



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 28 February 2018
1pm

at

Armidale Council Chambers

Members

Councillor Simon Murray (Mayor)
Councillor Dorothy Robinson (Deputy Mayor)
Councillor Peter Bailey
Councillor Jon Galletly
Councillor Diane Gray
Councillor Libby Martin
Councillor Andrew Murat
Councillor Debra O'Brien
Councillor Margaret O'Connor
Councillor Ian Tiley
Councillor Bradley Widders

AGENDA

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20	Close of Ordinary Meeting	

Item:	9.1	Ref: AINT/2018/02364
Title:	FOR DECISION: Community Engagement Strategy - Integrated Planning and Reporting - Community Strategic Plan and Delivery Program	Container: ARC16/0502
Author:	Heather Sills, Program Leader Corporate Planning and Performance	
Attachments:	1. Community Engagement Strategy - Community Strategic Plan - 2017/2018	

RECOMMENDATION:

That the Draft Community Engagement Strategy for the Integrated Planning and Reporting Framework be noted.

Background:

As the Community Strategic Plan (CSP) has recently been developed (adopted by Council 17 May 2017) through a thorough community engagement process, the Council's Community Engagement Strategy should focus primarily on developing a comprehensive Delivery Program to identify the activities that the Council will implement over its term to meet the objectives set out in the Community Strategic Plan.

The Delivery Program is a statement of commitment to the community from each newly elected Council. In preparing the Delivery Program, the Council is accounting for its stewardship of the community's long term goals, outlining what it intends to do toward achieving these goals during its term of office. This is an opportunity to identify and confirm the Council's key priorities and programs to be implemented.

The attached Strategy provides an outline for Council's proposed approach to the engagement for the development of the Delivery Program.

The Local Government Act 1993 states:

Delivery program – Section 404

(1) A council must have a program (its "delivery program") detailing the principal activities to be undertaken by the council to implement the strategies established by the community strategic plan within the resources available under the resourcing strategy.

(2) The delivery program must include a method of assessment to determine the effectiveness of each principal activity detailed in the delivery program in implementing the strategies and achieving the strategic objectives at which the principal activity is directed.

(3) The council must establish a new delivery program after each ordinary election of councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election.

(4) A draft delivery program must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by the council before the delivery program is adopted by the council.

Community Connect

As the CSP has recently been adopted through an extensive engagement process the focus in terms of engagement is on Community Connect. The CSP provides a vehicle for the community to express its long term aspirations. However, these aspirations will not be achieved without

sufficient resources – time, money, assets and people – to carry them out.

Following on from the development of the CSP there is a requirement for Council to work with the community on defining Services Levels and developing the Resourcing Strategy.

There is an important discussion with the community around service levels and what role the community wants Council to provide in the community. Following on from amalgamation Council recognises the need to harmonise levels of services, rates and fees and charges across the region. There is also a clear need to develop an equitable framework for revenue collection and service delivery.

The Community Connect project addresses these issues and helps to develop the Resourcing plan.

Understanding these issues will directly inform the long term financial plan, the workforce management plan and the asset management plans.

Key Issues and Risks

Plans that are not integrated and instead are developed in isolation will result in inadequate resourcing.

Integrated Planning and Reporting Framework

Section 402 of the *Local Government Act 1993* outlines that:

*Section (4) "The council must establish and implement a strategy (its "**community engagement strategy**"), based on social justice principles, for engagement with the local community when developing the community strategic plan."*

Section (5) "Following an ordinary election of councillors, the council must review the community strategic plan before 30 June following the election. The council may endorse the existing plan, endorse amendments to the existing plan or develop and endorse a new community strategic plan, as appropriate to ensure that the area has a community strategic plan covering at least the next 10 years."

Stakeholder Engagement

The Community Engagement Strategy outlines the stakeholder engagement process that will be undertaken.

Financial Implications

The results of the Community Engagement Strategy will inform Council's Resourcing Strategy (including the Long Term Financial Plan, Asset Management Plans, and Workforce Plan). It will also provide the new Council with relevant information in preparation of their Delivery Program and annual Operational Plan and Budget.

Next Steps

Following the endorsement of the Community Engagement Strategy, the engagement activities detailed within will commence.

28 February 2018 – Adoption of Community Engagement Strategy

March 2018 – Engagement Period

6 March 2018 – Councillor Workshop on Integrated Planning and Reporting

- April 2018 – Preparation of Draft Delivery Program 2018-2022 and Operational Plan 2018-2019
- 9 May 2018 – Draft Delivery Program and Operational Plan presented to Councillor Workshop
- 23 May 2018 – Draft Plans endorsed for Public Exhibition at Ordinary Council Meeting
- 27 June 2018 – Adoption of Community Strategic Plan, Delivery Program, Operational Plan, and associated documents at the Ordinary Council Meeting.

Item: 9.2 **Ref:** AINT/2018/03092
Title: FOR DECISION: Quarterly Budget Review Statement Second Quarter 2017-2018 **Container:** ARC17/1519
Author: Keith Lockyer, Service Leader Finance and Information Technology
Attachments: 1. QBRs_1718 2nd qtr

RECOMMENDATION:

- a) That Council note the Second Quarter Budget Review Statement and adjustments for the 2017-2018 financial year.
- b) That Council adopt the total net increase in budget expense for second quarter totalling \$ 801,803 as listed in the report for capital and operating.
- c) Council vote the budget changes.

Reduction In Ordinary operating Income	
Regulatory Charges Development	\$ 295,188.00
Interest Income	\$ 455,345.00
Increase in Operation Grants	
RMS Roundabout Grants	\$ (2,000,000.00)
Increase in ordinary operating Expenditure	
RMS Roundabout	\$ 2,000,000.00
Consultancies and Contracts Revoted Merger Projects from 2016/17	\$ 2,600,000.00
Capital Income	
Increase In Grant Income recieved 2017-18 for Grants budgeted for In prior year	
Kolora	-\$ 1,000,000.00
Airport	-\$ 4,785,654.99
Increase in Grants Received	
State Grants Roads	-\$ 430,496.60
State Operating Grant	-\$ 32,578.00
Reduction in Grants	
Bridges Grant	\$ 2,400,000.00
Capital Expenditure	
Increase in Kolora Construction Original Budget \$6.2 mill to Match Contract approved of 7.1 mill	\$ 900,000.00
Increase In Kolora Construction Budget for additional work to commission	\$ 400,000.00
NET CHANGE TO BUDGET - INCREASE IN COST OF	\$ 801,803.41

Background:

Council resolved at the first Quarter budget review a net cash flow out adjustment of **\$136,106** be approved with a request ***“that staff be instructed to achieve a break even budget result by 30 June 2018”***. The following table lists the adjustments made to both first \$136,106 and second \$801,803 quarters to from the original budget totalling \$937,910 cash out.

	First Quarter	Second Quarter	Total Changes to Original Budget
Increase in Income from Operations			
Rates - Ordinary	-\$114,000		-\$114,000
Annual Charges	-\$559,894		-\$559,894
RMS Grant		-\$2,000,000	-\$2,000,000
Reduction in Income from Operations			
Regulatory Charges Development		\$295,188	\$295,188
Interest Income		\$455,345	\$455,345
Total Change to Income	-\$673,894	-\$1,249,467	-\$1,923,361
Increase in Expenses in Operations			
Employee Costs - Salaries	\$ 470,000		\$470,000
Employee Costs - Other	\$ 170,000		\$170,000
Consultancies and Contracts Revoted Merger Projects from 2016/17 Into 2017/18 Budget		\$ 2,600,000.00	\$2,600,000
Airport Roundabout		\$ 2,000,000.00	\$2,000,000
Total Change to Expenses	\$ 640,000	\$ 4,600,000	\$5,240,000
Net Change Operating Result	\$ (33,894)	\$ 3,350,533	\$ 3,316,639
Transfers from Reserve			
Section 94 Trasfer From Reserve	-\$170,000		-\$170,000
Merger Funds Transfer from Reserve		-\$2,600,000	-\$2,600,000
Capital Income			
Contributions for Cluny Road	-\$40,000		-\$40,000
Grants for Kolora Received		-\$1,000,000	-\$1,000,000
Grants for Airport Received		-\$4,785,656	-\$4,785,656
State Grants Roads		-\$430,496	-\$430,496
State Operating Grants		-\$32,578	-\$32,578
Reduction In Bridges Grant Application		\$2,400,000	\$2,400,000
Capital Expense			
Cluny Road	\$210,000		\$210,000
Increase to Kolora Budget in line with Endorsed Funding		\$900,000	\$900,000
Increase to Kolora Budget due to commissioning Expenses		\$400,000	\$400,000
	\$0	-\$5,148,730	-\$5,148,730
			\$0
Net (INCREASE) / DECREASE to TOTAL BUDGET	\$ (33,894.00)	\$ (1,798,196.60)	\$ (1,832,090.60)
Net Change to Cash Flow Postion CASH OUT / (CASH IN)	\$ 136,106	\$ 801,803	\$ 937,909

Management are currently reviewing operations and looking to present to Council options around what can be adjusted to achieve a balanced result to original adopted budget as per resolution by 30 June 2018.

SECOND QUARTER BUDGET REVIEW

Section 203 (1) of the Local Government Regulation (General) 2005 requires Council's Responsible Accounting Officer to prepare and submit a Quarterly Budget Review Statement (QBR) to Council within two months from the end of each quarter.

Council's financial position is satisfactory, having regard to the original estimate of income and expenditure and the \$2.6 Mill Revote of merger expenses from the previous year resulting in a net change of \$802k for operating and capital combined.

