



## BUSINESS PAPER

### ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 26 September 2018  
4pm

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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19.2	FOR DECISION: Request for Tender - Provision of Bulk Materials 2018-2020 <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. (Financial - Supplier pricing displayed - As per Tendering Guidelines 3.16 )</i>	
20	Close of Ordinary Meeting	

**Item:** 7.1 **Ref:** AINT/2018/20554  
**Title:** FOR DECISION: Mayoral Minute - Dangar Street Railway **Container:**  
ARC16/0001-3  
**Author:** Jessica Bower, Executive Officer  
**Attachments:** Nil

**RECOMMENDATION:**

**That Councillors note advice from the Mayor relating to the proposed load limit of the rail overbridge on Dangar Street at the cemetery roundabout in Armidale.**

**Background:**

Council has received advice from John Holland proposing a new 'Single axle 5T tandem axle 8.5T and tri-axle 10.5T' limit for the overbridge on Dangar Street. The overbridge is the main southern entry to the city of Armidale and main access point for Waterfall Way for traffic heading North and East.

Council detailed concerns to John Holland regarding the impact on residents and road surfaces from heavy vehicles travelling along the local streets which would be used to divert and return traffic to Waterfall Way if the proposed load limit were applied. Council requested the concerns included in the letter be registered with Transport for NSW.

Council has contacted the Hon Adam Marshall MP requesting his representation to Transport for NSW regarding this matter. Updates will be provided as this issue progresses.

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<b>Item:</b>	8.1	<b>Ref:</b> AINT/2018/18635
<b>Title:</b>	FOR DECISION: Notice Of Motion - Armidale Neighbourhood Centre Financial Assistance and Office Space	<b>Container:</b> ARC18/2827
<b>Author:</b>	Ian Tiley, Councillor	
<b>Attachments:</b>	1. ANC Letter July 2018	

## **MOTION**

- a) **That Council recommence financial support to the Armidale Neighbourhood Centre, to enable it to continue its present level of operations and service to the disadvantaged members of the community;**
- b) **That for the 2018-2019 financial year, such support be \$20,000 and that the appropriate budget adjustment be made in Council's first Quarterly Budget Review for 2018-2019;**
- c) **That in following years the Council's financial support be increased annually by CPI equivalent;**
- d) **That Council make representations, through Adam Marshall MP, to the appropriate NSW Government Minister for additional financial support to the Armidale Neighbourhood Centre, to enable the Centre to provide much needed additional services to those suffering disadvantage; and**
- e) **That Council liaise with the ANC to endeavour to allocate more space to the Centre for dispensing of services.**

## **Background**

On 22 July 2018, all councillors received a letter from the Armidale Neighbourhood Centre (ANC) advising of its financial plight and notifying that from 30 July the Centre hours of operation were to be substantially reduced.

I then met with the Chairperson of ANC, Associate Professor Elaine Barclay of UNE to explore the situation, given that I had ongoing dialogue with the Centre as Administrator and was very aware of the Centre's circumstances. The Chairperson advised that the Centre had good professional financial support and that this was not an issue. However, ANC was having to rely on a small grant from the NSW Government of \$43,000 to provide its many essential services.

Until around 2014 the Council had been providing cash support to ANC of \$17,600. I am led to believe that the funding was then reduced to \$8,000 and was then removed, apparently without the knowledge of the Council of the day.

Reintroduction of the Council grant at \$20,000 would approximate its value if it had been continued over the recent years with CPI increases each year.

The Chairperson of the ANC has advised that they would be delighted if Council provided the level of financial support proposed in the above motion, as it would enable ANC to return to the operational hours that existed before the recent reduction.

There are other issues of concern to ANC, some at least of which Cr O'Connor flagged in her 18 July memo to Councillors. One specific need is for more space to sensitively dispense services to

their needy clientele. The final section of the Notice of Motion seeks to commence addressing that matter.

Although it may not be considered appropriate to compare the Guyra Hub and the ANC, it is a fact that at present the Guyra facility attracts more than double the NSW Government financial support to ANC. Part d) of the Notice of Motion seeks to secure more Government funding for ANC.

I have provided a copy of the draft Notice of Motion to the ANC Chairperson, Associate Professor Barclay, who is supportive and who requested minor changes that I have incorporated.

### **CEO Report**

The Mayor and Council staff met with the Armidale Neighbourhood Centre and Family and Community Services (FACS) on Friday 17 August 2018. The objective of the meeting was to identify ways to support ANC to continue offering services to the Armidale community.

The ANC had been receiving funding from the Armidale Dumaresq Council on a diminishing scale, being \$17,600 in 2011/12, \$8,000 in 2012/13 and \$4,000 in the 2013/14 year. This financial assistance ceased in 2014/15, however Council continued to provide ANC with use of the current premises at a peppercorn rental.

The ANC is seeking recurrent funding of \$60,000 pa in addition to current funding received from FACS to carry out the Neighbourhood Centre Functions.

At the meeting, Council advised that it did not have any funding available, but would continue to support the ANC through the low rental and that we could assist them with the preparation of future funding applications.

FACS also confirmed that they were not in a position to provide the additional recurrent funding, but were committed to innovative service models that would see the community support provided by the ANC continue within the existing budget.

On Friday 24 August, Council, Homes North, FACS and Armidale Family Support Services held a meeting to explore the possibility of the three organisations co-locating in a "HUB" based model of community support.

A "HUB" model is considered to be a more sustainable option for ANC than the existing service delivery model and a good fit for the services provided by ANC.

A Hub model can accommodate innovative service delivery options, offers the possibility of increased financial sustainability to all involved whilst better serving the community. Services would be far more sustainable and accessible in a Hub model where a number of service provider's support and leverage off each other's strengths. The current ANC model has proven to be financially unsustainable if continued in the way it has historically operated. A Hub model will require ANC to modify the way in which they operate; however it is evident change is also required for the current model to continue to be operational. Additionally, to continue in this manner, ANC risk the opportunity to better service people within the community who are most at need.

The discussion on Friday 24 August centred around the possibility of having a central HUB that would house a number of services in a co-location basis. Homes North indicated that they were in the process of looking for a building suitable for a HUB, and it appeared that ANC were very keen to be involved and there was also interest from other groups to co-locate, or at least have the option for use of an office or a hot desk in such a facility.

The potential benefits of ANC co-locating with Homes North and Armidale Family Support are significant for the vulnerable members of our community and would make the financial sustainability of ANC far more achievable. However for this to be successful, ANC will need to modify the way in which they operate. If ANC choose not to co-locate with other service providers, their future success will still require them to review the way in which they operate and make changes to their business model.

Council does not have any additional accommodation space to offer ANC and we do not have the financial capacity to sustain their current operations. ANC must therefore adapt to be able to operate on their own strengths and develop financial sustainability.

Alternatively, if ANC did close their doors, FACs would engage another service provider to deliver the services.

A management report on the Armidale Neighbourhood Centre's financial sustainability and remodelling' (Item 12.1) is included in the meeting agenda.

**Item:** 9.1 **Ref:** AINT/2018/18734  
**Title:** FOR DECISION: Endorsement Of Draft Procurement Policy **Container:**  
ARC16/1041  
**Author:** Cindy Garrahy, Program Leader Procurement, Contracts and Leases  
**Attachments:** 1. Draft Procurement Policy

**RECOMMENDATION:**

- (a) That the Draft Procurement Policy be endorsed;**
- (b) That the Draft Procurement Policy be placed on public exhibition for a period of not less than 28 days, from Friday 28 September 2018 to Friday 26 October 2018;**
- (c) That a further report be provided to the November 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**

This report seeks Council's endorsement of the draft Procurement Policy in order to provide a strong statement of Council's commitment to procuring with public funds to provide value for money for the community.

