020 – 2021

- Installation of additional Koala drinkers. Note that this was deemed as not being needed at present due to rainfall in the district.

The Strategy aligns to the following elements of Council's "Green-print for Sustainability", EcoARC. EcoARC encompasses nine key areas, one of which is Biodiversity. The scope and intent of the Biodiversity key area is "*to protect and enhance biodiversity in the region*", with the following Strategic initiatives, relating to Koalas:

- List and protect threatened species and communities, and protect and enhance wildlife corridors.
- Develop a "Flagship" Biodiversity program for the region (e.g. around the Koala).

### **5.2. Risk**

The Koala Management Strategy has been developed during a time of policy uncertainty in development and roll out of State Environmental Planning Policies in relation to koalas, habitat protection and development in areas regarded as core koala habitat.

This Strategy will provide a mechanism for addressing potential developments where koala habitat needs to be reviewed and therefore reduce the potential for legislative, regulatory and reputational risk to Council.

### 5.3. Sustainability

The Koala Management Strategy aims to promote more efficient and improved service delivery in the planning area due to innovation from the improved knowledge and detailed map layers that have been developed.

In addition it will assist Armidale Regional Council to provide identification of areas of protection that potentially meet the definition of core koala habitat that are on private or public land.

### 5.4. Financial

Budget Area:								
Funding Source:		Department of Planning, Industry and Environment (DPIE).						
Budget (PN)	Ref:	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
250203.1 2320.333. 2476		Grant funding of \$23,000 from DPIE	\$23,000		\$23,000		\$23,000	\$0

The development of the Strategy was funded through a grant from the DPIE and undertaken by an independent consultant.

## 6. Consultation and Communication

Extensive advertisement and notification of the draft Koala Management Strategy occurred both through Council as well as Southern New England Landcare avenues. Twelve submissions were received and they are summarised above and also attached to this report.

## 7. Conclusion

The Koala Management Strategy was on public exhibition for a period of 31 days. Twelve submissions were received with nine respondents in support or mostly in support. The purpose of the Strategy is to assist the community and Council to understand the factors impacting the koala population in the Armidale Regional Council local government area and the strategies proposed to protect koalas in our region.

It is acknowledged koalas are an iconic species and highly valued by our community. There is genuine concern in our community that koalas be protected and Council will endeavour to support the implementation of this Strategy, improve our knowledge of the koala population, and awareness of threats to their distribution.

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<b>Item:</b>	<b>10.6</b>	<b>Ref: AINT/2021/12915</b>
<b>Title:</b>	<b>Public Exhibition of Urban Streetscape Policy Container: ARC17/1844</b>	
<b>Responsible Officer</b>	<b>Director Businesses and Services</b>	
<b>Author:</b>	<b>Richard Morsley, Coordinator Public and Town Spaces</b>	
<b>Attachments:</b>	1. Urban Streetscape Policy	

### **1. Purpose**

The purpose of this report is to endorse the reviewed and updated draft of Council's Urban Streetscape Policy and to place the policy on public exhibition.

### **2. OFFICERS' RECOMMENDATION:**

That Council:

- a. Endorse the Urban Streetscape Policy for public exhibition to commence 24 June 2021 for a period of 28 days.
- b. Receive a further report at the conclusion of the exhibition period.

### **3. Background**

The Urban Streetscape Policy was adopted by Council 25 May 2000. The last review was adopted in 2012.

The policy was developed to outline a best practice management approach for Armidale's street tree and street vegetation assets.

The policy provides best practice standards for the selection, placement and establishment of street trees, as well as pruning, risk and asset management, tree valuations and how Council manages public tree issues.

Following the review, the policy now applies to all Council owned and managed urban streetscapes across the LGA, including roundabouts, traffic islands and street container plantings, car park landscaping, street and road reserve landscaping.

### **4. Discussion**

The Urban Streetscape Policy has been updated to replace Armidale Dumaresq Council with Armidale Regional Council and reformatted into the new policy format.