FINANCIAL REPORT AS AT 31 DECEMBER 2017	GENERAL FUND TOTAL	WATER FUND TOTAL	SEWER FUND TOTAL
	(000)	(000)	(000)
OPERATING			
ORIGINAL Budgeted Operating Result	\$ 4,296	\$ (1,101)	\$ (701)
Q1 REVISED FORCAST Budget Operating Result	\$ 4,262	\$ (1,101)	\$ (701)
Net (Increase) /Decrease in Operating Deficit From 1st qtr	\$ (3,351)	\$ -	\$ -
Q2 REVISED Budget Operating Result	\$ 7,613	\$ (1,101)	\$ (701)
CAPITAL			
ORIGINAL Budgeted Operating Result	\$ 28,543	\$ 2,836	\$ 2,332
Q1 REVISED Capital Budget Operating Result	\$ 28,713	\$ 2,836	\$ 2,332
Net (Increase) Decrease In Capital	\$ 2,549	\$ -	\$ -
Q 2 Revised Forcast Capital Result	\$ 26,164	\$ 2,836	\$ 2,332
NET CASH BUDGET DEFICIT (SURPLUS)	\$ 22,731	\$ (1,008)	\$ (56)
CASHFLOW			
CASH INCREASE (DECREASE)			
ORIGINAL BUDGET	\$ (21,793)	\$ 1,008	\$ 56
Q1 BUDGET REVISED	\$ (21,929)	\$ 1,008	\$ 56
Q2 BUDGET REVISED	\$ (22,731)	\$ (2,743)	\$ (1,687)
Q2 BUDGET CHANGE (NET DECREASE) INCREASE IN CASH APPLIED	\$ 802	\$ -	\$ -

The main contributing components to the \$802k are the reduction in income being received from Regulatory Fees and Interest Income on Investments of \$750k.

Detailed QBRs for December is attached.

FINANCIAL REPORT AS AT 31 DECEMBER 2017	GENERAL FUND TOTAL	WATER FUND TOTAL	SEWER FUND TOTAL
	(000)	(000)	(000)
OPERATING			
REVENUE			
ORIGINAL BUDGET	\$ (45,218)	\$ (9,744)	\$ (6,522)
BUDGET REVISED SECOND QUARTER	\$ (45,142)	\$ (9,744)	\$ (6,522)
<u>BUDGET CHANGE</u>	\$ 751	\$ -	\$ -
BUDGET FIRST QUARTER	\$ (45,892)	\$ (9,744)	\$ (6,522)
Salaries and Wages			
ORIGINAL BUDGET	\$ 15,730	\$ 1,101	\$ 982
BUDGET REVISED SECOND QUARTER	\$ 16,200	\$ 1,101	\$ 982
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
BUDGET FIRST QUARTER	\$ 16,200	\$ 1,101	\$ 982
Employee Oncosts Recovery			
ORIGINAL BUDGET	\$ 1,151	\$ 579	\$ 423
BUDGET REVISED SECOND QUARTER	\$ 1,321	\$ 579	\$ 423
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
BUDGET FIRST QUARTER	\$ 1,321	\$ 579	\$ 423
Fixed Costs			
ORIGINAL BUDGET	\$ 15,319	\$ 1,795	\$ 1,034
BUDGET REVISED SECOND QUARTER	\$ 15,319	\$ 1,795	\$ 1,034
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
BUDGET FIRST QUARTER	\$ 15,319	\$ 1,795	\$ 1,034
Variable Expenses			
ORIGINAL BUDGET	\$ 9,326	\$ 541	\$ 401
BUDGET REVISED SECOND QUARTER	\$ 11,926	\$ 541	\$ 401
<u>BUDGET CHANGE</u>	\$ 2,600	\$ -	\$ -
BUDGET FIRST QUARTER	\$ 9,326	\$ 541	\$ 401
Internal Transactions			
ORIGINAL BUDGET	\$ (3,056)	\$ 1,884	\$ 1,294
BUDGET REVISED SECOND QUARTER	\$ (3,056)	\$ 1,884	\$ 1,294
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
BUDGET FIRST QUARTER	\$ (3,056)	\$ 1,884	\$ 1,294
Depreciation Infrastructure Property Plant & Equipment			
ORIGINAL BUDGET	\$ 11,046	\$ 2,743	\$ 1,687
BUDGET REVISED SECOND QUARTER	\$ 11,046	\$ 2,743	\$ 1,687
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
BUDGET FIRST QUARTER	\$ 11,046	\$ 2,743	\$ 1,687
ORIGINAL Budgeted Operating Result	\$ 4,296	\$ (1,101)	\$ (701)
Q1 REVISED FORCAST Budget Operating Result	\$ 4,262	\$ (1,101)	\$ (701)
Net (Increase) /Decrease in Operating Deficit From 1st qtr	\$ (3,351)	\$ -	\$ -
Q2 REVISED Budget Operating Result	\$ 7,613	\$ (1,101)	\$ (701)

FINANCIAL REPORT AS AT 31 DECEMBER 2017	GENERAL FUND TOTAL	WATER FUND TOTAL	SEWER FUND TOTAL
	(000)	(000)	(000)
CAPITAL			
CAPITAL INCOME			
ORIGINAL BUDGET	\$ (7,948.40)	\$ (200.00)	\$ -
BUDGET REVISED	\$ (11,837.13)	\$ (200.00)	\$ -
<u>BUDGET CHANGE</u>	\$ (3,888.73)	\$ -	\$ -
BUDGET FIRST QUARTER	\$ (7,988.40)	\$ (200.00)	\$ -
CAPITAL Infrastructure Property Plant & Equipment			
ORIGINAL BUDGET	\$ 34,316.33	\$ 2,874.00	\$ 2,332.00
BUDGET REVISED	\$ 35,826.33	\$ 2,874.00	\$ 2,332.00
<u>BUDGET CHANGE</u>	\$ 1,510.00	\$ -	\$ -
BUDGET FIRST QUARTER	\$ 34,526.33	\$ 2,874.00	\$ 2,332.00
LONG-TERM DEBT REPAYMENT			
ORIGINAL BUDGET	\$ 2,174.72	\$ 161.53	\$ -
BUDGET REVISED	\$ 2,174.72	\$ 161.53	\$ -
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
BUDGET FIRST QUARTER	\$ 2,174.72	\$ 161.53	\$ -
ORIGINAL Budgeted Operating Result	\$ 28,543	\$ 2,836	\$ 2,332
Q1 REVISED Capital Budget Operating Result	\$ 28,713	\$ 2,836	\$ 2,332
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CASH INCREASE (DECREASE)			
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Q1 BUDGET REVISED	\$ (21,929)	\$ 1,008	\$ 56
Q2 BUDGET REVISED	\$ (22,731)	\$ (2,743)	\$ (1,687)
Q2 BUDGET CHANGE (NET DECREASE) INCREASE IN CASH APPLIED	\$ 802	\$ -	\$ -

Key Issues and Risks

The 2016/17 financial statements have been completed but cash balances and updated.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

L2 – Council exceeds community expectations when managing its budget and operations

L2.1 – Financial sustainability is maintained through effective short and long term financial management

L2.1.1 – Monitor and review achievement of Financial Strategy.

Stakeholder Engagement

Service Leaders have reported all known material variations to the Responsible Accounting Officer (RAO) during the period and ELT meet monthly to review the financial changes.

Financial Implications

The following adjustments for the second quarter are reflected in the budget to align with forecasted actual and seek Council approval.

Operating Deficit 1st Quarter	\$ 4,262,485.49
New Operating Budget Deficit 2nd qtr	\$ 7,613,018.49
Capital Deficit 1st Qtr	\$ 28,712,653.00
New Capital Budget Deficit 2nd qtr	\$ 26,163,923.41
NET CHANGE TO BUDGET - INCREASE IN COST OF	\$ 801,803.41

Significant changes to budget Expenditure include;

- The Kolora project was constructed over 2 years. Adjustments were necessary to the Kolora Budget in 2017/2018 to align with the Council adopted contractual commitment in 2016/2017.
- Adjustment to Kolora project for additional costs to commission and meet required standards.
- Adjustment to Bridges Grant due to reduced amount following application confirmation.
- Airport Funding for Roundabout that was confirmed in 2017 after original budget was adopted

Other changed to operating include the transfers from Cash reserves.

- Merger Projects funded in 2016/2017 now being completed in 2017/2018.

Next Steps

1. Adjustments to be posted to the Ledger.
2. Options Paper to be presented to Council for consideration to achieve a balanced result by 30 June.

Item: 10.1 **Ref:** AINT/2017/21337
Title: FOR DECISION: Waive Fees for CWA Conference use of Armidale Town Hall **Container:** ARC17/2218
Author: Anthony Broomfield, Program Leader Tourism, Marketing and Events
Attachments: Nil

RECOMMENDATION:

That Council:

- a) **Acknowledges the work of the CWA Northern Tablelands Group in bringing the 2018 CWA State Conference to Armidale, 30 April – 5 May 2018.**
- b) **Provides the Town Hall facilities for use by CWA Northern Tablelands Group for the period 4 May – 7 May (inclusive) 2018.**
- c) **Waives all fees and charges associated with the use of the Town Hall for the period 4 May – 7 May (inclusive) 2018.**

Background:

Due to the hard work and dedication of the local branch of the Country Women's Association (CWA Northern Tablelands Group) organising committee Armidale will host the CWA "Autumn in the High Country" State Conference, 30 April – 5 May 2018. With 600-800 delegates plus partners this is a significant conference for the region on many levels.

The CWA Northern Tablelands Group organising committee would like to utilise the Town Hall to promote the work of their group and to sell handicrafts, afternoon teas and promote their branch.

Key Issues and Risks

To be supportive of the local organising committee to whom council is indebted. It is proposed that the CWA would have access to the Town Hall kitchen.

Integrated Planning and Reporting Framework

Community Strategic Plan – Growth, Prosperity and Economic Development

G3 – The visitor economy generates additional revenue and employment to boost the local economy and creates opportunities for more vibrant cultural activities.

Stakeholder Engagement

Council is working to support the organising committee on many fronts including traffic management plans, partner activity schedules, and public awareness amongst residents to ensure delegates and their partners receive a friendly welcome.

Financial Implications

The estimated value in waived council revenue is \$1,750 ex GST. This is deemed minimal when compared to the economic injection the 600-800 delegates plus partners will bring to the region.