The purpose of this policy is to provide the framework for a consistent and best practice approach to procurement across all Armidale Regional Council (ARC) areas and functions. The policy will assist Council to be open, transparent and accountable and to make decisions in the best interest of the public.

**Key Issues and Risks**

The draft Procurement Policy has been developed to ensure:

- Expenditure of public funds for public purposes and meets the needs of the community as per the Delivery Program and Operational Plan
- Promoting good procurement practices and good governance
- Ensuring best value for money and cost effectiveness
- Ensuring accountability, transparency and probity

Council aims to achieve value for money and quality outcomes in the acquisition of goods, services and works which include consideration of whole-of-life costs, long-term planning and efficiency.

**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**

Placing a draft policy on public exhibition is an important step in developing policy and engaging with the community and key stakeholders. It is also a statutory requirement that the draft Policy



be publicly exhibited for not less than 28 days and that any submissions are considered by Council prior to the adoption of the Policy.

A Councillor workshop was held on 26 July 2018 to provide an overview of the procurement and local support and outline its links with the Local Government Act and associated risks and benefits.

**Financial Implications**

There is no cost implications associated with the endorsement of the draft Policy.

**Next Steps**

The Policy will support Council's commitment to procure value for money goods and services for the community as per Section 55 of the Act.

The Policy will be placed on public exhibition and a report will be submitted to the November Council meeting to consider any submissions received.

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<b>Item:</b>	9.2	<b>Ref:</b> AINT/2018/19268
<b>Title:</b>	FOR DECISION: Invitation To Join Regional Cities NSW ARC18/2825	<b>Container:</b>
<b>Author:</b>	Peter Wilson, Program Leader Governance, Risk and Legal	
<b>Attachments:</b>	Nil	

#### **RECOMMENDATION:**

##### **That Council:**

- a) Accept the invitation to join Regional Cities NSW (RCNSW), with a formal review of Council's membership to take place within the first 24 months of the formal commencement of RCNSW, to ensure it is meeting its stated objectives;**
- b) Note that whilst sixteen (16) Councils have been invited to join RCNSW, a minimum of nine (9) Councils will be needed to establish RCNSW;**
- c) Allocate \$5,000 for membership of RCNSW from 1 January 2019 to 30 June 2019; and**
- d) Note that any future requests for financial contributions over and above the annual membership fee to RCNSW will be reported to Council for further consideration.**

#### **Background**

In response to an invitation from the NSW Inland Forum (IF) to consider joining a new group called Regional Cities NSW (RCNSW), the Mayor and CEO attended a planning day in Sydney on Thursday 2 August 2018, to workshop the establishment of RCNSW.

This report provides information on the proposed RCNSW alliance and requests Council give consideration to joining RCNSW. It should be noted that an earlier report to Council on this was not possible until the information provided in the body of this report was available.

Council is required to make a decision on this matter by the end of September. While this is not ideal from a financial perspective, should Council wish to become a member, arrangements would be made to enable Council to pay at the most opportune time.

#### **Key Issues and Risks**

The IF is an existing group of seven (7) Councils that have worked collaboratively for a number of years to achieve improved outcomes and opportunities for inland NSW. The Forum comprises the councils of Albury, Armidale, Bathurst, Dubbo, Orange, Tamworth and Wagga. The membership of the IF has agreed that there is huge potential in expanding the membership of the group, to create a new body to be known as RCNSW, hence the invitation received by this Council.

The RCNSW is to be modelled on the successful model that has been implemented in Victoria, where the ten largest cities outside of Melbourne, work cooperatively on issues and projects of mutual interest that affect regional cities in that State.

Councils invited to participate in RCNSW are Albury, Armidale, Bathurst, Cessnock, Coffs Harbour, Dubbo, Griffith, Lismore, Maitland, Mid-Coast, Orange, Port Macquarie-Hastings, Queanbeyan, Tamworth, Tweed and Wagga Wagga.

The alliance is not designed to replace the NSW Country Mayors Association which provides an opportunity to bring rural, regional and coastal mayors together to discuss issues impacting on their communities.

The seven regional cities of Albury, Armidale, Bathurst, Dubbo, Orange, Tamworth and Wagga have also united to form the Evocities. The campaign aims to change perceptions of life in a regional city and encourage people to live, work and invest in an Evocity. It showcases the abundance of opportunities in the Evocities due to their lower cost of living, strong career and business opportunities and enhanced lifestyle.

There are a range of issues that Council will need to take into account when considering whether or not to join RCNSW. One of the most relevant issues is why would Council join an alliance such as RCNSW, when we have only recently joined the New England Joint Organisation. Whilst this is a valid question to ask, it is important to distinguish the difference between RCNSW and the JO, with the latter being geographically based and its interests are those of the geographic region.

In contrast the RCNSW membership is not geographically based, but will rather focus on commonality of interests between the sixteen (16) regional cities, regardless of their location. This form of an alliance will be able to pursue issues such as population growth, congestion, access, investment etc.

### **Integrated Planning and Reporting Framework**

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

L4 Strategic Capacity – Council has the strategic capacity to understand the key issues for the region both now and in the future.

L4.1 Council initiates and fosters strong partnerships with all levels of government, peak bodies and agencies and the community.

### **Stakeholder Engagement**

At the planning day held on 2 August 2018, participants agreed on the following indicators of overall success for RCNSW:

- State government and community have recognised the significance and benefits of regional cities;
- A seat at the policy table to advise state government on the formation and implementation of policies;
- The establishment of a population or settlement strategy that would prioritise population growth to regional cities;
- The alliance is known as having a clear point of difference from the other alliances in the regional development space; and
- A strong network that offers collaboration, networking and collective benefit to all members.

It was agreed at the planning day that the overall success of RCNSW would be the creation of connected, thriving and sustainable regional cities. To this end, discussion took place on the establishment of a short-term agenda for RCNSW, to ensure that this new alliance was more than simply a talk-fest on regional issues, but had real actions and goals to work towards.

The most supported ideas around this to come from the planning day were:

- Memorandum of Understanding (MOU) with State Government

Establishing, through a formal agreement, a mechanism for the alliance to have a seat at the table and provide strategic influence on the State's policy and investment agenda.

- Snowy Hydro Funding

Providing a set of recommendations on how the government should invest the \$4.2 billion released in the NSW budget from the sale of Snowy Hydro project. The government has indicated that all of these funds will go to the regions and they will need guidance on how this money should be allocated. The group also anticipated that there would be streamlined funding mechanisms to enable regional cities to access this funding.

- Population Strategy

Due to ongoing debate of metropolitan congestion and rapid population growth, the group saw a great opportunity to have influence in developing a framework for growing regional cities, under the banner of a state population strategy, with the aim being to develop a settlement plan directing people, infrastructure and business to regional cities.

- Regional Investment

Identifying a framework to identify how regional investment can be streamlined to be better facilitated in the regions.

One of the other key purposes of the 2 August 2018 planning day was to discuss the proposed governance and structure arrangements for RCNSW. In summary, the following was agreed:

Formation: The alliance to be known as Regional Cities New South Wales (RCNSW).

Membership: Councils representing regional cities that had a clear service centre role would be invited to be members.

Board Members: The forum should be a Mayor and CEO/General Manager forum with alternates offered in the case of inability to attend.

Board Structure: All member councils (Mayor and CEO/General Manager) will sit on the board. Voting will be by consensus.

Meeting Schedule: Members agreed to meeting quarterly at a venue to be defined at a later date, noting that visits to each member city would be welcomed.

