

Armidale

Regional Council

BUSINESS PAPER

EXTRAORDINARY MEETING OF COUNCIL

To be held on

Monday, 23 May 2016
1pm

at

Armidale Council Chambers

Members

Administrator, Dr Ian Tiley

AGENDA

INDEX

1	Civic Prayer and Recognition of Traditional Owners Advice regarding Taping of Meetings	
2	Confirmation of Previous Minutes <i>Ordinary Council – 18 April 2016 (Guyra Shire Council)</i> <i>Ordinary Council – 26 April 2016 (Armidale Dumaresq Council)</i> <i>Extraordinary Council – 9 May 2016 (Guyra Shire Council)</i> <i>Extraordinary Council – 12 May 2016 (Armidale Dumaresq Council)</i>	
3	Declarations of Interest	
4	Have Your Say	
5	Administrator Minutes	
6	Reports of Officers	
6.1	Our Environment	
6.1.1	Draft Amendment No 8 Armidale Dumaresq LEP 2012 - Revised Planning Proposal	4
6.1.2	DA-27-2015/A Construction of a NSW Rural Fire Service Air Base and Ancillary Works (Consent Modification) at the Armidale Regional Airport, 10541 New England Highway, Armidale	9
6.1.3	Guyra Drought Management Plan	14
6.1.4	Tingha Flood Study	16
6.2	Our Governance	
6.2.1	Code of Meeting Practice.....	18
6.2.2	Delegations - Interim General Manager	19
6.2.3	Interim Executive Team	20
6.2.4	Proposed Meeting Dates for June 2016 to August 2016	21
6.2.5	Integrated Planning and Reporting 2016-2017	23
6.2.6	Interim Budget - 12 May 2016 to 30 June 2016	26
6.2.7	Payment of Expenses and Provision of Facilities to Councillors Policy.....	28
6.2.8	Auditor-General	30
6.2.9	Cash and Investments Report - April 2016 (ADC)	31
6.2.10	Cash & Investment Report - April 2016 (GSC).....	37
6.2.11	Third Quarter Budget Review 2015-2016 (ADC)	43
6.2.12	Third Quarter Budget Review - 2015-2016 (GSC)	46
6.2.13	Plant Hire External July 2016 - June 2018 Tender Panel of Vendors	47
6.3	Our Infrastructure	
6.3.1	Kilcoy Cemetery	49
6.3.2	Request to relinquish Council road.....	51
6.3.3	Guyra Bike Plan	53
6.4	Our People	
6.4.1	Review of Recreation Access Program.....	55

6.4.2	Round Two 2015-16 Community Assistance Small Grants	62
7	Committee Reports	
7.1	Local Traffic Committee - Minutes of the Meeting held 3 May 2016.....	64
8	Public Forum	
9	Closed Session	
9.1	Burrakin Properties	
	<i>As this report deals with commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i) of the Local Government Act 1993). Council closes part of this meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>	

Item:	6.1.1	Ref: INT/2016/06064
Title:	Draft Amendment No 8 Armidale Dumaresq LEP 2012 - Revised Planning Proposal	Container: ARC16/0001
Author:	Director of Planning and Environmental Services	
Attachments:	1. Altered Gateway Determination - Amended Planning Proposal No. 8 2. Planning Proposal No. 8 amended May 2016	

RECOMMENDATION:

- a) **That the Department of Planning and Environment be advised that Planning Proposal No 8, as amended March 2016, has been updated by replacing the reference to Lot 1 DP 1147739 with Lots 1-4 DP 270982.**
- b) **That Council exercise its local plan making delegations under section 59 of the Environmental Planning and Assessment Act 1979 to adopt and make Draft Amendment No 8 to Armidale Dumaresq Local Environmental Plan 2012, consistent with Planning Proposal No 8 as amended May 2016.**

GENERAL MANAGER'S ADVISORY NOTE TO:

- Councillors
- Applicant
- Persons making public submissions (written or verbal)
- Members of the Public

Record (Division) of Voting

In accordance with Section 375A(3) of the Local Government Act 1993, a Division is required to be called whenever a motion for a planning decision is put at a meeting of the Council or a Council Committee.

Relevant Planning Application

In accordance with Section 147(4) of the Environmental Planning and Assessment Act 1979, a person who makes a relevant planning application to Council is required to disclose the following reportable political donations and gifts (if any) made by a person with a financial interest in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- a) All reportable political donation made to any local councillor of the Council; and
- b) All gifts made to any local councillor or employee of the Council.

Relevant Public Submission

In accordance with Section 147(5) of the Environmental Planning and Assessment Act 1979, a person who makes a relevant public submission to Council in relation to a relevant planning application made to the Council is required to disclose the following reportable political donations and gifts (if any) made by the person making the submissions or any associate of that person within the period commencing two years before the submission is made and ending when the application is determined:

- a) All reportable political donations made to any local councillor of the Council;
- b) All gifts to any local councillor or employee of the Council.

Disclosure of Reportable Political Donations and Gifts

Planning Applications – Nil

Public Submission – Nil.

Introduction:

PROPOSAL: Planning Proposal to rezone land and alter minimum lot size standard

PROPERTY DESCRIPTION/ADDRESS: 9, 11, 13-17 Madgwick Drive and 15 & 17 Cluny Road, Armidale, being Lots 22-26 DP 1153858, Lots 27-28 DP 1156909 and Lots 1-4 DP 270982.

PROPONENT: Owner of 9, 11, 13-17 Madgwick Drive and 15 & 17 Cluny Road, Armidale.

Armidale Dumaresq Council received a Planning Proposal on 30 June 2015 to amend Armidale Dumaresq Local Environmental Plan 2012 (LEP 2012). Planning Proposal No 8 initially proposed to rezone 9, 11, 13-17 Madgwick Drive and 15 & 17 Cluny Road, Armidale, (the Site) from R2 Low Density Residential to R1 General Residential and to reduce the minimum lot size standard from 4,000m² to 500m².

Council consulted with public authorities and the community in accordance with the Gateway Determination issued by the Department of Planning and Environment (DP&E). No public submissions were received. In response to concerns raised by the Office of Environment and Heritage and the Department of Primary Industries (Water and Fisheries branches) Council resolved at its meeting on 21 March 2016 to amend the Planning Proposal by zoning land along the watercourse to E4 Environmental Living and applying a minimum lot size standard to this land of 1 hectare. The remainder of the Site retained its proposed R1 General Residential zoning and minimum lot size standard of 500m². Council also resolved to include references to the public authorities consulted and an updated Aboriginal Cultural Heritage Report for the Site.

The DP&E was advised of the amendments to Planning Proposal No 8 and issued an altered Gateway Determination requiring that the amended Proposal be exhibited for at least 14 days. The amended Planning Proposal was exhibited from 20 April 2016 to 6 May 2016 and no submissions were received and no further changes to the amended Planning Proposal are considered necessary in response to the community consultation. Recently, a plan of subdivision for Lot 1 DP 1147739 has been registered that creates four new lots (Lots 1-4 DP 270982) and the property description for the amended Planning Proposal has been updated accordingly. It is recommended that the DP&E be advised of the update and that Council proceed to adopt and make Draft Amendment No 8 to LEP 2012 using its local plan making delegations.

Report:

Council received a Planning Proposal on 30 June 2015 to amend LEP 2012. The objective of the Planning Proposal was to enable future residential subdivision of 9, 11, 13-17 Madgwick Drive and 15 & 17 Cluny Road, Armidale, by rezoning all of the Site from R2 Low Density Residential to R1 General Residential and altering the minimum lot size standard for subdivision from 4,000m² to 500m².

Council endorsed the Planning Proposal at its meeting on 24 August 2015 and a Gateway Determination was issued by the DP&E on 10 September 2015 that included the requirements for consulting with public authorities and the community. Council was also authorised to exercise its local plan making delegations under section 59 of the *Environmental Planning and Assessment Act 1979* (EPA Act 1979).