Next Steps

Council's tourism officers continue to work with the conference organising committee in progressing plans.

Item: 10.2 **Ref:** AINT/2018/03366
Title: FOR INFORMATION: Invitation for Armidale Regional Council to Participate in the TfNSW Regional Automated Vehicle Trials **Container:** ARC16/0745-3
Author: Lindsay Woodland, Group Leader Organisational Services
Attachments: 1. Easy Mile Automated Vehicle Proposal

RECOMMENDATION:

That Council note ARC's proposal to submit an Expression of Interest to the Transport for NSW Regional Automated Vehicle Trials.

Background:

On 1 December 2017, the NSW Government opened expressions of interest and announced Transport for NSW (TfNSW) is seeking to provide seed funding and partner with industry, researchers, local councils and businesses to develop and co-deliver a number of connected and automated vehicle trials across regional NSW.

Lessons that participants of the trial collectively learn from these trials will help to identify and implement new, creative and better ways to deliver transport to our customers. It will also help industry develop technology, products and services that can be deployed to deliver improved mobility for customers.

Participation in the trial presents an opportunity for Armidale Regional Council to be at the forefront of developments in Automated Vehicle technology and future modes of transport. Council proposes to submit an expression of interest application to participate in the trial in partnership with UNE, Easy Mile (provider of the automated vehicle shuttle bus), and Transdev (a global transport provider).

Council will collaborate with regional stakeholders including UNE, local transport operators, and Chambers of Commerce to determine the scope and details of the proposed trial. ARC is collaborating with UNE and discussing the potential for a contribution from the university toward the trial. It is envisaged that part of the trial will take place on the UNE Campus. A range of trial routes across Armidale and potentially Guyra will be considered.

Key Issues and Risks

Community Safety will be a key risk that will need to be managed carefully in the establishment and running of the trial. The automated vehicle will have an operator on board at all times throughout the trial period to ensure the safety and security of passengers and the community.

ARC will also work with local transport providers to ensure that the services provided through the trial period to ensure that we focus on augmenting existing services and not conflict with them. A meeting with Edwards buses is being set up to ensure that this important stakeholder is aware of the automated vehicle trial and any potential conflicts can be avoided. Council will also explore opportunities for Edwards to participate in the trial.

Integrated Planning and Reporting Framework

This initiative supports 6.4 of the Community Strategic Plan: Economic Development is supported through new initiatives, innovation and additional resources to assist the growth of businesses and industry; and 6.5: The Community has access to transport which enables connectivity both locally and outside of the region. It also will be part of Armidale Regional Councils Greenprint for a more sustainable future for our region.

Stakeholder Engagement

UNE will be a key stakeholder and discussions with them about participation in the trial and potential for a contribution have commenced.

Engagement with Edwards buses as identified above is underway.

Financial Implications

The trial period is expected to be up to two years with a total estimated cost of ~\$900,000 of which ARC is expected to contribute \$100,000 to the trial – to cover the depreciated purchase price of the automated vehicle which will be owned by ARC once the trial is completed. The \$100,000 commitment will not be required until the trial is completed in 2020.

Next Steps

The application for the expression of interest will need to be lodged by 19 March 2018. Consultation with key stakeholders and partners will be undertaken over that time. A briefing meeting with Transport for NSW has been set for 1 March 2018.

Item:	11.1	Ref: AINT/2018/03071
Title:	FOR DECISION: Stronger Communities Fund - Balance of Major Projects Fund	Container: ARC16/0001-3
Author:	Rob Shaw, Service Leader Roads and Parks	
Attachments:	Nil	

RECOMMENDATION:

That Council confirms the resolution of 17 May 2017, that the quarantined funding of \$440,000 and any other unspent funds from the \$9 million Stronger Communities (Major Projects) Fund be allocated to the upgrade of Rockvale Road.

Background:

In November 2017 the NSW Government announced funding of \$440,000 for upgrade of Kempsey Road.

At the December Council meeting there was discussion concerning the use of the amount of \$440,000 which had been quarantined in the event that the Fixing Country Roads application was unsuccessful.

This report considers what options are open to Council for utilising the quarantined funds.

Stronger Communities Fund – Major Projects Program

When the former Armidale Dumaresq and Guyra Shire Councils merged to form Armidale Regional Council in May 2016, the NSW Government provided Stronger Communities funding of \$10 million to be spent on :-

1. A Community Grant Program, allocating up to \$1 million in grants of up to \$50,000 each to incorporated not-for-profit community groups, and
2. Major Projects Program, allocating all remaining funding to larger scale priority infrastructure and services projects that deliver long term economic and social benefits to the community.

Balance of funds to be allocated

The Stronger Regions Assessment Panel was established and by May 2017 Council had fully allocated the available funds under both Programs, with the exception of an amount of \$440,000 which had been quarantined from the Major Projects Program to make up the total required for Kempsey Road upgrade in the event that Council's application for funding under the Fixing Country Roads Program was unsuccessful.

On 17 May 2017, Council RESOLVED:-

1.3 Quarantined Funding

Should the quarantined funding of \$440,000 not be required to be expended on the Kempsey Road project and any unspent contingency funds from the \$9 million Major Projects Fund be allocated to the Rockvale Road project.

In November 2017 advice was received from the NSW Government that Council's application for 50% contribution to Kempsey Road, an amount of \$440,000, was approved under the Fixing Country Roads Program. Therefore the quarantined funding is not required for Kempsey Road.

Council can either proceed with its resolution to allocate the quarantined and unspent funds to Rockvale Road, or reconsider its options.

Process required to change allocation of balance of funds

Council's Acting Governance Officer has advised that any amendment to the adopted projects would require the following governance steps:-

1. Undertake community consultation
2. Refer projects to the Stronger Communities Assessment Panel
3. Submit minutes and recommendations of the Panel to Council for adoption
4. OLG to be advised of any changes

It is important to note that should Council wish to deviate away from the targeted project then the above process must be followed.

Project options for the quarantined funds

1. Upgrade of timber bridges – to supplement existing funding and allow another two or three timber bridges to be upgraded, or
2. Upgrade of local roads other than Rockvale Road – eg Baldersleigh Rd or Dumaresq Rd which are the next priorities after Rockvale Rd, or
3. Upgrade the Recreation Reserve at Dumaresq Dam, or
4. Confirm Council's previous resolution to allocate the remaining funds to Rockvale Rd.

The recommendation is to allocate the funding to Rockvale Road. This option is expedient, consistent with the original Council (and Stronger Communities Assessment Panel) resolution and in accordance with the priorities for upgrading of unsealed roads in the adopted Roads Strategy.

Item: 12.1 **Ref:** AINT/2017/21338
Title: FOR DECISION: Establishment of New England Joint Organisation
Container: ARC16/0607
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: Nil

RECOMMENDATION:

That Council in accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Armidale Regional Council (Council) resolves:

- a) **That the Council informs the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor, the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution.**
- b) **To approve the inclusion of the Council's area in the Joint Organisation's area.**
- c) **That the Joint Organisation be established to cover the Council's area and any two or more of the following Council areas: Glen Innes Severn Council, Inverell Shire Council, Moree Plains Shire Council, Tenterfield Shire Council and Uralla Shire Council.**
- d) **That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:**
 - (i) **with a copy of this resolution including the date on which Council made this resolution, and**
 - (ii) **informs the Minister that this resolution has not been rescinded, for the purpose of the Minister issuing a certificate under section 400P of the Act.**

Background:

The Local Government (Amendment) Regional Joint Organisations Act 2017 was assented to on 30 November 2017, allowing Councils in regional NSW to voluntarily create new Joint Organisations (JO) in 2018.

The legislation provides for:

- the constitution of the joint organisations
- the functions and operation of the JOs
- the area of the JO to consist of at least 2 council areas
- the constitution of the JO as a body corporate
- the establishment of principal functions of strategic regional priorities, provide regional leadership and identify and take up opportunities for inter-governmental co-operation on regional matters
- the making of decisions through a Board structure, comprising the Mayor of each council and one additional representative. A Charter is to be prepared and adopted by the Board.

Council resolved on 13 December 2017 to endorse the formation of a New England Joint Organisation and approved of Council becoming a member of the JO. A further resolution is now required in line with the proforma wording developed by the Office of Local Government.

Key issues and Risks

A JO will provide a more structured, permanent way for local councils, State agencies and other interested groups to collaborate. Each region will decide its own priorities, working on short and long term projects such as attracting a new industry to the region or improving the health of a river system. By putting their resources together and focusing on the unique challenges and strengths of their whole region, JO members can drive better outcomes for local residents.

Councils have the flexibility to design a joint organisation that best suits the needs of their region as long as it meets key design criteria, including the alignment with one of the state's planning regions.

The New England North West planning boundary takes in twelve (12) local government areas and takes in the NSW State electorates of Barwon, Northern Tablelands, Tamworth and Upper Hunter. The Northern Tablelands electorate predominately takes in the seven (7) LGAs of Tenterfield, Inverell, Gwydir, Glen Innes, Armidale, Uralla and Walcha.

