



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 24 October 2018
4pm

at

Guyra 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

INDEX

1	Civic Prayer and Recognition of Traditional Owners	
2	Statement in relation to live streaming of Council Meeting	
3	Apologies	
4	Disclosure and Declaration of Interests	
5	Have Your Say	
6	Confirmation of Minutes <i>Ordinary Council - 26 September 2018</i>	
7	Mayoral Minute Guyra Main Street Public Art Competition – Announcement of Winners	
8	Notices of Motion	
9	Reports for Decision - Leadership for the Region	
10	Reports for Decision - Growth, Prosperity and Economic Development	
10.1	FOR DECISION: Rail Trail Business Case	4
10.2	FOR DECISION: Armidale Regional Council’s Response to the Car Parking and Mobility Study of Armidale’s Central Business District.....	7
11	Reports for Decision - Environment and Infrastructure	
11.1	FOR DECISION: Endorsement of Draft Cemeteries Operations Management Policy	11
11.2	FOR DECISION: Adoption of Development Contributions Plans	13
11.3	FOR DECISION: Review of Determination REV-1-2018 for Proposed Garage at 11 Catherine Street Armidale	19
12	Reports for Decision - Our People and Community	
12.1	FOR DECISION: Endorsement of Asbestos Policy	21
13	Reports for Information	
13.1	FOR INFORMATION: 2018 Christmas and New Year Closure	22
13.2	FOR INFORMATION: Disclosure of Interest by Councillors and Designated Persons 2018	24
13.3	FOR INFORMATION: Cash & Investment Report For September 2018	26
13.4	FOR INFORMATION: Monthly Financial Report September 2018	30
14	Requests for Leave of Absence	
14.1	FOR DECISION: Leave of Absence - Councillor Martin	32
14.2	FOR DECISION: Leave of Absence - Councillor Gray	33
15	Authority to Affix Council Seal	

16	Committee Reports	
16.1	FOR DECISION: Minutes - Armidale Regional Sports Council - 8 May 2018 and 28 August 2018	34
16.2	FOR DECISION: Minutes - Traffic Advisory Committee - 2 October 2018	35
17	Matters of an Urgent Nature	
18	Questions on Notice	
19	Closed Session	
19.1	FOR DECISION: Land Portfolio Divestment Strategy and Plan Phase Two <i>As this report 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 (Section 10A(2)(c) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>	
20	Close of Ordinary Meeting	

Item:	10.1	Ref: AINT/2018/22052
Title:	FOR DECISION: Rail Trail Business Case	Container: ARC16/0085
Author:	Greg Lawrence, Service Leader Economic Development and Marketing	
Attachments:	1. Rail Trail Report	

RECOMMENDATION:

- a) **That Council acknowledges the completion of the Rail Trail Study;**
- b) **That Armidale Regional Council endorse the development of the Rail Trail Project subject to funding which will include obtaining capital and the commissioning of a business case.**
- c) **That the State Government be advised of Council's endorsement of the Rail Trail Project and be provided with a copy of the Study;**
- d) **That Council seeks Government grant funding for its implementation;**
- e) **That Armidale Regional Council commence discussions with Glen Innes Severn Council to:**
 - i. **Confirm Glen Innes Severn Council's commitment to the development of the broader Armidale to Glen Innes Rail Trail in partnership with Armidale Regional Council; and**
 - ii. **Determine a plan for the development of the Rail Trail and the prioritisation of each of the stages.**

Background:

At the Ordinary Council Meeting on 23 May 2018 it was resolved "That Council engage an external, appropriately skilled and creditable firm to undertake a Business Case for the New England Rail Trail as the priority, as required under clause 4.2 of Councils Economic Development Strategy (adopted unanimously by Council on 7 December 2017), and explore other options for rail corridor tourism opportunities, to provide additional feasibility information to Council and for the public, noting that such a Business Case would be required should an application for grant funding be required on any aspect of this potential project in the future and further noting that the funding of such is within the approved current economic development budget".

This Rail Trail report focusses on the disused railway corridor between Armidale and Glen Innes. Its purpose is twofold:

1. The report provides a strategic assessment of developing a rail trail on the disused railway line from Armidale to Glen Innes including canvassing issues and opportunities that are relevant to the entire 103 km corridor as well as a business case for both the long trail (Armidale to Glen Innes) and the short trail (Ben Lomond to Black Mountain). The report sets out indicative works items and cost estimates for the northern-most (Ben Lomond to Glen Innes) and southern-most (Armidale to Black Mountain) corridor sections based on a broad overview of the corridor. These works items have been informed by fieldwork on the corridor but not a detailed assessment of precise works items and locations.
2. The report provides a set of activities for the progressive construction of a Rail Trail on the disused railway corridor from Ben Lomond to Black Mountain. It also includes an estimate of the ongoing costs to maintain this trail as well as providing options for use by railway operators to support events in Guyra such as the Lamb & Potato Festival.

Some key findings from this report are as follows-

- The Rail Trail will make an actual connection between the towns enroute (whether it is a shorter rail trail or the longer rail trail) – one that reinforces historic connections. The distance between towns is also important when considering likely uses. The good one-way trails often provide opportunities for short, medium and long length rides and walks on the main trail. Towns and villages along this corridor are well located, particularly in terms of bike riding, while the whole length (103km) provides for a very attractive 2 - 3 day ride.
- A trail such as the Armidale to Glen Innes Rail Trail will have attraction to visitors – day-trippers and overnight visitors. However, it will also provide for local residents of towns and villages along the route. Some of these people will use the trail for exercise – these ‘back gate’ users may not be significant in terms of expenditure, but they are significant in terms of numbers as they would use the trail many times a year.
- Other benefits outlined in the report include:
 - Rail trails present a unique opportunity for education and people of all ages can learn more about nature, culture or history along trail.
 - Trails have the power to connect users to their heritage by preserving places and by provided access to them.
 - They can give people a sense of place and an understanding of the enormity of past events.
 - The railway museum at Black Mountain would add to this sense of history if it was accessed by rail trail users.
 - The Rail Trail is expected to create opportunities to build on existing industries and enterprises of the area.

An example of a successful Rail Trail is the Murray to the Mountains Rail Trail in North East Victoria; one of the better known rail trails in Australia. Research work undertaken over (Beeton 2006) found that average daily expenditure was \$258/user/day. The bulk of this expenditure was on food and beverage (57% of daily expenditure which equates to \$147/user/day). Beeton applied accepted economic multipliers to these figures and calculated that the direct contribution to the local economy per user per day was in excess of \$480. (Recent follow-up work by Beeton (2009) made similar findings).

It is noted that this report includes both Armidale Regional Council and Glen Innes Severn areas and it is acknowledged that Glen Innes Severn Council contributed to the funding of this study.

While this report concentrated largely on the Ben Lomond to Black Mountain section of the Rail Trail (which has been the focus of the potential Rail Trail development to date), as a result of this study and both Councils’ interest in the project, it is important that we broaden our perspective and, in partnership with Glen Innes Severn Council, develop a rail trail from Armidale to Glen Innes. This approach will provide for a stronger business case with both LGA’s working together and sharing the costs to create an iconic and visionary tourism destination for the broader New England Region with many ongoing benefits for both Councils.

Key Issues and Risks

Economic development and tourism is viewed as critical for the Armidale Region to continue to grow and prosper and the creation of a key tourism destination/event such as the New England

Country Rail Trail as presented in the Economic Development strategy is a key initiative to generate future investment and jobs growth in the region.

A 'do nothing' approach is not considered appropriate as Council may miss the opportunity to secure adequate Government funding to support the development of a visionary tourism destination that will generate economic prosperity for the city, towns and villages within the Armidale and Glen Innes LGAs.

Integrated Planning and Reporting Framework

G3.3.2 Develop other major tourism opportunities to act as a draw card for our region.

G3.3.3 Work with both State & Federal Governments to attract grants to facilitate tourism development.

Stakeholder Engagement

Government has previously engaged with the communities of Guyra and Armidale on the proposed Rail Trail and Council has supported the preparation of this Rail Trail Report to provide further information to Council and the Community on the costs and benefits of developing a Rail Trail.

