

Armidale

Regional Council

BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 14 September 2016
9am

at

Armidale Council Chambers

Members

Administrator, Dr Ian Tiley

AGENDA

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Item: 6.1 **Ref:** AINT/2016/04893
Title: General Managers Annual Performance Review **Container:**
ARC16/0691
Author: Executive Officer
Attachments: Nil

RECOMMENDATION:

That the General Manager's Annual Performance Review be noted as "more than satisfactory".

Introduction:

In accordance with the Council's contract with the Interim General Manager (IGM), an Annual performance monitoring review for Mr Glenn Wilcox was completed on Thursday 18 August 2016. The former Armidale Dumaresq Council had conducted the half year review. The Administrator was only able to review the IGM's performance from the inception of Armidale Regional Council when he commenced duties.

The Review Committee made up of the Administrator with assistance of Mr Mark Anderson of Local Government Management Solutions reviewed the Interim General Managers performance and agreed that it met the requirements as "more than satisfactory".

I record my appreciation for the support and advice provided by the Interim General Manager, Mr Wilcox. The outcomes achieved since the merger have been significant under his leadership. The Interim General Manager has had exceptional commitment and support from the Armidale Regional Council staff for which I am most grateful.

Local Government Management Solutions provided advice on an appropriate level of remuneration for the Interim General Manager. I am deferring that matter until completion of the current management audit/overview.

Community Engagement and Internal Consultation

Not applicable.

Financial Implications

Staff costs are provided for in recurrent funding vote.

Good Governance

The annual performance assessment is required under the contract between Armidale Regional Council and the General Manager. The review allows the Council to ask questions and to make an assessment as to the performance of the position holder and the council at a governance level.

Integrated Planning and Reporting Framework

Not applicable – Staff issue

Sustainability Assessment

As part of Council's quadruple bottom line, strong leadership and good community service delivery is essential in the development and delivery of sustainable outcomes.

Item: 7.1.1 **Ref:** AINT/2016/04487
Title: Day on the Gravel - Proposed temporary suspension of Alcohol Free Zone - Cinders Lane Council carpark - event to be held on the 9 October 2016 **Container:** S68-189-2016
Author: Director of Planning and Environmental Services
Attachments: 1. Proposed site plan

RECOMMENDATION:

That Council supports the suspension of the Cinders Lane Alcohol Free Zone on 9 October 2016 between the hours of 10:00am and 4:00pm.

Report:

A request has been received from Mr Tom Croft, of the Welder's Dog (120 Marsh Street Armidale NSW 2350) to temporarily suspend the Alcohol Free Zone currently operational within the Cinders Lane Council carpark (legally described as Lot 15, Sec 5 in DP758032, Lot 12, Sec 5 in DP758032 and Lot 18 in DP837491) to accommodate the sale of alcoholic beverages at the "Day On The Gravel" event to be held on the 9 October 2016. The "Day on the Gravel" has become an annual event, with the first event held in 2014. The event is hosted by the Civic Advisory Committee for the purpose of raising funds for a new performing arts centre and library. It is proposed to hold this year's event from 8:00am to 4:00pm.

In relation to the service of alcohol, it is requested that the suspension occur on the 9 October 2016, between the hours of 10:00am and 4:00pm. A similar request was made and approved by the former Armidale Dumaresq Council last year in relation to the service of alcohol during the event. The 2015 approval gave permission for the Alcohol Free Zone to be temporarily suspended on the 20 September 2015, between the hours of 10:00 am to 3.00pm.

The Welder's Dog has made application to the Office of Liquor, Gaming and Racing (OLGR) for a liquor license to serve alcohol within the carpark during the event (refer to attached site plan showing the location of the proposed bar service area). The issue of such a license would ensure the implementation of responsible service of alcohol practices and measures to ensure that alcohol does not leave the event boundaries.

It is noted that an approval under Section 68 of the Local Government Act, 1993 (the Act) has been issued by Council in relation to the event. The approval was issued on the 23 August 2016 and gives consent for the undertaking of the event on community land, being valid for a five year period.

Council may pass a valid resolution to suspend or cancel a particular Alcohol Free Zone under Section 645 of the Act. In addition to this requirement, Council must publish a notice of a suspension as required under Section 645(1) of the Act.

Community Engagement and Internal Consultation

The liquor licence application in relation to the event is publicly available on the OLGR web-site. Alongside Council, the liquor licence application has been referred to the Armidale Police, by the applicant, for comment. Council has a Standard Practice Note (SPN) regarding permanent and new liquor licenses, however the SPN does not relate to temporary license applications.

Financial Implications

The event is a fund raising event and the responsible service of alcohol will assist in raising funds for the community group concerned.

Good Governance

The making of this request to Council is considered to satisfactorily comply with the requirements of the Act.

Integrated Planning and Reporting Framework

Not applicable.

Sustainability Assessment

It is expected that all waste generated by the event, able to be recycled, is suitably collected, stored and disposed of following the end of the event.