JO boundaries should:

- align with, or 'nest' within one of the State's planning regions
- demonstrate a clear community of interest between member councils and regions
- not adversely impact on other councils or JOs, for example, leaving too few councils to form a JO
- be based around a strong regional centre or centres
- be of an appropriate size to partner with State, Commonwealth and other partners
- Consistent with previous Government decisions

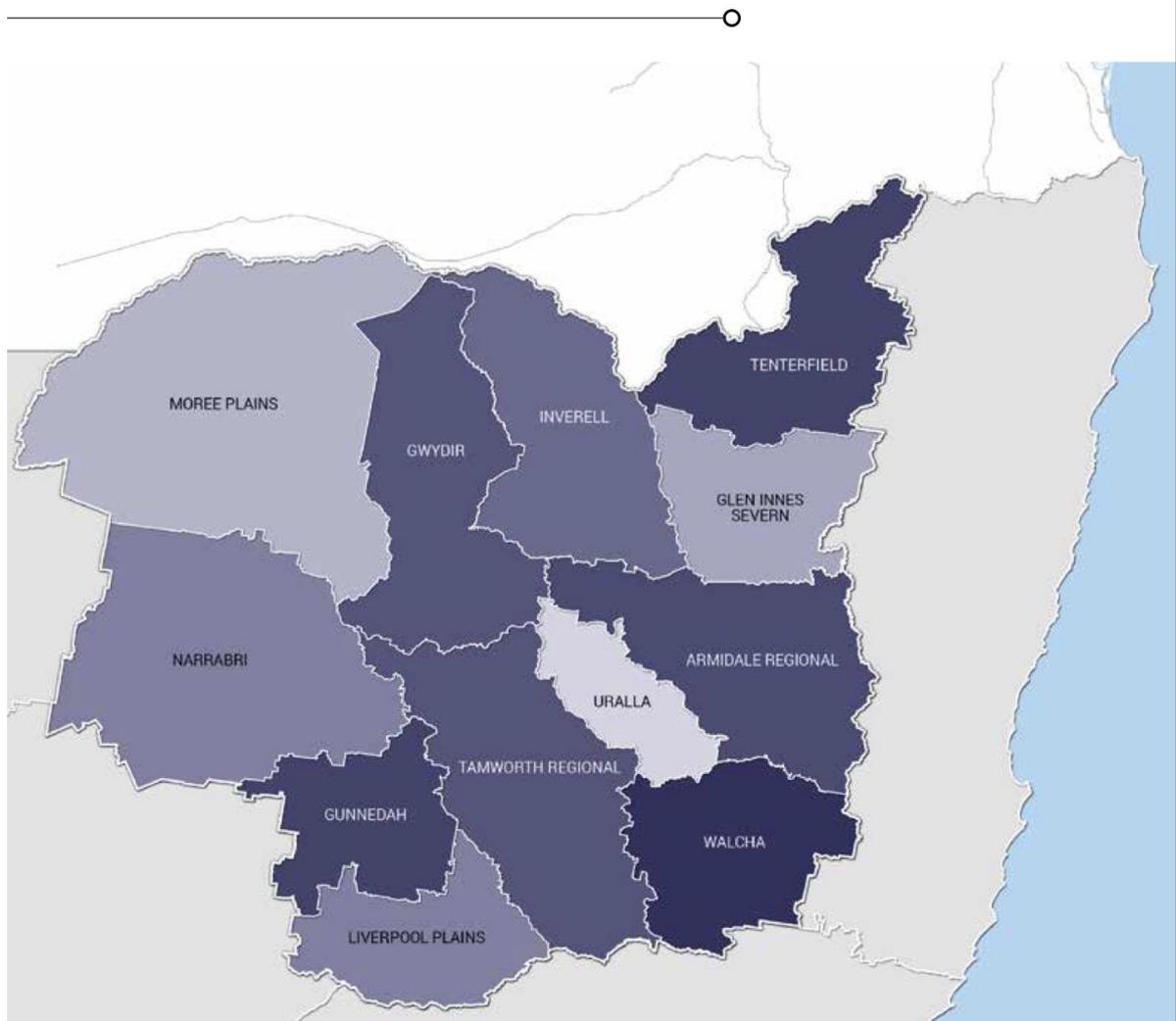
In setting up a New England JO it is sensible that strong linkages are established between the New England and Namoi JO's to ensure improved advocacy and strategic planning across the whole of NENW planning region. It is also considered that strong advocacy is required with the NSW Government to ensure that there is ongoing annual funding to enable the JO's to be financially sustainable. Given the JO's will enable more efficient and effective connection between local and state government there are clear financial benefits to the State Government.

Each JO will be created by a proclamation and the NSW Government will then ask the Commonwealth to endorse each JO as a non-national system employer to ensure that any staff of a JO, with the exception of the Executive Officer, is employed under the State Local Government Award.

The council resolutions are a critical input in the process of getting Joint Organisations areas recommended to the Governor by the Minister.

The resolutions must be worded in a way that will allow for any changes in proposed membership that could potentially occur within the 28 days (e.g. a council rescinds the decision to join the Joint Organisation) without compromising the ability of the remaining councils to still form the Joint Organisation. The Office of Local Government has therefore provided a proforma Joint Organisation resolution for councils.

Figure 10: Local government areas of the New England North West



Integrated Planning and Reporting Framework

Community Strategic Plan – Our People and Community

P1 – The community is engaged and has access to local representation

P1.2 – Elected representatives are supported to engage with their community and provided a forum to share feedback they receive

P1.2.2 – Participate in New England Joint Organisation

Stakeholder Engagement

The Mayor and CEO attended the NEGOC meeting in Inverell on 24 November 2017. The consensus from this meeting was the benefit of establishing a New England based Joint Organisation aligned to the current NEGOC members.

Moree Plains Shire, Inverell Shire, Tenterfield Shire, Glen Innes Severn and Uralla councils have subsequently resolved to join the New England Joint Organisation. Gwydir Council has decided to join the Namoi Joint Organisation.

It is noted that Narrabri Council have not yet nominated to join any Joint Organisation and are still considering their options.

Council workshopped a range of possible options on 11 December and the preferred approach was to join the New England Joint Organisation. It was however considered sensible that strong linkages are established between the New England and Namoi JO's to ensure improved advocacy and strategic planning across the whole of the NENW planning region. Strong advocacy will also be required with the NSW Government to ensure that there is ongoing annual funding to enable the JO's to be financially sustainable. Given the JO's will enable more efficient and effective connection between local and state government there are clear financial benefits to the State Government.

The NSW Government has decided to extend the period by which all councils must submit nominations to be part of a JO to 23 March 2018. This is in response to the request from a few councils for an extension.

Draft regulations to support JOs and a Regulation Consultation Guide have been released for council consideration and feedback by 16 March 2018. *Consistent with feedback from councils over the past three years, the proposed regulations for JOs are minimal and designed to assist JOs to focus on their principal functions and operate in a way that best suits their region.* [Council Circular 18-02 16 February 2018 – Supporting Joint Organisation success – Consultation on regulations and extension to the nomination deadline]

Financial Implications

The Government will provide up to \$3.3M in seed funding to JOs to support their establishment. The Government will identify opportunities for additional investment through JO in regional economies. Funding for each JO will be based on the number of councils that choose to form a JO, with maximum funding provided to regions where all councils in a region choose to be members of the new regional body. All JOs, whether they were pilot regions or not, will be provided with seed funding.

The pilot program demonstrated that groups of councils can achieve substantial benefits for their communities and significant cost savings by working together through a JO.

Next Steps

Establishment timeframes are as follows:

- All resolutions passed and nomination submitted to the Minister to establish a JO prior to 23 March 2018
- March/April - Final JO network to be finalised, funding allocations announced and proclamation of JOs.
- May/June - Funding to be provided, declarations of “non-national” system employer status and establishment of foundation governance arrangements.
- Joint Organisations operational in July 2018

Item: 12.2 **Ref:** AINT/2018/00863
Title: FOR DECISION: Adoption of updated Work Health and Safety Policy
Container: ARC16/0001-3
Author: Lindsay Grigg, Acting Advisor - Safety Systems
Attachments: 1. WHS Policy

RECOMMENDATION:

That Council adopt the Work Health and Safety (WHS) Policy which has been updated to reflect legislative changes and changes within our organisation.

Background:

The safety of our Council team and people that come under our care is of utmost importance. Armidale Regional Council is committed to Zero Harm and putting safety at the core of everything we do. We will achieve this by:

- Providing a safe and healthy work environment to prevent injury and illness
- Being proactive in monitoring health, safety and welfare of workers
- The identification and quick resolution of health and safety issues in the workplace
- Encouraging a consultative approach between all staff to continuously improve our health and safety performance
- Educating staff with respect to work health and safety (WHS) issues and staff training in safe work practices
- Building a strong safety culture within Council where our people:
 - Speak up about any unsafe activity or hazards
 - Plan our work including assessing and managing safety risks
 - Follow our policies and procedures
 - Check and wear appropriate safety equipment, clothing and protective gear to prevent accidents and injuries
 - Look out for the safety of others
- Developing a workplace based rehabilitation program to assist injured workers to return to the workforce as soon as possible after an injury or illness

The Policy was reviewed by our Peak Safety Committee, in light of the recent adoption of WHS Regulation 2017, and the following changes have been made:

- (a) Reformatted to the new Policy template.
- (b) The Responsible Officer changed from “Manager People and Performance” to “Service Leader - People, Safety and Communication”.
- (c) The relevant legislation within the Policy amended to reflect the adoption of Work Health and Safety Regulations 2017.
- (d) Council’s Commitment wording changed from “zero harm” to reflect a more realistic target of “zero incidents”.
- (e) ‘Live Safe’ campaign included in the Council’s Commitment.

Key Issues and Risks

The Policy has been updated to reflect the branding of the new Council and amendments have been made to ensure that the Policy reflects the current legislation.

Integrated Planning and Reporting Framework

Community Strategic Plan 2017-2027, Strategic Direction – Leadership for the Region

L2.2 Council implements a business excellence program across its operations.

L2.2.2 Implement a Good Governance Framework.

Stakeholder Engagement

The Service Leaders have been advised of the amendments to the Policy. The Policy will be posted on all safety noticeboards.

Financial Implications

Capital and operating cost associated with providing a safe workplace and culture will be reviewed as part of Councils budget process.

Next Steps

That the Council's online policy register be updated.

Item: 12.3 **Ref:** AINT/2018/02201
Title: FOR DECISION: Fee Waiver for use of Central Park to hold the Welcome Party for International Students 2018 **Container:** ARC16/0048
Author: Rob Shaw, Service Leader Roads and Parks
Attachments: 1. Request waive of fees for Central Park booking - Welcome Party for International Students 3 March 2018

RECOMMENDATION:

That Council waive the fees of \$174.00 to St Peter's Anglican Cathedral for use of Armidale Central Park for the 2018 Welcome Party for International Students.