Financial Implications

Council will need to seek State Government Funding for the development of this Rail Trail. As outlined in the report, the estimated cost for constructing the entire Rail Trail from Armidale to Glen Innes is \$24,074,000. Broken down into the recommended phases the estimated costs are:

- Proposed Phase 1: Ben Lomond to Black Mountain - \$6,528,146 (\$181,337 per km)
- Proposed Phase 2: Armidale to Black Mountain - \$6,438,310 (\$229,940 per km)
- Proposed Phase 3: Glen Innes to Ben Lomond - \$11,107,230 (\$284,800 per km)*
- The total cost for the Rail Trail within Armidale Regional Council's LGA is estimated at \$13M.

**Subject to approval by Glen Innes Severn Council and the phasing of this leg of the project may also change*

Economic benefits include:

- Should the Armidale to Glen Innes Rail Trail be completed, the total injection of dollars into the local economies from local, day-trip and overnight visitors may be in the order of \$4.51M per annum under a range of conservative scenarios.
- Data from the USA indicates that for every \$1 of funds spent on recreational trails, direct medical benefits of \$2.94 are yielded.

Ongoing costs for Armidale Regional Council are estimated at ~\$200,000 per annum for the maintenance of the Armidale to Ben Lomond section, and this amount will need to be factored into ongoing annual budget plans.

Next Steps

If this proposal is supported by Council, Council Officers will:

- Enter into dialogue with Glen Innes Severn Council to seek their commitment to the joint development of the Armidale to Glen Innes Rail Trail.
- Write to Government to advise them of Armidale Regional Council (and potentially Glen Innes Severn Council) support for the Rail Trail.
- Seek appropriate grant funding to commence the Phase 1 development of the Armidale to Glen Innes Rail Trail.

Item: 10.2 **Ref:** AINT/2018/22472
Title: FOR DECISION: Armidale Regional Council's Response to the Car
Parking and Mobility Study of Armidale's Central Business District
Container: ARC16/0085
Author: Lindsay Woodland, Director of Organisational Services and
Transformation
Attachments: 1. Parking and Mobility Study - Armidale CBD

RECOMMENDATION:

- a. That Council acknowledges the completion of the Car Parking and Mobility study of Armidale's Central Business District (CBD) and the findings and recommendations identified within the report;
- b. That Council approves the implementation of the following recommendations in accordance with the Armidale CBD Parking and Mobility Study:
 - i. Council adopts the "CBD Heart, Core and Frame" Parking Framework as described in the report;
 - ii. Council adopts the "CBD Road and Street Planning" Framework as described in the report;
 - iii. Council undertakes a detailed review of the duration of parking periods throughout the CBD in consultation with the Local Traffic Committee, with a view to reduce or eliminate 3hr parking durations and transition to 1hr and 2hr parking durations for on-street and off-street parking within the CBD Heart and Core zones;
 - iv. Council addresses the level of unrestricted on-street and off-street parking in an endeavour to achieve a level and balance that is more aligned with standard practice for regional centres (40%);
 - v. Council improves parking enforcement and increases the issuing of infringement notices to a level that will support the effective management of parking supply in the CBD (infringements are proposed to be increased to approximately 25% of non-compliant vehicles which equates to approximately 1% of all parked vehicles);
 - vi. Council upgrades the parking detection technology (current system is at end of life) to assist with the enforcement of parking compliance;
 - vii. Council examines the option to introduce paid parking in strategic on-street and off-street locations in the CBD precinct; and
 - viii. Council reviews its car parking policy in relation to future new retail and commercial developments in the CBD with a view to bring the current parking requirements for new developments in line with standard practice for regional centres (3.33 car spaces per 100sqm).
- c. Council Officers to work closely with Armidale Plaza and Armidale Centro Shopping Centres Management to achieve a more holistic parking management plan for the Armidale CBD;
- d. Council examines opportunities in relation to the Moore Street Car Park to achieve improved CBD car parking outcomes for the community; and
- e. Council to further examine options and opportunities related to the provision of parking for employees of businesses and organisations located within the CBD and requiring all

day parking.

Background:

Council appointed consultants King and Campbell and their sub-contractor TPS Traffic and Parking Systems (TPS) to undertake a parking and mobility study and to provide recommendations on improvements to current parking arrangements in Armidale's central business district (CBD). The parking and mobility study has now been presented to the Business Advisory Committee and discussed at a workshop with Councillors.

TPS (through King and Campbell) was requested to conduct a parking study in response to the following requirements:

- Review the existing on-street and off-street parking layout and occupancy statistics.
- Recommend modifications to time limits, enforcement methods, or provision of additional parking within the study area to optimise availability of parking for customers and workers.
- Consider options for additional parking in relation to the proposed introduction of high density inner city residential apartments in the East Mall area.
- Review and recommend changes to traffic flow.
- Consider and comment on case studies from similar sized CBD's or city centres.

Additionally the parking study was to consider a range of other issues including: Employee parking; the Moore Street carpark; Rusden Street parking station; parking time limits; enforcement; traffic flow and signage.

The Parking Study relies upon data provided from two key sources: the Luxmore Parking study undertaken by Council in 2010 which still remains an accurate and relevant account of the supply of parking in the CBD; and the parking occupancy data provided by Council's parking detection system which provides accurate and relevant demand data. Additionally, parking infringement data has also been analysed to help investigate the levels of non-compliance and enforcement.

Key Issues and Risks

Key outcomes of the parking study are summarised below:

- Armidale Regional Council does not currently have an established contemporary framework for parking in the CBD that could assist in the planning for and management of parking.
- Armidale Regional Council does not have a parking supply problem in the CBD – however Council does have a parking management problem.
 - Data obtained from the in-bay detection system indicates that parking demand in on-street and off-street areas across the CBD at the time of peak demand amount to approximately 75% of parking supply which indicates that parking supply in the CBD is adequate to satisfy peak demand.
- There is strong evidence to support the notion that there are significant parking management deficiencies which generate a public perception that parking supply is inadequate.
 - Approximately 55% of parking in the heart and core areas of the CBD falls into the unrestricted category – standard practice in regional centres is 40% of CBD car parking is unrestricted.

- The distribution of supply in the 2hr and 3hr parking categories dominates the parking supply in the CBD with 4 times as much parking in this category than the 1hr category. Normally there is an even distribution of 1hr and 2hr parking.
 - The provision of 3hr parking in regional centres is highly unusual and can adversely impact parking turnover rates.
- 40% of all CBD parking is located in the Armidale Plaza and Armidale Central shopping centres highlighting the need for Council to adopt a collaborative and holistic approach to the management of car parking in the CBD.
- The Moore Street car park is located on crown reserve and provides 750 short and medium term car parking spaces and therefore it should be viewed by Council as of strategic importance due to its proximity to the CBD heart.
- Parking enforcement in Armidale's CBD is well below the standard practice for a regional centre:
 - The number of reported infringements is equivalent to less than 0.1% of all vehicle parking demands which are subject to parking durations or similar restrictions – normally it would be expected that 5% of vehicles park for durations that exceed the posted duration limit and ARC's in-bay detection system measures the level of over stays in the Armidale CBD at approximately 4% which is consistent with other regions.
 - Currently infringement notices are only being issued to approximately 2.5% of vehicles infringing – ie 2.5% of the 4%, which is having a significant effect on parking availability in the CBD, particularly in on-street and off-street short term parking spaces.
 - The Parking Detection System, an advanced parking technology that assists Council with the identification of non-compliant vehicles is now at end of life and due for replacement.
 - The Ranger Parking Officer role has been vacant for the majority of 2017 and 2018.
- The parking requirements for new retail and/or commercial developments is low compared to other regional centres.
 - ARC currently prescribes 1 car parking space per 40sqm (2.5 per 100sqm) where standard practice for regional centres is no less than 3.33 car parking spaces per 100sqm.

Integrated Planning and Reporting Framework

The Car Parking Study was identified as a key component of the Mall Vibrancy Plan which has been identified in the Community Strategic Plan, Delivery Program and Operational Plan.