Item: 7.2.1 **Ref:** AINT/2016/04569
Title: Asset Reporting and Framework **Container:** ARC16/0347
Author: Chief Finance and Information Officer
Attachments: Nil

RECOMMENDATION:

- a) **That Council engages a contractor to:**
1. **configure council's existing software applications to report against the requirements of special schedule 7 under the accounting code in the Annual Financial Statements, and**
 2. **define the business processes and policies around what is required to ensure Council's reporting framework meets its reporting and operating requirements.**

Introduction:

Asset Management outcomes for Local Government have been under increasing analysis over the past six years.

In 2012 councils in NSW were subject to a Government Audit of its asset maturity. The results of this audit had an improvement plan based around four key elements:

1. Information Systems,
2. Works Practices and Processes,
3. Asset management plans and
4. Strategic Asset Management

Significant progress has been made around these elements however from 2017 the NSW Government will introduce compliance reporting in the Annual Financial Statements around asset management.

Report:

Council recognised that for future financial and asset sustainability there needed to be a number of changes in its operation. A lot of this will take time and over the past three years the foundations have been built around information systems and processes. Council is now collecting in real time accurate data about all activities on every asset.

As part of Council's continuous improvement, a reporting and compliance framework needs to be established so that the data collected provides real management information and allows Council to demonstrate to stakeholders each asset's performance.

This is a complex space and while Council has all of the required technology and systems to achieve this it does not have the resources to implement the required outcomes.

It is therefore proposed to contract this task to Council's software systems business consultant that is a specialist in Asset Management.

There are four key objectives that will be included in this project that come out of the information systems:

- data Validation of the financial asset register including benchmarking Set up financial reporting

- maturity assessment of the business and progress compared to 2012
- establish processes how the risk register, service levels and revenue stream are connected with asset management plans and work practices
- asset reporting and prediction setup including process and framework.

The Internal Auditor will also be engaged in this project to test business processes and regulatory compliance.

Community Engagement and Internal Consultation

This project will support the engineering report to the Council meeting of 24 August 2016 around service levels and reporting.

Financial Implications

Funding for this project is proposed to come from the \$5 million Implementation Fund as Council needs to consolidate the former Armidale Dumaresq and Guyra Shire council's asset registers. This will more than likely trigger a number of revaluations. This will provide an opportunity to investigate a number of elements impacting on Council's financial sustainability. These include depreciation, fair value and useful life of an asset. This project will also ensure that any asset information applied to Long Term Financial Planning information from each council has been validated.

Good Governance

Improve reporting around asset management and transparency of service level compliance.

Integrated Planning and Reporting Framework

Ensures that we comply with the IP&R legislation around asset management and long term financial planning.

Sustainability Assessment

Aims to present data currently collected in the financial and works systems so that strategic asset management and financial management decisions can be made with a higher degree certainty. Asset reporting will form part of the governance regulatory framework which is included in the annual financial statements, Special Schedules. Asset component of Special Schedule Reports is in Schedule 7.

Item: 7.2.2 **Ref:** AINT/2016/04548
Title: Draft Policy for Amalgamation of Lots Straddling the Old LGA Boundary
Container: ARC16/0176
Author: Chief Finance and Information Officer
Attachments: 1. Draft Policy - Rates - Amalgamation of Lots Straddling the Old ADC & GSC LGA Boundary

RECOMMENDATION:

That the draft policy Rates – Amalgamation of Lots Straddling the Old LGA Boundary, be placed on public exhibition for a period of 28 days from Wednesday 28 September to Wednesday 26 October 2016, and if no significant submissions are received, the policy be adopted.

Introduction:

Within the attachments is a copy of Rates – Amalgamation of Lots Straddling the Old LGA Boundary.

Report:

Within the attachments is a draft rates policy which details the processing of requests to amalgamate parcels of land that straddle the boundary between the previous Local Government Areas of Armidale Dumaresq Council and Guyra Shire Council.

Community Engagement and Internal Consultation

The policy is expected to be placed on public exhibition for 28 days.

Financial Implications

There is no loss of rates revenue from this policy.

Good Governance

Complies with the *Local Government Act 1993* relating to merging councils. Requests for amalgamations of parcels land straddling the previous local government boundary of Armidale Dumaresq Council and Guyra Shire Council must be made on the appropriate form provided by Property NSW.

Requests for amalgamations of parcels of land will be forwarded to property NSW for determination and processing.

Armidale Regional Council will only support requests for amalgamations across the previous local government boundary between Guyra Shire Council and Armidale Dumaresq Council, where the smaller portion of land used as part of the one pastoral operation, is moved into the same previous local government area containing the larger portion of land used as part of the one pastoral operation.

For example a pastoral operation straddling the previous ADC and GSC boundary with a total land area of 200 hectares, with 80 hectares in the previous GSC Local Government Area and 120 hectares in the previous ADC Local Government Area . The only amalgamation supported by Armidale Regional Council, will be to move the 80 hectares from the previous GSC Local Government Area into the previous ADC Local Government Area for rating purposes.

Adjustments to rates will be made on a pro-rata basis from the date of the supplementary list (detailing the new valuation of the amalgamated parcels) received by Armidale Regional Council.

Integrated Planning and Reporting Framework
Policy issue.

Sustainability Assessment

No sustainability issues apply.