The intent of the adopted Urban Streetscape policy was not altered during the review process. The existing policy was reviewed and updated to ensure that:

- The policy includes Guyra and our villages within the LGA
- The document wording and layout improved readability and that it was easier to access required information
- The policy was updated to be consistent with existing legislation and related policies
- Street tree management practices reflect current Australian Standards
- The siting and establishment of street trees complies with Council's current Engineering Code

- The approach to tree risk management continues to reflect Council's State Wide Insurance policy and associated Best Practice documentation.
- The policy adequately references the recently adopted procedures for Landscaping a Public Road Reserve (adopted 24 February 2021)
- The policy is consistent with current Community Strategic Plan objectives

## **5. Implications**

### **5.1. Strategic and Policy Implications**

The Urban Streetscape Policy links to the Community Strategic Plan 2017-2027:

E1: "Ensuring that the unique climate, landscape and environment of the region is protected, preserved and made accessible"

E3.3: Regular review of open spaces to ensure parks, sportsgrounds, water recreation facilities and other open space meet community needs and are provided to an acceptable level of service and accessibility.

### **5.2. Risk**

The Urban Streetscape policy addresses the following:

#### **The management of economic risk:**

- a) Appropriate tree species selection and placement minimises the potential costs associated with damage or replacement of infrastructure
- b) The policy limits unauthorised streetscape landscaping that has incurred a considerable cost burden in the past

#### **Social and legal risk is minimised where the following aspects of the policy have been accepted by Council's insurer State Wide:**

- a) The policy outlines a Tree Management Program where tree health, condition and potential risk to life and property are regularly assessed and budgeted for
- b) Trees are pruned only where necessary for pedestrian and vehicle safety clearances as part of the tree management program
- c) Internationally recognised Quantified Tree Risk Assessments (QTRA) are undertaken where perceived dangerous trees are identified by the community.

### **5.3. Sustainability**

#### **The Streetscape Policy addresses sustainability:**

- a) Urban Forest sustainability- the policy provides for an annual Street Tree Program, where the number of trees established increases the total tree population over time where life expectancy losses and losses to development are factored in.
- b) Ensures the community is adequately compensated for the loss of street trees. The ad hoc loss of street tree assets to development may not always be necessary and the use of the Draft Australian Standard for the valuation of Amenity trees places an economic disincentive to the removal of tree assets. If removals are approved by Council, valuation payments are used for the establishment of new street trees.

- c) This policy defines two key service delivery works programs within the Urban Forest budget of Public and Town Spaces portfolio and therefore reduces reactive work that may not be financially sustainable.
- d) Social sustainability where tree selection enhances and builds upon the region's unique deciduous tree legacy as a key tourist attraction. Considers the effects of climate change for environmental sustainability

#### 5.4. Financial

The Streetscape Policy reduces financial risk as above (section 5.2). In addition, programming tree management and planting work is more financially responsible than ad hoc reactive works.

Income is generated where Council is adequately compensated for the loss of street trees to development. Income is also generated through applications for landscaping where annual payment covers administration costs.

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

#### 6. Consultation and Communication

Community consultation was undertaken in association with each review of the policy since 2000. The current review will also be placed on public exhibition.

#### 7. Conclusion

The Urban Streetscape Policy is a key policy within the Parks responsibilities. It demonstrates Council's commitment to managing trees as important assets with a financial value.

The reviewed policy ensures compliance with Council's insurance policy, risk policies, engineering code and other internal policies and limits Council's liability in relation to public tree issues.

The policy ensures relevance with Council's strategic planning direction and now applies across the Regional Council LGA.



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<b>Item:</b>	<b>10.7</b>	<b>Ref: AINT/2021/13219</b>
<b>Title:</b>	<b>Public Exhibition of Cemeteries Operations Management Policy</b> <b>Container: ARC18/2895</b>	
<b>Responsible Officer</b>	<b>Director Businesses and Services</b>	
<b>Author:</b>	<b>Richard Morsley, Coordinator Public and Town Spaces</b>	
<b>Attachments:</b>	1. Cemeteries Operations Management Policy	

### **1. Purpose**

The purpose of this report is to endorse the reviewed and updated draft of Council's Cemeteries Operations Management Policy and to place the policy on public exhibition.