G3.4 – Implement the Mall Vibrancy Plan

G3.4.1 – Report on the Action Plan 2017 – 2021

G3.6 - Provide Central Business District (CBD) infrastructure that supports a more vibrant and varied offering of shopping experiences for tourists

G3.6.1 – Develop and Implement the CBD Revitalisation Program

Stakeholder Engagement

Council has shared the report on the Car Parking and Mobility Study of Armidale's CBD and provided a presentation to the Business Advisory Committee and to Councillors at a recent Councillor Workshop. In both cases the findings and recommendations outlined in the report were well received.

Financial Implications

The implementation of some of the recommendations outlined above will require a level of up front investment:

- The investment in the implementation and maintenance of the upgraded parking detection system is likely to be in the order of \$120,000 per annum which includes installation and an ongoing maintenance program over five years. This investment will be offset through increased revenues generated from the additional detection of non-compliant vehicles and efficiency gains in the operations related to enforcement. The annual cost for the technology has been allowed for in the current financial year budget.
- The investment in additional parking rangers to improve the management of parking compliance is expected to be entirely offset by income generated from infringement notices applied to non-compliant vehicles.

These investments are very likely to result in significant improvements in parking management outcomes in the Armidale CBD.

Next Steps

Council officers will prepare a plan for the implementation of the proposed CBD parking recommendations. The key initiatives identified and proposed in this report are expected to be either completed or well progressed within the current 2018/19 financial year.

Item: 11.1 **Ref:** AINT/2018/21868
Title: FOR DECISION: Endorsement of Draft Cemeteries Operations Management Policy **Container:** ARC16/0993
Author: Richard Morsley, Program Leader Parks and Facilities
Attachments: 1. Draft Cemetery Operations and Management Policy

RECOMMENDATION:

- (a) That Council endorse the Draft Cemeteries Operations Management Policy;**
- (b) That the Draft Cemeteries Operations Management Policy be placed on public exhibition for a period of not less than 28 days, from Friday 26 October 2018 to Friday 23 November 2018;**
- (c) That a further report be provided to the December 2018 Council meeting for consideration of any submissions received; and**
- (d) That if no submissions are made within the submission period, then the Cemeteries Operations Management Policy be adopted retrospectively.**

Background:

The amalgamation of the former Guyra Shire Council and Armidale Dumaresq Councils revealed a range of inconsistencies with the regard to the operational and administrative management of the 16 cemeteries now under Council's control. The merger provided the opportunity to harmonise these inconsistencies for the benefit of the community, council staff and funeral directors.

In the former Guyra Shire, the standard procedure was that funeral directors always managed funeral arrangements with bereaved relatives; however Armidale Dumaresq Council occasionally shared this responsibility with funeral directors. Discussing private and sensitive arrangements within Armidale's customer service area could result in confronting situations for staff, relatives and other customers. The reviewed operational management plan recognises that such matters are best handled by funeral directors who have the experience, skills and facilities required for these discussions. To this end, we propose to adopt the former Guyra Shire's approach.

The review also alters the current financial arrangements with regard to interments (burials) in Armidale. Finance staff of Armidale Dumaresq Council would invoice the living relatives for the applicable interment fees following the burial. As a result of that arrangement, Council absorbed a number of unpaid debts as well as the cost of debt recovery that was not always successful.

The preferred position is to adopt the approach by the former Guyra Shire Council and many other councils in NSW, where the funeral director provides a 'one stop shop' arranging funeral details and invoicing relatives according to Council's fees and charges. Council then invoices the funeral director for the applicable fees following interment. By adopting these arrangements across the amalgamated council we incur fewer debts, receive prompt payments and the procedure allows funeral directors to carry out the business they are best placed to do.

Council's Parks and Facilities and Customer Service staff discussed these matters with the local funeral director and also the operational procedures relating to burials. Clearly identifying the roles and responsibilities of Council staff and funeral director staff on the day of the funeral and clarifying funeral notifications has been agreed upon by both parties.

These arrangements have also been articulated in the reviewed policy.

The review also included minor changes to the conditions of use of cemeteries that will inform the content of much needed advisory signage at all our cemeteries. Signage will serve to remind people of the need to maintain a simple uncluttered landscape that from its simplicity fosters a sense of respect.

We propose to ease past restrictions on the size and design of memorial headstones in all our lawn cemeteries provided that headstones do not hinder maintenance or adjacent grave preparations. This provides a wider choice of options for memorialisation for the consumer. Equally, we propose to enforce the previous policy conditions for the removal of new unauthorised structures and grave landscaping to retain a less cluttered and lower risk landscape. Structures erected or placed in access areas of lawn cemeteries present a substantial risk for cemetery staff, elderly and the disabled, hinder effective maintenance and detracts from what should be an uncluttered landscape that retains a sense of reverence.

As well as updating and improving the layout of the policy, the review aligns the operational management of our cemeteries with policies adopted by many other councils in NSW.

Key Issues and Risks

If the policy is not adopted, the lack of integration of administrative and operational procedures across the amalgamated council will lead to increased costs and disharmony across stakeholders. A continuation of the less than ideal circumstances when dealing with bereaved families and the lack of financial integration is unsatisfactory. Inadequate and unenforced conditions of use allows the placement of objects and structures that increases public and Council risk, increases the cost of maintenance and detracts from the landscape.

Integrated Planning and Reporting Framework

N/A

Stakeholder Engagement

Open discussion and meetings with key stakeholders took place prior to reviewing this document

Financial Implications

See key issues and risks

Next Steps

Implement cohesive and uniform operational procedures with staff and external stakeholders.
Design and erect signage at key locations in cemeteries to assist the public.

Item: 11.2 **Ref:** AINT/2018/22174
Title: FOR DECISION: Adoption of Development Contributions Plans
Container: ARC16/1051
Author: Kathy Martin, Acting Program Leader Environment and Sustainability
Attachments: 1. Section 7.11 Development Contributions Plan - Heavy Vehicles 2018
2. Section 7.12 Development Contributions Plan 2018

RECOMMENDATION:

- (a) That Council note the Applicant's (McCloy Dumaresq Pty Ltd) commitment to settle the monetary contribution required under DA-117-2012/E as part Works In Kind and part monetary contribution instead, by constructing the shared cycleway south of McDonald Drive, Armidale, and making an upfront payment towards the upgrading of Cookes Road Bridge.
- (b) That given (a) above, the Works Schedule in the exhibited Draft Armidale Regional Council Section 7.12 Development Contributions Plans 2018 be amended by deleting the shareway south of Macdonald Drive and changing the contribution cost of the Cookes Road bridge upgrade to \$72,000.
- (c) That the exhibited Draft Armidale Regional Council Section 7.11 – Heavy Vehicles and Section 7.12 Development Contributions Plans 2018 be amended by deleting from both plans the requirement that contributions be made towards recouping the cost of preparing the plans.
- (d) That the following plans, as amended by (b) and (c) above, be approved and come into effect on 1 November 2018:
 - i) Armidale Regional Council Section 7.11 Development Contributions Plan 2018 – Heavy vehicles
 - ii) Armidale Regional Council Section 7.12 Development Contributions Plan 2018.
- (e) That copies of the approved Development Contributions Plans be forwarded to the Minister for Planning.

Background:

At its meeting on 23 May 2018 Council considered the following Draft Development Contributions Plans:

- Draft Section 7.11 Development Contributions Plan for Heavy Vehicles which applies to development that generates heavy vehicle traffic movements; and
- Draft Section 7.12 Development Contributions Plan which applies to most of the local government area.

Council resolved (Minute No: 96/18):

- a) *That the following draft plans be placed on public exhibition for at least 28 days in accordance with section 2.2 of the Environmental Planning and Assessment Act 1979 and clause 28 of the Environmental Planning and Assessment Regulation 2000:*
 - i) *Draft Armidale Regional Council Section 7.12 Contributions Plan 2018, and*
 - ii) *Draft Armidale Regional Council Section 7.11 Contributions Plan 2018 –*

Heavy Vehicles.

- b) *That a further report be provided to Council following the public exhibition period.*

Development Contributions Plans:

Aside from a voluntary Planning Agreement between Council and a developer, Council may only require a developer to make a contribution as a condition of development consent and in accordance with a Development Contributions Plan. The type of contribution may be monetary, dedication of land or Works in Kind.