The Planning Proposal was placed on public exhibition from 30 November 2015 to 14 December 2015. No public submissions were received. Council also consulted with the Office of Environment and Heritage and the Department of Primary Industries – Water. At its meeting on

21 March 2016 Council considered the comments from the public authorities. The main concerns were in relation to the watercourse on the western side of the Site and the potential impact that future development may have on its riparian values as well as water flow and quality. Council also considered an updated Aboriginal Cultural Heritage report for the Site. Council resolved (Minute No: 60/16):

- (a) That the Planning Proposal for Draft Amendment No 8 to Armidale Dumaresq Local Environmental Plan 2012, which applies to Lots 22-26 DP 1153858, Lots 27 & 28 DP 1156909 and Lot 1 DP 1147739 at 9, 11, 13-17 Madgwick Drive and 15 & 17 Cluny Road, Armidale, be amended by:
 - i) zoning land subject of the Planning Proposal that is below the Flood Planning Level to E4 Environmental Living and applying a minimum lot size standard of 1 hectare, and*
 - ii) including references to the public authorities consulted and the updated Aboriginal Cultural Heritage Report (January 2016) in relevant sections of the Planning Proposal.**
- (b) That the amended Planning Proposal be forwarded to the Department of Planning and Environment in accordance with section 58(2) of the Environmental Planning and Assessment Act 1979, seeking their advice as to whether a new Gateway Determination is required.*
- (c) If the Department of Planning and Environment advises that a new Gateway Determination is not required or issues a new Gateway Determination that allows the amended Planning Proposal to proceed without any further requirements, then Council exercise its local plan making delegations under section 59 of the Environmental Planning and Assessment Act 1979 to adopt and make Draft Amendment No 8 to Armidale Dumaresq Local Environmental Plan 2012, consistent with the amended Planning Proposal.*
- (d) If the Department of Planning and Environment issues a new Gateway Determination with further requirements, that a further report be provided to Council following implementation of the Gateway Determination's requirements.*
- (e) That the Office of Environment and Heritage, Department of Primary Industries (Water and Fisheries branches) and the proponent be advised of Council's resolution.*

The amended Planning Proposal was forwarded to the DP&E on 31 March 2016 in accordance with part (b) of Council's resolution. On 11 April 2016 Council received an altered Gateway Determination from the DP&E along with an amended written authorisation for Council to exercise its local plan making delegations. A copy of the alterations to the Gateway Determination and amendments to the authorisation to exercise delegation is included in Attachment 1.

The alterations to the Gateway Determination required the revised Planning Proposal No 8 to be exhibited for at least 14 days. The amended Planning Proposal and supporting documentation was exhibited from 20 April 2016 to 6 May 2016 at Council's Civic Administration Building, the Armidale Dumaresq Memorial Library and on Council's website.

Public notice of the exhibition was given in the Armidale Extra newspaper and the owners of properties adjacent to the Site were also notified.

In relation to part (e) of Council's resolution, the proponent was advised of Council's resolution following the meeting. Council wrote to the Office of Environment and Heritage and the Department of Primary Industries (Water and Fisheries branches) on 31 March 2016 advising the agencies of Council's resolution. Council has not received any objections to the amended Planning Proposal from the public authorities. The altered Gateway Determination issued by the DP&E did not require further consultation with the public authorities.

No public submissions were received during the exhibition period and no further changes to the amended Planning Proposal No 8 are considered necessary in response to the community consultation undertaken.

Since Planning Proposal No 8 was revised in March 2016, the plan of subdivision for Lot 1 DP 1147739, Madgwick Drive, has been registered to create four lots, being Lots 1-4 DP 270982. References to the approved subdivision at the time were made in the report considered by Council at its meeting on 21 March 2016. A note advising of the registered subdivision was provided in the exhibition material for amended Planning Proposal No 8. Registration of the subdivision does not change the actual land subject of the amended Planning Proposal but it does change the property description.

The property description for the amended Planning Proposal has been updated to refer to the lots created as a result of the registered subdivision of Lot 1 DP 1147739 to create Lots 1 – 4 DP 270982. The updated Planning Proposal is included in Attachment 2. It is recommended that the DP&E be advised of the update and that Council proceed to make Draft Amendment No 8 to LEP 2012 using its local plan making delegations.

Financial Implications:

Costs associated with preparing a Planning Proposal are recovered from the proponent in accordance with Council's adopted fees and charges.

Environmental Implications:

The E4 Environmental Living zone and minimum lot size standard of 1 hectare for land along the watercourse seeks to protect riparian areas on the Site.

Policy Issues:

That part of the Site subject to flooding should be considered along with other flood prone land in Armidale when the Flood Plain Risk Management Plan is prepared for the urban reaches of Dumaresq Creek.

Social Implications:

The proposed R1 zoning for most of the Site will provide land for future residential development that may place some demand on existing facilities. However, due to the scale of future development any extra demand is likely to be limited. The land is in proximity to the University of New England, schools and recreational areas that can be accessed by pedestrians and/or cyclists. Other social infrastructure can be readily accessed by public transport (buses and taxis) and private vehicles. The Planning Proposal is supported by an *Aboriginal Cultural Heritage Report* (January 2016) for the Site.

Integrated Planning and Reporting Issues:

By providing for new housing sites, the Planning Proposal is considered to support the following Strategic Objectives in Council's *Community Strategic Plan 2013-2028*:

- Support our local economy
- Develop and sustain the economic growth of the local government area.

Risk Management Issues:

The *Armidale Flood Study Review and Update – Stage 3* (BMT WBM, 2014) identified the western side of the Site along the watercourse and dam as being below the Flood Planning Level. The amended Planning Proposal proposes to zone this land E4 Environmental Living and apply a minimum lot size standard of 1 hectare, the combined effect of which will be to prevent the creation of additional lots and the erection of dwellings on land below the Flood Planning Level. In doing so, the amended Planning Proposal will assist in managing any risk associated with flooding along the watercourse. The planning controls for the land will also be reviewed along with those applying to other flood prone land in Armidale when the Flood Plain Risk Management Plan is prepared for the urban reaches of Dumaresq Creek.

Legal Issues:

Preparation and making of an LEP amendment must be in accordance with the EPA Act 1979.

Item:	6.1.2	Ref: INT/2016/06065
Title:	DA-27-2015/A Construction of a NSW Rural Fire Service Air Base and Ancillary Works (Consent Modification) at the Armidale Regional Airport, 10541 New England Highway, Armidale	Container: ARC16/0001
Author:	Director of Planning and Environmental Services	
Attachments:	<ol style="list-style-type: none">1. S79C Report to Council2. Approved Plans NSW RFS Air base3. ADC Engineering Services Construction Estimate for Civil Works at Armidale Regional Airport4. DA-27-2015 - 10541 New England Highway ARMIDALE NSW 2350 - DA Notice of Determination - NSW Rural Fire Service	
Proposal:	Construction of an Air Base and Ancillary Works for NSW Rural Fire Service (Consent Modification)	
Property/Address:	Pt Lot 1 DP 1198787, 10541 New England Highway, Armidale	
Applicant:	Armidale Dumaresq Council on behalf of NSW Rural Fire Service	
Owner:	Armidale Dumaresq Council	
Zoning:	SP2 - Infrastructure	

GENERAL MANAGER'S ADVISORY NOTE TO:

- Councillors
- Applicant
- Persons making public submissions (written or verbal)
- Members of the Public

Record (Division) of Voting

In accordance with Section 375A(3) of the Local Government Act 1993, a Division is required to be called whenever a motion for a planning decision is put at a meeting of the Council or a Council Committee.

Relevant Planning Application

In accordance with Section 147(4) of the Environmental Planning and Assessment Act 1979, a person who makes a relevant planning application to Council is required to disclose the following reportable political donations and gifts (if any) made by a person with a financial interest in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- a) All reportable political donation made to any local councillor of the Council; and
- b) All gifts made to any local councillor or employee of the Council.

Relevant Public Submission

In accordance with Section 147(5) of the Environmental Planning and Assessment Act 1979, a person who makes a relevant public submission to Council in relation to a relevant planning application made to the Council is required to disclose the following reportable political donations and gifts (if any) made by the person making the submissions or any associate of that person within the period commencing two years before the submission is made and ending when the application is determined:

- a) All reportable political donations made to any local councillor of the Council;
- b) All gifts to any local councillor or employee of the Council.

Disclosure of Reportable Political Donations and Gifts

Planning Applications – Nil

Public Submission – Nil

RECOMMENDATION:

- (a) That having regard to the assessment of the Application, that DA-27-2015 be modified in the terms set out below.

Condition 7 to be replaced with condition 40a (outlined below).

Condition 9 to be deleted and included as part of condition 31.

Condition 10 to be replaced with condition 40b (outlined below).

Condition 31 to have the following wording included:

Parking/loading areas, driveways and turning areas proposed in connection with the development of the RFS Airbase are to be provided with an all-weather, nuisance-free surface for pedestrians and vehicles. The surface shall be provided with effective edge support / drainage control and landscaped areas adjacent to kerbing to be self-draining to the kerb.

Car parking facilities, including all internal parking and manoeuvring areas, are to be designed and constructed in accordance with Australian Standards AS/NZS 2890.1 (current edition): Off-street car parking, AS/NZS 2890.2 (current edition): Off-street commercial vehicle facilities and AS/NZS 2890.6 (current edition): Off-street parking for people with disabilities, and Council's Development Control Plan 2012. Details are to be provided to the relevant Certifying Authority for approval before the issue of a Construction Certificate for the development. All works are to be completed prior to occupation/use of the building.

Condition 37 to be reworded as follows - A 6 metre wide all weather internal access, is to be provided from the end of the existing sealed internal roadway to the development site to the satisfaction of Director Regional Infrastructure or nominee prior to the issue of an Occupation Certificate for the building.