### **2. OFFICERS' RECOMMENDATION:**

That Council:

- a) Endorse the draft Cemeteries Operations Management Policy for public exhibition commencing 24 June 2021 for a period of 28 days.
- b) Receive a further report at the conclusion of the exhibition period.

### **3. Background**

The Cemeteries Operations Management Policy was drafted in 2006 and reviewed regularly until it was redrafted and adopted in 2018 after being placed on public exhibition. The purpose of the 2018 redraft was to:

- Harmonise operational inconsistencies revealed during the merger of Armidale Dumaresq Council and Guyra Shire Council;
- Ensure the policy adequately addressed the significant changes to the Cemeteries and Crematoria Act, 2013;
- Clearly identify the administrative and operational roles and responsibilities of Council staff and funeral directors;
- Harmonise the limitations and standards for monumental structures and the cemetery 'Conditions of Use' across the LGA.

Only minor changes that have not altered the intent of the policy were made to the 2021 review and these include:

- Improved wording that better clarifies the details of Perpetual Interment Rights and the legislative requirements around the issue and transfer of interment rights.
- Reference to updated Council forms for the administration of Interment Rights.
- Addition of the hours of operation of Council's cemeteries.
- Reference to the Cemeteries and Crematoria NSW 'Voluntary Code of Practice for Cemetery maintenance', 2020.

### **4. Discussion**

The purpose of the policy is to detail Council's operational management of all cemeteries under its control. The scope of the policy includes:

- Interment Rights and associated legislative requirements
- Burial protocol and administration
- Interment operational procedures
- Monumental standards works
- Cemetery maintenance and conditions of use

The policy ensures the implementation of cohesive and uniform operational procedures by staff and external stakeholders.

## **5. Implications**

### **5.1. Strategic and Policy Implications**

The policy aligns to Council's Community Strategic Plan 2017-2027  
Environment and Infrastructure. Community Outcome #3

'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** - Regular review of open spaces to ensure parks, sportsgrounds, water recreation facilities and other open space meet community needs and are provided to an acceptable level of service and accessibility

### **5.2. Risk**

The policy ensures an integration of administrative and operational protocols addressing the potential for a lack of compliance with the changes made to the Cemeteries and Crematoria Act, 2013.

Inadequate and unenforced conditions of use allowed the placement of objects and structures that increased public and Council risk liability. A previous lack of rigor with regard to monumental specifications and placement was detracting from cemetery amenity.

### **5.3. Sustainability**

Nil issues

### **5.4. Financial**

The policy states that the maintenance of all cemeteries will be undertaken in accordance with Public and Town Spaces' adopted Maintenance Service levels. The cemeteries budget is predicated on the cost of undertaking the prescribed service level and therefore maintains budgetary responsibility and consistency.

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

## **6. Consultation and Communication**

In 2018 the policy was placed on public exhibition and received no submissions. This policy has not changed significantly since this exhibition period.

Cemetery interments are administered by Council's Customer Service staff trained in the procedures. As part of the policy review, feedback was received from these staff and the Customer Services Manager. Procedural details were clarified and refined as a result of the consultation process. The policy does not seek to detail all the administrative processes, rather an outline only.

## **7. Conclusion**

The Cemeteries Operations Management Policy provides staff and the public with clear guidelines relating to legislation, operations and conditions of use. The policy also provides the community with safe, socially acceptable standards and practices and ensures cost effective and consistent maintenance across all 15 operating cemeteries in the LGA.

Only minor updating changes have been made during the review process that do not change the policy intent. It is recommended that Council endorse the reviewed Cemeteries Operations Management Policy for public consultation.

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<b>Item:</b>	<b>10.8</b>	<b>Ref: AINT/2021/13305</b>
<b>Title:</b>	<b>Public Exhibition of Memorials Policy</b>	<b>Container: ARC16/0651</b>
<b>Responsible Officer</b>	<b>Director Businesses and Services</b>	
<b>Author:</b>	<b>Richard Morsley, Coordinator Public and Town Spaces</b>	
<b>Attachments:</b>	1. Draft Memorials Policy	

## **1. Purpose**

The purpose of this report is to endorse the reviewed draft of the Memorials Policy POL239 and to place the policy on public exhibition

### **a. OFFICERS' RECOMMENDATION:**

That Council

- a) Endorse the draft Memorials Policy to be placed on public exhibition commencing 24 June 2021 for a period for 28 days.
- b) Receive a further report at the conclusion of the exhibition period.