The proposed Development Contributions Plans will facilitate the implementation and administration of development contributions by replacing the development contributions plans that currently apply to the local government area. Clause 2.7 and Appendix 3 of the proposed Section 7.12 Plan includes provisions that will result in all eleven (11) current plans being repealed by the new plan.

The Section 7.11 Plan requires contributions from development that generates heavy vehicle traffic and applies the contributions towards road maintenance and rehabilitation. The contributions are calculated on the basis of the heavy vehicle traffic generated by the development in question.

The Section 7.12 Plan applies a fixed levy based on the cost of carrying out a development and adopts the maximum levy allowable under the *Environmental Planning and Assessment Regulation 2000* (EPA Regulation) as follows:

Proposed cost of carrying out development	Maximum percentage
\$0 - \$100,000	Nil.
\$101,000 - \$200,000	0.5%
More than \$200,000	1.0%

The Section 7.12 Plan has a works schedule that includes the following types of facilities with associated estimates of costings and timeframes for providing the facilities over the next 10 years:

- Open space
- Community facilities – libraries in Armidale and Guyra
- Shareways (shared pedestrian/cycleways)
- Local roads
- Administration – cost of administration and review of Contributions Plans within 5 years.

The Section 7.12 Plan applies to the local government area, except land that is subject to a Voluntary Planning Agreement (VPA) or draft (VPA), as identified in Appendix 2 of the Plan.

Public exhibition:

The Draft Section 7.11 and Section 7.12 Plans and supporting information were placed on public exhibition from Friday, 15 June 2018 until Monday, 23 July 2018, at:

- Council's Armidale office, 135 Rusden Street, Armidale,
- Council's Guyra office, 158 Bradley Street, Guyra, and
- Council's website at www.armidaleregional.nsw.gov.au

Notice was provided in local newspapers and submissions were invited during the exhibition period. No submissions were received.

Works in Kind commitment:

It is proposed to change the exhibited version of the Works Schedule in the Draft Section 7.12 Plan prior to adoption. The proposed changes are in response to a developer recently proposing to settle their required monetary contribution by providing a facility (Works In Kind) and paying a lesser monetary contribution instead. Under the *Environmental Planning and Assessment Act 1979* (EPA Act) a contribution may be settled by paying a monetary contribution, providing a Works In Kind or both.

The exhibited Draft Section 7.12 plan includes the following facilities in its Works Schedule:

Item	Cost	Priority H=2018-2021, M=2021-2024, L=2024-2028
Shareway South of Macdonald Drive between Canambe St road reserve and Cookes Road, Armidale – towards construction costs	\$100,600	M=2022-2023
Cookes Road Bridge, Armidale – towards cost of upgrading	\$260,000	M=2023-2024

The above facilities were carried through from the current Macdonald Drive Shared Pedestrian/Cycle Path and Cookes Road Bridge Development Contributions Plans 2013, which the Draft Section 7.12 plan proposes to replace. Council may levy contributions where new development is likely to generate demand for a facility, so the cost of providing these facilities was apportioned between council (to meet existing demand) and new development (to meet demand generated by development). The cost in the Works Schedule is the total contributions to be received from new developments towards the cost of providing the item.

Development consent (DA117-2012/E) has been granted for a 250 lot subdivision at 64 Cookes Road, Armidale. The development consent includes a condition that requires monetary contributions towards the construction of the shareway south of Macdonald Drive and upgrading of the Cookes Road bridge, in accordance with the current Macdonald Drive Shared Pedestrian/Cycle Path and Cookes Road Bridge Development Contributions Plans 2013.

The developer, McCloy Dumaresq Pty Ltd, has since indicated that they wish to settle their development contributions by constructing the Macdonald Drive shareway and paying the residual value of their total contributions as a monetary contribution towards upgrading Cookes Road bridge. This proposal has been submitted as a modification (DA117-2012/F) to the relevant condition in the development consent

Proposed changes to exhibited Draft Contributions Plans:

The following considers the effect of the Works in Kind commitment on the Works Schedule in the exhibited Draft Section 7.12 plan.

The subdivision at 64 Cookes Road will generate most (approximately 94%) of the demand from new development in the area for the Macdonald Drive shareway. Given the developer is proposing to construct the shareway and the relatively small amount of other new development in the area likely to benefit from its provision, it is recommended that the shareway be removed from the exhibited Works Schedule.

As a result of the Works In Kind commitment, the cost of upgrading Cookes Road bridge will be shared by:

- Council (to satisfy existing demand and any shortfall as a result of the developer of 64 Cookes Road subdivision covering Council's costs towards the Macdonald Drive shareway),
- Developer of 64 Cookes Road subdivision – by upfront monetary payment in accordance with the modification to development application (DA117-2012/F).
- New development (other than the 64 Cookes Road subdivision) – by contributions levied in accordance with the proposed Section 7.12 Plan.

It has been estimated that new development, other than the 64 Cookes Road subdivision, will generate 16% of the demand for the bridge upgrade. The estimated cost of upgrading the bridge is \$450,000 and 16% of this is \$72,000. It is recommended that the Works Schedule in the exhibited Draft Section 7.12 plan be amended to change the contribution cost towards the Cookes Road bridge upgrade to \$72,000.

It is also proposed to delete recouping the cost of preparing the Development Contributions Plans from the Plan Administration Costs in the exhibited Draft Section 7.11 Plan and from the Works Schedule in the exhibited Draft Section 7.12 Plan. Preparation of the Development Contributions Plans has been funded by merger funds and contributions may not be levied for works carried out with grant funding. However, the cost of administering, implementing or reviewing the Plans has been retained as this will be carried out and funded by Council.

In summary the following changes are proposed to the Works Schedule in the exhibited Draft Section 7.12 Plan:

Item	Cost	Priority H=2018-2021, M=2021-2024, L=2024-2028
Shareway South of Macdonald Drive between Canambe St road reserve and Cookes Road, Armidale – towards construction costs	\$100,600	M=2022-2023
Cooks Road Bridge, Armidale – towards cost of upgrading	\$260,000 \$72,000	M=2023-2024
Administration of contributions plans:		
— recoup cost of preparing plan	\$33,000	
– review of plan	\$15,000	

The final versions of the Section 7.11 and Section 7.12 Plans that include the proposed changes are in Attachments 1 and 2, respectively.

Key Issues and Risks

Preparation of Development Contributions Plans involved making projections on where, when and how much development activity is likely to take place during the life of the plan. If development activity is less than projected there is a risk that insufficient funds will accumulate during the life of the plan to provide all of the facilities for which the contributions were levied. Also, over time the cost of providing facilities is likely to increase and insufficient funds may be available to provide the facilities when they are required. To address these risks:

- Projections on development activity and, therefore, estimated income from developer contributions, has taken into consideration development trends over the past eight years as well as projected population growth (Department of Planning and Environment, 2016).
- The Draft Contributions Plans include provisions for indexing contribution rates.
- Any interest on contributions received by council must be distinguished from all other money held by council (Clause 35 of the EPA Regulation) and is usually kept within the relevant contributions fund.
- The Draft Contributions Plans contain provisions for reviewing the plans, including a complete review every five years.

Integrated Planning and Reporting Framework

Community Strategic Plan 2017-2027: Growth, Prosperity & Economic Development

Planning G1: The community experiences the benefits of an increasing population:

Delivery Program 2018-2021:

G1.3 Support sustainable population growth and develop infrastructure to meet the needs of this regional growth.

Operational Plan 2018-2019:

G1.3.1 Continue to collect Section 7.11 revenue.

Stakeholder Engagement

Preparation of the Draft Contributions Plans involved a Working Group that comprised relevant planning (development), facilities and finance managers within Council.

The Draft Contributions Plans and supporting documentation were publicly exhibited for at least 28 days in accordance with the EPA Act and EPA Regulation 2000. Notice of the public exhibition also included a list of current development contributions plans proposed to be repealed and replaced by the Draft Contributions Plans.

No submissions were received during the exhibition period.

Financial Implications

Where development is likely to generate a demand for public services and facilities, Council is able to require contributions from development towards the provision of those services and facilities. In doing so the costs of providing facilities are apportioned between existing and future populations. Contribution rates should be reasonable and facilities should be provided in a reasonable time.

The EPA Act and Regulation include specific provisions to ensure financial accountability when implementing and administering development contributions plans.