Working Group: It was agreed that a working group to further define and evolve the structure and agenda of the alliance be established, as well as to work through the development of the proposed MOU. Working Group members were nominated as:

- Mr Paul Bennett, GM, Tamworth Regional Council.
- Mr Craig Swift-McNair, GM, Port Macquarie-Hastings.

- Mr David Sherley, GM, Bathurst Regional Council.
- Mr Peter Thompson, GM, Wagga Wagga City Council.
- Ms Susan Law, CEO, Armidale Regional Council.

The working group met, via teleconference, on 3 September 2018 to confirm the meeting notes from the planning day in August; to progress discussions around the structure of RCNSW and to propose a standard approach by member Councils in reporting back to their respective Councils on the outcomes of the RCNSW meetings.

#### **Financial Implications**

From a funding perspective, there have been initial discussions around the level of financial contribution required from each member Council, in order to ensure the viability of RCNSW. It was agreed at the planning day that an investment of \$10,000 per annum, by each member Council, was considered to be a reasonable amount of funding to establish RCNSW; to engage an appropriate secretariat and to develop a strategic plan. There may well be other initiatives that this pooled funding will be able to support in line with the objectives of RCNSW.

It should be noted however that the current funding request for this financial year is \$5,000, effectively being for membership of RCNSW from 1 January 2019 to 30 June 2019. The IF has offered to fund the secretariat and support staff during the coming months to ensure that RCNSW can be established in a timely and effective manner.

Any additional funding requirements over and above annual membership would be reported to Council for further consideration.

#### **Next Steps**

Inform the working group of Council's decision.

**Item:** 9.3 **Ref:** AINT/2018/19936  
**Title:** FOR DECISION: Review Of Organisation Structure 2018 **Container:**  
ARC16/0057  
**Author:** Nathalie Heaton, Service Leader Governance, Risk and Corporate  
Planning  
**Attachments:** 1. Organisational Structure - September 2018

**RECOMMENDATION:**

**That Council endorse the Organisation Structure, which incorporates two (2) senior staff positions within the organisation.**

**Background**

Council is required to review and it may re-determine the organisation structure of the Council within 12 months of an ordinary local government election.

This report outlines some proposed minor revisions to the organisation structure, that have been determined by the CEO, to best achieve the strategic directions outlined in the Community Strategic Plan 2017-2027 and deliver upon Council's adopted Three Year Delivery Program 2018-2021.

**Key Issues and Risks**

Under the new changes to the Local Government Act 1993, which came into effect from November 2016:

- The Council, after consulting with the CEO, are to determine the senior staff positions within the organisation, their roles and reporting lines and the resources allocated towards employment of staff.
- The CEO must, after consulting the Council, determine the positions (other than the senior staff positions) within the organisation structure of the Council.

The Service Leaders and their teams have commenced the Service Level Review and while the review is ongoing, a clear initial step has emerged to facilitate the next stages of the review and to guide the implementation of its recommendations.

To begin the necessary changes that must come as a result of the review, the focus for Group Leaders is to be realigned.

Lindsay Woodland's responsibilities will now incorporate the implementation of the Service Level Review and the subsequent transformation of the organisation. To reflect this, his new title will be Director of Organisational Services and Transformation. In addition, the Community and Customer Service teams will fall under Lindsay's responsibility. This realignment will be integral to the success of our business transformation as our transformation will be customer and community-led.

Economic Development and Tourism will move to Mark Piorkowski, where it can better align with future capital projects and regional planning. Mark's title will also change, to Director of Operations.

These changes are not driven by a need for a change to the structure but by the need to respond to business efficiencies and community needs. It is no longer good enough to benchmark our operations against what other organisations are doing now. Jumping generations and foreshadowing the services we need to provide for the future of our region commits our organisation to thinking strategically and beds down a plan for long term sustainability and excellence.

The bottom-up approach to change and business efficiency through the Service Level Review and the importance of technology in our business are the foundations to our success. Further change may well occur but it won't be driven by the Executive and a desire to change the structure. Instead, it will be in response to real data collected from the bottom up and from all of our people. What services we provide, how we will provide them and how we will work are what will determine our transformation program.

### **Integrated Planning and Reporting Framework**

Community Strategic Plan 2017-2027: Leadership for the Region

Delivery Program 2018-2021

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

L2.3 Council staff are supported to deliver high quality services to the community through training, sufficient staff resourcing and systems to create a user friendly, customer focused approach.

Operational Plan 2018-2019

L2.3.1 – provide a high level of corporate administration to ensure the efficient and effective operation of the Council.

### **Stakeholder Engagement**

A Council must within the first twelve months of an ordinary election (September 2017) determine an organisational structure.

Section 332 (1) and (1A) of the Act provides:

*(1) A council must, after consulting the General Manager, determine the following:*

- a) the senior staff positions within the organisation structure of the Council,*
- b) the roles and reporting lines (for other senior staff) of holders of senior staff positions,*
- c) the resources to be allocated towards the employment of staff.*

*(1A) The General Manager must, after consulting the Council, determine the positions (other than the senior staff positions) within the organisation structure of the Council.*

The senior staff structure consists of the Director of Organisational Services and Transformation (formerly Group Leader – Organisational Services) and the Director of Operations (formerly Group Leader – Services Delivery).

### **Financial Implications**

There are no financial impacts proposed by this report.

### **Next Steps**

The revised structure is proposed to take immediate effect.

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<b>Item:</b>	9.4	<b>Ref:</b> AINT/2018/20108
<b>Title:</b>	FOR DECISION: Endorsement of Draft Rates and Charges Write-Off Policy	<b>Container:</b> ARC18/2889
<b>Author:</b>	Peter Wilson, Program Leader Governance, Risk and Legal	
<b>Attachments:</b>	1. Draft Rates and Charges Write-Off Policy	

**RECOMMENDATION:**

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

**Background**

The purpose of this policy is to fix the amount of rates and charges above which any individual rate or charge may be written off, only by resolution of the Council, in accordance with the legislation.

The policy defines what is the appropriate authorisation and reporting requirements to write-off rates and charges.

**Key Issues and Risks**

The Local Government (General) Regulation 2005 - Regulation 131 sets out the procedures for writing off rates and charges.

131 Procedures for writing off rates and charges

- (1) The council must, from time to time, by resolution, fix the amount of rates and charges above which any individual rate or charge may be written off only by resolution of the council.
- (2) An amount of rates or charges of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subclause (1), rates and charges can be written off only by resolution of the council.
- (3) A resolution or order writing off an amount of rates or charges must:
  - (a) specify the name of the person whose debt is being written off, and
  - (b) identify the account concerned, and
  - (c) specify the amount written off, or must refer to a record kept by the council in which those particulars are recorded.
- (4) An amount of rates or charges can be written off under this clause only:
  - (a) if there is an error in the assessment, or
  - (b) if the amount is not lawfully recoverable, or
  - (c) as a result of a decision of a court, or
  - (d) if the council or the general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective.



- (5) The fact that an amount of rates or charges is written off under this clause does not prevent the council concerned from taking legal proceedings to recover the amount.
- (6) The general manager must advise the council of rates and charges written off by written order of the general manager.

### **Integrated Planning and Reporting Framework**

Community Strategic Plan 2017-2027: 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**

Placing a draft policy on public exhibition is an important step in developing policy and engaging with the community and key stakeholders. It is also a statutory requirement that the draft Policy be publicly exhibited for not less than 28 days and that any submissions are considered by Council prior to the adoption of the Policy.

### **Financial Implications**

There is no cost implications associated with the endorsement of the draft Policy.