## **2. Background**

The Memorials Policy was drafted and adopted in 2015 to enable Council to appropriately assess requests for memorials in public places in a consistent, fair and transparent manner.

The Memorials Policy was adopted and placed on public exhibition. Feedback was sought from a Community Panel during April 2015 on the Draft ADC Public Memorials Policy. 39 panel members were sent the draft policy to review and answer some questions about its use of language, clarity and effectiveness. Eleven responses were received with a positive endorsement of the Draft Memorials Policy from all of the respondents.

## **3. Discussion**

The objectives of the Memorials policy are to:

- To facilitate the appropriate placement, assessment and development of memorials in the Armidale Regional Council Local Government Area
- To manage the potential prevalence of plaques and memorials in public open space
- To ensure plaques and memorials are restricted to events or persons of outstanding significance
- To clarify the responsibilities for maintenance and expectations of the longevity of memorials.

No changes were made to the policy during the review process. The policy was reformatted into the new policy template.

## **4. Implications**

### **4.1. Strategic and Policy Implications**

Community Strategic Plan 2017-2027: **E3.4** - Provide and maintain functional, appropriate, safe and desirable community facilities through appropriate resourcing.

#### **4.2. Risk**

Having a clear policy for the approval of memorials in public places addresses the risk of perceived inconsistency in decision making.

#### **4.3. Sustainability**

Not applicable

#### **4.4. Financial**

The Memorials Policy outlines the responsible parties for different types of memorials. The provisions remove or minimise maintenance on level 2 and lower, therefore transferring costs to others.

Budget Area:	nil						
Funding Source:	nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
nil	nil	nil	nil	nil	nil	nil	nil

### **5. Consultation and Communication**

See previous community consultation statement in section 2. **Background**

It is proposed that the memorials policy be placed on public exhibition period for 28 days.

### **6. Conclusion**

The memorials policy is an effective and workable policy that provides a transparent and consistent method of assessing and approving applications for public memorials.

Previous public exhibition and consultation has met with support and approval for the policy.

No changes were made to the policy during the review.

On this basis, it is recommended that the unchanged policy be endorsed for public exhibition.

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<b>Item:</b>	<b>10.9</b>	<b>Ref: AINT/2021/18776</b>
<b>Title:</b>	<b>Public Exhibition Acceptance of Waste from Outside of Armidale Regional Council's Local Government Area Policy</b>	<b>Container: ARC16/1455</b>
<b>Responsible Officer</b>	<b>Director Businesses and Services</b>	
<b>Author:</b>	<b>Mark Byrne, Manager Utilities</b>	
<b>Attachments:</b>	1. Acceptance of Waste from outside Armidale Regional Council Local Government Area - Draft	

### **1. Purpose**

The purpose of this report is to place the draft Acceptance of Waste from Outside of Armidale Regional Council's Local Government Area Policy on public exhibition. This policy outlines the Council's responsibilities for managing waste from outside the ARC LGA.

### **2. OFFICERS' RECOMMENDATION:**

That Council:

- a. Endorse the draft Acceptance of Waste from Outside of Armidale Regional Council's Local Government Policy for public exhibition until Monday 26 July 2021.
- b. Receive a further report at the end of the exhibition period.

### **3. Background**

This Policy is to define Armidale Regional Council's (ARC) position on the acceptance of waste from outside its Local Government Area (LGA) from both regulated and non-regulated areas. This is to regulate the circumstances under which waste from outside the LGA will be accepted at any of Council's Waste Transfer Facility.

The main objectives of this policy are to:

- ensure that commercial sized loads of waste from outside ARC's LGA are not accepted for landfilling without a prior written agreement with the dispatching agency.
- preserve the capacity of ARC's landfill for waste generated within the LGA.