Estimated income from developer contributions under the Section 7.12 Plan is \$5 million to \$6 million over the 10 year life of the plan. The estimate is based on the value of development in the Council area over recent years as well as future development activity associated with projected population growth.

The 7.11 and 7.12 plans propose to levy contributions on all Development Applications and Complying Development Certificates determined on or after the 1 November 2018.

Next Steps

Following public exhibition of a Draft Contributions Plan and consideration of any submissions received, Council may:

- approve the plan in its exhibited form
- approve the plan with such alterations as it thinks fit, or
- decide not to proceed with the plan.

It is not considered necessary to re-exhibit the Draft Section 7.11 and Section 7.12 Plans with the proposed changes as outlined in this Report as the facilities in the exhibited Works Schedules have been, or will still be, provided but by different means that are allowed for under the EPA Act.

Within 28 days of the Contributions Plans being approved by Council, public notice of the approval must be given in a local newspaper. The Contributions Plans will come into effect on the date on which public notice of the approval is given, or a later date specified in the notice.

It is proposed to publish the notice of approval in Armidale and Guyra newspapers on 31 October 2018 with the Section 7.11 and Section 7.2 Development Contributions Plans coming into effect on Thursday, 1 November 2018.

The notice of approval for the new Development Contributions Plans will also identify the current contributions plans that will be repealed and replaced by the new plans.

Council is required, as soon as practicable after approving the contributions plans, to provide the Minister for Planning and Environment with copies of the plans.

Item:	11.3	Ref: AINT/2018/22285
Title:	FOR DECISION: Review of Determination REV-1-2018 for Proposed Garage at 11 Catherine Street Armidale	Container: REV-1-2018
Author:	John Goodall, Program Leader Building and Development	
Attachments:	1. REV-1-2018 - 11 Catherine Street ARMIDALE NSW 2350 - Assessment Sheet 2. Proposed Plans of Garage 3. Submission from Planning Consultant 4. Submissions	

RECOMMENDATION:

That Council supports the original determination of DA-68-2018 by refusing the Review of Determination, REV-1-2018 for the following reasons:

- 1) That having regard to Armidale Dumaresq Development Control Plan 2012, the proposal does not comply with the relevant provisions of Chapter 4.1 of the Plan, particularly Parts 4, 5 & 11, in regards to:
 - Garages are to be located at least 1.0 metre behind the front façade of the dwelling.
 - Outbuildings are to be positioned so as not to be visible from the street.
 - Garages/outbuildings should be recessive in the streetscape.
 - The proposal would result in excessive scale and bulk placed on the streetscape of Catherine Street.
- 2) That having regard to Armidale Dumaresq Development Control Plan 2012, the proposal is inconsistent with the following objectives of the Plan:
 - To minimise the impact of the development on adjoining neighbours and the streetscape.
 - To ensure that the height, bulk and scale of new buildings and outbuildings are not dominant in the streetscape.
 - To ensure the design of the dwelling façade is dominant with the garages a recessive element on the street elevation.
- 3) That as a result of the non-compliance with Armidale Dumaresq Development Control Plan 2012, it is considered that the proposed development would adversely impact on the existing streetscape and locality.
- 4) That in the circumstances, the granting of consent would set an undesirable precedent and not be in the public interest.

Background:

The Applicant has submitted a Review of Determination, REV-1-2018, for Council's consideration following the refusal of DA-68-2018.

The proposal is for the erection of a garage at 11 Catherine Street Armidale.

Following its assessment of both DA-68-2018 and REV-1-2018, the proposal as submitted does not comply with a number of provisions under Council's Development Control Plan 2012 and is not considered as appropriate or suitable development in its current form.

The Applicant had the opportunity both prior to the lodgement of the application and once again during the assessment of the application to either engage with Council to demonstrate that there were no feasible or improved alternatives to the proposal or to amend the plans to show compliance with Council's Policy.

Prior to the lodgement of REV-1-2018 the Applicant had a further opportunity to amend the plans for Council's consideration, but has chosen to further pursue consent for the development as submitted.

A full assessment of the application against Council's DCP 2012, together with the Applicants response and adjoining owners submissions are discussed in detail in the attached Report.

Key Issues and Risks

The key issues and risks identified with this application are related to its non compliance with Council policy and if approved the undesirable precedent it would set for like development within the LGA.

Integrated Planning and Reporting Framework

All relevant matters have been taken into consideration.

Stakeholder Engagement

The Application was notified to adjoining properties in accordance with Schedule 1 of the Environmental Planning and Assessment Act 1979 and two objections were received.

Financial Implications

If dissatisfied with Council's decision the Applicant has the option of pursuing the matter through the Land and Environment Court. Such a decision would have financial implications on Council's budget position if the decision was made to continue to contest the matter in Court.

Next Steps

To advise the applicant of Council's decision in regard to this report.

Item:	12.1	Ref: AINT/2018/21502
Title:	FOR DECISION: Endorsement of Asbestos Policy ARC16/0619	Container:
Author:	Lindsay Grigg, Acting Program Leader WHS	
Attachments:	1. Draft Asbestos Policy	

RECOMMENDATION:

- (a) That the Draft Asbestos Policy be endorsed;**
- (b) That the Draft Asbestos Policy be placed on public exhibition for a period of not less than 28 days, from Friday 26 October 2018 to Friday 23 November 2018;**
- (c) That a further report be provided to the December 2018 Council meeting for consideration of any submissions received; and**
- (d) That if no submissions are made within the submission period, then the Procurement Policy be adopted retrospectively.**

Background:

The Office of Local Government (OLG) drafted a Model Policy available so as to provide a uniform approach to the issue of Asbestos management. The Model Policy was developed by a workgroup of State Government bodies which form the Heads of Asbestos Coordination Authorities (HACA). OLG has created a database to map out the development of such Policies in each local government area. Armidale rates as having a non-compliant policy for Asbestos management. By endorsing and implementing this Policy Council will be reviewed as having a compliant policy.

Key Issues and Risks

Without an Asbestos Policy in place Council is vulnerable to:

- Noncompliance to current legislations,
- Mishandling of asbestos by public and developers,
- Exposure to Council workers and contractors,
- Contamination issues at Landfill sites and illegal dumping.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

L2.1.1 – Monitor and review achievement of Financial Strategy

L2.1.3 – Develop effective financial management systems

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

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

An internal Working Party reviewed and amended the Model Policy to suit Council's specific circumstances.

Financial Implications

Fines of up to \$1million can be incurred for breaching the Asbestos legislation. Other costs can include clean-up and site restoration costs, health claims and compensation.

Next Steps

The policy will be placed on public exhibition from 26 October 2018 to 23 November 2018.

Item: 13.1 **Ref:** AINT/2018/20931
Title: FOR INFORMATION: 2018 Christmas and New Year Closure **Container:**
ARC17/2389
Author: Kim Bryan, Service Leader People, Safety and Communications
Attachments: Nil

RECOMMENDATION:

That Council note the 2018 Christmas and New Year close down period, from close of business Monday, 24 December 2018 and reopening on Wednesday 2 January 2019.

Background:

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

Key Issues and Risks

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

The 2018 Christmas and New Year proclaimed public holidays that fall during the close down period are as follows:

Tuesday	25 December	Public Holiday
Wednesday	26 December	Public Holiday
Thursday	27 December	Close down
Friday	28 December	Close down
Monday	31 December	Close down
Tuesday	1 January 2019	Public Holiday

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

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

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

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region.

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

L3.5 – Develop and implement a Workforce Management Plan which commits to building a skilled, motivated, inclusive and diverse workforce.

L3.5.1 – Develop and implement best practice workforce management strategies

Stakeholder Engagement

Staff will be advised by way of the intranet, e-mail messages, notices on noticeboards and tool box and team meetings.

Financial Implications

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

For the proposed close down days (27, 28, 31 December), the staff who are not rostered to work will be advised to apply for leave for the nominated close down days. Staff are also able to accrue up to three non working days (indoor staff) or rostered days off (outdoor staff) to cover the close down days.

Next Steps

An advertising program will be developed to advise the community of the Council close down period.