Item: 7.2.3 **Ref:** AINT/2016/04723
Title: NSW Government Emergency Services Levy **Container:** ARC16/0116
Author: Chief Finance and Information Officer
Attachments: 1. NSW Treasury: Communication regarding Emergency Services Property Levy

RECOMMENDATION:

- a) That the status report from NSW government on the implementation on the Emergency Services levy be noted.
- b) That the Memorandum of Understanding with NSW Treasury be approved for signing by the General Manager.

Introduction:

The NSW Government is proposing to introduce legislation to apply a levy to all properties in NSW to fund emergency services. Currently the levy applies on all insurance policies however this does not pick up in insured properties.

Report:

Attached in this report is a memorandum of understanding from NSW Treasury about the introduction of the Emergency Services levy. The purpose is to commence work around collecting information on property data and levy calculations with the intention to introduce the levy on rates notices in the 2017/2018 financial year.

The NSW Government is undertaking major reform to the funding of fire and emergency services. From 1 July 2017 the insurance-based Emergency Services Levy (ESL) will be replaced by an Emergency Services Property Levy (ESPL) bringing NSW in line with all other mainland states. This proposed reform will result in a fairer and simpler way to fund our critical emergency services while at the same time improving the affordability of property insurance. The Government is preparing legislation under which councils will be responsible for collecting the levy from land owners. From July next year, the Government expects the ESPL will appear as a separate line item on council rates notices, distinct from council rates and charges.

It is intended that the ESPL for individual properties will be based on their ESPL classification and land value. Each council will need to classify all land within their boundaries against one of the ESPL property sectors by 31 December 2016. NSW Treasury is currently working with councils on an implementation plan.

Community Engagement and Internal Consultation

It is expected that the NSW government will provide some communication around the introduction of the levy. It will also be important for Council to engage with the community and offer information sessions on the levy as it will be applied to their rates notice.

Financial Implications

NSW Finance professionals and Auditors are working with the Office of Local Government on the accounting and how the cash flow will be managed around recovery.

Good Governance

The introduction of the levy has to be adopted by the NSW Government.

Integrated Planning and Reporting Framework

This is an externally regulated activity.

Sustainability Assessment

Council will be required to collect the levy on behalf of the NSW Government to ensure that emergency services are funded by the whole of the community who will benefit from improvements to the services and availability in times of emergency.

Item: 7.2.4 **Ref:** AINT/2016/04734
Title: Work Program to achieve a Strong Council **Container:** A14/6487
Author: Project Manager
Attachments: 1. Five Characteristics of a Strong Council

RECOMMENDATION:

That Council adopt the ‘Five Characteristics of a Strong Council’ developed in collaboration with the Department of Premier and Cabinet, as the primary focus of outcomes to be achieved under Council’s merger implementation plan.

Introduction:

Armidale Regional Council in collaboration with the Department of Premier and Cabinet (DPC) and the other merged councils agreed in a series of workshops ‘Five Characteristics of a Strong Council’. In order for Armidale Regional Council to raise its level of performance in terms of efficiency, effectiveness, communications and organisational strength; it is proposed that these Characteristics be adopted as the primary outcomes to be achieved under Council’s merger implementation plan.

Report:

In a series of workshops hosted by the DPC, the 19 merged councils (proclaimed on 12 May 2016) agreed five key characteristics necessary to achieve a ‘strong’ council [copy attached].

These key characteristics are:

- ***Outstanding customer service*** – Residents and businesses have an efficient, convenient and satisfying experience when using council services and infrastructure.
- ***High performing operation*** – The council is a well-run and well-operated organisation that delivers value for money to residents and businesses.
- ***Strong organisational health*** – Council staff, leadership and culture directly contribute to the council’s success and to positive, customer-centric culture and delivery.
- ***Purpose and direction*** – The council is a strong partner in the system of government, with a strategic outlook, confidently representing and progressing matters of community significance.
- ***Strong community relationships*** – Residents and businesses have a voice in the vision for their community and there is meaningful, frank conversation between the council and community on solving local issues.

Council has identified that to move forward and develop a strong community, it will need to review and implement strategic outcomes that include:

1. Develop a new Community Strategic Plan that looks at the delivery of operational outcomes, advocacy and support for regional and State outcomes.
2. Review and develop policies and outcomes that support the approval process and encourage growth and development.
3. Review service levels to ensure the community recognition of asset management improvements, maintenance and costs in areas that include roads, buildings and recreational land.
4. Develop financial modelling that identifies costs and limitations to allow open communication on service delivery.
5. Enhance customer service through face to face and internet portals to provide information, assistance and modern payment facilities.

6. Develop an organisational strategy that identifies workforce requirements, cultural change, leadership and customer focus.

To identify and implement these goals, several 'work streams' are to be initiated. These work groups will adopt a project management approach to identify the outcomes, timetable and resources needed. The establishment of key performance indicators will enable measurement of progress and delivery. The scope of work to be undertaken will require council staff to be supplemented by third party contractors and/or consultants, working under the supervision of a staff team leader. A number of projects already initiated as part of council's implementation plan will be included within the new work streams and be supplemented with additional work plans to achieve the identified outcomes.