New condition 40a - Approval is required from Council for the following activities pursuant to Chapter 7 Section 68 of the Local Government Act 1993, prior to the issue of an Occupation Certificate for the development:

- *Water supply work,*
- *Sewerage work,*
- *Stormwater drainage work,*

The developer is to submit relevant designs to Council's Regional Services Division for its acceptance of these designs as the local water, sewerage and stormwater drainage authority in connection with the development; such designs are to relate to the required reticulated water supply, sewerage and stormwater drainage for the project, before the commencement of such work.

All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer.

Construction of stormwater and sewer works, which will become Council assets, must be designed and supervised by qualified engineer/surveyor and constructed by qualified contractor.

New Condition 40b - Protection of the development by provision of underground drainage pipelines to cater for a stormwater flood frequency of 20% Annual Exceedence Probability (AEP) and fail-safe aboveground floodways to cater as a minimum for a flooding frequency of 1% AEP, to connect to the existing stormwater infrastructure on site. Capacity of existing stormwater pipe needs to be assessed and if required upgraded or detention system installed to restrict stormwater flow to predevelopment stage. Details are to be provided to the relevant Certifying Authority for approval before the issue of a Construction Certificate for the development. All works are to be completed prior to the occupation/use of the building.

Introduction:

DA-27-2015/A was lodged with Armidale Dumaresq Council on 21 December 2015. The proposal seeks Council's consideration for a modification to DA-27-2015 to amend a condition of consent.

Council issued conditional consent to DA-27-2015 for the erection of a new air base and ancillary works for the NSW Rural Fire Service on 18 May 2015. Condition 37 required the provision of:

A 6 metre wide with 7 metre formation internal sealed roadway, is to be provided from the end of the existing internal roadway to the development site to the satisfaction of Director Public Infrastructure or nominee prior to the issue of an Occupation Certificate for the building.

Council's Director Regional Services has requested that the standard of this access road be reduced as a result of spiralling costs which have been imposed on Council to facilitate this facility at the airport and extend services to the site for the NSW Rural Fire Service.

Report:

DA-27-2015/A was lodged with Council on 21 December 2016. The proposal seeks Council's consideration for a modification to DA-27-2015 to amend a condition of consent.

Conditional Consent was granted for DA-27-2015 for the erection of the RFS airbase and ancillary works on 18 May 2015.

Conditions of consent were consistent with Council's DCP and Engineering Code for such development on an undeveloped site.

Such conditions included the provision of detailed engineering drawings prior to the release of a Construction Certificate for the following civil works:

- Extension of reticulated water to service the site,
- Extension of reticulated sewer to service the site,
- Stormwater drainage works,
- Construction of a sealed parking/loading area within the site for 8 off-street parking spaces, including 1 disabled access space.

Additionally, the provision of a 6 metre wide with 7 metre formation internal sealed roadway, from the end of the existing internal roadway to the development site was required to be constructed prior to the issue of an Occupation Certificate.

Due to time constraints in which development works were required to commence and the delay in being able to provide detailed drawings adequately addressing the above conditions, Council's Engineering Department requested the Construction Certificate be released to enable building works to start while work to address the civil requirements continued.

Following consideration of this request a Construction Certificate for the footings only was issued on 7 December 2015 and a further Construction Certificate for the remaining works was issued on 14 December 2015 to enable works to commence on site. Consideration at this time was that the civil design works would be undertaken at the same time as construction works on the building and that all works would be completed prior to the issue of an Occupation Certificate for the development.

Whilst Council is currently working through the conditions to ensure compliance with the consent prior to the issue of an Occupation Certificate for the development, Council's Director Regional Services has now requested Council's consideration for a modification to condition 37 which states:

A 6 metre wide with 7 metre formation internal sealed roadway, is to be provided from the end of the existing internal roadway to the development site to the satisfaction of Director Regional Infrastructure or nominee prior to the issue of an Occupation Certificate for the building.

In support of this request, Council's Director Regional Services has advised that the cost for the provisioning of reticulated services and construction and extension of the internal roadway to the RFS site would be in the vicinity of \$1.2 million. The road component for stage 1 works, which is only for the extension of the existing road to the RFS site and does not include the full upgrading, widening and kerb and guttering which will ultimately be required for the full length of the internal road from access to the airport site, is estimated at approximately \$170,000.00. He has further advised that at this time Council does not have the capacity to fully fund all this work particularly given that there is little opportunity to recover these costs from lease hold lots or from the private sale of lots in the precinct.

In consideration of the above matters and the significant cost to Council with little opportunity to recover any of these costs from the state government, Council's Director Regional Services is seeking Council's consideration for a concession in regards to the standard of the internal access road required under condition 37, from the end of the existing road to the development site. In this regard, the existing track from the end of the sealed section of roadway to the development site is considered to be a suitable surface to provide necessary vehicular access, particularly given its intermittent operational use of between 5 to 30 days per fire season and that it is an internal private road not a public road.

Furthermore, Council is mindful that the airbase is only stage 1 of the proposed development on the site with the expectation that stage 2 for the new Fire Control Centre is likely to be considered within the next 3 to 4 years. As such, there is some concern that any roadway installed for the airbase development may be adversely impacted or damaged during works for stage 2.

That being the case, Council's Director Regional Services is requesting a deferral for the requirement for the full construction of the internal private roadway to satisfy Council's Engineering Code for a public road, being fully sealed surface with kerb and gutter, until such time as stage 2 works have been fully completed or possibly earlier if Council has the capacity to

fund the work. He has further argued that the RFS airbase is not a commercial development to which Council will financially benefit, but is a development which is for the greater public benefit of the local community.

As a result of this assessment, the proposed modification to DA-27-2015 to amend the wording and requirements under condition 37, is recommended for conditional consent.

Financial Implications:

Requiring full compliance with all conditions of consent for DA-27-2015 will be at considerable cost to Council, as detailed in the construction estimates contained in the appendix to this report. As the expectation for providing these services is ultimately borne by ADC with little to no possibility of recouping significant contributions from either state government agencies or other local Council's, who will also benefit from the service that NSW Rural Fire Services provide to the wider New England area, it is considered prudent in this instance to allow for Council to provide infrastructure to the site over an extended period of time.

Environmental Implications:

An assessment under the provisions of Section 79C of the Environmental Planning and Assessment Act, 1979 has been undertaken.

Policy Issues:

The relevant Council Policies applicable to this application have been considered as part of the detailed assessment under the provisions of Section 79C of the Environmental Planning and Assessment Act, 1979

Social Implications:

An assessment under the provisions of Section 79C of the Environmental Planning and Assessment Act, 1979 has been undertaken.

Integrated Planning and Reporting Issues:

One of the functional objectives of the Planning and Environment Services Department is to ensure development activity is compatible with and enhances the environment of the area through the implementation of relevant legislation, plans and policies.

Risk Management Issues:

An assessment under the provisions of Section 79C of the Environmental Planning and Assessment Act, 1979 has been undertaken.

Legal Issues:

The assessment of development applications is governed by the Environmental Planning and Assessment Act, 1979 and the accompanying Regulation. The assessment process has been undertaken having regard to this legislation.

Item: 6.1.3 **Ref:** INT/2016/06096
Title: Guyra Drought Management Plan **Container:** ARC16/0001
Author: Director Of Engineering
Attachments: 1. Guyra -Drought-Management-Plan-Draft May 2016

RECOMMENDATION:

That the Draft Drought Management Plan be put on public display inviting comments.

Introduction:

A draft Guyra Drought Management Plan is presented for Council's consideration.

Report:

Upon investigation, it turns out that Council does not have a formal drought management plan. There is however a single page out of an earlier report that outlines 8 levels of water restrictions that have been adopted by Council many years ago.

The Namoi region as well as the North Coast region reviewed their drought management plans approximately 2 years ago and have agreed to standardize to a 5 level system (level 1-5) with an additional P level which represents Permanent Water Saving Measures. Armidale Dumaresq Council have also adopted the same system, so it makes sense for Guyra to modify its 8 levels and reduce them to 5, plus the P level. This will ensure a consistent message is put out there to the community and will prevent confusion when residents read in their local newspaper that a particular council is on level 3 restrictions for example. The attached plan is prepared on this basis.

It is also suggested that Council adopt the P level – Permanent Water Conservation Measures to draw the communities attention to the fact that water is scarce and is becoming more so with the impact of climate change. People should not be wasting water at any time and so it makes sense to have permanent water saving measures in place. It will also be a number of years before our water supply is upgraded to improve the secure yield, and therefore any reduction in demand will be helpful.

Table 5 on page 17 shows an overall summary of what the various levels represent. It can be noted that at level 3 (the level that we are currently on) the restrictions become quite serious and commercial and industrial users are expected to reduce consumption by 15%.

Financial Implications:

A severe drought will result in a double negative financial impact:

- Reduced income due to a drop in consumption
- Substantial additional costs due to water carting costs (although a subsidy may be available).

Environmental Implications:

Saving water by limiting wastage will have a positive environmental impact.

Policy Issues:

The Drought Management Plan will become Council policy after it is adopted.

Integrated Planning and Reporting Issues:



Social Implications:

This plan attempts to limit the overall social impact of a drought.