### **4. Discussion**

In accordance with the Protection of the Environment Operations (POEO) Act 1997, licensed waste facilities in NSW within a designated 'regulated area' are required to pay a contribution for each tonne of waste received at those facilities, referred to as the 'waste levy'. If a Council in a non-regulated area receives waste from a regulated area it is required to have the necessary administrative and reporting systems to collect and record the applicable waste levy. The liability for the levy rests with the licensee of the facility where the waste is disposed, even if that facility is outside the regulated areas of NSW.

Alternatively Councils can refuse waste from the regulated areas so as to avoid the administrative burden of collecting and recording the applicable waste levy. The Office of Environment and Heritage recommends that if a Council is not willing to accept waste from regulated areas, then it is prudent that a policy to that effect is developed. This should focus on

the refusal of waste and the recording of vehicles attempting to deposit that waste in order to minimise the risk of the unlawful disposal of waste.

In addition, the landfilling of waste from outside the region will shorten the lifespan of the Armidale Regional Landfill and bring forward the time when new cells, and a new landfill will have to be constructed. It is therefore important that any agreement to accept this waste is carefully examined and rigorously applied so as to minimise the volume of external waste deposited in the Armidale Regional Landfill.

Waste from outside the LGA should not be accepted unless there is an agreement in writing with the Council or other private operator transporting the waste from a non-regulated area. It should however be noted that small trailer or utility sized loads of waste from areas close to the Armidale Regional Council boundary, for instance Uralla or Invergowrie, will still be accepted, as will commercial sized loads from Armidale businesses doing work outside the boundary who have an account with Council.

Waste from regulated areas of NSW will not be accepted, either directly from the Council of the regulated area, or by waste transporters bringing waste from the regulated area in question. The above objectives can be exempted when an incident or emergency, as set out by the NSW State Emergency Waste Sub Plan, requires Council to take waste not normally considered acceptable.

## **5. Implications**

### **5.1. Strategic and Policy Implications**

CSP Environment – E1.3 – Work with local emergency management agencies and committees to plan for the management of natural disasters

Sustainability – E2.2 – Supply waste and recycling services, and environmentally responsible waste disposal facilities together with education programs to reduce waste and increase recycling.

### **5.2. Risk**

The risk of taking waste from other LG areas is that it can minimise the capacity of the Armidale Regional Councils' Landfill reducing its lifespan.

### **5.3. Sustainability**

Managing our own waste in a manner that reduces general waste and promotes recycling to minimise waste to landfill.

### **5.4. Financial**

Budget Area:	Utilities - Waste						
Funding Source:	General Fund - Waste						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

There are no budget implications by adopting and following this policy.

**6. Consultation and Communication**

The policy will be placed on Public Exhibition for a period not less than 28 days, seeking input from the community.

**7. Conclusion**

The public exhibition of this policy will invite community input into the revision of the existing policy. Once the exhibition period is finished a further report will be submitted to Council.

The proposed Policy gives a clear direction that Armidale Regional Council is equitably and sustainably managing its Waste for current and future generations. Any exceptions to the non-recieval of waste from outside the LGA will be by exemption. Including waste generated in natural disasters following a request from the NSW Government to take waste generated by emergencies from outside our LGA.



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<b>Item:</b>	<b>11.1</b>	<b>Ref: AINT/2021/18606</b>
<b>Title:</b>	<b>BCRRF Council led Community Grants - Applicant assessment notification</b>	<b>Container: ARC21/4614</b>
<b>Responsible Officer</b>	<b>Manager Strategic Communications and Marketing</b>	
<b>Author:</b>	<b>Tom Bower, Recovery Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

### **1. Purpose**

**To advise Council of the recommended recipients for the Bushfire Community Recovery and Resilience Fund (BCRRF) Community Grants (\$5,000.00 cash grant) that have been selected by an ARC panel. 2. OFFICERS' RECOMMENDATION:**

- a. That Council approve the recommended applicants provided in this report for the BCRRF Council led Community Grants.
- b. That the remaining funds of \$24,223.00 be reallocated to projects as determined by the General Manager that meet the goals of the grants program guidelines in supporting communities overcome the social impact of the 2019/2020 bushfires and/or locally led community recovery and resilience activities.