Status reporting will utilise the monthly template required by the DPC which lists work flows and projects identified to deliver the five key characteristics of a strong council.

Community Engagement and Internal Consultation

A number of internal workshops will be undertaken to determine workflows, projects to be undertaken and team leadership and composition. Regular review meetings will be undertaken together with formal status reporting to DPC. External community consultation will be undertaken with programs to ensure that the community determines the long term directions that a future Council can work towards.

Financial Implications

The scope of work to be undertaken and the timeframe available will require supplementary resources to be utilised to add capacity to council staff and/or to back-fill staff members in their current duties. It is anticipated that the cost of this additional resourcing will be met within the cost of funding the merger as provided by DPC.

Good Governance

This program is fully consistent with the aims of good governance and the requirements of DPC for the provision of strong local government.

Integrated Planning and Reporting Framework

The proposed work streams are consistent with and support the aims and intent of the Community Strategic Plan and IP&R processes.

Sustainability Assessment

Long term sustainability of Council is the key driver to the delivery of a strong progressive council that can meet the communities overall service and administrative needs (Quadruple bottom line).

Item:	7.3.1	Ref: AINT/2016/04586
Title:	Central Park Plan of Management	Container: ARC16/0048
Author:	Director of Regional Infrastructure	
Attachments:	1. Central Park draft Plan of Management Manidis Roberts 1995 complete 2. Central Park Armidale - Conservation Study - March 1995	

RECOMMENDATION:

- a) That the Central Park Plan of Management be adopted and that the Conservation Study be recognised as the key supporting document.
- b) That projects identified in the Plan Of Management be prioritised and funding sort through the Stronger Regions Fund.

Introduction:

A draft Plan of Management for Central Park was prepared by Manidis Roberts Consultants in 1995. The plan was not formally adopted at the time following a period of public exhibition. The Conservation Study was prepared by Heritage Landscape Consultant Michael Lehany, 1995.

Central Park is considered one of the finest parks of its era in Australia and in view of its significance the adoption of a Plan of Management will greatly assist with the appropriate management of the heritage and horticultural values of the park into the future. An adopted Plan of Management may assist Council in obtaining heritage funding for the maintenance and refurbishment of the park.

Report:

Central Park is classified as Community Land. Section 36 of the *Local Government Act 1993* requires that Council must prepare draft plans of management for Community land. Manidis Roberts Consultants were selected to draft a plan of management for Central Park in 1995. The plan was subsequently placed on public exhibition; however the final draft was not then formally adopted, for reasons unknown.

The heritage issues identified in the draft plan have remained the same because the generally accepted assessment approach was based on the still current Burra Charter guidelines (ICOMOS, 1999); that outlines the philosophy, terminology, methodology and techniques of cultural heritage conservation. In addition to this without an adopted plan, few of the recommendations have been actioned over the years. It is therefore proposed that the existing draft plan be adopted with a view to reviewing the plan within the agreed timeframe.

The Draft Plan of Management (POM) supports the findings of the Central Park Conservation Study (Lehany 1995) and includes a detailed inventory of park features, and an historical overview with Conservation and Management recommendations.

Central Park is listed as a Heritage item in schedule 5 part 1 Heritage Items of the Armidale Local Environmental Plan 2012.

In 2011, Council's previous Heritage Advisor Ian Kirk summarised two past 'Statements of Significance' (Burra Charter process) by Perumal Murphy and Associates 'Armidale Heritage Study', 1990 and Michael Lehany, Heritage Landscape Consultant in his 'Conservation Study of Central Park' 1995:

"Central Park dates from the key period of significance for Armidale and is the earliest and largest of the parks in the city. The park is a good example of a Victorian formal park with axial planning and symmetry....One of the finest and most intact parks of its type in Australia and includes a collection of significant trees some of which date back to the original establishment of the park...."

The Manidis Roberts Consultants Plan of Management provides some guiding principles for the management of the park:

- The heritage values of the park should be restored and protected
- Enhanced visual quality should underpin every design decision
- The character of the park should be preserved

Over the past 15-20 years a number of one off decisions were made that have detracted from the heritage value of the park that were inconsistent with the guiding principles and objectives of the POM and the recommendations by Lehany, 1995. In addition, some proposals to undertake the recommendations outlined in the POM were not approved by Council either because the plan was not formally adopted or because some community members objected.

Manidis Roberts conducted extensive community consultation during the drafting of the document and comments heard and submitted were taken into consideration but not necessarily incorporated into the draft.

Council's Development Control Plan, 2012. Section 2, Chapter 2.3 'European Heritage' states that: "The importance of obtaining appropriate professional (e.g. architectural) assistance for significant works on sites of heritage importance cannot be over-emphasised."

Ultimately, the POM was drafted by expert heritage consultants and respect needs to be afforded to their recommendations. The adoption of the Manidis Roberts Draft Plan of Management for the park in its entirety should enable Council to move forward with actions that will protect and enhance the heritage qualities of the park, rather than each issue being debated and potentially short circuited by the wishes of a few.

Adopting the draft Plan of Management and demonstrating progress in actioning the recommendations should place Council in a better position to receive heritage funding. The opportunity for funding would be enhanced further should the park be included on the State Heritage Register.