Introduction:

St Peter's Anglican Cathedral provides welcome parties for international students and their families. Organisers submitted a booking application in December to hold an event in Central park from 5pm to 8.30pm on the 3 March with a request to waive fees. The event is held in Central Park for approximately 120 participants and includes a free BBQ, entertainment by international students and evening bush dance.

Key Issues and Risks

That the Welcome Party for International Students cannot go ahead without financial support from Council.

Integrated Planning and Reporting Framework

P4.4.3 – Support community events and celebrations.

Stakeholder Engagement

No community consultation has been undertaken in relation to providing a rebate of fees as listed in Council adopted fees and charges.

Financial Implications

Rebate of the fees will total \$174.00.

Next steps

Advise St Peter's Anglican Cathedral of Council's decision.

Item:	12.4	Ref: AINT/2018/02901
Title:	FOR DECISION: Customer Service Charter	Container: ARC17/2043
Author:	Anna Cooper, Program Leader - Customer Service	
Attachments:	1. Customer Service Charter	

RECOMMENDATION:

- a) That the Draft Customer Service Charter be endorsed.
- b) That the Draft Customer Service Charter go on public exhibition for a period of not less than 28 days, from Wednesday 7 March to Wednesday 4 April 2018.
- c) That a further report be provided to the April 2018 Council meeting for consideration of any submissions received.
- d) That if no submissions are made within the submission period, then the Customer Service Charter be adopted retrospectively.

Background:

The Customer Service Charter was developed to enhance Councils commitment to excellence in Customer Service across all contact points within Council and to help define how Council will respond to, and undertake activities involving customer relations. The Customer Service Charter is our commitment to serve and aims to ensure we place the Community and Customer at the 'front of mind' in everything we do.

Key Issues and Risks

The Charter has a significant focus on responding to Customers within outlined timeframes. It is expected all staff will be held accountable for responding to Customer Requests. Service and Program Leaders will need to ensure this is occurring through regular monitoring of their staff.

Integrated Planning and Reporting Framework

The Charter will assist Council in aligning with the Community Strategic Plan 2017-2027, Section 7 – Leadership for the region, Community Outcome 1 – The community receives customer service provision from Council. Council Staff will be supported to deliver high quality services to the community through training, sufficient staff resourcing and awareness of Council's strategic objectives.

Stakeholder Engagement

Engagement has occurred at all levels since September 2017, from Customers to frontline staff to Service Leaders having significant input in to the creation of the Charter. The Charter was presented to the Senior Leadership Team and then workshopped with Councillors on 11 December 2017.

Financial Implications

The Customer Service Budget currently has capacity to cover associated costs of staff workshops to introduce and implement the Customer Service Charter across Council.

Next Steps

The Customer Service Charter will confirm Council's commitment to excellence in Customer Service across all contact points within Council. It will assist Armidale Regional Council in setting

a clear direction to improve Customer Service in the years to come and to position the Council as a best practice customer focused organisation.
The Charter will be placed on public exhibition and a report will be submitted to the April Council meeting to consider any submissions received.

Item: 13.1 **Ref:** AINT/2018/00564
Title: FOR INFORMATION: Induction and Professional Development for Mayor and Councillors
Container: ARC16/1273
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: 1. Councillor Induction and PD Program Activities Sept 2017 - Jan 2018

RECOMMENDATION:

That the report on the Councillor induction and professional development activities and attendance, for the period September 2017 – January 2018 be noted.

Background:

Amendments made to the Local Government Act 1993 by the Local Government Amendment (Governance and Planning) Act 2016, in August 2016, saw the inclusion in the prescribed role of Councillors under section 232 a responsibility *“to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor”*.

In support of this, the amendments allow Regulations to be made for induction and other professional development for Mayors and Councillors. The proposed regulations are described in the report.

The Office of Local Government (OLG) has prepared Councillor Induction and Professional Development Guidelines, December 2017, to assist councils to develop and deliver induction and ongoing professional development activities for their Mayor and Councillors in compliance with the proposed regulations. These will be issued under section 23A of the Act. OLG has issued a consultation draft of the proposed guidelines for comment prior to being finalised.

Key Issues and Risks

Under the guidelines, Councils' induction and professional development programs are to consist of three elements:

1. Pre-election candidate sessions – these are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged)
2. Induction program – this aims to equip Mayors and Councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between Councillors and with staff
3. Professional development program – this is to be developed in consultation with all Councillors and delivered over the term of the council to build the skills, knowledge and personal attributes necessary to be an effective Mayor or Councillor.

Proposed amendments to the Local Government (General) Regulation 2005 - Councillor Induction and Professional Development Programs are:

- The General Manager is to ensure an induction program is delivered for newly elected and returning Councillors and a specialised supplementary induction program for the Mayor within six months of their election.
- The General Manager is to ensure an ongoing professional development program is delivered for the Mayor and each Councillor over the term of the council for the purposes of assisting them to acquire and maintain the knowledge and skills necessary to perform their roles.
- The content of the ongoing professional development program to be delivered to the Mayor and Councillors is to be determined in consultation with the Mayor and each Councillor and is to have regard to the specific knowledge and skills required by the Mayor, each individual Councillor and the governing body as a whole to perform their roles.
- Mayors and Councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or ongoing professional development program.
- The General Manager is to report to the first council meeting held following the completion of the delivery of the induction program identifying the activities offered to the Mayor and each Councillor as part of the induction program, and whether or not the Mayor and each Councillor participated in the activities offered to them.
- The General Manager is to report to the first council meeting held following 30 June in each year identifying the ongoing professional development activities offered to the Mayor and each Councillor in the year to 30 June as part of the professional development program, and whether or not the Mayor and each Councillor participated in the activities offered to them under the program.
- The General Manager is to ensure these reports are published on the Council's website.
- The Chief Executive of the OLG may, at the request of a General Manager, exempt the Council from the requirement to publish details of induction and ongoing professional development activities offered to the Mayor or an individual Councillor, where he or she is satisfied that there are exceptional circumstances.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

L3 - Council demonstrates sound organisational health and has a culture which promotes action, accountability and transparency

L3.1 - Elected officials, and people considering a role as an elected official, can easily access information and support with a view to attracting a diverse and high quality calibre of representatives

L3.1.1 - Develop and implement a Councillor on-boarding program

L3.1.2 – Develop and implement a Councillor training and development program

Stakeholder Engagement

Council hosted an information session for prospective Councillors in June 2017 and an information portal was established on the Council's website.

The Phase One program to induct and onboard the new Council has been delivered from September to December 2017. The induction program comprised a knowledge-based component and a team-building component, which is in line with the guidelines. An online Hub has also been developed which includes relevant background reference material to support Councillors.

A Phase Two program will be delivered in the first half of 2018 in conjunction with the IP&R statutory obligations and the rollout of the Community Connect initiative.

An ongoing professional development program for the Mayor and each Councillor is also to be developed in consultation with the elected members. The program will be needs-based and reflect the specific skills and knowledge required by the Mayor, each individual Councillor and the governing body as a whole, to perform their roles effectively.

Financial Implications

The induction/onboarding program and the ongoing professional development program is accommodated by and reflected in the Councillor and expenses and facilities policy.

Next Steps

OLG has prepared guidelines to assist Councils to develop and deliver induction and ongoing professional development activities for their Mayor and Councillors in compliance with the proposed regulations. These will be issued under section 23A of the Act.

Councils will be required to report to the Council on the induction and ongoing professional development activities offered to the Mayor and each Councillor and whether they participated in them and to make this information publicly available on their websites.

A report will therefore be presented to Council in February and July each year in order to comply with the proposed reporting timeframes.

Item: 13.2 **Ref:** AINT/2017/20722
Title: FOR INFORMATION: Code of Conduct Complaint Statistics Report 2017
Container: ARC16/1155
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: 1. Code of Conduct Complaint Statistics Report

Recommendation:

That the 2017 Code of Conduct Complaint Statistics Report for the period 1 September 2016 to 31 August 2017 be noted.

Background:

The report tables the complaint statistics report as of 30 September 2017, which is required to be presented to Council in accordance with the Office of Local Government (OLG) Circular 17-36.

Key Issues and Risks

The Return is required to report on Code of Conduct complaints relating to the Administrator, Mayor, Councillors and General Manager only. The complaints and their details are confidential and therefore this report only presents statistical information. The statistics are to be reported to the council within 3 months of the end of September of each year.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

L2 – Council exceeds community expectations when managing its budget and operations

L2.2 – Council implements a business excellence program across its operations

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

The report meets the requirements of the Procedures for the Administration of the Model Code of Conduct, Part 12 – Reporting on Complaints Statistics and OLG Circular 17-36.

Financial Implications

The costs associated with Code of Conduct complaints are funded through Council's Governance program budget. Complaints are difficult to budget for as the number and nature of each complaint varies and therefore expenditure is reactionary and mostly unplanned.

Next Steps

The complaints statistics report submitted to OLG prior to 30 November 2017 is attached.

Item: 13.3 **Ref:** AINT/2018/02615
Title: FOR INFORMATION: Community Satisfaction Survey Report 2017
Container: ARC16/1435
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: 1. Overview of Community Satisfaction Survey 2017

RECOMMENDATION:

That Council note the Community Satisfaction Survey 2017 results which showed that all eight (8) services and facilities scored above the 3.0 “neutral” rating of satisfaction compared to only two being rated above 3.0 in 2016.

Background:

To present the results from the Survey conducted by Jetty Research in November 2017.

Key Issues and Risks

The results of a random telephone survey initiated by Council showed that overall, our performance has been rated higher than the 2016 survey commissioned by the Department of Premier and Cabinet (DPC) in September 2016.

The survey consisted of a set of core questions in relation to:

- Overall performance across all responsibility areas
- Importance and performance of individual service areas
- Contact in the last 12 months (Contact)
- Rating of contact with council (Customer Service)
- Best things about council and areas to improve
- Best ways to communicate
- Use of council services
- Knowledge of mergers

37% of local residents rated Council’s overall performance as *good* or *very good*, which is an increase from 21% in 2016. Conversely only 13% rated Council’s performance as *poor* or *very poor* which is down from 27% in 2016. The mean overall satisfaction has also risen significantly from 2.80 to 3.26.