Risk Management Issues:

It is prudent for Council to have a Drought Management Plan in place.

Legal Issues:

Not applicable.

Item: 6.1.4 **Ref:** INT/2016/06100
Title: Tingha Flood Study **Container:** ARC16/0001
Author: Director Of Engineering
Attachments: 1. IH086900-ANZ-RP-N-002-REVB - Tingha flood study draft

RECOMMENDATION:

That the draft Tingha Flood Study be put on public display seeking comments.

Introduction:

The draft report on the Tingha Flood Study has been completed.

Report:

Last year, Council engaged Jacobs to conduct the Tingha Flood Study. Following the gathering of the necessary data and a period of community consultation, the draft report has been completed and is attached.

Financial Implications:

The study has been funded primarily with a grant from Office of Environment and Heritage and a small Council contribution.

Environmental Implications:

Flooding is a natural occurrence and planning needs to take place to ensure development is not impacted significantly.

Policy Issues:

Council will be in a position to adopt a policy on the matter following the completion of the next stage in the process – completion of a flood risk management study. Grant funding will be sought for this stage when applications are called later this year.

Integrated Planning and Reporting Issues:



Social Implications:

Considerable social implications.

Risk Management Issues:

It makes sense to limit development in the high flood risk areas.

Legal Issues:

Not applicable.

Item:	6.2.1	Ref: INT/2016/06072
Title:	Code of Meeting Practice	Container: ARC16/0001
Author:	General Manager	
Attachments:	1. Armidale Regional Council Code of Meeting Practice - 23 May 2016	

RECOMMENDATION:

That the Code of Meeting Practice of Armidale Dumaresq Council be amended to include reference to the Administrator appointed under the Local Government (Council Amalgamations) Proclamation 2016 and that the amended Code of Meeting Practice be adopted.

Introduction:

The Code Definitions in Part 1 – Preliminary have been amended to include reference to the Administrator.

Report:

The Code of Meeting Practice of the former Armidale Dumaresq Council is to be the Code of Meeting Practice of the new council until it is amended or replaced in accordance with the Act [Proclamation 2016 Schedule 1 Provisions for Armidale Regional Council Clause 8].

The Code has been amended to include the following definition:

“Administrator means a person who is appointed under the Local Government (Council Amalgamations) Proclamation 2016, dated 12 May 2016, as an Administrator of the Armidale Regional Council (new council) during the initial period.

The Administrator of the new council has, during the initial period, the functions of the council and the mayor of the council.”

Financial Implications:

Not applicable.

Environmental Implications:

Not applicable.

Policy Issues:

This will amend the Code to reflect the appointment of the Administrator.

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

Our Governance principle has a focus on the corporate governance processes.

Risk Management Issues:

Not applicable.

Legal Issues:

Not

applicable.

Item: 6.2.2 **Ref:** INT/2016/06066
Title: Delegations - Interim General Manager **Container:** ARC16/0001
Author: Chief Finance and Information Officer
Attachments: 1. Delegation of Authority - Interim General Manager - 23 May 2016

RECOMMENDATION:

Council resolves to delegate to the Interim General Manager the functions in accordance with the Instrument of Delegation attached to this report as Attachment 1 and that the Chief Financial Officer be delegated as Responsible Accounting Officer.

Introduction:

Under S377 a council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than those stated in this section. Attached are the proposed delegations to the general manager, including a delegation to delegate the Responsible Accounting Officer roles and duties to the Chief Financial Officer.

Financial Implications:

Delegations are to be exercised in accordance with the endorsed budget for the Armidale Regional Council.

Environmental Implications:

There are no environmental implications with this report.

Policy Issues:

There are no Policy issues with this report.

Social Implications:

There are no Policy issues with this report.

Integrated Planning and Reporting Issues:

There are no IPR issues with this report.

Risk Management Issues:

There are no risk management issues with this report.

Legal Issues:

There are no legal issues with this report.

Item:	6.2.3	Ref: INT/2016/06079
Title:	Interim Executive Team	Container: ARC16/0001
Author:	General Manager	
Attachments:	Nil	

RECOMMENDATION:

That the Administrator establish an Interim Executive Team consisting of the Interim General Manager, the Deputy General Manager, The Director of Planning and Environment, The Director of Regional Infrastructure, The Director of Regional Services, the Chief Financial and Information Officer and the Administrator.

Introduction:

To ensure a coordinated approach is occurring across the staff of Armidale Regional Council and the community, it is important to identify a senior Executive Team to bring about the changes needed and undertake reviews of the organisational direction.

Report:

It is considered that the interim executive team should meet weekly to discuss direction and outcomes across the organisation.

Financial Implications:

Not applicable.

Environmental Implications:

Not applicable.

Policy Issues:

Not applicable.

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

Not applicable.

Risk Management Issues:

The identification of an interim executive team will assist to ensure that organisational risks are identified early and that corrective action can occur at a high level.

Legal Issues:

Not applicable.

Item: 6.2.4 **Ref:** INT/2016/06067
Title: Proposed Meeting Dates for June 2016 to August 2016 **Container:**
ARC16/0001
Author: Chief Finance and Information Officer
Attachments: Nil

RECOMMENDATION:

That Council adopt the following schedule for Ordinary Meetings in the next three months to be held on the following dates commencing at 9am, at the locations listed below:

15 June 2016 (Armidale office Council Chamber, 135 Rusden Street, Armidale)
29 June 2016 (Guyra office Council Chamber, 158 Bradley St, Guyra)
13 July 2016 (Armidale office Council Chamber, 135 Rusden Street, Armidale)
27 July 2016 (Armidale office Council Chamber, 135 Rusden Street, Armidale)
10 August 2016 (Guyra office Council Chamber, 158 Bradley St, Guyra)
24 August 2016 (Armidale office Council Chamber, 135 Rusden Street, Armidale).

Introduction:

Listed above are the proposed Armidale Regional Council meeting dates for the next three months.

Report:

Section 9 of the *Local Government Act 1993* requires Council to give notice of the times and venue for its meetings. A single advertisement of the dates for meetings satisfies the requirement for Council's regular Ordinary Meetings.

Council is required, under the Act, to meet at least ten times per year, each time in a different month.

Within the recommendation above are the proposed dates for the next three months.

Financial Implications:

Meetings are currently budgeted.

Environmental Implications:

No environmental implications are considered in this report.

Policy Issues:

Armidale Regional Council Code of Meeting Practice.

Social Implications:

No social implications are considered in this report.

Integrated Planning and Reporting Issues:

Strategic Integrated planning for the newly formed Armidale Regional Council is yet to be formed.

Risk Management Issues:

No risk management issues are considered in this report.

Legal Issues:

Complies with the *Local Government Act 1993*.

Dates for the remainder of 2016 will need to be set and advertised.

Item:	6.2.5	Ref: INT/2016/06081
Title:	Integrated Planning and Reporting 2016-2017	Container: ARC16/0001
Author:	Chief Finance and Information Officer	
Attachments:	<ol style="list-style-type: none">1. Armidale Regional Council Draft Operational Plan2. Armidale Regional Council Long Term Financial Plan 20163. Armidale Regional Council Principal Activity by Process - Forecast Directorate4. Armidale Regional Council Fees and Charges 2016-20175. Armidale Regional Council Revenue Policy 2016-2017	

RECOMMENDATION:

- (a) That Council adopts the draft 2016-17 Operational Plan inclusive of the Revenue Policy, Fees and Charges, and the Annual Budget.**
- (b) That Council advertise the draft 2016-17 Operational Plan inclusive of the Revenue Policy, Fees and Charges, and the Annual Budget for 28 days calling of public submissions.**
- (c) That a further report be submitted at the completion of the formal exhibition period detailing any submissions received during the exhibition period for Council's consideration.**

Introduction:

Council is required to advertise its plans under the Integrated Planning and Reporting (IPR) framework calling for public submissions. This includes the Delivery Program, the Operations Plan and the Long Term Financial Plan. Guyra Shire Council had not placed its IPR documents on public exhibition whereas Armidale Dumaresq Council placed its documents on public exhibition on 27 April 2016. Since then, the NSW Government proclaimed that both Armidale Dumaresq Council and Guyra Shire Council are to be amalgamated and the Armidale Regional Council was created on 12 May 2016.