### **Next Steps**

The Policy will be placed on public exhibition and a report will be submitted to the November Council meeting to consider any submissions received.

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<b>Item:</b>	11.1	<b>Ref:</b> AINT/2018/19449
<b>Title:</b>	FOR DECISION: Land Acquisition and Disposal to facilitate Platform Road Realignment	<b>Container:</b> ARC18/2702
<b>Author:</b>	Rob Shaw, Service Leader Roads and Parks	
<b>Attachments:</b>	1. Proposed Land Acquisition Plan	

**RECOMMENDATION:**

- a) That Council approve of the land acquisition and disposal by direct negotiation and as detailed in the Land Acquisition Plan; and
- b) That the Council seal be affixed to the land acquisition and disposal documents

**Background:**

Council is about to commence the reconstruction and sealing of 2.32 km of gravel pavement on Platform Road, which is an important link between the New England Highway and Dangarsleigh Road and carries a high volume of traffic.

There is a tight corner on the road that has been the subject of many complaints and the site of two recorded accidents. The design of Platform Road requires that this corner be realigned to improve safety.

Land acquisition of approximately 2,270m<sup>2</sup> on the northern side of the curve will be required to allow a larger radius curve to be constructed. The area of acquisition will be offset by a transfer of approximately 482 m<sup>2</sup> on the southern side back to the owner of Lot 9.

**Key Issues and Risks**

In NSW all levels of government can acquire privately owned land for public purposes. They may acquire the whole property, part of a property or an interest in the property including easements for power lines, sewer or water, road widening or road realignment.

The acquisition of land is undertaken in accordance with the Land Acquisition (Just Terms Compensation) Act 1991 (the Act). The body acquiring the land is commonly called the 'acquiring authority'.

Most privately owned land, required by government for public purposes, is acquired by negotiation and agreement. The Act encourages this. When land is acquired by agreement the acquiring authority and land owner agree on the amount of compensation and the Valuer General is not involved.

To assist land owners during the negotiating process, the acquiring authority will cover reasonable costs associated with this, including professional valuation and legal advice. The acquiring authority can advise what is considered reasonable.

When no agreement can be reached and the land cannot be purchased by negotiation the Governor of NSW can then approve compulsory acquisition of the land. The majority of land acquisitions made are by negotiation and agreement.

The sealing of Platform Road is identified in the forward works program for transport infrastructure upgrades. Not realigning the sub-standard curve could result in further accidents.

**Integrated Planning and Reporting Framework**

Community Strategic Plan 2017-2027: Our Environment & Infrastructure  
Delivery Program 2018-2021

E4 Transport - The community has access to transport which enables connectivity both locally and outside of the region.

E4.1 Maintain safe and effective traffic facilities on the road network.

Operational Plan

E4.1.5 Accept Roads to Recovery Grants for the road network

### **Stakeholder Engagement**

Residents adjoining the proposed works have all been consulted in person by the project team. All residents enthusiastically supported the proposal to upgrade and seal the road.

In particular there are two properties impacted by the proposed road realignment and land acquisition, and the owners of both properties have agreed to the acquisition by direct negotiation and they have both provided signed permits for Council to enter their land and carry out the work while the land acquisition process proceeds, to avoid delaying the project.

### **Financial Implications**

The upgrade of Platform Road has a budget of \$1,480,000, funded 50% from the Stronger Regions Fund and 50% from the Roads to Recovery Grant. The land acquisition is a minor cost to the project but will greatly improve safety along a dangerous section of road.

The proposed land acquisition will consist of a land swap of equal size and value for the owner of Lot 9, plus the purchase of approximately 1788 m<sup>2</sup> from the owner of Lot 125 at an estimated cost of \$3,000 plus survey and legal fees.

### **Next Steps**

Undertake property survey and land acquisition process.

**Item:** 11.2 **Ref:** AINT/2018/19804  
**Title:** FOR DECISION - Airport Fees and Charges **Container:** ARC16/1225  
**Author:** Phillip Perram, Service Leader Business Unit  
**Attachments:** Nil

**RECOMMENDATION:**

- a) That Council adopt the Draft 2018/19 Revenue Policy Airport Fees and Charges as described in table 1 (below).
- b) That the adopted General Aviation Armidale Airside based Exemptions and Annual Concessions take effect retrospectively from 1 July 2018.

**Background:**

At its meeting held on the 27<sup>th</sup> June 2018 Council resolved (114/18) "That the fees and charges for the Airport Landing Fees be deferred until the July Ordinary Council Meeting, with the current landing fees remaining in place until reviewed". The report was deferred to the August Council Meeting to enable further engagement with key stakeholders.

A Memorandum of Understanding has been entered into with General Aviation Businesses at Armidale Regional Airport regarding airport landing fees. The MOU is the subject of item 19.1 included in the meeting agenda.

The Airport Fees and Charges are recommended as:

**Table 1: Draft 2018/19 Revenue Policy Armidale Regional Airport Fees and Charges**

<b>Armidale Regional Airport</b>				
Note: Fees may be subject to individual negotiations for marketing, promotions and development purposes and for the importance of service to the community				
<b>Landing Fee</b>				
<b>Name</b>	<b>Year 17/18 Last YR Fee (Incl. GST)</b>	<b>Fee (Incl. GST)</b>	<b>Increase %</b>	<b>Unit</b>
Non -RPT landing fee - weight based for Avtur /Jet A1 fuelled Aircraft	\$11.46	\$11.75	2.53%	Based on MTOW per 1,000 kg pro rata
Weight based landing fee for non-RPT aircraft fuelled by Avtur/Jet A1, minimum 1 tonne				
Non RPT landing fee - weight based for Avgas fuelled Aircraft	\$9.21	\$10.20	10.75%	Based on MTOW per 1,000 kg pro rata
Weight based landing fee for non-RPT aircraft fuelled by Avtur, minimum 1 tonne				
RPT landing fees and leases	Commercial in Confidence - as negotiated by Council			
Existing aviation businesses owning or leasing airside land at the Armidale Regional Council	Commercial in Confidence - as negotiated by Council			
Airport landing fee - Military Aircraft	As negotiated by Australian Airports Association			Pro-rata per landing
Airport landing fee - exemption – Charitable Organisations	Exemption for Charitable Organisations subject to application and charitable status substantiation			
Landing Fee Exemption Aircraft Changeover Fee	\$0.00	\$25.00	-	One changeover only per "exempt" aircraft Two month changeover notification period.

<b>Landing Fees Concession</b>				
<b>Name</b>	<b>Year 17/18 YR fee (incl. GST)</b>	<b>Fee (Incl. GST)</b>	<b>Increase %</b>	<b>Unit</b>
Airport landing fee (annual concession) for GA aircraft based at airport - Private, all aircraft type				
Concessional annual landing fees for Private GA aircraft based at airport (including parking/tie downs if required)	\$394.24	\$431.50	9.45%	Per aircraft per year
Landing Fee Concessional Annual landing fees Aircraft Changeover Fee	\$0.00	\$25.00	-	One changeover only per "annual concession" aircraft Two month changeover notification period.