Community Engagement and Internal Consultation

The Plan of Management has previously been on public exhibition.

Financial Implications

Gradual staging of achievable outcomes with annual costings to be determined.

Good Governance

Section 36 of the *Local Government Act 1993* requires that Council must prepare draft plans of management for Community land.

Integrated Planning and Reporting Framework

Maintain and enhance sport and recreation infrastructure.

Ensure efficiency and innovation in all practices undertaken by Council.

Provide and maintain fully equipped community services.

Sustainability Assessment

Heritage is a key area in a quadruple bottom line process and the enhancement and protection of the park area will require council to ensure that its social, environmental, financial and governance functions come together to develop a key public asset for future generations.

Item: 7.4.1 **Ref:** AINT/2016/04567
Title: The Armidale Youth Council **Container:** ARC16/0234
Author: Director of Planning and Environmental Services
Attachments: 1. 2012 Youth Council Terms of Reference

RECOMMENDATION:

- a) That the report on the history of the Armidale Youth Council is noted.
- b) That Council endorse the status of the Armidale Regional Youth Council and appropriate Terms of Reference be developed in consultation with the Youth Council.
- c) That Council extend the membership across the Armidale Regional Council area.

Introduction:

This report details the history of the Armidale Youth Council. The Armidale Youth Council has been operating since 1993 and continues to operate today with the support of Council's Youth Services Coordinator.

Report:

The Armidale Youth Council (AYC) has been operating in the former Armidale City Council and the former Armidale Dumaresq Council since 1993.

Coordination of the AYC has primarily fallen under the responsibility of the Community Services area however in 2003 to 2006 the AYC came under the responsibility of the Executive Office and was coordinated by the then GM's Executive Assistant. In 2007 a Youth Services Coordinator position was developed and the position was filled in 2008. This was and remains a 3 day per week position with one of the responsibilities being to oversee the AYC with the aim of engaging youth in Council business.

Since 2003 the AYC has been meeting regularly in Council. It has experienced periods of high level participation from local youth to experiencing low levels of participation. The advice from previous and current AYC coordinators, who have always been a Council staff member, is that youth need to be supported and valued and engaged in meaningful fun activities with real outcomes to ensure their high level of participation. In 2016 Council's Youth Services Coordinator instigated weekly meetings with the Youth Council which at present has 16 members including membership from Guyra.

The Youth Council is open to youth aged between 16-24 years however traditionally has attracted school aged students aged 16 to 17 years.

In 2012 a terms of reference was developed for the AYC. In 2016 the AYC continues to operate under this framework. The 2012 terms of reference were never formally endorsed by Council. The 2012 terms of reference is attached.

Over the years the AYC has been involved in a range of Council events, forums and activities. Since 2003 the AYC has assisted to coordinate annual Youth Week activities and annual school holiday programs. In 2009 the AYC were instrumental in coordinating the inaugural 2009 Youth Forum and in 2014 and 2016 the Youth Opportunities Forums held at Lazenby Hall, UNE. Other events and activities the AYC has been involved in include:

- In 2003 the AYR participated in a series of Family & Youth Services Forums coordinated by Council;
- In 2004 assisted Council with the design and development of the Kookaburra Crescent BMX Bike Track;
- In 2005 the AYC coordinated the Billy Cart Race down Railway Parade; a presentation by Paul Dillion in the town hall and a fund raiser “Battle of the Bands” competition;
- In 2006 the AYC was invited to participate in the NSW Youth Council Forum;
- In 2007 the AYC were instrumental in advising Council on a redeveloped Armidale skatepark;
- In 2008 NSW Youth Parliament, a YMCA leadership program for high school students aged 15-18 years invited members of the AYC to attend;
- In 2009 members of the AYC travelled to Moree to attend the NSW Youth Council Forum;
- In 2009 members of the AYC helped coordinate the first Armidale Youth Forum and the inaugural Youth Awards;
- In 2010 the AYC were instrumental in assisting Council develop the first Youth Strategy & Action Plan;
- In 2011 the AYC were involved in establishing Midnight Basketball in Armidale; were also involved in the inaugural Armidale Community Post School Support Expo for students living with disability;
- In 2012 helped establish the National Young Leaders Day ADC Youth Scholarship Program; volunteered for “Freestyle Fridays” at the PCYC;
- In 2013 advised on appropriate educational awareness campaigns for example cyber bullying, mental health first aid for youth, and drug and alcohol;
- In 2014 the AYC was instrumental in delivering the 2nd Armidale Youth Forum and the inaugural Youth Opportunities Expo; the Youth Council designed an AYC Youth-space Facebook page;
- In 2015 the AYC were involved in discussions to secure a Headspace Program in Armidale; assist with revising the Armidale Youth Strategy and Action Plan;
- In 2016 the AYC have been instrumental in delivering the 3rd Armidale Youth Forum and the 2nd Youth Opportunities Expo; have commenced the delivery of a series of “Loud in the Library” social events; have assisted with the revising of the Armidale Youth Action Plan and are investigating the development of a smartphone “app” for ready access to youth support services in the Armidale region.