### **3. Background**

The BCRRF Council led Community Grants were developed and included in the project list utilising BCRRF Stream 1 Funding. There were 13 x \$5,000 grants available. Applications were open from 3 May to 31 May 2021. The grants were advertised via the following channels; Social media, Radio promotion, Council E-News and Media Releases from both Armidale Regional Council and via Member for Northern Tablelands, Hon Adam Marshall's social media platforms and website media release. A total of 11 applications were received. 9 applicants were deemed eligible and are recommended for funding.

The purpose of the program was to support communities overcome the social impacts of the bush fires from 31 August 2019 onwards, improve community capacity and capability to respond to future disasters address the needs of vulnerable groups in disaster recovery. The grants were to provide opportunity for community groups and non for profit organisations to meet these guidelines needs in supporting the community that has been impacted by the bushfires of 2019/2020.

### **4. Discussion**

The recommended successful applicants are as follows:

1. Ben Lomond Landcare Group
2. Armidale Veteran Golfers Association
3. Bald Blair Public School P&C Association
4. Armidale Gymnastics Club
5. Lower Creek LAC
6. Chandler School P&C
7. Ebor Public P&C

8. Armidale Family Support Service
9. Armidale Community Radio Inc

The two applications that are not recommended for funding were considered ineligible due to the following reasons:

- Activities were scheduled outside the LGA
- A community group being successful for the same application through the Armidale Regional Council's 2021 Community Connectivity Grants

Should the above recommendations be adopted, there will be \$24,223.00 remaining in the program. It is recommended that these funds are reallocated to projects that meet the original intention of the grants program to support communities overcome the social impact of the 2019/2020 bushfires and/or locally led community recovery and resilience activities. This would require a scope adjustment made to the funding body to request this alteration.

## 5. Implications

### 5.1. Strategic and Policy Implications

The funding grants links back to the following community strategic plan outcomes:

Environment and Infrastructure | Community Outcome 2:

- *The community can participate in initiatives which contribute to a sustainable lifestyle*

Growth, Prosperity and Economic Development | Community Outcome 4:

- *Economic development is supported through new initiatives, innovation and additional resources to assist growth of business and industry*

Leadership for the Region | Community Outcome 1:

- *The community is engaged and has access to local representation*

Our People and Community | Community Outcome 3:

- *Services are provided to ensure inclusiveness and support the vulnerable members of our community*

### 5.2. Risk

Reputational risk: Assessment of the BCRRF Community Grants applications was carried out by the assessment panel, comprised of Armidale Regional Council's Mayor, Dr Ian Tiley, Recovery Officer, Mr Thomas Bower and the Events and Administration Coordinator, Ms Anna Stevenson. Assessment was in accordance with the guidelines and eligibility criteria.

### 5.3. Sustainability

This program allows community groups and non for profits the opportunity to promote more efficient and improved recovery and resilience delivery through collaboration, upgrade to disaster management services and information services.

### 5.4. Financial

Budget Area:	Strategic Communications and Marketing							
Funding Source:	Resilience NSW's BCRRF Stream 1 Funding							
Budget Ref:	Descriptio	Approve	Actual	Committ	Proposed	Total Forecast	Remaining	

(PN)	n	d Budget		ed		Expenditur e	Budget
AOF001007	BCRRF Communit y Grants	\$65,000	\$40,777			\$40,777	\$24,223

Funding for the grants will be accessed from Resilience NSW's BCRRF Stream 1 Funding as per agreed project delivery list.

#### **6. Consultation and Communication**

Local community members were engaged and the grants scheme promoted to community groups and non for profits via various direct and indirect channels. This is discussed

#### **7. Conclusion**

The above list of grant recipients met the required suitability criteria and is recommended by the assessment panel for endorsement by Council.

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<b>Item:</b>	<b>11.2</b>	<b>Ref: AINT/2021/17935</b>
<b>Title:</b>	<b>Public Art Policy - For Adoption (Post Public Exhibition)</b>	<b>Container: ARC18/2995</b>
<b>Responsible Officer</b>	<b>Manager Strategic Communications and Marketing</b>	
<b>Author:</b>	<b>Aimee Hutton, Coordinator Libraries, Museums and Visitor Information Centre</b>	
<b>Attachments:</b>	1. Public Art Policy	

### **1. Purpose**

The purpose of this report is to recommend to Council to formally adopt the Public Art Policy

### **2. OFFICERS' RECOMMENDATION:**

That Council adopt the Public Art Policy.