**Other Airport Fees**

<b>Name</b>	<b>Year 17/18 Last YR Fee (Incl. GST)</b>	<b>Fee (Incl, GST)</b>	<b>Increase %</b>	<b>Unit</b>
Special Event Zone (SEZ) Application	\$0.00	\$250.00	-	Per application
OLS Penetration Report (completed in house)	\$0.00	\$250.00	-	Per report
Airside Access Card Replacement Fee	\$0.00	\$25.00	-	Per replacement card
Airside Drivers Authority/Airside Vehicle Permit Replacement Card	\$0.00	\$25.00	-	Per replacement card
Operational call out fee (plus actual hours or part thereof, equipment and materials based on private work charges)	\$0.00	\$150.00	-	Per callout
Management call out fees (plus actual hours or part thereof equipment and materials based on private work charges)	\$0.00	\$330.00	-	Per callout
Airside Escort Charge (Applies to all vehicles or activities operating on the airport requiring supervision).	\$0.00	\$110.00	-	Per person, per hour or part thereof
Applies to all vehicles or activities operating on the airport requiring supervision per person, per hour or part thereof				
Airside Escort Charge (applies outside operational hours)	Airside Escort Charge (outside operational hours) – Price on Application			
Private Works for Airport Tenants and Lessees – Wages	Private works for Airport Tenants and Lessees – wages cost plus 110% on cost plus GST.			
Private Works for Airport Tenants and Lessees – Plant Equipment	Private works for Airport Tenants and Lessees – plant and equipment (including contractors) – cost plus 25% profit margin plus GST..			
Light Aircraft Apron Parking Fee – (light aircraft only with maximum of wingspan of 12 metres)	\$0.00	\$15.00		Per night subject to availability
Light Aircraft Grass Parking Fee – (light aircraft only with maximum of wingspan of 12 metres)	\$0.00	\$11.00		Per night
<b>Meeting Room Hire</b>	<b>Year 17/18 Last YR Fee (Incl. GST)</b>	<b>Fee (Incl, GST)</b>	<b>Increase %</b>	<b>Unit</b>
<b>Name</b>				
Meeting Room – Half Day Hire	\$0.00	\$75.00	-	Per half day per hire
Meeting Room – Full Day Hire	\$0.00	\$150.00	-	Per full day per hire
Multifunction Room – Half Day Hire	\$0.00	\$150.00	-	Per half day per hire
Multifunction Room – Full Day Hire	\$0.00	\$300.00		Per full day per hire
Meeting Room and Multifunction Room Hire (Outside of Operational Hours)	\$0.00	\$110.00	-	Per hour

### **Key Issues and Risks**

Airport fees and charges have been varied to stakeholder feedback.

In respect of particular matters raised during the exhibition and consultation phase, the following response is provided:

#### **1. Non-RPT Landing Fees for Avtur/Jet A1 and Avgas aircraft**

The Non-RPT Landing Fees for Avtur/Jet A1 and Avgas aircraft landing fees are being harmonised over a two year i.e. the fees will be equal in 2019/20.

#### **2. Charitable Organisations**

Charities seeking landing exemptions will be required to make application for an exemption and substantiate their charitable status before an exemption is granted. Landing Fees will apply until exemption is granted.

#### **3. Airport Landing Fee (Annual Concession)**

The recommended Airport Fees and Charges include an Airport Landing Fee (Annual Concession Private) that provides private locally based aircraft unlimited landing, take-offs and "touch and goes" for \$431.50 per annum. These aircraft have the discretion to use designated Airport parking if required.

#### **4. The Aero Club Fees and Charges**

The Aero Club lease has been recently negotiated and includes the exemption of one aircraft.

#### **5. Changes to "registered" Airport Landing Fee (Annual Concession) aircraft**

The Landing Fee (Annual Concession) is intended to apply to one aircraft per year. The recommended Airport Fees and Charges provide a "Changeover" administration fee of \$25 to contribute to the administration.

The "Changeover" Fee has conditions including:

- One changeover only per Annual Concession aircraft
- Two month changeover notification period.

### **Integrated Planning and Reporting Framework**

Forms part of the IPR Legislative framework.

### **Stakeholder Engagement**

Revenue policy has been on public exhibition and several forums have been held with stakeholders.

Military Plane landing charges are negotiated by the Australian Airports Association. RPT Carriers (Qantas, Rex and Fly Corporate) and existing airside aviation businesses are negotiated individually by Council.

**Financial Implications**

Airport fees and charges are critical in the achieving of financial sustainability for the Armidale Regional Airport. The Armidale Regional Airport operates at a deficit of over \$500,000 per year.

**Next Steps**

Fees and Charges will be implemented.

<b>Item:</b>	12.1	<b>Ref:</b> AINT/2018/20111
<b>Title:</b>	FOR DECISION: Armidale Neighbourhood Centre Financial Sustainability and Remodelling	<b>Container:</b> ARC18/2827
<b>Author:</b>	Krista Schmidt, Service Leader Community and Customer Services	
<b>Attachments:</b>	Nil	

**RECOMMENDATION:**

- (a) That Council support the Armidale Neighbourhood Centre to investigate the possible option of a Hub model and develop a sustainable business model for its client service delivery.**

**Background:**

This report has been prepared for Council to support the Armidale Neighbourhood Centre in its investigation for the development of a more sustainable business model.

**Key Issues and Risks**

In May 2018, Armidale Neighbourhood Centre (ANC) approached Council requesting financial assistance and additional space to maintain their service. Details of this request were discussed at a meeting with ANC, the Mayor, Clr O'Connor, Clr O'Brien and Council Staff. In this meeting, it was identified ANC's financial situation was dire and that without additional funding ANC would need to reduce their hours of operation. ANC indicated to date, they had been unsuccessful in their attempts to secure additional funding through grant applications. It should be noted this funding was not for the operations of ANC, but for capital improvements. Advice was given during this meeting that Council has continued to provide financial assistance to ANC through the use of the current premises at peppercorn rental rate. Given Council's existing budget additional financial support was not available.

On 17 August 2018, the Mayor and Council staff met with ANC and Family and Community Services (FACS) with the objective to identify ways to continue to support ANC to best offer services to the Armidale community. Council would continue to support ANC through the low rental and assistance with the preparation of future funding applications. Co-location was tabled at this meeting with suggestions for ANC to consider other more sustainable options of a Hub model with other service providers. It was further identified that initial discussions around the possibility of a Hub model had commenced and that such a model would be a good fit for the service provided by ANC.

On 24 August 2018 a follow up meeting was held with Homes North, FACS, Armidale Family Support Services (AFSS) and ANC with the intent to start the conversation around the possibility of a Hub model in Armidale. This meeting provided opportunity for consideration by these service providers to explore options to work in a model that best provides access and delivery of services to vulnerable members of our community. Recognition was given at the meeting that when people are experiencing crisis, attempting to navigate a complex service system can add to the stress of an already challenging situation. It was pointed out by one of the service providers that fractured people currently need to have a lot of energy to source the assistance they need as the services are situated in very different locations. In times of need this is when people most need services to be easily accessible and complimentary to each other. Following discussion on service delivery options the potential for a Hub model was identified as possibly offering significant assistance in reducing some of these challenges whilst giving a range of service providers shared benefits.



For ANC, as the initial referral service, to be located in the same building as the some of the services they refer people to would be of immense benefit to their clientele. The Hub model would better enable the sharing of knowledge, interview and administration staff, reception and meeting rooms. Another identified benefit for recipients would be the opportunity to maintain some privacy, when entering a "Hub" they could be accessing any one of a number of services available. Therefore partnering with other service providers through a Hub model would support ANC to complete their core business of connecting vulnerable people to the most appropriate services.

It was identified that there may be other organisations interested in possible partnerships that may also wish to be accommodated in a Hub such as this. Modelling would need to be undertaken to accommodate the appropriate range of service types and fully identify all additional benefits such as additional space to sensitively support their clientele. Limited space is one of the constraints currently experienced by ANC. With additional space ANC could expand the services they provided, which would support better financial sustainability.