Residents rated the top performing services and facilities as:

- Recreational facilities
- Ease of access to services
- Informing the community
- A well run and managed council

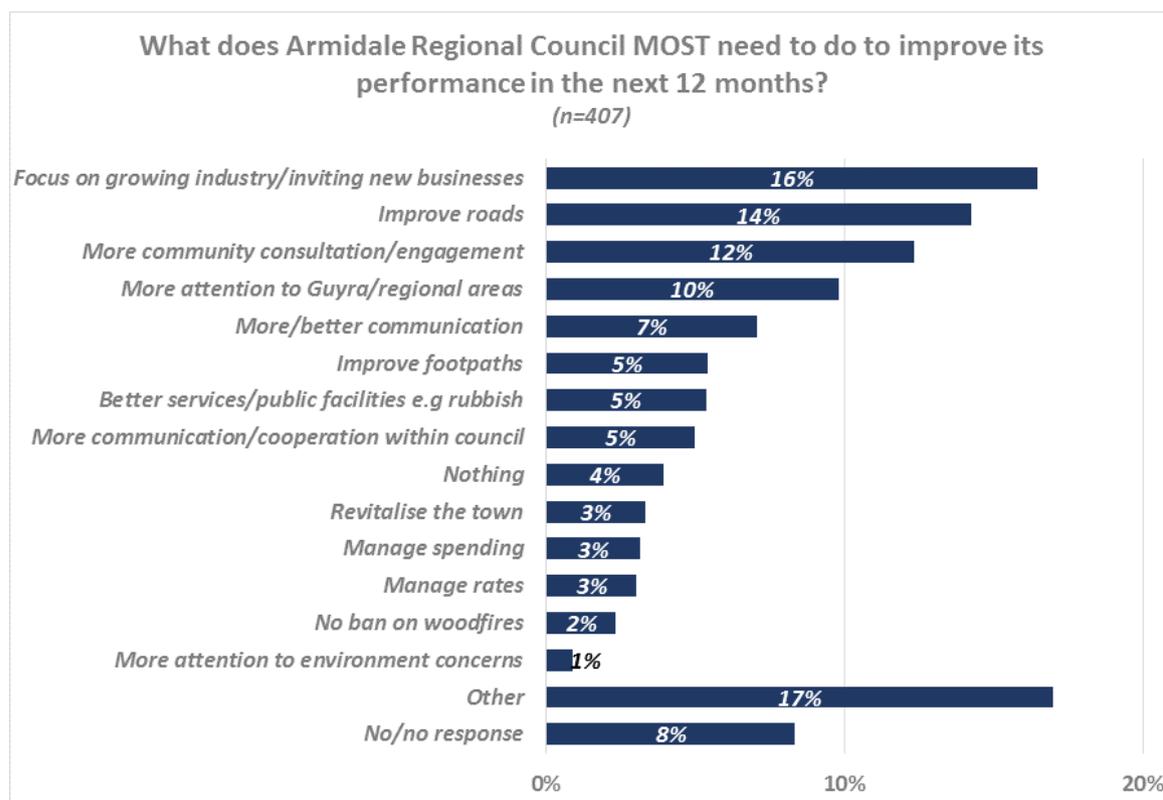
Residents rated the following areas for improvement:

- Providing value for money for my rates
- The condition of local streets and footpaths in your area
- Decisions made in the interest of the community
- Community consultation and engagement

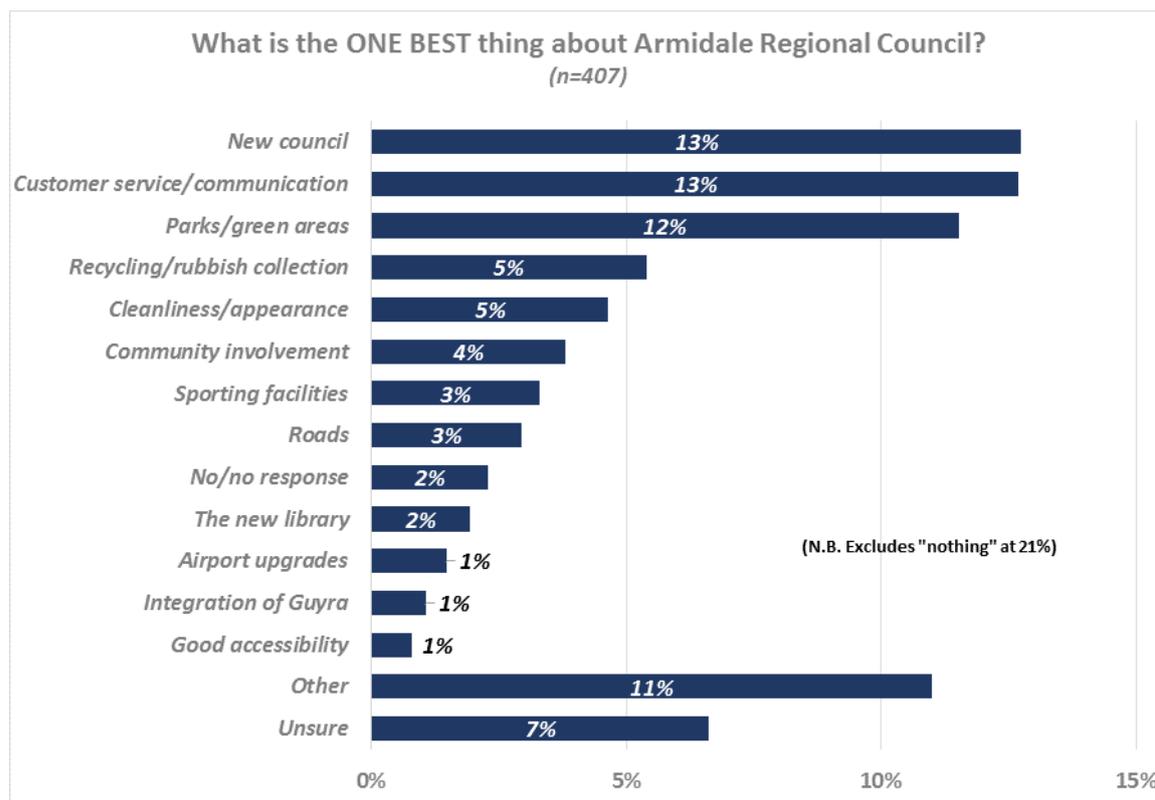
All eight (8) of the services and facilities scored above the 3.0 “neutral” rating of satisfaction compared to only two being rated above 3.0 in 2016. The most significant movement in satisfaction was being *a well run and managed council*, with an increase of 21%.

Residents contacting Council rated the customer service *as very good or good* at 71% compared to 13% as *very poor or poor*. Council newsletters remained the preferred method of contact and awareness of the merger has increased.

Suggestions for potential focus areas to improve Council’s performance were varied and specific as outlined in the following Graph:



The main response themes to the question, *What is the best thing about Armidale Regional Council?* are summarised in the following Graph:



Integrated Planning and Reporting Framework

Community Strategic Plan – Our People and Community

P1 – The community is engaged and has access to local representation

P1.4 – Provide opportunities for localised input and collaboration on local issues, while recognising existing, effective forms of public participation

P1.4.1 – Innovate and deliver engagement tools that reach diverse audiences and encourage participation from the community

Stakeholder Engagement

Jetty Research, Coffs Harbour was commissioned by Council to conduct the random telephone survey in November, with a total of 407 residents aged 18+ years completing the survey.

Sample characteristics:

Age: 60+ years 46%, 40-59 years 40% and 18-39 years 14%

Gender: Female 57% and Male 43%

Postcode: Armidale 75% and Guyra 25%

The research will be an important for Council to better understand what matters to its community and enable it to focus on the implementation activities to improve services, focus on engagement, enhance community perceptions of Council and build stronger relationships between Council and its communities through the Community Connect program.

A presentation on the survey results was made to Councillors at a workshop on 7 February 2017.

Financial Implications

The cost of the survey was funded from the Merger Implementation Program.

Next Steps

The survey is intended to provide the council with a comparison with the 2016 baseline data that will assist the organisation to measure the success of the amalgamation implementation process.

The survey also identifies priority areas for the new council and is designed to be repeatable in the future.

Item: 13.4 **Ref:** AINT/2018/02373
Title: FOR INFORMATION: Delivery Program 2017-2021 Six Monthly Progress Report - July 2017 to December 2017
Container: ARC16/0502
Author: Heather Sills, Program Leader Corporate Planning and Performance
Attachments: 1. Delivery Program 2017-2021 - Progress Report

RECOMMENDATION:

That the six monthly report on the Delivery Program be noted.

Background:

Local Government Act 1993 s404(5)

The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.

The Delivery Program is the key accountability mechanism for the Council, the attached report outlines the progress on the activities being delivered during the period 1 July 2017 to 31 December 2018.

Key Issues and Risks

Risk of non-compliance with this mandatory reporting requirement.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

L2 – Council exceeds community expectations when managing its budget and operations

L2.2 – Council implements a business excellence program across its operations

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

An extensive engagement process was undertaken to establish the Community Strategic Plan (CSP). The Delivery Program (DP) was drafted following the adoption of the CSP.

Financial Implications

The annual budget covers the operations within the Operational Plan which sits under the DP.

Next Steps

A review of the DP is to be undertaken and presented back to Council prior to the end of this Financial Year.

Item: 13.5 **Ref:** AINT/2018/02115
Title: FOR INFORMATION: Cash & Investments Report for January 2018
Container: ARC17/2209
Author: Nicole Cameron, Program Leader Management Accounting
Attachments: Nil

RECOMMENDATION:

That the Cash & Investments Report, as at 31 January 2018, reporting Investments held of \$63,780,986.08 and a consolidated Bank Account balance of \$3,178,213.22, excluding the Trust Fund, be received and noted.

Background:

Cash and Investments for the month of January 2018.