Report:

The Legislative Requirements for the Annual Operational Plan are outlined in the Local Government Act and Regulations. In meeting legislative requirements to prepare the Draft 2016/17 Annual Operational Plan, Council has undertaken the following activities:

1. Council has prepared an Annual Operational Plan consistent with the requirements of the Local Government Act 1993 and Local Government Regulations 2005. The plan relates to the themes and objectives of the Community Strategic Plans of both Guyra Shire and Armidale Dumaresq Councils, and in doing this, principal activities have been identified for the year addressing each theme and objective;
2. The Annual Operational Plan has been prepared as a sub-plan of the Delivery Program. It directly addresses the actions outlined in the Delivery Program.
3. The Annual Operational Plan includes a statement of Council's Revenue Policy. The statement meets legislative requirements as outlined below;
4. Council's Revenue Policy for 2016/17, included in the Annual Operational Plan, meets legislative requirements and best practice guidelines and includes:

- a) a statement detailing income estimates;
 - b) Council's Ordinary Rate Policy;
 - c) Council's Charges Policy;
 - d) Council's Fees for Services;
 - e) Council's Pricing Methodology; and
 - f) Proposed borrowings.
5. Council's Ordinary Rate Policy for 2016/17, included in the Revenue policy, meets legislative requirements and best practice guidelines and includes:
- a) the *ad valorem* amount (the amount in the dollar) of the rate;
 - b) a base rate (this has been included to be in line with the adjoining councils rate structures should a merger of councils occur), and
 - c) advice on whether the rate has a minimum amount, the value of the minimum rate, and the yield of the total amount payable by the levying of the rate;
6. Council's Charges Policy for 2016/17, included in the Revenue Policy, meets legislative requirements and best practice guidelines and includes the amount or rate per unit of the charge, differing amounts for the charge (where applicable) and the estimated yield of the charge;
7. Financial information included in the Annual Operational Plan includes: the forecast budget results for each fund.

The Budget

The budget has been prepared by combining the budgets by the former Councils. Included in the Operational Plan is a budget by function and income statement both consolidated and by fund. Indicative performance ratios are also provided however these will change as the new Armidale a Regional Council gets established. These indicators are provided for the purpose of providing a reference point at the formation of the new council.

A cashflow budget statement has not been provided as brought forward figures from 12 May 2012 are not finalised and the cash projections are only estimates.

Revenues are calculated based on the former councils rate and revenue policy structures.

Adjustments to the budget will occur at each quarterly review as circumstances change during the implementation phase of the new Council.

Submissions

Armidale Dumaresq Council received two (2) submissions with respect to the IPR documents prior to the amalgamation. These will be considered in due course.

Financial Implications:

Council has recognized the need to tackle the financial sustainability challenge. As part of an intensive review of Council's current operations in every section a number of actions and plans have been formulated to re-engineer the service levels of front line services.

Fees and Charges

Council's fees and charges have been increased generally in accordance with CPI increases, however, a review of some charges has been made to ensure that council is competitive with the private sector in the areas of building inspections and other applications. Included in the Budget is a detailed list of each of the fees and user charges Council is proposing to implement over the 2016-2017 operating year.

Environmental Implications:

Described within the Attachments.

Policy Issues:

Council's Integrated Planning and Reporting documents form the basis for all Council's decision making and operational activity.

Prior to the adoption of the budget Council will need to consider any submissions made or changes required due to changes in government policy and adjust accordingly.

Integrated Planning and Reporting Issues:

A draft plan calling for public submission on the Operational Plan was placed on public exhibition by Armidale Dumaresq Council on 27 April 2016.

Social Implications:

Described within the attachments.

Risk Management Issues:

Not applicable.

Legal Issues:

This allows Council to comply with the provisions of the Integrated Planning and Reporting legislation in the *Local Government Act 1993 (as amended)*.

Item: 6.2.6 **Ref:** INT/2016/06069
Title: Interim Budget - 12 May 2016 to 30 June 2016 **Container:** ARC16/0001
Author: Chief Finance and Information Officer
Attachments: 1. Budget - 12 May to 30 June 2016

RECOMMENDATION:

That the Interim Budget for the period 12 May to 30 June 2016 be adopted.

Introduction:

Armidale Regional Council was proclaimed on 12 May 2016. The operating budgets for Armidale Dumaresq Council and Guyra Shire Council closed effective at proclamation.

As part of the proclamation the reporting year will be from the 12 May 2016 to 30 June 2017.

Budgets for the 1 July 2016 to 30 June 2017 have not been finalised.

An interim budget needs to be adopted for Armidale Regional Council for the period 12 May 2016 to 30 June 2016 while the full budget is being finalised.

Report:

In order to prepare an interim budget the Chief Financial and Information Officer and Senior Financial Controller combined the former two Council budget ledgers for the financial year 1 July to 30 June into one budget ledger and compared Actual to the Revised Budget as a combined entity as at the 12 May 2016. The process was to determine the amount of funds that were left unspent as a combined entity to establish the funding available.

These unspent funds were then assessed and converted to be the interim budget allocation for Armidale Regional Council for the period 12 May to 30 June 2016.

As the operating plan for 2016/2017 is for a financial year, in the first quarter budget review the interim period budget and final actual reserve balances as at the 12 May 2016 will need to be added.

Financial Implications:

The interim budget allocation is based on a desktop calculation from a combined actual vs budget as at the 12 May 2016.

Environmental Implications:

No environmental issues are considered.

Policy Issues:

No policy issues are considered.

Social Implications:

No social issues have been considered.

Integrated Planning and Reporting Issues:

Armidale Regional Council will establish a new Community Strategic Plan and Delivery Plan. The interim budget is to ensure continuity of services.

Risk Management Issues:

Financial risk of insufficient allocation to a function.

Legal Issues:

Proclamation of Armidale Regional Council.
Local Government Accounting code.

Item: 6.2.7 **Ref:** INT/2016/06068
Title: Payment of Expenses and Provision of Facilities to Councillors Policy
Container: ARC16/0001
Author: Chief Finance and Information Officer
Attachments: 1. Executive Payment of Expenses and Provision of Facilities - 23 May 2016

RECOMMENDATION:

That the amended Payment of Expenses and Provision of Facilities for Councillors Policy, to include reference to the Administrator appointed under the Local Government (Council Amalgamations) Proclamation 2016, be adopted.

Introduction:

The policy has been amended to include reference to the Administrator. Provision has also been made for the remuneration and provision of housing and accommodation to the Administrator.

Report:

The Payment of Expenses and Provision of Facilities for Councillors Policy (POL013) of the former Armidale Dumaresq Council is to be the policy of Armidale Regional Council until it is replaced in accordance with the Act (Proclamation 2016 - Division 3 Council Activities - Clause 19 Codes, plans, strategies and policies).

The Policy has been amended to include the following;

- Clause 8.5 - Payment of Administrator Remuneration

The Administrator's remuneration, as determined by the Minister, is paid by the Council.

- Clause 28 – Housing and accommodation expenses

Council will provide housing and accommodation for the Administrator.

Note that Council will also provide office space, administrative support and facilities sufficient for the Administrator to perform their duties. Out of pocket expenses will be reimbursed in accordance with the Policy.

- Clause 44 - Administrators

Administrator, means a person who is appointed under the Local Government (Council Amalgamations) Proclamation 2016, dated 12 May 2016 as an Administrator of the Armidale Regional Council (new council) during the initial period.

The Administrator of the new council has, during the initial period, the functions of the council and the mayor of the council.

Financial Implications:

Not applicable.

Environmental Implications:

Not applicable.

Policy Issues:

This will amend the policy to reflect the appointment of the Administrator. The amended Policy will be communicated to the public and will be accessible on the Council's website following its adoption.

A policy number will need to be generated for this policy.

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

Not applicable.

Risk Management Issues:

Not applicable.

Legal Issues:

This policy relates to clause 248-254A of the *Local Government Act 1993*.

Item: 6.2.8
Title: Auditor-General
Author: General Manager
Attachments: Nil

Ref: INT/2016/06080
Container: ARC16/0001

RECOMMENDATION:

That Council appoints the NSW Auditor-General as the Councillors' auditor.

Introduction:

Council is required under the *Local Government Act 1993* to appoint an Auditor to make an assessment of its financial accounts and processes.

Report:

The merging of two councils into Armidale Regional Council requires that one auditor is appointed to undertake the required assessments as outlined in clause 28 of the *Local Government (Council Amalgamations) Proclamation 2016*.

Financial Implications:

The Auditor-General is the current assessment agency for Armidale Dumaresq Council and the audit process shall commence from the 23rd May 2016. Council's finance team have commenced this process with the Auditor.

The Auditor-General has previously been appointed to make the assessment due to being in a merger proposal period and due to the commencement of the audit process, the Auditor-General should continue to complete these works and be further assessed once these works are completed.

Environmental Implications:

Not applicable.

Policy Issues:

Not applicable.

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

Not applicable.

Risk Management Issues:

Not applicable.

Legal Issues:

The appointment of an Auditor complies with the *Local Government Act 1993*.

Item: 6.2.9 **Ref:** INT/2016/06070
Title: Cash and Investments Report - April 2016 (ADC) **Container:**
ARC16/0001
Author: Chief Finance and Information Officer
Attachments: Nil

RECOMMENDATION:

That the Cash and Investments report for the former Armidale Dumaresq Council as at 30 April 2016 be noted.

Introduction:

Cash and Investments for the month of April 2016.

The following is the cash and investments particulars for the period 1 April 2016 to 30 April 2016.