Armidale has an abundance of community service providers, many of which are operating under the same financial constraints as ANC. A Hub model, with innovative service delivery options, offers the possibility of increased financial sustainability to all involved whilst better serving the community. Services would be far more sustainable and accessible in a Hub model where a number of service provider's support and leverage off each other's strengths. The current ANC model has proven to be financially unsustainable if continued in the way it has historically operated. A Hub model will require ANC to modify the way in which they operate; however it is evident change is also required for the current model to continue to be operational. Additionally, to continue in this manner, ANC risk the opportunity to better service people within the community who are most at need.

Providing financial assistance to ANC will not sustain an improved situation for ANC or support the provision of a more cohesive service to community members most in need. This may also set an expectation from other community service providers to request financial assistance which is unsustainable for Council.

### **Integrated Planning and Reporting Framework**

As per our Community Strategic Plan, our community wants to continue to grow and prosper through the provision of services that ensure inclusiveness and support the vulnerable members of our community. If a Hub model was to be established it would be reflective of community feedback and reliant upon innovative practices and efficient use of finances and services.

### **Stakeholder Engagement**

Initial discussions have sought to include service providers who have expertise to contribute in this arena, such as ANC, FACS, Homes North, AFS and Council.

### **Financial Implications**

Provision of financial assistance to ANC will have negative ramifications for other Community Services functions and will significantly impact our ability to provide services and activities for all segments of our community to promote life-long learning, healthy living and community well-being.

Council has a responsibility to the community as a whole to remain financially sustainable. Council are not in the position to support, by way of financial assistance, one particular service at the expense of others.

**Next Steps**

Council support are in support of moving forward with modelling of a “Hub” and are keen to be involved in that process. Meetings will be held in coming weeks to map out the best process and the available options.

**Item:** 12.2 **Ref:** AINT/2018/20415  
**Title:** FOR DECISION: Fee Waiver - Guyra Community Hall - Guyra League and Hockey Clubs **Container:** ARC16/0633  
**Author:** Alex Piddington, Sports Coordinator  
**Attachments:** 1. Guyra Community Hall fee waiver - Drought and Mental Health Awareness Fundraiser - 6 October 2018

**RECOMMENDATION:**

**That Council waive the fee of \$306 for the hire of the Guyra Community Hall on the 6 October 2018 in accordance with S356 of the *Local Government Act 1993*.**

**Background:**

The Guyra Rugby League and Guyra Hockey Club are holding a Drought & Mental Health Awareness Fundraiser at the Guyra Community Hall on the 6 October 2018.

**Key Issues and Risks**

Council has assisted other organisations in these circumstances and has the opportunity to support this event by waiving the current community hall hire fee.

**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**

A Council resolution is required for any reduction or fee waiver to an organisation for the use of Council's services and facilities and therefore this request is put forward for consideration.

**Financial Implications**

The funding of \$306 can be covered under the 2018-2019 Section 356 Donations budget.

**Next Steps**

The fundraiser is to be held on 6 October 2018.

**Item:** 13.1 **Ref:** AINT/2018/19699  
**Title:** FOR INFORMATION: Monthly Financial Report August 2018 **Container:**  
ARC17/2467  
**Author:** Kelly Stidworthy, Service Leader - Finance  
**Attachments:** 1. Monthly Financial Report August 2018

**RECOMMENDATION:**

**That Council note the Monthly Financial Report for August 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 31 August 2018, Council had an operating surplus of \$20.1 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 31 August 2018, Council had an operating surplus of \$1.3 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 31 August 2018, Council had an operating surplus of \$5.0 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 31 August 2018, Council had an operating surplus of \$26.4 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:** 13.2 **Ref:** AINT/2018/19790  
**Title:** FOR INFORMATION: Cash & Investment Report For August 2018  
**Container:** ARC18/2774  
**Author:** Deborah Walls, Accountant  
**Attachments:** 1. Dashboard Report August 2018

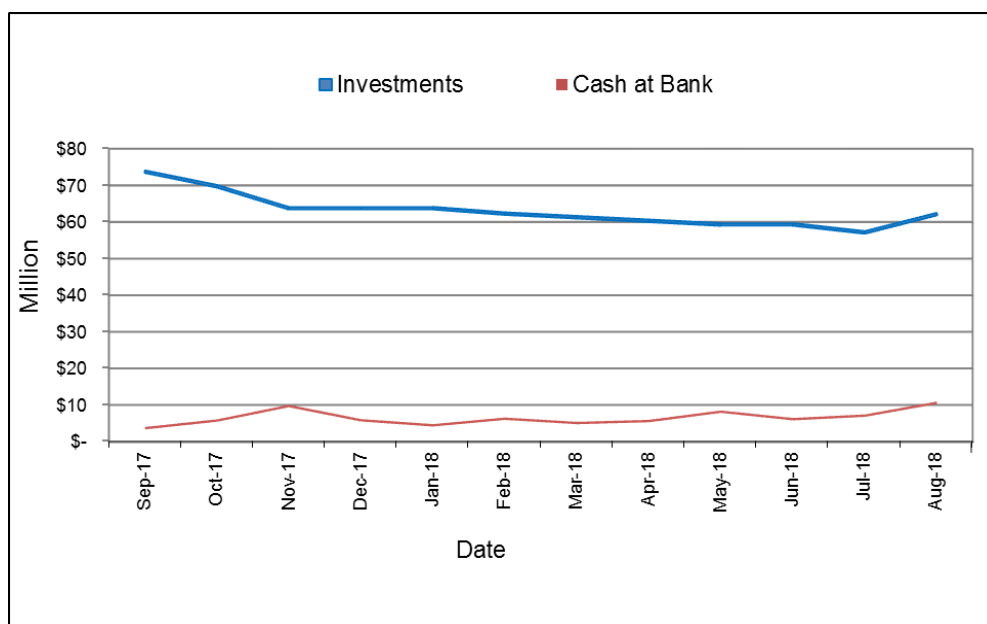
**RECOMMENDATION:**

**That Council note the Cash and Investment Report, as at 31 August 2018, reporting investments held of \$62,165,847 and a consolidated Bank Account balance of \$9,367,179.74, excluding the Trust Fund.**

**Background**

Cash and Investments for the month of August 2018.

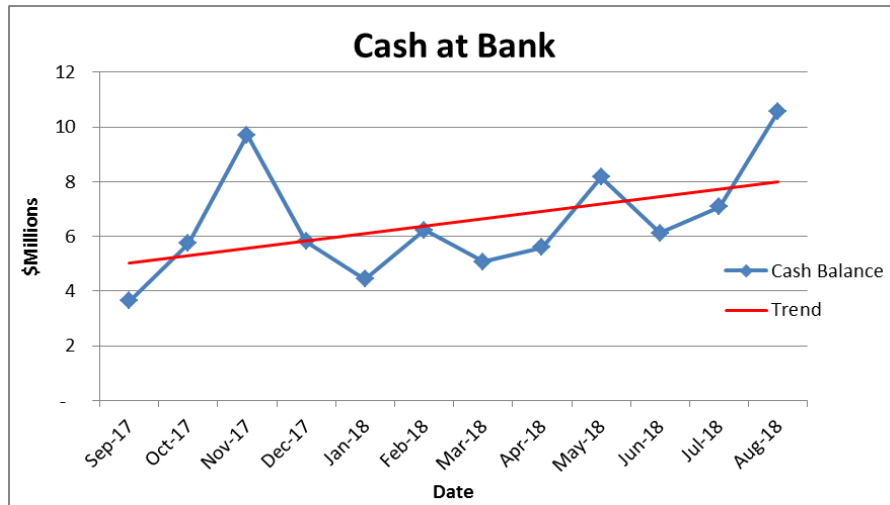
The following is the cash and investment particulars for the period 1 August 2018 to 31 August 2018. At the end of the July period, Council held **\$62,165,847** in investments and a consolidated bank account balance of **\$9,367,179.74**, excluding the Trust Fund.