Item:	13.2	Ref: AINT/2018/19078
Title:	FOR INFORMATION: Disclosure of Interest by Councillors and Designated Persons 2018	Container: ARC16/0662
Author:	Peter Wilson, Program Leader Governance, Risk and Legal	
Attachments:	Nil	

RECOMMENDATION:

That Council note the Register of Disclosures by Councillors and designated persons for the period July 2017 – June 2018, as tabled.

Background

The purpose of this report is to table Declaration of Interest Returns, in compliance with the provisions of Section 450A of the NSW Local Government Act 1993 (Act), in relation to the keeping of a register of, and the tabling of, pecuniary interest forms by Councillors and designated persons.

Key Issues and Risks

Section 449(3) of the Local Government Act 1993 requires Councillors (and designated persons), who hold that position on 30 June in each year, to lodge a "Disclosures by Councillors and Designated Persons Return". All Councillors who held office at 30 June and designated persons should have lodged such a return with the CEO by 30 September 2018.

The purpose of these provisions is to ensure transparency and accountability in local government decision making. The obligations upon Councillors, CEO, Senior Staff and other designated persons are as much a protection for them as it is for the community, in the review of Council's decisions, and one of the important mechanisms in enhancing public confidence in local administration.

Designated persons identified by Council include the CEO, Group Leaders (Senior Staff), all Service Leaders; staff authorised to order goods over \$55,000 (inclusive GST), staff involved in strategic planning, staff involved in assessing/issuing consents to development applications and staff involved in compliance/regulatory activities.

It should be noted that at the time of preparation of this report, not all of the Disclosure of Interest Returns requested had been completed and received.

Integrated Planning and Reporting Framework

Community Strategic Plan 2017-2027 – Leadership for the Region
Delivery Program 2018-2021

L3 Organisational Health - Council demonstrates sound organisation health and has a culture which promotes action, accountability and transparency.

L3.4 Good Governance - Ensure the organisation is well led and managed through implementation of the Good Governance framework

Operational Plan 2018-2019

L3.4.1 Provide Governance services to the organisation to ensure we are meeting our legislative requirements.

Stakeholder Engagement

Sections 449 and 450A of the Local Government Act 1993 cover the compulsory lodgement of pecuniary interest annual returns. The Act details specific responsibilities of the CEO in relation to the collection, reporting, tabling and public accessibility of the returns.

Financial Implications

This is not applicable to this report.

Next Steps

Under the Act, the returns are to be tabled at the first Council meeting following the last day for lodgement.

Item: 13.3 **Ref:** AINT/2018/22014
Title: FOR INFORMATION: Cash & Investment Report For September 2018
Container: ARC18/2774
Author: Deborah Walls, Accountant
Attachments: 1. Cash & Investment Dashboard September 2018

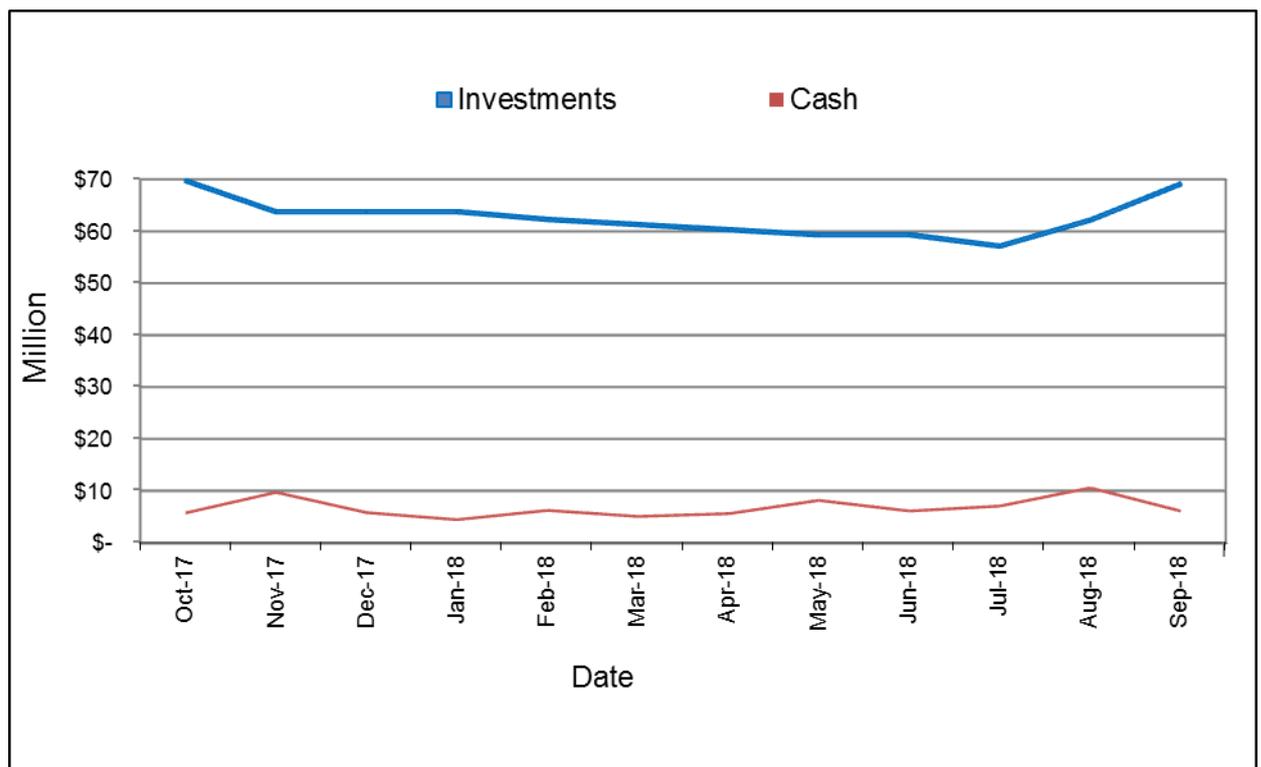
RECOMMENDATION:

That Council note the Cash and Investment Report, as at 30 September 2018, reporting investments held of \$69,133,744 and a consolidated Bank Account balance of \$4,875,652, excluding the Trust Fund.

Background

Cash and Investments for the month of September 2018.

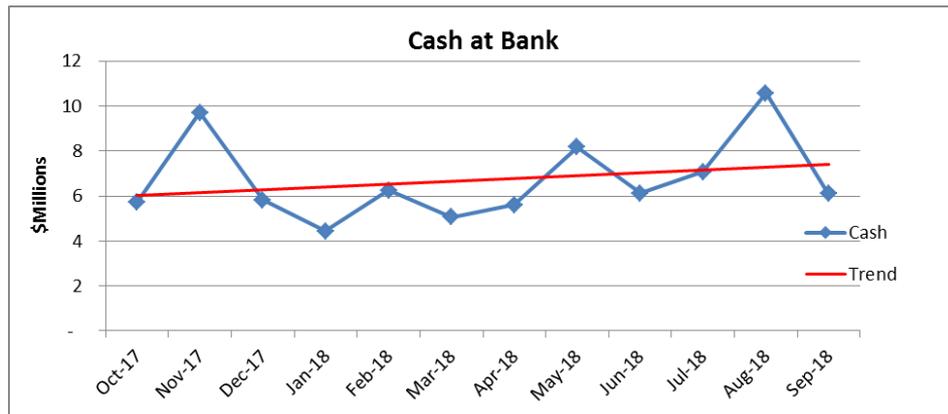
The following is the cash and investment particulars for the period 1 September 2018 to 30 September 2018. At the end of the August period, Council held **\$69,133,744** in investments and a consolidated bank account balance of **\$4,875,652**, excluding the Trust Fund.