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

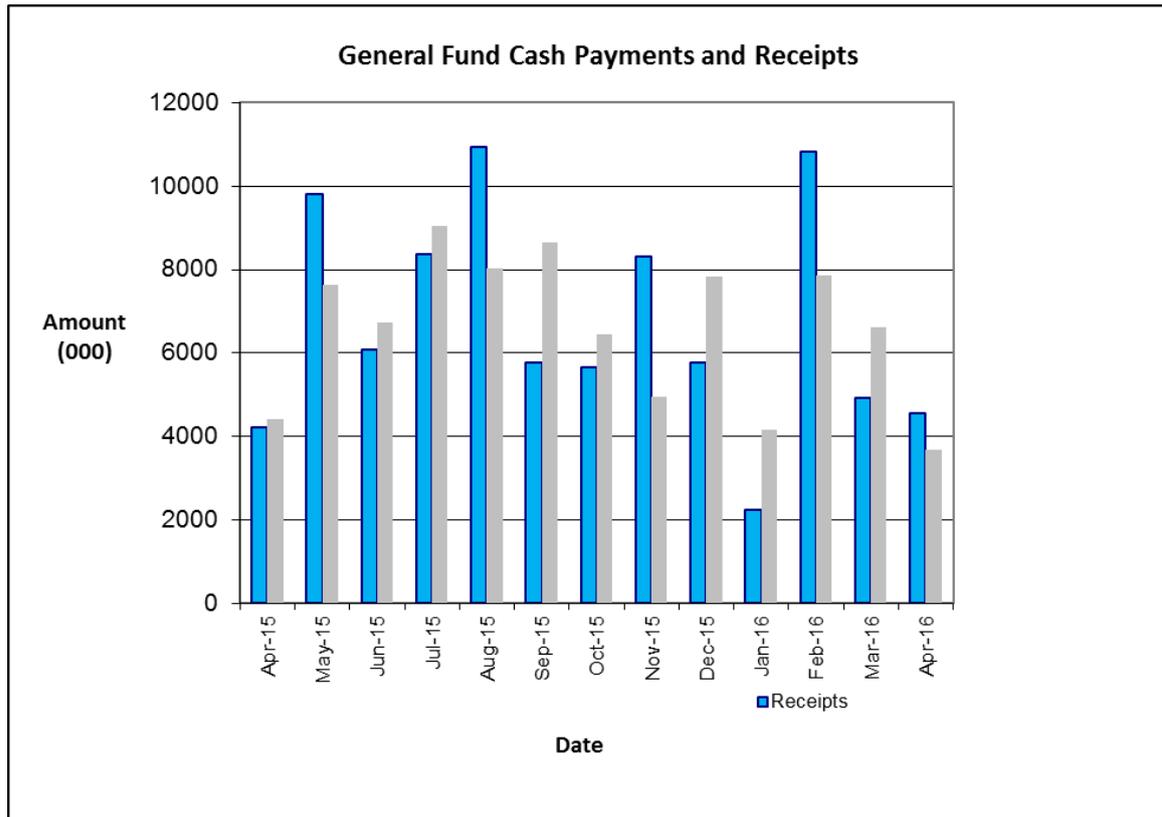
- Council Investment Policy POL152.
- Local Government Act 1993 – Section 625.
- Local Government Act 1993 – Order of the Minister dated 12 January 2011.
- The Local Government General Regulation 2005 Reg 212.

At the end of the April period Armidale Dumaresq Council held \$44,560,897.56 in investments and a bank account balance of \$3,145,764.40 excluding Trust Fund.

During the month of April total payments and receipts were \$3.67 million and \$4.55 million respectively.

Armidale Dumaresq Council's bank account balance as per bank statements at the end of the period 30 April 2016 are as follows:

<u>Bank Accounts</u>		
General Fund		\$ 3,145,764.40
	Sub Total	3,145,764.40
Trust Fund		1,229,810.28
	Total Bank Balances	4,375,574.68



Investments

	%
30 day BBSW Index	2.03
Average Interest Rate on Term Deposit Investments	2.93

The following are the details of Armidale Dumaresq Council 's investments as at the beginning of the period

Institution	Investment at Market Value	Interest Rate %	% of Portfolio
Term Deposits			
IMB	2,000,000.00	2.80%	4.49%
Bank of Queensland	1,000,000.00	2.95%	2.24%
Bank of Queensland	1,000,000.00	2.80%	2.24%
Rural Bank	1,000,000.00	2.85%	2.24%
ING	1,500,000.00	2.90%	3.37%
ME Bank	1,000,000.00	2.70%	2.24%
AMP	2,000,000.00	2.90%	4.49%
People Choice Credit Union	2,000,000.00	2.95%	4.49%
ING	1,000,000.00	3.00%	2.24%
Bank of Queensland	1,000,000.00	2.80%	2.24%
AMP	2,000,000.00	2.90%	4.49%
NAB	504,709.59	3.02%	1.13%
Bank of Queensland	1,000,000.00	3.05%	2.24%
Rural Bank	2,000,000.00	2.95%	4.49%
NAB	7,565,824.00	3.11%	16.98%
Bendigo Bank	1,000,000.00	2.70%	2.24%
AMP	1,000,000.00	3.00%	2.24%
Credit Union Australia	1,000,000.00	2.75%	2.24%
Bank of Queensland	2,000,000.00	3.05%	4.49%
ING	2,000,000.00	3.00%	4.49%
Rural Bank	1,000,000.00	2.90%	2.24%
Credit Union Australia	2,000,000.00	2.90%	4.49%
ME Bank	1,000,000.00	3.00%	2.24%
ME Bank	1,000,000.00	3.05%	2.24%
ME Bank	2,000,000.00	3.05%	4.49%
ING Bank	500,000.00	3.10%	1.12%
Credit Union Australia	1,500,000.00	3.10%	3.37%
Sub Total	42,570,533.59		
High Interest At Call Savings Account	1,986,733.42		4.46%
Total	44,557,267.01		

Redemptions to the NAB General and Business A/c's
 Funds Transferred from the NAB General and Business A/c's
 Increased principal due to roll over of funds
 Revaluation of FRNs
Closing Balance at the end of the Period

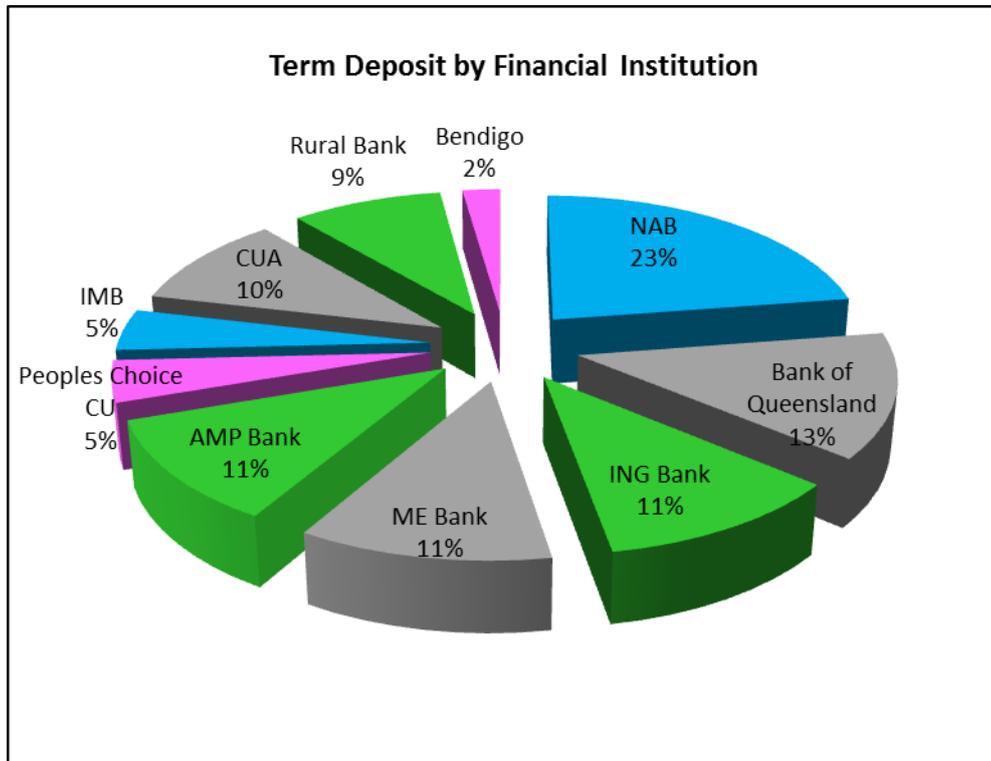
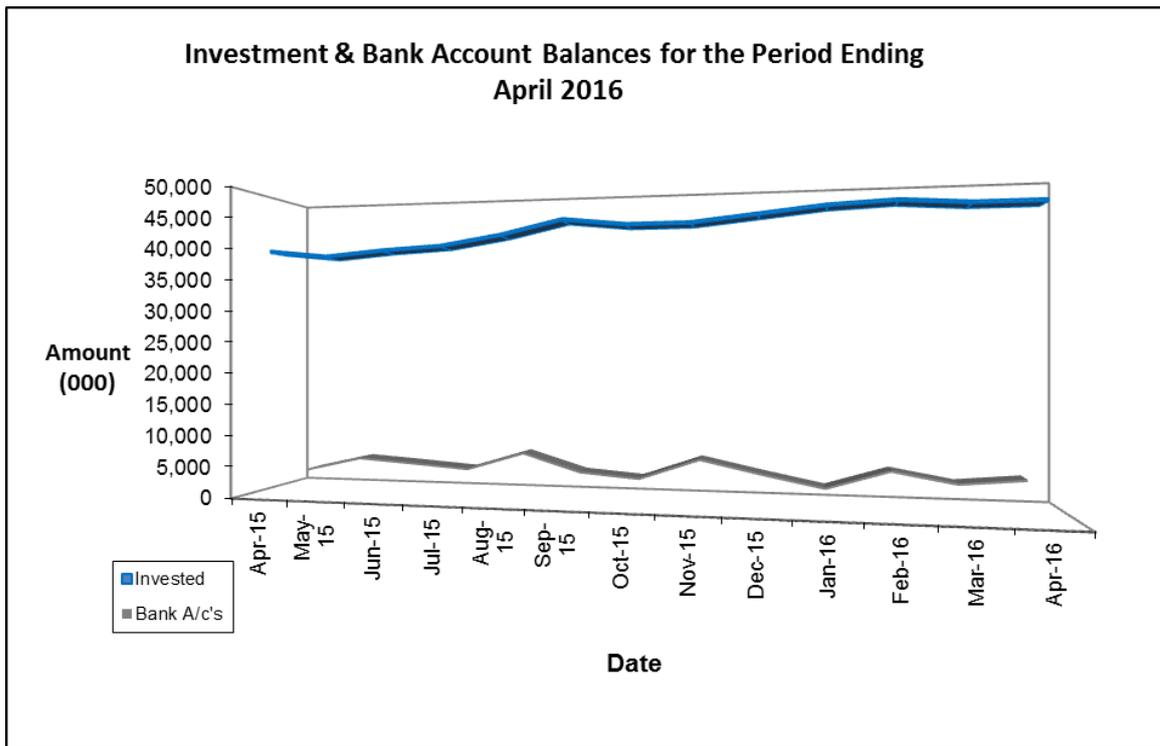
3,630.55