**Cash**

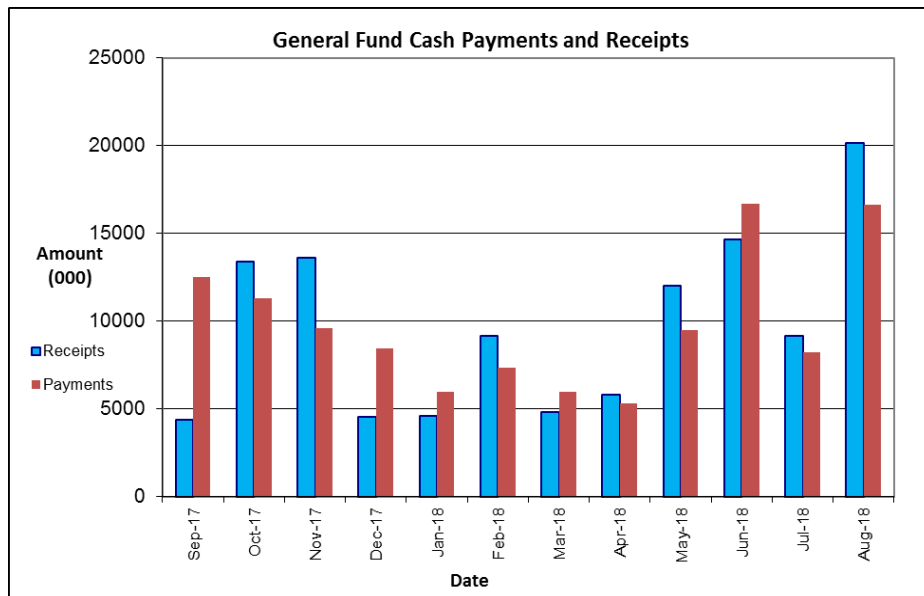
Council's bank account balance as per bank statements at the end of the period 31 August 2018 are as follows:

Bank Accounts	August 2018	July 2018 comparative	Movement
<b>General Fund</b>	<b>\$9,367,179.74</b>	\$5,858,188.58	\$3,508,991.16
<b>Trust Fund</b>	<b>\$1,210,137.58</b>	\$1,215,055.77	(\$4,918.19)
<b>Total Bank Balance</b>	<b>\$10,577,317.32</b>	\$7,073,244.35	\$3,504,072.97



During the month the following cash flows occurred.

	August 2018	July 2018 comparative
<b>Receipts</b>	<b>\$20,128,467</b>	\$9,176,067
<b>Payments</b>	<b>\$16,624,394</b>	\$8,217,206



## Investments

At the end of August 2018 Council held \$62,165,847 in investments. This is an increase of \$5,011,979 from the end of July 2018. This increase occurred due to a \$1 million transfer into the High Interest Account from the General Account to replace the funds used for the transfer to McLean Care for the Kolora bonds. Also with additional grant funding and the first instalment of rates received, an additional \$4,000,000 was invested into a ME Term Deposit for a 5 month term and Bank of Queensland respectfully.

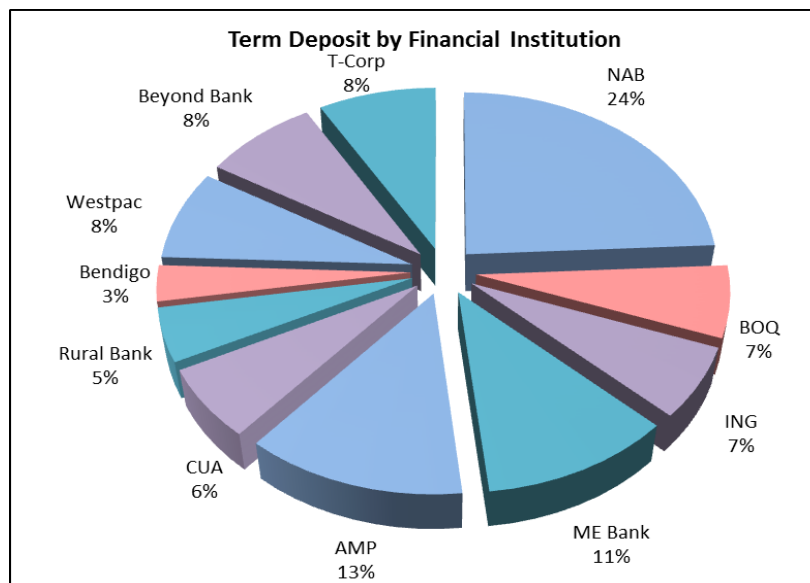
<b>Opening Balance at the beginning of the Period</b>	<b>\$57,153,868.45</b>
Additional Term Deposits funded from General account	\$ 4,000,000.00
Additional funds transferred to High Interest Savings Account	\$ 1,000,000.00
Increased Principal due to reinvestments	\$ 1,011,979.14
<b>Closing balance at the end of the Period</b>	<b>\$62,165,847.59</b>

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 27<sup>th</sup> July 2016)

## Investment Register

	Total Invested	% of Portfolio	Average Interest Rate
<b><u>Term Deposits</u></b>			
AMP	\$8,000,000.00	12.87%	2.77%
Bendigo Bank	\$2,000,000.00	3.22%	2.60%
Beyond Bank	\$5,000,000.00	8.04%	2.67%
Bank of Queensland	\$4,000,000.00	6.44%	2.70%
Credit Union Australia	\$4,000,000.00	6.44%	2.74%
ING	\$4,000,000.00	6.44%	2.53%
ME Bank	\$7,000,000.00	11.26%	2.69%
NAB	\$12,565,824.00	20.22%	2.65%
Rural Bank	\$3,000,000.00	4.83%	2.68%
Westpac	\$5,000,000.00	8.04%	2.55%
<b>Total Term Deposits</b>	<b>\$54,565,824.00</b>	87.79%	2.68%
<b><u>High Interest Savings Accounts</u></b>			
T-Corp Hour Glass Account	\$5,137,884.91	8.25%	3.3%
High Interest Savings Account	\$2,462,138.68	3.96%	
<b>Total High Interest Savings Accounts</b>	<b>\$7,600,023.59</b>	12.21%	
<b>Total Investment Portfolio</b>	<b>\$62,165,847.59</b>	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 August 2018 – 31 August 2018

All of Council's investments for the period ending 31 August 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:** 13.3 **Ref:** AINT/2018/19862  
**Title:** FOR INFORMATION: Delivery Program 2017-2021 Six Monthly Progress Report - January 2018 to June 2018  
**Container:** ARC16/0502  
**Author:** Renata Davis, Program Leader - Corporate Planning and Performance  
**Attachments:** 1. Delivery Program and Operational Plan - Six Monthly Progress Report - January to June 2018

**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 2018-2021 is the key accountability mechanism for the Council. The attached report outlines the progress on the activities being delivered during the period 1 January 2018 to 30 June 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 2018-2021 (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**

The next Delivery Program 6 Monthly Progress Report will be presented to Council early in 2019.