The following is the cash and investments particulars for the period 1 January 2018 to 31 January 2018. At the end of the January period, Council held \$63,780,986 in investments and a consolidated bank account balance of \$3,178,213 excluding the Trust Fund.

During the month of January, total payments and receipts were \$5.9 million and \$4.6 million respectively. Council's bank account balance as per bank statements at the end of the period 30 January 2018 are as follows:

Bank Accounts	
General Fund	3,178,213.22
Trust Fund	1,265,594.95
Total Bank Balances	4,443,808.17

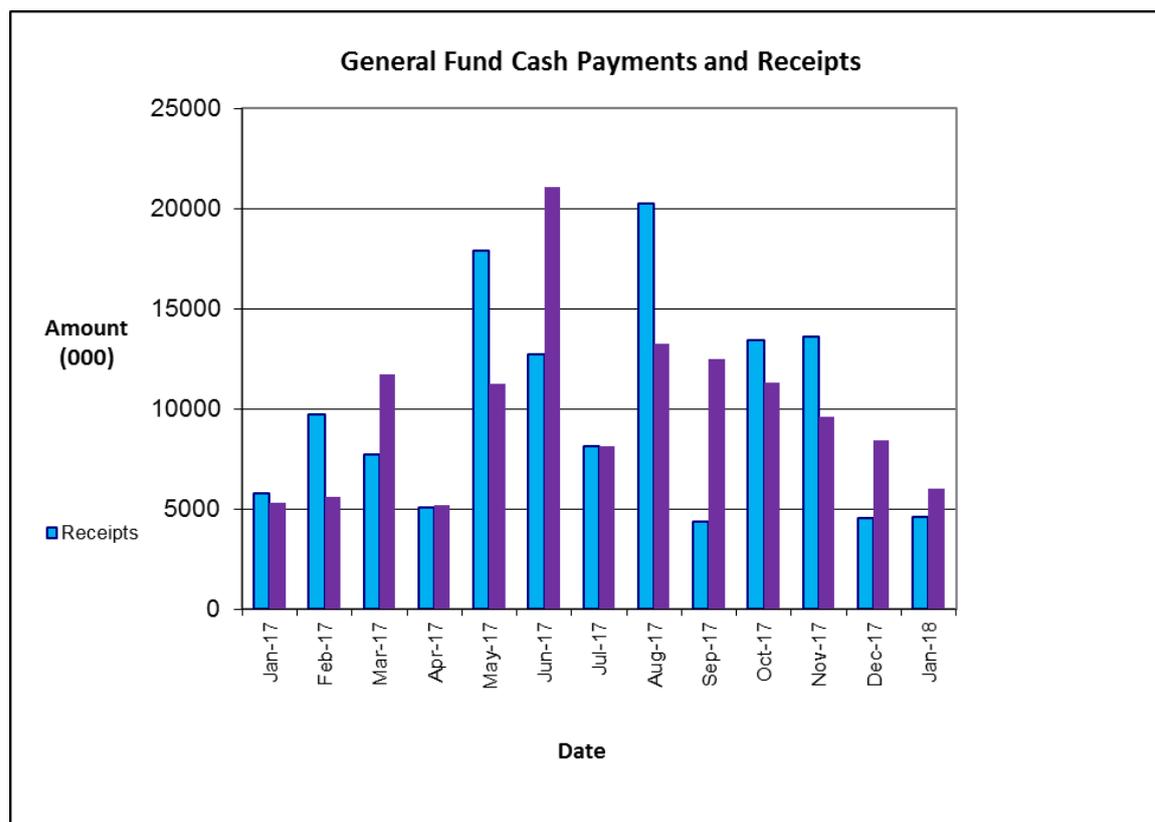
	%
30 day BBSW Index	1.60
Average Interest Rate on Term Deposit Investments	2.63

Investments Register

At the end of the January period Council held \$63,780,986 in investments, an increase of \$13,006.00 from the end of the December period. General fund bank account balances have decreased by approximately \$1,436,937.

Investment Summary

Opening Balance at the beginning of the Period	63,767,980.08
Increased principal from roll over of funds	13,006.00
Closing Balance at the end of the Period	63,780,986.08



Row Labels	Sum of Investment at Market Value	Average of Interest Rate %
AMP	4,000,000.00	2.55%
AMP Bank	1,000,000.00	2.70%
Bank of Queensland	5,000,000.00	2.67%
Bendigo Bank	1,000,000.00	2.65%
Beyond Bank	4,000,000.00	2.61%
Beyond Bank Australia	2,000,000.00	2.40%
Credit Union Australia	3,500,000.00	2.67%
ING	7,000,000.00	2.50%
ME Bank	5,000,000.00	2.51%
NAB	12,565,824.00	2.72%
Rural Bank	6,000,000.00	2.72%
Westpac	5,000,000.00	2.68%
Grand Total	56,065,824.00	2.61%

At Variable Market Rate

Key Issues and Risks

As per the attached dashboard, Council has a deficient of approx. \$4.3 million in unrestricted funds as at 31 January 2018. This deficit has increased by \$1.4 million.

Integrated Planning and Reporting Framework

Cash and investments management is part of “Council demonstrates strong financial performance” in our CSP.

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

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

- Council Investment Policy POL152.
- 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.

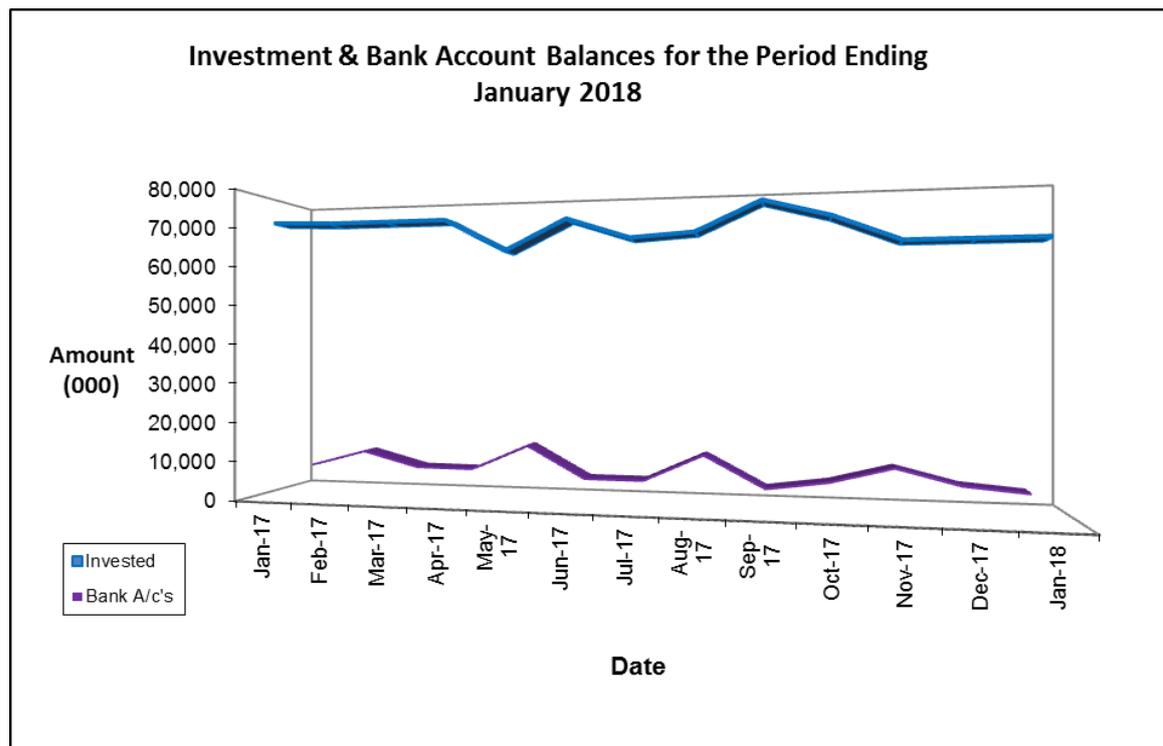
The investment policy covers aspects of risk associated with interest rates and bank security.

Stakeholder Engagement

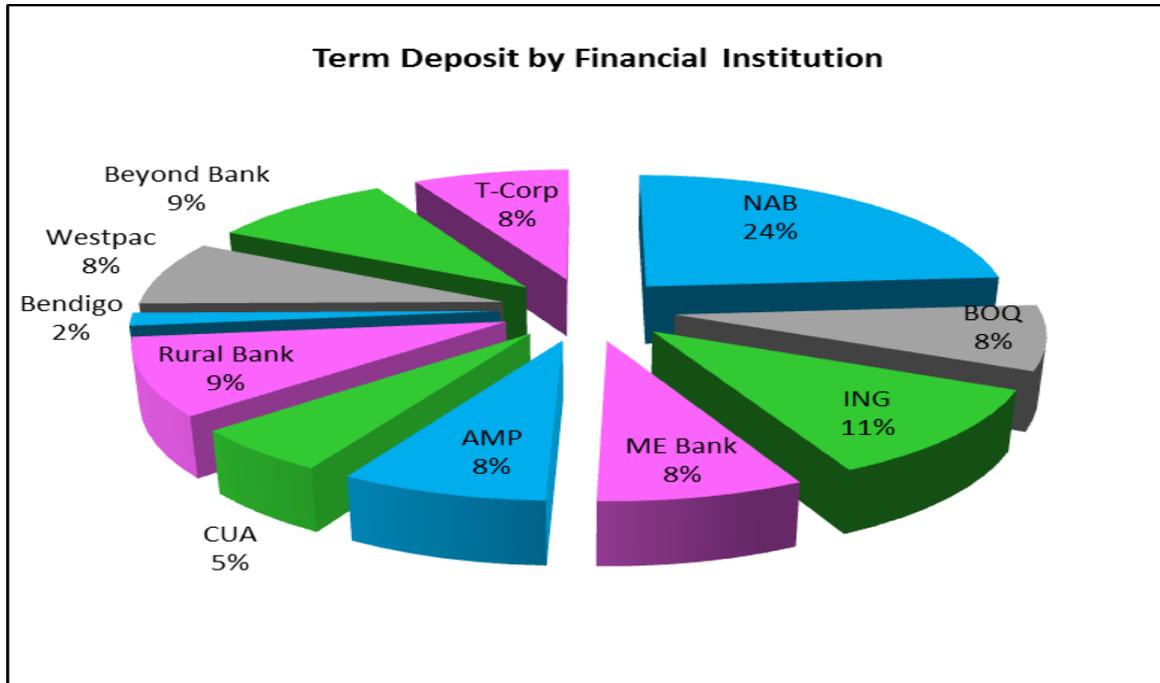
Cash and investments management is part of “Council demonstrates strong financial performance” in our CSP.