44,560,897.56



The following are the details of Armidale Dumaresq Council's investments as at the end of the period

Institution	Investment at Market Value	Interest Rate %	% of Portfolio
Term Deposits			
Bank of Queensland	1,000,000.00	2.80%	2.24%
Rural Bank	1,000,000.00	2.85%	2.24%
ING	1,500,000.00	2.90%	3.37%
ME Bank	1,000,000.00	2.70%	2.24%
AMP	2,000,000.00	2.90%	4.49%
People Choice Credit Union	2,000,000.00	2.95%	4.49%
ING	1,000,000.00	3.00%	2.24%
Bank of Queensland	1,000,000.00	2.80%	2.24%
IMB	2,000,000.00	2.80%	4.49%
AMP	2,000,000.00	2.90%	4.49%
NAB	504,709.59	3.02%	1.13%
Bank of Queensland	1,000,000.00	3.05%	2.24%
Rural Bank	2,000,000.00	2.95%	4.49%
NAB	7,565,824.00	3.11%	16.98%
Bendigo Bank	1,000,000.00	2.70%	2.24%
AMP	1,000,000.00	3.00%	2.24%
Bank of Queensland	1,000,000.00	3.10%	2.24%
Credit Union Australia	1,000,000.00	2.75%	2.24%
Bank of Queensland	2,000,000.00	3.05%	4.49%
ING	2,000,000.00	3.00%	4.49%
Rural Bank	1,000,000.00	2.90%	2.24%
Credit Union Australia	2,000,000.00	2.90%	4.49%
ME Bank	1,000,000.00	3.00%	2.24%
ME Bank	1,000,000.00	3.05%	2.24%
ME Bank	2,000,000.00	3.05%	4.49%
ING Bank	500,000.00	3.10%	1.12%
Credit Union Australia	1,500,000.00	3.10%	3.37%
Sub Total	42,570,533.59		
High Interest At Call Savings Account	1,990,363.97		4.47%
Total	44,560,897.56		



Financial Implications:

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

Environmental Implications:

There are no environmental implications to consider in this report.

Policy Issues:

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

- Council Investment Policy POL152.

Social Implications:

There are no social implications to consider.

Integrated Planning and Reporting Issues:

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

Risk Management Issues:

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

Legal Issues:

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

- 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.

Item: 6.2.10 **Ref:** INT/2016/06090
Title: Cash & Investment Report - April 2016 (GSC) **Container:** ARC16/0001
Author: Chief Finance and Information Officer
Attachments: Nil

RECOMMENDATION:

That the Cash and Investments Report to 30 April 2016 be received and noted by Council.

Introduction:

Cash and Investments Report for the month of April 2016.

Report:

The following is the cash and investments particulars for the period 1 April 2016 to 30 April 2016.

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

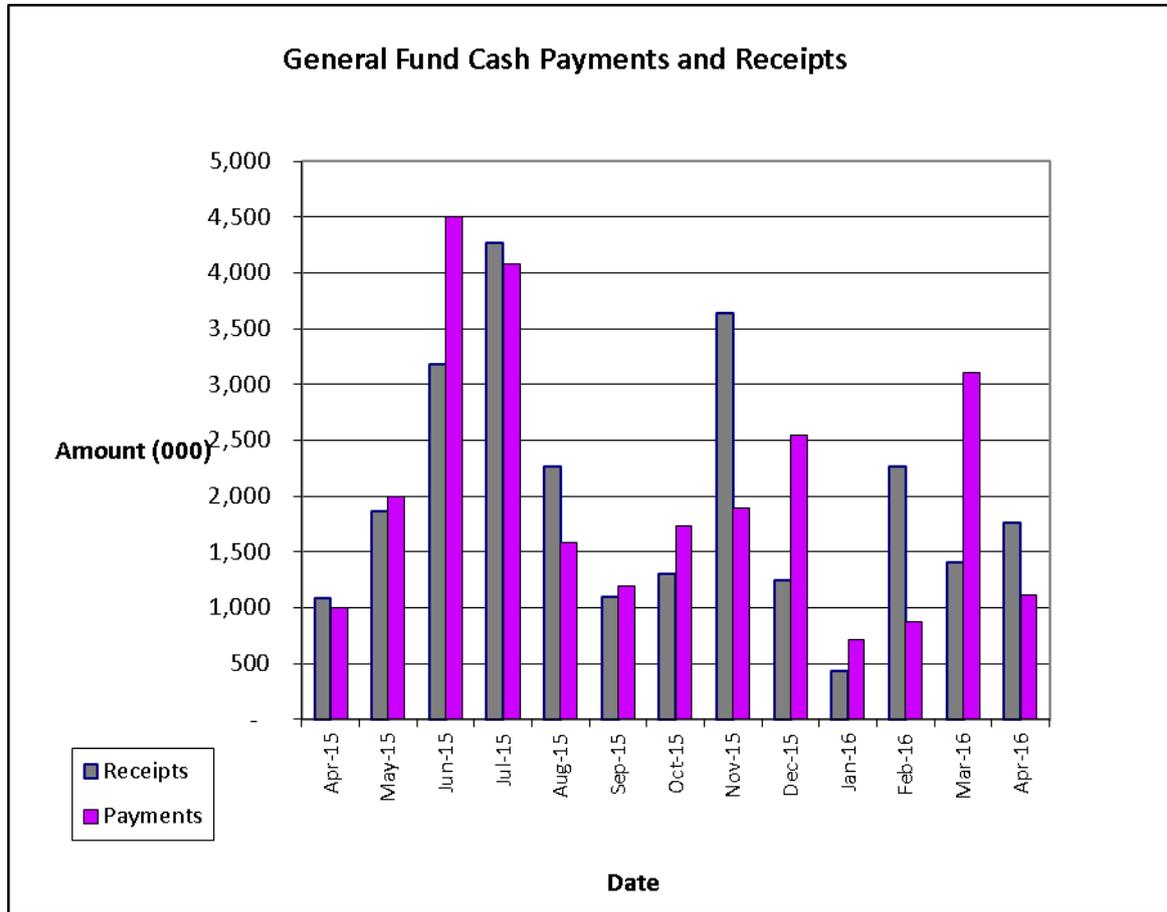
- Council Investment Policy POL152
- Local Government Act 1993 – Section 625
- Local Government Act 1993 – Order of the Minister dated 12 January 2011
- The Local Government General Regulation 2005 Reg 212

At the end of the April period, Council held \$15,702,231.92 in investments and a consolidated bank account balance of \$2,036,179.25 excluding the Trust Fund.

During the month of April, total payments and receipts were \$1.1 million and \$1.7 million respectively.