**Item:** 16.1 **Ref:** AINT/2018/19817  
**Title:** FOR DECISION: Minutes - Environmental Sustainability Advisory  
Committee - 15 August 2018 **Container:** ARC16/0864  
**Author:** Ambrose Hallman, Service Leader Sustainability and Development  
**Attachments:** 1. Minutes - Environmental Sustainability Advisory Committee - 15  
August 2018

**RECOMMENDATION:**

- a) **That the Minutes of the Environmental Sustainability Advisory Committee meeting held on 15 August 2018 be noted.**
- b) **That Council consider where it wishes to:**
- i. **Notwithstanding motions 309/17(b) and 310/17(b) in which the Council resolved to appoint one Councillor to the Environmental Sustainability Advisory Committee, appoint a further Councillor to that Committee.**
  - ii. **That nominations from Councillors to the Environmental Sustainability Advisory Committee be called.**

**Meeting Governance Comment:**

In the general business section of the minutes the Environmental Sustainability Advisory Committee resolved:

*“That Cr O’Connor be added to the Committee as a third Councillor.”*

**Item:** 16.2 **Ref:** AINT/2018/18750  
**Title:** FOR DECISION: Minutes - Audit and Risk Committee - 28 August 2018  
**Container:** ARC16/0522-2  
**Author:** Peter Wilson, Program Leader Governance, Risk and Legal  
**Attachments:** 1. Minutes - Audit and Risk Committee - 28 August 2018

**RECOMMENDATION:**

**That the following resolutions from the Audit and Risk Committee meeting held on 28 August 2018 be noted:**

- a) That the Committee note the AO update on the External Audit 2017-2018;
- b) That the Committee note the Annual Leave Balance Report, as at 30 June 2018;
- c) That the Committee note the progress report on the resource sharing initiative;
- d) That the Committee note that the first meeting of the NEWA Audit and Risk Committee will be held on Tuesday 27 November 2018; and
- e) That the Committee note the AO Report 'Fraud Controls in Local Councils' June 2018 and the proposed actions to be undertaken, by Council and the Office of Local Government, in response to the findings of the report.

**That the following recommendations from the Audit and Risk Committee meeting held on 28 August 2018 be adopted:**

- a) That the Committee endorse Council contracting the Internal Audit Function through the LGP Internal Audit and Management Consulting Services Panel arrangement;
- b) That the Committee recommend to Council that a panel member be engaged to complete the 2016-2019 Internal Audit Plan, as far as possible;
- c) That the Committee recommend that Council share the cost with Tamworth Regional Council of Michael O'Connor attending the Forum;
- d) That the Committee recommend that Councillor Margaret O'Connor and independent member, Sebastian Hempel attend the Forum; and
- e) That the Committee recommend to Council that the expression of interest, received from David Tanner to become an independent committee member, not be considered at this point in time and that a review of the independent member committee composition be undertaken, when the Office of Local Government releases the revised Guidelines for the mandatory Audit, Risk and Improvement Committee.

**Item:** 16.3 **Ref:** AINT/2018/19271  
**Title:** FOR DECISION: Minutes - Armidale Regional Youth Advisory Committee  
- 29 August 2018 **Container:** ARC16/0591  
**Author:** Alice Cleaver, Youth and Family Coordinator  
**Attachments:** 1. Armidale Regional Youth Advisory Committee Terms of Reference  
2. Report - FOR DECISION: Minutes - Armidale Regional Youth  
Advisory Committee - 29 August 2018

**RECOMMENDATION:**

- a) That the Minutes of the Armidale Regional Youth Advisory Committee meeting held on 29 August 2018 be noted; and
- b) That the amended Terms of Reference for the Armidale Regional Youth Advisory Committee be endorsed.

**Item:** 16.4 **Ref:** AINT/2018/19852  
**Title:** FOR DECISION: Minutes - Arts, Cultural & Heritage Advisory Committee  
- 30 August 2018 **Container:** ARC16/0217  
**Author:** Hayley Ward, Interim Museum Team Leader  
**Attachments:** 1. Minutes - Arts, Cultural and Heritage Advisory Committee - 30  
August 2018  
2. DRAFT POL228 Public Art Policy 2018 - 2022

**RECOMMENDATION:**

**That the Minutes of the Arts, Cultural and Heritage Advisory Committee meeting held on 30 August 2018 be noted and the following recommendations endorsed:**

- (a) That the Draft Public Art Policy 2018 – 2022 be endorsed;**
- (b) That the Draft Public Art Policy 2018 – 2022 be placed on public exhibition for a period of no less than 28 days, from Wednesday 3 October 2018 to Wednesday 31 October 2018;**
- (c) That a further report be provided to the November 2018 Council meeting for consideration of any submissions received; and**
- (d) That if no submissions are made within the submission period, then the Public Art Policy 2018 – 2022 be adopted retrospectively.**
- (e) That a working group from the Arts, Cultural and Heritage Committee develop an EOI proposal for local Guyra artists to create further public art work in the Guyra main street redevelopment as a stage two project subject to funding.**
- (f) That policy planning for a night time economy is carefully considered when redeveloping the Armidale CBD.**
- (g) That the resignation of Cherene Spendelove from the Arts, Cultural and Heritage Advisory Committee be accepted.**

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**Item:** 16.5 **Ref:** AINT/2018/20148  
**Title:** FOR DECISION: Minutes - Traffic Advisory Committee - 4 September 2018 **Container:** ARC16/0168  
**Author:** Belinda Ackling, Personal Assistant  
**Attachments:** 1. Minutes - Traffic Advisory Committee - 04 September 2018

**RECOMMENDATION:**

- a) That the Minutes of the Traffic Advisory Committee meeting held on 4<sup>th</sup> September 2018 be noted.
- b) That Council endorse the proposed identified regulatory changes be installed in Peter Monley Drive and Saumarez Drive at Armidale Regional Airport.
  - i. That the "No Stopping" areas be highlighted with signage and associated yellow line marking.
  - ii. That a one ¼ hr parking space be installed near the Nifty/Startrack Express Depot.
  - iii. That a new Loading Zone and No Stopping signs be installed in front of the Airport entry.
- c) That it be noted that if in case of bad weather or as a contingency if the main street of Guyra is unsuitable due to construction work, the Guyra Bowling Club car park and club facilities will be used to host the event on the September 29<sup>th</sup> 2018.
- d) That preliminary approval be granted for the road closure of Rusden Street between Marsh Street and entry/exit driveway of the Rusden Street public carpark in conjunction with the Special Event Transport Management Plan for the Welders Dog Beer Festival to be held on 8<sup>th</sup> December 2018 pending approval from the Emergency Service on the road closures and Emergency access to the site.
- e) That the temporary closure of Marsh Lane in conjunction with the Special Event Transport Management Plan for the Welders Dog Beer Festival to be held on 8<sup>th</sup> December 2018 be the public to allow for event traffic only, closure to be manned by event staff.
- f) That the request for the road closure of Jessie Street between Barney and Rusden Street on Saturday 27<sup>th</sup> October 2018, for the St Marys School Fete be approved.
- g) That West Avenue be dedicated as a One Way Street with traffic flowing west from Butler Street, east to Markham Street.
- h) That the RMS be requested to investigate the concern and any possible lane or light changes to the intersection of Marsh Erskine Street intersection.
- i) That an after hours Taxi zone the length of two vehicle spaces from 10pm Friday – 3am Saturday, and 10pm Saturday – 3am Sunday be installed on Marsh Street between Beardy and Dumaresq Street.
- j) That the temporary Taxi Rank in the East Mall be removed.
- k) That the Construction Vehicle Zone in Cinders Lane will be extended until 31<sup>st</sup> December 2018, however Heavy vehicles are not to stay stationary all day in the location.

**I) DA-116-2018 Ex Services Motel Development**

- i. That the Developers be advised that the entry/exit for the Motel be made left in left out only, with a Centre Median Island being installed to ensure compliance.**
  
- ii. That all costs associated be at the expense of the Developer.**