Cash

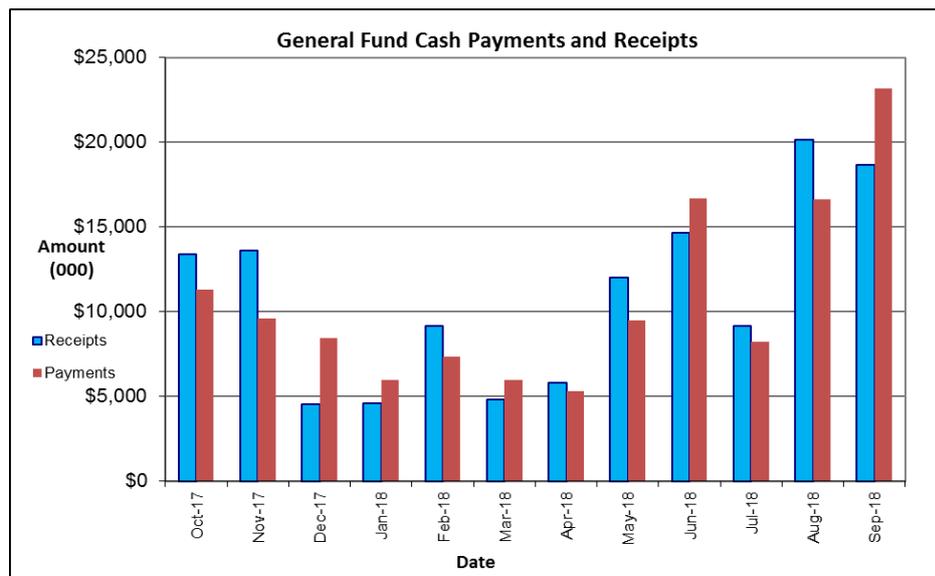
Council's bank account balance as per bank statements at the end of the period 30 September 2018 are as follows:

Bank Accounts	September 2018	August 2018 comparative	Movement
General Fund	\$4,875,652.31	<i>\$9,367,179.74</i>	<i>(\$4,491,527.43)</i>
Trust Fund	\$1,230,017.55	<i>\$1,210,137.58</i>	<i>\$19,879.97</i>
Total Bank Balance	\$6,105,669.86	<i>\$10,577,317.32</i>	<i>(\$4,471,647.46)</i>



During the month the following cash flows occurred.

	September 2018 (\$million)	August 2018 Comparative (\$million)
Receipts	\$18,693.34	<i>\$20,128.47</i>
Payments	\$23,164.99	<i>\$16,624.39</i>



Investments

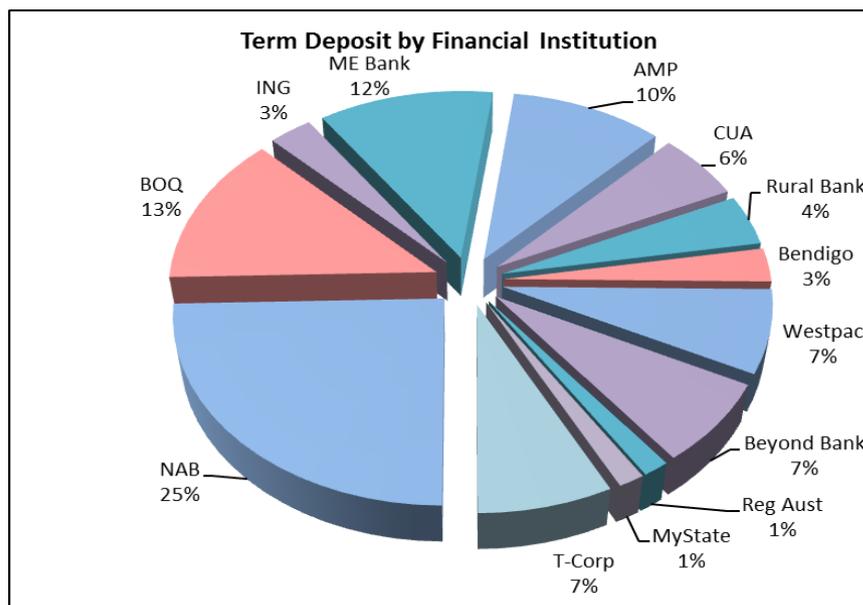
At the end of September 2018 Council held \$69,133,477 in investments. This is an increase of \$6,967,629 from the end of August 2018. This increase occurred due to a funding boost of approx. \$5.9million for the Malpas Pipeline. As this project is unlikely to incur any major expenses until early next year. The funds have been invested into short term deposits, where a higher interest rate will be received. ARC has also invested \$1million into the Regional Australia Bank. The Regional Australia Bank is keen to build a strong relationship with ARC and in return for ARC investing \$1million with them; they offered us a higher interest rate. This interest rate was competitive with other financial institutions for the same term. This has also allowed ARC to diversify into another financial institution and reduce the risk of limited investment exposure.

Opening Balance at the beginning of the Period	\$62,165,847.59
Additional funds transferred from General Account	\$ 6,967,629.45
Closing balance at the end of the Period	\$69,133,477.04

As per the below investment Register, the investments are diversified across a range of institutions, with no one institution exceeding 45% of average annual funds invested to ensure the portfolio is in line with the Council's Investment Policy (adopted 27th July 2016). It should be noted that the investment Policy is currently under review.

Investment Register

Institution	Market Value	% of Portfolio	Average Interest Rate
<u>Term Deposits</u>			
AMP	\$7,000,000.00	10.13%	2.77%
Bendigo Bank	\$2,000,000.00	2.89%	2.60%
Beyond Bank	\$5,000,000.00	7.23%	2.67%
Bank of Queensland	\$9,000,000.00	13.02%	2.69%
Credit Union Australia	\$4,000,000.00	5.79%	2.74%
ING	\$2,000,000.00	2.89%	2.56%
ME Bank	\$8,000,000.00	11.57%	2.67%
MyState	\$1,000,000.00	1.45%	2.65%
NAB	\$13,565,824.00	19.62%	2.63%
Regional Australia Bank	\$1,000,000.00	1.45%	2.65%
Rural Bank	\$3,000,000.00	4.34%	2.68%
Westpac	\$5,000,000.00	7.23%	2.55%
Total Term Deposits	\$60,565,824.00	87.61%	2.67%
<u>High Interest Savings Accounts</u>			
T-Corp Hour Glass Account	\$5,146,398.97	7.44%	
High Interest Savings Account	\$3,421,254.07	4.95%	
Total High Interest Savings Accounts	\$8,567,653.04	12.39%	
Total Investment Portfolio	\$69,133,477.04	100%	



Key Issues and Risks

An Investment Report is required by legislation to be tabled at the monthly Ordinary Meeting of Council. Council's financial position is a key component in its economic sustainability in the future.

The Investment Policy covers aspects of risk associated with interest rates and bank security.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

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

L2.1.3 – Develop effective financial management systems

Stakeholder Engagement

The monthly report provides the community with a snapshot of Council's cash and investment particulars for the period 1 September 2018 – 30 September 2018

All of Council's investments for the period ending 30 September 2018 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.

Financial Implications

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

Next Steps

Continue to monitor the financial position of Armidale Regional Council cash and investments and ensure sufficient working capital is retained and restrictions are supported by cash.

Item: 13.4 **Ref:** AINT/2018/22261
Title: FOR INFORMATION: Monthly Financial Report September 2018
Container: ARC16/0488
Author: Kelly Stidworthy, Service Leader - Finance
Attachments: 1. Council Monthly Financial Report September 2018

RECOMMENDATION:

That Council note the Monthly Financial Report for September 2018.

Background:

Council has requested the provision of a monthly financial report so that regular review can occur of actual expenditure to budget.

The monthly financial report is provided in the form of a summary report "Financial Results" and more detailed report "Income Statement" in the following formats:

- General Fund
- Water Supply Fund
- Sewer Supply Fund
- Consolidated

General Fund

The General Fund is forecast to make an operating deficit of \$3.5 million at 30 June 2019. As at 30 September 2018, Council had an operating surplus of \$17.0 million but this is due to rates and annual charges revenue being raised and recognised in July for the full year. As regular expenditure will occur for the remainder of the year, the operating surplus will reduce and eventually revert to an operating deficit.

The net budget position represents the forecast cash impact of Council's operating and capital results for the year. Council has budgeted for a neutral cash impact in 2018-19 but this will only be achieved provided that expenditure remains within budget and that forecast revenues are achieved. It is important that Council remains within budget parameters in 2018-19.

Water Supply Fund

The Water Supply Fund is forecast to make an operating deficit of \$208k at 30 June 2019. As at 30 September 2018, Council had an operating surplus of \$2.7 million but this is due to annual charges being raised and recognised in July for the full year. As regular expenditure will occur for the remainder of the year, the operating surplus will reduce.