This is only a snap shot of the activities, events and ideas the AYC has delivered over time.

The AYC has always been supported by the Council’s Community Services and Youth Services. The AYC has never had a Council budget allocation.

The ongoing support from the Council’s Youth Services Coordinator is essential for the sustainability of the AYC. The status of the Committee due to the member’s ages needs to be clarified to ensure that all members are duly covered within the scope of Council’s insurers. This advice may require a review of the membership requirements. Once this is clarified the status and relevant Terms of Reference will be presented to Council for endorsement.

Community Engagement and Internal Consultation

The Armidale Youth Council is a representative of local youth and contributes to and promotes the activities that are planned.

Financial Implications

The AYC has always been supported by the Youth Services Coordinator. There is no direct budget allocation to the AYC. The AYC, when necessary, applies for external grants to secure funds for local events and activities which promote youth and youth involvement.

Good Governance

Clarifying the status of the AYC pursuant to the Local Government will then determine the Terms of Reference to ensure that it operates within the bounds of the TOR's.

Integrated Planning and Reporting Framework

The Armidale Community Strategic Plan identifies supporting youth activities and initiatives within the People Key Element.

Sustainability Assessment

Involvement and engagement with our youth support sustainable government.

Item:	7.4.2	Ref: AINT/2016/04828
Title:	Stronger Communities Fund	Container: ARC16/0113
Author:	Administration Officer	
Attachments:	Nil	

RECOMMENDATION:

- a) That Council note the following projects approved by the Stronger Communities Assessment Panel for the Community Grant Program \$1m:
 1. New England Mountain Bikers Incorporated - Kermit – UNE Green Trails (\$41,800)
 2. Armidale Rugby League Incorporated- New Boundary Fencing (\$20,000)
 3. Global Care Trading as Armidale Community Caravan (Caravan, Carport and Dish Washer (\$6500)
 4. Armidale Riding Club and Equestrian Centre - Renovated Kitchen (\$20,000)
 5. Armidale Rifle Club (Improved Wollomombi Rifle Range Facilities (\$17,448)
 6. Gayinyaga Aboriginal Advisory Committee (Aboriginal Memorial Unmarked Graves Armidale Cemetery (\$20,000)
- b) That Council note the following projects approved by the Stronger Communities Assessment Panel for the \$9m Stronger Regions Infrastructure Fund
 1. Kempsey Road (\$440,000)
 2. Platform Road (\$740,000)
 3. Timber Bridges (\$2.1m)
 4. Solar Project (\$434,000)
 5. Rockvale Road (\$495,000)
 6. Dumaresq Dam Recreation Area (\$170,000)
 7. NERAM Cladding and Insulation (\$240,000)

Introduction:

In accordance with the NSW Government Guidelines Armidale Regional Council is to consult with the community to allocate and deliver the Stronger Communities Fund through two programs, including:

- Community grant program, allocating up to \$1 million in grants of up to \$50,000 to incorporated not-for-profit community groups, for projects that build more vibrant, sustainable and inclusive local communities.
- Major projects program, allocating all remaining funding to larger scale priority infrastructure and services projects that deliver long term economic and social benefits to communities.

Report:

Council is required to establish the community grants program criteria. Armidale Regional Council has assisted community groups to submit projects for consideration. The NSW Government requirements include;

- Councils are to provide grants to incorporated not-for-profit community groups for projects identified and assessed using an open call for applications.
- To be successful for funding, community projects must meet the following criteria:
 - deliver social, cultural, economic or environmental benefits to local communities
 - address an identified community priority

- be well defined with a clear budget
- demonstrate that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expensed
- the organisation must demonstrate the capacity to manage funds and deliver the project.

Armidale Regional Council is required to develop assessment criteria under the State guidelines that includes;

- Councils must establish a Stronger Communities Assessment Panel with responsibility to assess projects and make recommendations to council for funding. (The Panel will assess and make recommendations for projects received through the community grant program as well as those developed and nominated by councils for funding under the major projects program).

The following grant fund applications have been received by Council and have been assessed as suitable under the guidelines for consideration by the panel:

1. New England Mountain Bikers Incorporated - Kermit – UNE Green Trails (\$41,800)
2. Armidale Rugby League Incorporated- New Boundary Fencing (\$20,000)
3. Global Care Trading as Armidale Community Caravan (Caravan, Carport and Dish Washer (\$6500)
4. Armidale Riding Club and Equestrian Centre - Renovated Kitchen (\$20,000)
5. Armidale Rifle Club (Improved Wollomombi Rifle Range Facilities (\$17,448)
6. Gayinyaga Aboriginal Advisory Committee (Aboriginal Memorial Unmarked Graves Armidale Cemetery (\$20,000)

Total value of applications 1-6: \$125,748

Total value previous applications approved 20th July 2016: \$288,500

Total value (to date) of applications to Panel: \$414,248

The Panel includes the Administrator, State Member of Parliament and delegate to Regional Coordinator of the Department of Premier and Cabinet.