### **3. Background**

At its April 2021 Ordinary Council Meeting, Council resolved to place the Draft Public Art Policy on public exhibition.

Immediately following this meeting the Draft Public Art Policy was placed on public exhibition for 28 days. During this time no submissions were received.

### **4. Discussion**

This policy was reformatted to reflect Armidale Regional Council branding and formatting guidelines. The policy has also been refined and adjusted to adopt recommended practice.

The objective of this policy is to provide a framework for planning and decision making in relation to the commissioning and acquisition of public art, as well as its ongoing maintenance and care.

### **5. Implications**

#### **5.1. Strategic and Policy Implications**

Adoption of this policy will ensure all public art proposals are handled uniformly and in line with set objectives. It also seeks to inform the community of Council's objectives in relation to public art.

#### **5.2. Risk**

The adoption of this policy will reduce the risks associated with public art by providing a guiding document for Council officers when making decisions relating to commissioning, acquisition, ongoing care and maintenance of public art.

#### **5.3. Sustainability**

This policy will ensure due consideration is given before any new public art is installed, particularly in relation to any ongoing maintenance requirements and the financial implications it may have.

#### 5.4. Financial

Budget Area:	Libraries, Museums & Visitor Information Centre							
Funding Source:	Untied Revenue							
Budget Ref: (PN)	Description	Approved Budget	Actual YTD	Committed	Proposed	Total Forecast Expenditure	Remaining Budget	
220650.1.1380.333.2476	Materials (Public Art Fund)	\$5,000	\$0	\$0	\$5,000	\$5,000	0	

On the 24th March, 2021, Council resolved that the public art fund of \$5,000 be rolled over into the 2021/2022 financial year if it is not expended by 30 June 2021. Ref AINT/2021/06592 (ARC16/0217).

#### 6. Consultation and Communication

The Draft Public Art Policy was placed on public exhibition for a period of 28 days. No submissions were received during this time.

#### 7. Conclusion

Adoption of this policy will ensure the responsible and uniform management of all forms of public art across the region.

**Item:** 12.1 **Ref:** AINT/2021/17952  
**Title:** Access Advisory Committee - Minutes of meeting held 13 May 2021  
Container: ARC16/0524-3  
**Responsible Officer:** General Manager  
**Author:** Darren Schaefer, Manager Strategic Communications and Marketing  
**Attachments:** 1. Meeting Minutes Access Advisory Committee 13.05.2021

**RECOMMENDATION:**

That the Minutes of the Access Advisory Committee meeting held on 13 May 2021 be noted.

That the following recommendations be considered by Council:

- a. That Council update a list of disability contacts, and develop a process by which notification of future works to roads and footpaths are distributed to relevant disability groups and individuals 14 days prior to works commencing.
- b. Investigate the need for an additional accessible carpark outside One Connection offices at 89 Beardy Street.
- c. Investigate the need for accessibility works to be undertaken on Council owned land near Equestrian Centre on Kirkwood Street where the Riding for Disabled program is based.

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<b>Item:</b>	<b>12.2</b>	<b>Ref: AINT/2021/19292</b>
<b>Title:</b>	<b>Environmental Sustainability Advisory Committee - Minutes of meeting held 18 May 2021</b>	<b>Container: ARC16/0864</b>
<b>Responsible Officer</b>	<b>Manager Development and Regulatory Services</b>	
<b>Author:</b>	<b>Mandy McLeod, Sustainability Officer</b>	
<b>Attachments:</b>	1. Minutes - Environmental Sustainability Advisory Committee 18 May 2021	

**RECOMMENDATION:**

That the Minutes of the Environmental Sustainability Advisory Committee meeting held on 18 May 2021 be noted.

That the following recommendations from the Committee meeting be considered by Council:

- a. That the Committee review items from the 2021-2022 Council draft budget from the Climate Emergency Working Group report *A Framework for Climate Action*;
- b. That the Budget items that were successfully incorporated into the draft Budget be noted;
- c. That items that were initially costed for Councils draft Budget and that were removed due to Councils dire financial situation be noted.
- d. That the Incoming Council consider becoming a member of the Cities Power Partnership.
- e. That the Environmental Sustainability Advisory Committee will undertake a review of items designed to be undertaken by Air Quality Working Group.