Financial Implications

That sufficient working capital is retained and restrictions are supported by cash. Cash management complies with the NSW Local Government regulations 2005.



It should be noted that at this point in time we have the following:



Next Steps

Continue to monitor the financial position of Armidale Regional Council, including the cash flow and unrestricted funds.

Item: 13.6 **Ref:** AINT/2018/02188
Title: FOR INFORMATION: Update on Guyra SES HQ **Container:** ARC17/1951
Author: Ralf Stoeckeler, Senior Projects Engineer
Attachments: Nil

RECOMMENDATION:

That the report on the location of the Guyra SES HQ be noted.

Background:

Council staff have been active in identifying a suitable location for the Guyra SES HQ following several false starts.

The latest and final location has been determined at the existing Guyra Depot. This is located in an Industrial zone and therefore development consent should not be an issue. The proposed site is located in the south eastern corner of the depot, with access available from Starr Road. The State Emergency Services Personnel have inspected the site and are happy with the location.

The final plans are in the process of being completed and a potential soil contamination report has been commissioned with the results due by mid February. This will allow the Development Application to be lodged and tenders to be called for the construction of the shed.

Key Issues and Risks

Tender price may exceed budget allocation – if this is the case, the scope of works will need to be reduced. Total budget is \$300,000.

Integrated Planning and Reporting Framework

Council has an obligation to support the SES under the Emergency Management Act.

Stakeholder Engagement

Primary stakeholder – SES has been consulted.

Financial Implications

Project is budgeted for 2017-18 financial year with the SES providing \$100,000 contribution.

Next Steps

Lodge the DA when the final plans are received and the potential contamination report is received, then call tenders. It is aimed to have the project completed by 30 June 2018.

Item: 13.7 **Ref:** AINT/2018/02657

Title: FOR INFORMATION: Dumaresq Creek Coronial Inquest **Container:**
ARC17/2345

Author: Rob Shaw, Service Leader Roads and Parks

Attachments: 1. Dumaresq Creek Warning sign

RECOMMENDATION:

- a) **That the Coroner's report be noted.**
- b) **That the Member for Northern Tablelands Adam Marshall be advised of the actions proposed by Council in response to the Coroner's recommendations.**

Background:

A coronial inquest has been conducted into the death of a three year old child on Sunday 11 September 2016 at Curtis Park, Armidale.

The Coroner found that the child accidentally drowned in Dumaresq Creek, after accidentally falling into the creek.

He made two recommendations to the Minister of Local Government:

1. That Armidale Regional Council undertake further preventative measures having regard to cost, flood impacts and community safety. Consideration should be given to reshaping the creek banks in an effort to reduce drop off and to increase the general visibility of the Dumaresq Creek which flows through Curtis Park Armidale. Further, Council should undertake urgent works to clear the revetment walled channel of Dumaresq Creek of reeds, rushes and other obstructive vegetation between Faulkner Street and Marsh Street bridge crossings.
2. The Armidale Regional Council erect appropriate universal signage alerting the users of Curtis Park of potential drowning hazards caused by the Dumaresq Creek. This should be undertaken as a matter of some urgency. That the Council consider long term preventative measures taking into account the central locality of Curtis Park and its popularity.

The Coroner issued a Non Publication Order that evidence given in the proceedings not be published, including non disclosure of the names of the child and her parents.

In response to the Coroner's recommendations, the following Council actions are proposed:

Urgent works (under way)

- **Signs** – warning signs alerting the public to potential drowning hazards will be erected on the banks of Dumaresq Creek between Faulkner Street and Marsh Street. The illustration shows the new signs that were ordered on 21 February 2018. Eight of these signs will be erected in the creek bank area of Curtis Park when supplied. It is expected that the signs will be erected in March 2018.
- **Clearing of vegetation** – the vegetation in the creek consists of cumbungi, phragmites and willow regrowth. It is expected that the work will be completed by end of March 2018.

Longer term preventative measures (over the next six months)

- **Master Plan** – It is proposed to develop a Dumaresq Creek Master Plan in consultation with the community. The master plan will specifically address further preventative measures, flooding, community safety and reshaping of the creek banks, as well as a holistic vision and plan for the urban reaches of Dumaresq Creek. A consultant has already been engaged to develop the Master Plan. The inception meeting was held on Friday 16 February and it is expected that the Master Plan will be completed by end on June 2018.

Key Issues and Risks

Community safety.

Integrated Planning and Reporting Framework

Development of the Dumaresq Creek Master Plan is in accordance with the IP&R framework.

Stakeholder Engagement

An extensive community engagement plan is a key component of the Dumaresq Creek Master Plan.

Financial Implications

An amount of \$80,000 was allocated in the 2017-18 budget for development of the master plan, but other actions resulting from the Coroner's report (ie signs and clearing of vegetation) were unfunded, and expected to cost approximately \$5,000. The timing of the Coroner's report has meant that no allocation was provided for these works in Council's budget. The signs and clearing work will have to be funded from the Parks operational budget.

Next Steps

1. Signs ordered 21 Feb 2018 and to be installed in March 2018.
2. Clearing of vegetation to proceed with completion expected in March 2018.
3. Consultant already engaged to proceed with the Dumaresq Creek Master Plan. Inception meeting Friday 16 February 2018, and completion expected by end of June 2018.

Item: 14.1 **Ref:** AINT/2018/00607
Title: FOR DECISION: Leave of Absence - Councillor Gray
Container: ARC17/2373
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: Nil

RECOMMENDATION:

That Councillor Gray be granted leave of absence for the period Monday 26 March to Friday 13 April 2018, including the Council meeting on 28 March 2018.

Background:

Councillor Gray has requested leave of absence from Monday 26 March to Friday 13 April 2018 inclusive. The March Ordinary Council meeting is to be held on Wednesday 28 March and therefore Councillor Gray will be absent from the meeting.

Key Issues and Risks

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

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

L2 – Council exceeds community expectations when managing its budget and operations

L2.2 – Council implements a business excellence program across its operations

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

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

Financial Implications

The period of absence has no impact on the Councillors' annual fee.

Next Steps

Councillor Gray's period of leave will result in her being absent from the March Council meeting which is to be held on Wednesday 28 March 2018.

Item: 16.1 **Ref:** AINT/2018/01989
Title: FOR DECISION: Minutes - Business Advisory Committee - 30 January 2018
Container: ARC17/2172
Author: Nathalie Heaton, Service Leader Governance, Risk and Corporate Planning
Attachments: 1. Minutes - Business Advisory Committee - 30 January 2018

RECOMMENDATION:

That the following recommendations from the Business Advisory Committee meeting held on 30 January 2018 be adopted:

- (a) That Business Advisory Committee meetings be held on 4 April 2018, 6 June 2018, 1 August 2018, 3 October 2018, and 5 December 2018.**
- (b) That the verbal report on the Small Business Friendly Council Program be noted.**
- (c) That the Rail Trail Consultation Report be circulated to the Business Advisory Committee members.**
- (d) That the report on the Standard Agenda Items for Future Meetings be noted.**

Item: 16.2 **Ref:** AINT/2018/01987
Title: FOR DECISION: Minutes - Regional Growth Advisory Committee Meeting - 31 January 2018
Container: ARC16/0169
Author: Greg Lawrence, Service Leader Economic Development and Marketing
Attachments: 1. Minutes - Regional Growth Advisory Committee - 31 January 2018

RECOMMENDATION:

That the following recommendations from the Regional Growth Advisory Committee meeting held on 31 January 2018 be adopted:

- (a) **That the Regional Growth Advisory Committee meetings be held on 1 March 2018, 5 April 2018, 3 May 2018, 5 July 2018, 6 September 2018 and 1 November 2018.**
- (b) **That the Report from the Service Leader, Economic Development and Marketing on the Armidale Airport Business Park, Tourism and Events, Acacia Park, Grants Update, Guyra & Tingha, Regional Economic Development Strategy be noted.**
- (c) **That Acacia Park's name be changed to Acacia Business Park.**
- (d) **That the Regional Growth Committee strongly supports the closure of the Armidale to Wallangarra rail corridor and the development of the New England Rail Trail from Black Mountain to Ben Lomond with a view to additions from Armidale to the Queensland Border.**

Item: 16.3 **Ref:** AINT/2018/02053
Title: FOR DECISION: Minutes - Traffic Advisory Committee Meeting - 30
January 2018. **Container:** ARC16/0168
Author: Belinda Ackling, Personal Assistant
Attachments: 1. Minutes - Traffic Advisory Committee - 30 January 2018

RECOMMENDATION:

That the following recommendations from the Traffic Advisory Committee meeting held on 30 January 2018 be adopted:

- (a) That the Committee note the Special Event Transport Management Plan for the Armidale Athletic Club Campus City Center in accordance with the submitted Traffic Management Plans and as part of the already endorsed 2018 Armidale Autumn Festival plans.**
- (b) That the request for Baldblair Street, between Lagoon St and McKie Parkway, between Baldblair Street and Baldersleigh Road in Guyra, be endorsed as B Doubles (25/26m) routes.**
- (c) That approval be provided for two temporary parking bays on O'Dell Street, in emergency ambulance entry driveway currently not being used due to construction, however the bays are to be located within the property if possible. If they cannot, the bays are not to protrude beyond the face of kerb.**