Council has also developed the major projects program, which includes larger scale priority Armidale Regional Council infrastructure and services projects that deliver long term economic and social benefits to communities. This report includes the first round of projects approved by the Stronger Communities Assessment Panel. These projects include:

1. **Kempsey Road** (\$880,000 improvement of Kempsey Road, with the balance of \$440,000 to be allocated from the Fixing Country Roads Program or from other ARC resources).
2. **Platform Road** (\$1.48m for bitumen sealing of 2.32 kilometres of gravel pavement, with the balance of \$740,000 to be allocated from the Roads to Recovery Program).
3. **Timber Bridges** (\$4.2m proposal, with \$2.1m from State Bridge renewal. Assessment of bridges is underway and the names of bridges to be upgraded to be submitted in due course. \$2.1m is to be quarantined for this project)
4. **Solar Project** - Council will embark on a program to offset its electricity supply with the installation of solar power at major Council facilities, including at Guyra.

5. **Rockvale Road** (\$990,000 proposal to upgrade 1.5 kilometres from Guyra-Ebor Road turnoff, with \$495,000 from Roads To Recovery. It is recommended that there also be a commitment to a rolling works program to seal the remaining gravel section over 10 years.
6. **Dumaresq Dam Recreation Area** - Stage 1 of the Master Plan for the development of an attractive tourist facility for a total cost of \$340,000. Stage 1 includes detailed design and construction of an ablution block, internal roads and car parks to all weather standards (unsealed) and provision of BBQ, covered area, tables and seating. \$170,000 is already funded in Council's 2016/17 budget, with \$170,000 from the Fund).
7. **NERAM Cladding and Insulation** to the total cost of \$315,454. NERAM is to commit \$75,454 to the project and remit that amount for the project to commence.

Total funds committed to the above seven projects from the \$9M Stronger Regions Grant Fund is \$4.619M.

Community Engagement and Internal Consultation

The application process is open to the community groups that fit the criteria. Applications are available on the Armidale Regional Council website or by contacting the Armidale or Guyra offices. Media releases have been issued about the program.

Financial Implications

The Stronger Communities Funding has been provided to councils that have undertaken mergers in NSW.

Good Governance

Council has followed the NSW Government's guidelines in the grants process. Council is meeting its statutory obligations under the funding agreement.

Integrated Planning and Reporting Framework

The projects identified for the major projects program are considered as part of Council's Community Strategic Plan and IP&R processes.

Sustainability Assessment

Applications have been considered on the basis of providing benefits to the community and long term sustainability.

Legal Issues:

Council is meeting its statutory obligations under the funding agreement.

Item: 7.4.3 **Ref:** AINT/2016/05040
Title: Request for Suspension of Alcohol Free Zone - Bradley Street Guyra
Container: ARC16/0722
Author: Director of Planning and Environmental Services
Attachments: Nil

RECOMMENDATION:

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

- 1. Suspend the declaration of that portion of the Guyra alcohol free zone from 10.00am to 3.30pm on Saturday the 1st October 2016, which it is proposed to use for the Guyra Spring Trout Festival and includes Bradley Street Guyra.**
- 2. Notify the officer in charge of the Guyra Police district of the proposed suspension of the alcohol free zone.**
- 3. Council remove or cover the alcohol free zone signs in the subject areas.**

Introduction:

Council has received a request from Mrs Lynne Chapman, Festival Coordinator for the Guyra Spring TroutFest Committee, under the Guyra District Chamber of Commerce, for the suspension of that part of the Guyra alcohol free zone, which covers Bradley Street Guyra.

Report:

It is proposed to use Bradley Street for a Market day to be held as part of Guyra Spring TroutFest. The three day festival is to be held from 30 September to 2 October 2016, with the requested suspension being from 10.00am to 3.30pm on 1 October 2016.

Section 645 of the Local Government Act1993, provides that-

- 1. The Council may, at the request of any person or body or of its own motion, suspend the operation of an alcohol free zone by publishing a notice of the suspension in a newspaper circulating in the area as a whole or in a part of the area that includes the zone concerned.*
- 2. During the period indicated in such notice as the period of suspension, the zone does not operate as an alcohol free zone.*

Community Engagement and Internal Consultation

This matter has been discussed internally following representations from the Guyra Spring Trout Festival.

Financial Implications

To minimise costs the advertisement will be included in Council's bulk public notice section.

Good Governance

The correct procedures are being followed to enable the Alcohol Free Zone to be lifted.

Integrated Planning and Reporting Framework

Support for the Guyra Spring TroutFest aligns with the Our Community Objective - *Provide services to enhance learning, build relationships, and encourage social events to cater to our community* as contained in the former Guyra Shire Council Community Strategic Plan.

Sustainability Assessment

The Spring TroutFest is a community event and supports the continued strength of the Guyra and regional areas.