There will be no Air Quality Working Group formed as there is such a short period of time during which this Council is still operating.

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<b>Item:</b>	<b>12.3</b>	<b>Ref: AINT/2021/17951</b>
<b>Title:</b>	<b>Community Wellbeing Committee - Minutes of meeting held 27 May 2021</b>	<b>Container: ARC16/1052</b>
<b>Responsible Officer</b>	<b>General Manager</b>	
<b>Author:</b>	<b>Darren Schaefer, Manager Strategic Communications and Marketing</b>	
<b>Attachments:</b>	<b>1. Meeting Minutes - Community Wellbeing Committee - 27 May 2021</b>	

**RECOMMENDATION:**

That the Minutes of the Community Wellbeing Committee meeting held 27 May 2021 be noted.

That the following recommendations be considered by Council:

- a. That Council work with Homes North to make representations to our State Member for assistance (via subsidy) to address the financial impact of drought and water pricing on the more vulnerable members of the community.
- b. The Council conduct desktop research via Real Estate Institute of Australia or via a local real estate agent in property management to understand if they have experienced an increase in rental arrears and evictions in the area.



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<b>Item:</b>	<b>12.4</b>	<b>Ref: AINT/2021/18538</b>
<b>Title:</b>	<b>Traffic Advisory Committee - Minutes of the meeting held 1 June 2021</b>	<b>Container: ARC16/0168-6</b>
<b>Responsible Officer</b>	<b>Director Businesses and Services</b>	
<b>Author:</b>	<b>Belinda Ackling, Personal Assistant</b>	
<b>Attachments:</b>	1. Minutes - Traffic Advisory Committee - 01 June 2021 2. Traffic Advisory Committee - Agenda for the meeting held 1 June 2021	

**RECOMMENDATION:**

That the Minutes of the Traffic Advisory Committee meeting held on 1 June be noted and that Council:

- a) Endorse the Special Event Transport Management Plan that was tabled at the meeting - Duval Dam Busters 50km Trial Run scheduled to be held Sunday 19 September 2021 on public road as per the risk assessment, and with the additional requirement to advise participants to run in single file.
- b) Deny the request to remove or extend the timed parking limits in Naughton Avenue in keeping with the Parking Strategic Plan and Council resolution 204/21.
- c) Endorse the installation of painted BB lines (Double Barrier lines) on the Kirkwood Street leg of the intersection with Canambe Street to help with the visual aspect of highlighting the centre of the road.
- a) Endorse the request to use two parking spaces adjacent to 122 Faulkner Street (the Old Library) as a work zone for the refurbishment of the Hub from June 2021 to the end of September 2021.
- b) Endorse the temporary relocation of the disability parking space adjacent to 122 Faulkner Street (the Old Library), closer to the taxi rank in conjunction with the work zone.

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<b>Item:</b>	<b>12.5</b>	<b>Ref: AINT/2021/18867</b>
<b>Title:</b>	<b>Sports Council Committee - Minutes of meeting held 9 June 2021</b> <b>Container: ARC16/0330</b>	
<b>Responsible Officer</b>	<b>Manager Roads and Parks</b>	
<b>Author:</b>	<b>Amy Biggs, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	1. Agenda - Sports Council - 09 June 2021 2. Minutes - Sports Council - 09 June 2021	

**RECOMMENDATION:**

- a) That the Minutes of the Sports Council Committee meeting held on 9 June 2021 be noted.
- b) That it be noted that the committee recommended Council commit funds from the Sports Council development levy fund (current balance of \$68,816 held by Council) to the following Sports Council Priority List projects:-
  - Rologas cricket storage shed - \$8000.00
  - Armidale Sportsground replacement of electronic scoreboard - \$15,000.00
  - Armidale Sportsground extension of Armidale District Cricket Association clubhouse - \$10,000.00

TOTAL FUNDING COMMITMENT: \$33,000.00

REMAINING IN FUND: \$35,816.00