Council has budgeted for a negative cash impact in 2018-19 of \$5.5 million due to the requirement to undertake capital works. These works will be funded from the water supply reserve fund.

Sewer Supply Fund

The Sewer Supply Fund is forecast to make an operating deficit of \$162k at 30 June 2019. As at 30 September 2018, Council had an operating surplus of \$4.7 million but this is due to annual charges being raised and recognised in July for the full year. As regular expenditure will occur for the remainder of the year, the operating surplus will reduce.

Council has budgeted for a negative cash impact in 2018-19 of \$1.8 million due to the requirement to undertake capital works. These works will be funded from the sewer supply reserve fund.

Consolidated

The Consolidated forecast is to make an operating deficit of \$3.8 million at 30 June 2019. As at 30 September 2018, Council had an operating surplus of \$24.4 million but this is due to rates and annual charges being raised and recognised in July for the full year. As regular expenditure will occur for the remainder of the year, the operating surplus will reduce and eventually revert to an operating deficit.

Council has budgeted for a negative cash impact in 2018-19 of \$7.3 million due to the requirement to undertake capital works for water and sewer. These works will be funded from the water and sewer supply reserve funds.

Key Issues and Risks

Monitoring of YTD actual performance to budget is important to ensure that expenditure remains within available financial resources.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

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

L2.1.3 – Develop effective financial management systems

Stakeholder Engagement

The monthly financial report provides information on Council's actual to budget performance.

Financial Implications

The adopted budget does not have provision for overspends or for initiatives not included in the original budget and, as a result, must be closely monitored to ensure that actual expenditure remains within available financial resources. Introduction of any new initiatives requiring expenditure or overspends will require us to make adjustments to either the quantum or quality of projects and services to accommodate. Any overspends or new initiatives identified outside of the original budget must have an accompanying funding source.

Next Steps

Continue to monitor the financial position of Armidale Regional Council and ensure that sound financial management practices are employed to ensure expenditure remains within available financial resources.

Item: 14.1 **Ref:** AINT/2018/21597
Title: FOR DECISION: Leave of Absence - Councillor Martin
Container: ARC17/2373
Author: Peter Wilson, Program Leader Governance, Risk and Legal
Attachments: Nil

RECOMMENDATION:

That Councillor Martin be granted leave of absence for the period Monday 22 October to Wednesday 24 October 2018, including the Ordinary Council meeting on 24 October 2018.

Background:

Councillor Martin has requested leave of absence from Monday 22 October to Wednesday 24 October 2018 inclusive. The October Ordinary Council meeting is to be held on Wednesday 24 October and therefore Councillor Martin 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

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

L3.4 Ensure the organisation is well led and managed through implementation of the Good Governance Framework

L3.4.1 Provide governance services to the organisation to ensure we are meeting our legislative requirements

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 Martin's period of leave will result in her being absent from the October Council meeting which is to be held on Wednesday 24 October 2018 in Guyra.

Item: 14.2 **Ref:** AINT/2018/21842
Title: FOR DECISION: Leave of Absence - Councillor Gray
Container: ARC17/2373
Author: Peter Wilson, Program Leader Governance, Risk and Legal
Attachments: Nil

RECOMMENDATION:

That Councillor Gray be granted leave of absence for the period Monday 26 November to Monday 3 December 2018, including the Ordinary Council meeting on 28 November 2018.

Background:

Councillor Gray has requested leave of absence from Monday 26 November to Monday 3 December 2018 inclusive. The November Ordinary Council meeting is to be held on Wednesday 28 November 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

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

L3.4 Ensure the organisation is well led and managed through implementation of the Good Governance Framework

L3.4.1 Provide governance services to the organisation to ensure we are meeting our legislative requirements

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 November Council meeting which is to be held on Wednesday 28 November 2018 in Tingha.

Item: 16.1 **Ref:** AINT/2018/21051
Title: FOR DECISION: Minutes - Armidale Regional Sports Council - 8 May 2018 and 28 August 2018 **Container:** ARC16/0330
Author: Alex Piddington, Sports Coordinator
Attachments: 1. Minutes - Sports Council - 28 August 2018
2. Minutes - Sports Council - 08 May 2018

RECOMMENDATION:

- a) That the Minutes of the Armidale Regional Sports Council Committee meeting held on 08 May 2018 be noted;
- b) That the Minutes of the Armidale Regional Sports Council Committee meeting held on 28 August 2018 be noted;
- c) That Council note the funding applications to Tyler McCann, Chelsea Thornton, Katrina Reknow, Mia Emanuel, Lily Neilson and Tara Jane;
- d) That the amended Terms of Reference for the Armidale Regional Sports Council Committee be endorsed and that Council endorse the changes to the structure of the Armidale Regional Sports Council Committee, to disburse the two local Sub Committees and continue as the one functional Armidale Regional Sports Council Committee; and
- e) That in future Council staff, when putting forward projects for special funding i.e. Stronger Communities Grants, give first preference to those projects listed on the Armidale Regional Council Sports Council Priority List as the Sports Council is a 355 Committee of Council and one that reports to Council on such issues and as such should be given the support of Council when allocating funding, and this priority list has been put together on the recommendation of all the sporting bodies who use Council facilities.

Management Comment in respect to d)

The Armidale Regional Sports Council (Advisory Committee) membership was made up of two Councillors, two executives from the Guyra Sports Council and two executives from the Armidale Sports Council.

Both the Armidale and Guyra Sports Councils (Sporting User Groups) have now been disbanded and the composition of the Advisory Committee has been increased from six to 12 members, including the 2 councillors.

The Armidale Regional Sports Council committee composition will now be made up of Councillors Widders (Chairperson) and Galletly, former Sports User Groups executive position holders – Steve McMillan, Mike Porter, Jess Sisson and Jason Campbell and six (6) community representatives, including a minimum of two youth representatives. The additional 6 community members will be appointed following the calling of Expressions of Interest.

The Terms of Reference have been amended to reflect the proposed changes to the Committee Structure.

Item: 16.2 **Ref:** AINT/2018/21788
Title: FOR DECISION: Minutes - Traffic Advisory Committee - 2 October 2018
Container: ARC16/0168
Author: Belinda Ackling, Personal Assistant
Attachments: 1. Minutes - Traffic Advisory Committee - 02 October 2018

RECOMMENDATION:

- a) That the Minutes of the Traffic Advisory Committee meeting held 2 October 2018 be noted; and
- b) That the following recommendations from the Traffic Advisory Committee Meeting be adopted:
- (i) That the Special Event Transport Management Plan for the New England Antique Machinery Club – Rally Advertising Run 9th November 2018, be approved as per the Special Events Transport Management Plan.
 - (ii) That approval be granted for the temporary road closures in conjunction with the Transport Management Plan for the Greater Bank Armidale Fun Run 4th November 2018.
 - (iii) That the application for an entry / exit to / from Dangar Street as requested by the owner of the Four Season Motel be rejected by the Traffic Advisory Committee as this is out of Council’s jurisdiction.
 - (iv) That as advised by the RMS representative, the proprietor of the Four Season Motel be advised they need to contact development.northern@rms.nsw.gov.au seeking pre-DA advice.
 - (v) That the request to extending the 50kph zone, east past the Castledoyle Road intersection by 440mts be forward on for the RMS for their approval.
 - (vi) That Council install a new UA4 (L) straight ahead and left turning pavement arrow be installed on the Madgwick Drive leg of the intersection with Elm Avenue and two (2) sections of the current zigzag line be reduced to accommodate the arrows.
 - (vii) That approval be granted for Special Event Transport Management Plan for the Armidale Triathlon Club for the 2018/2019 event season commencing October 2018 and conclude March 2019 in accordance with the submitted Transport Management Plan.
 - (viii) That approval be granted for the Special Event Transport Management Plan for the Tour de North West to be held on Sunday 28 October 2018, in accordance with the submitted Transport Management Plan.
 - (ix) That “Restricted Parking Area” signs be installed adjacent to the western side of the Armidale Regional Airport terminal on entry to the specified area, and End of Restricted parking Area at the exit point for the Airport staff parking area.