Item: 8.1 **Ref:** AINT/2016/04425
Title: Regional Marketing and Growth Advisory Committee - Minutes of the meeting held on 16 August 2016 **Container:** ARC16/0169
Author: General Manager
Attachments: 1. Minutes - Regional Marketing and Growth Advisory Committee - 16 August 2016
2. Terms of Reference - Regional Marketing and Growth Advisory Committee

RECOMMENDATION:

That the Minutes of the Regional Marketing and Growth Advisory Committee meeting held on 16 August 2016 be noted and the following recommendations endorsed:

- a) **That the Committee name be amended to Regional Growth Advisory Committee.**
- b) **That the Terms of Reference be adopted.**

Item: 8.2 **Ref:** AINT/2016/04565
Title: Audit and Risk Committee - Minutes of the meeting held on 23 August 2016 **Container:** ARC16/0522
Author: Governance Officer
Attachments: 1. Minutes Audit and Risk Committee Meeting 23 August 2016

RECOMMENDATION:

That the Minutes of the Audit and Risk Committee meeting held on 23 August 2016 be noted and the following recommendations endorsed:

- a) That the Audit Office Management Letters on the interim audit of the former Armidale Dumaresq Council and former Guyra Shire Council for the period 1 July 2015 to 12 May 2016 be noted.
- b) That the revised Audit and Risk Committee Charter be adopted.
- c) That Ben Harris, Sebastian Hempel and Michael O'Connor be appointed as independent committee members.
- d) That the committee composition be increased to seven (7) comprised of two (2) Council and five (5) Independent Members and the quorum be a minimum of three (3) Independent Members and that the Charter be amended accordingly.
- e) That Margaret O'Connor's interim role on the committee cease following the appointment of the additional independent members and that a thank you letter be forwarded to her in recognition of her support for the committee.
- f) That the report on Council's Risk Register be noted.

Item:	8.3	Ref: AINT/2016/04574
Title:	Civic Advisory Committee - Minutes of the meeting held 20 August 2016	Container: ARC16/0389
Author:	Director of Planning and Environmental Services	
Attachments:	1. Minutes - Civic Advisory Committee - 20 August 2016 2. Chair's Report to the Civic Advisory Committee 3. Financials July 2016	

RECOMMENDATION:

- a) **That the Minutes of the Civic Advisory Committee meeting held on Saturday 20th August be noted.**
- b) **That the Administrator's response to the Committee concerns be noted.**

Background:

The Committee raised a number of concerns relating to the revised Terms of Reference and requests a response from Council:

- The Committee expresses its concern about the new name.
- That it was not consulted or advised in advance of the proposed change.
- The revised TOR has a much broader scope for the purpose and responsibilities of the committee.
- The lack of any mention of the new library and performing arts centre in the proposed civic precinct, which was the prime focus of the former Civic Precinct Committee;
- There is no specific membership position for the Friends of the Library group.
- That there is no mention of the Civic Precinct Trust (apart from having a representative on the Committee) or the Trust Fund.
- That the power to operate a Working Account and expend funds for fundraising purposes has been removed.
- That the committee has had no dialogue with the officers responsible for the CBD Masterplan about that project, so will find it hard to commit in advance to advocating that plan to the community.

Noted from Administrator:

On 24 August 2016 the Administrator responded to these concerns by email as follows:

Dear Jim

Further to your 21st August email on behalf of the Civic Advisory Committee and to my 22nd August acknowledgement, I advise that I have considered the matters you raised on behalf of the Committee. This response comprises my words and views and not those of staff.

The Committee restructure and TOR was developed under my instructions. It was my intention that the Committee become more strategic in focus for the purpose of providing quality advice to Council on the broad range of civic matters. The broader scope, purpose and responsibilities was intentional.

It was also intentional that there was no specific mention of the library etc. as I am seeking a more broad strategic focus on civic matters. My wish is that the new committee address the

TOR and not fall back into the former committee new library focus.

The Committee is advisory only and hence is not provided the capacity to expend funds or have a working account.

I am willing to consider changes to the TOR provided they do not dilute the desired strategic focus.

In regard to the Trust and the Trust Fund I am advised that ARC is not the Trustee of the funding raised for a library. However, ARC does administer and report on these funds but cannot expend funds in the Trust account.

I am also advised that Tim Weeks did present to the former Precinct Committee. Arrangements will be made that he speak also to the new committee on the CBD Master Plan.

I see no need to meet on these matters. My hope is that the Committee will accept the above and move forward positively. I do not wish exercise other options and do appreciate the good work that has been done by your members in the past.

Regards
Ian

Moved : Dr Anker Seconded : Mr Bartik

On being put to the vote this recommendation was unanimously supported.

Item: 8.4 **Ref:** AINT/2016/05193
Title: Guyra Aged Care Advisory Committee - Minutes - 1 September 2016
Container: ARC16/0381
Author: Director of Planning and Environmental Services
Attachments: 1. Minutes - Guyra Aged Care Advisory Committee - 01 September 2016
2. Guyra Aged Care Advisory Committee - Terms of Reference DRAFT

RECOMMENDATION:

That the Minutes of the Guyra Aged Care Advisory Committee meeting held on 1 September 2016 be noted and the following recommendations endorsed:

- a) **That the Terms of Reference, as amended, for the Guyra Aged Care Advisory Committee be noted.**
- b) **That the Committee investigate and advise the Administrator on the most appropriate, cost effective and efficient Operation and Management Model for the new Kolora Aged Care Facility.**
- c) **That the committee note the tenders received for the construction of the new Kolora Aged Care Facility and that the Tender Assessment Process is underway**