Council's bank account balance as per bank statements at the end of the period 30 April 2016 are as follows:

General Fund	2,036,179.25
Trust Fund	12,271.90
Total Bank Balances	2,048,451.15



Investments

	%
30 day BBSW Index	2.03
Average Interest Rate on Term Deposit Investments	3.01

The following are the details of Council's investments as at the beginning of the period

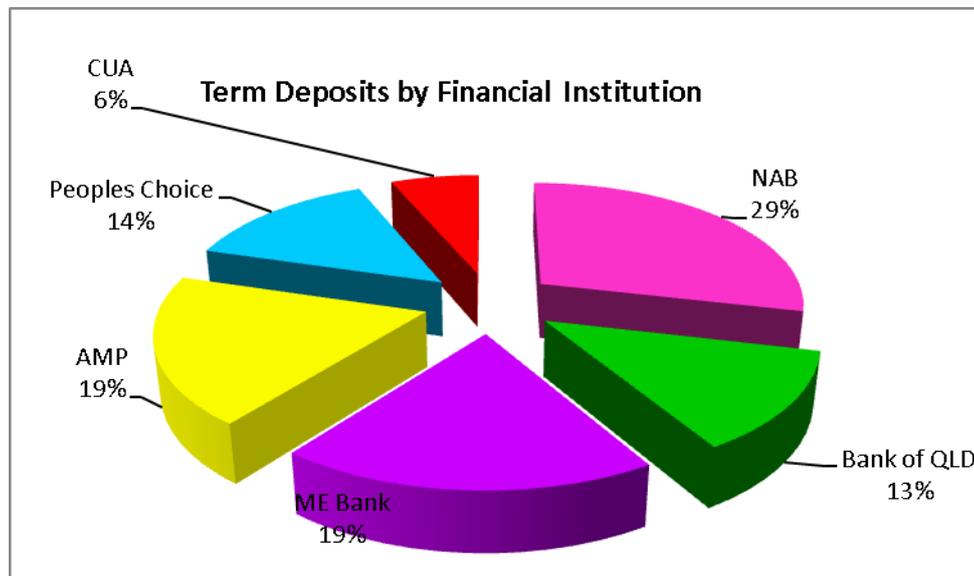
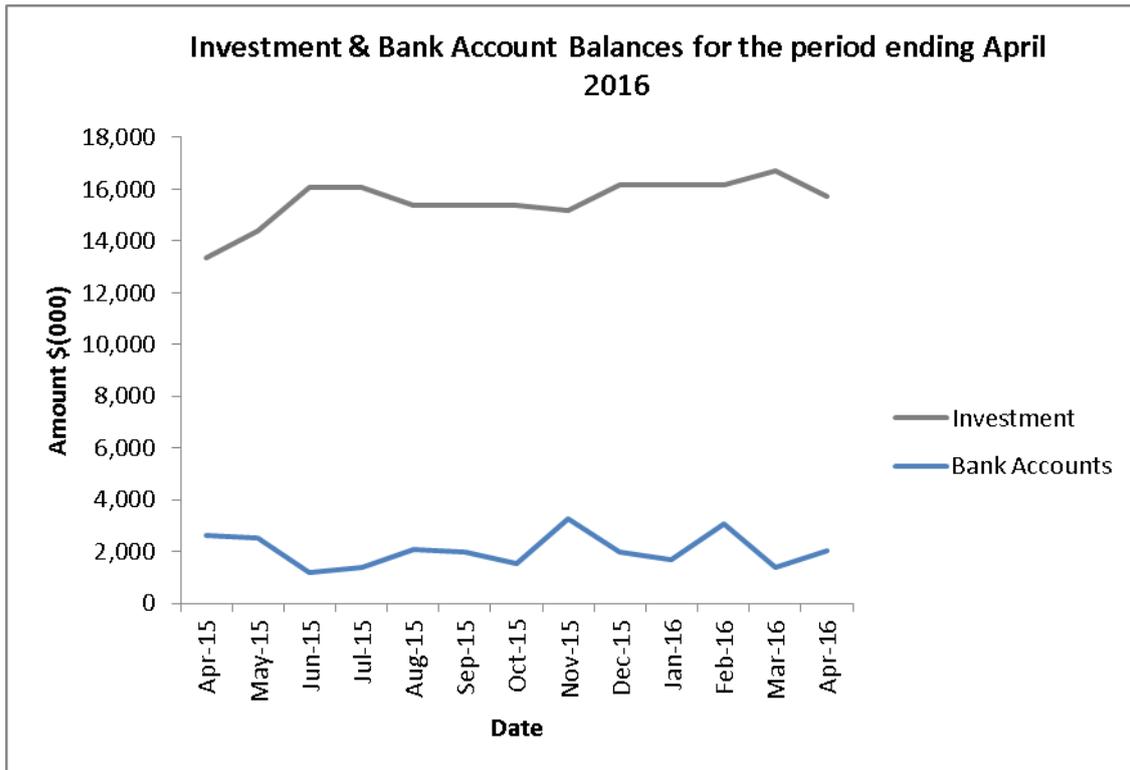
Institution	Investment at Market Value	Interest Rate %	% of Portfolio
Term Deposits			
AMP	1,000,000.00	3.40%	6.37%
Bank of Queensland - Contract Note 010594	1,000,000.00	2.90%	6.37%
AMP	1,000,000.00	2.90%	6.37%
Peoples Choice Credit Union	1,000,000.00	2.95%	6.37%
Peoples Choice Credit Union	1,200,000.00	3.00%	7.64%
Bank of Queensland	2,000,000.00	3.05%	12.74%
NAB	1,034,887.53	3.02%	6.59%
NAB	513,719.15	3.02%	3.27%
ME Bank	1,000,000.00	2.95%	6.37%
AMP	1,000,000.00	3.00%	6.37%
ME Bank	1,000,000.00	3.05%	6.37%
Credit Union Australia	1,000,000.00	3.10%	6.37%
ME Bank	1,000,000.00	3.07%	6.37%
Sub Total	13,748,606.68		82.34%
High Interest At Call Savings Account	2,948,237.64		17.66%
Total	16,696,844.32		

Redemptions to the NAB General and Business A/c's	- 1,000,000.00	
Funds Transferred from the NAB General and Business A/c's		
Increased principal due to roll over of funds	5,387.60	High Int Account Interest
Revaluation of FRNs	-	
Closing Balance at the end of the Period	15,702,231.92	



The following are the details of Council's investments as at the end of the period

Institution	Investment at Market Value	Interest Rate %	% of Portfolio
Term Deposits			
AMP	1,000,000.00	2.90%	6.37%
Peoples Choice Credit Union	1,000,000.00	2.95%	6.37%
Peoples Choice Credit Union	1,200,000.00	3.00%	7.64%
Bank of Queensland	2,000,000.00	3.05%	12.74%
NAB	1,034,887.53	3.02%	6.59%
NAB	513,719.15	3.02%	3.27%
ME Bank	1,000,000.00	2.95%	6.37%
AMP	1,000,000.00	3.00%	6.37%
AMP	1,000,000.00	3.00%	6.37%
ME Bank	1,000,000.00	3.05%	6.37%
Credit Union Australia	1,000,000.00	3.10%	6.37%
ME Bank	1,000,000.00	3.07%	6.37%
Sub Total	12,748,606.68		
High Interest At Call Savings Account	2,953,625.24		18.81%
Total	15,702,231.92		



Financial Implications:

The cash and investment account balances stated above are as at the end of the month from the account statements and are reconciled to the ledger in the subsequent month.

Environmental Implications:

Not applicable.

Policy Issues:

Nil

Integrated Planning and Reporting Issues:



Social Implications:

Not applicable.

Risk Management Issues:

Not applicable.

Legal Issues:

There has been no further progress on the liquidation of Lehman Brothers to report. The final proof of claim remains stalled as the liquidation process is being challenged from other international creditors. We expect to see some form of outcome during the months of March and April 2016.

Item: 6.2.11 **Ref:** INT/2016/06071
Title: Third Quarter Budget Review 2015-2016 (ADC) **Container:** ARC16/0001
Author: Chief Finance and Information Officer
Attachments: Nil

RECOMMENDATION:

- (a) That the Third Quarter Budget Review for the 2015/2016 financial year as required by the Local Government General Regulation 2005 become the final end of period financial report for Armidale Dumaresq Council as at 12 May 2016.
- (b) These report are due for completion and audit by December 2016 as established in the proclamation of Armidale Regional Council on 12 May 2016.

Introduction:

Section 203 (1) of the *Local Government Regulation (General) 2005* requires Council's Responsible Accounting Officer to prepare and submit a Quarterly Budget Review Statement (QBRs) to Council within two months from the end of each quarter. The Regulations also require that a budget review statement must include or be accompanied by a report as to whether or not the Responsible Accounting Officer (RAO) believes that QBRs indicates that Council's financial position is satisfactory, having regard to the original estimate of income and expenditure.

As Armidale Regional Council was proclaimed on 12 May 2016, the third quarter budget review is redundant and the actual results will become the final financial position for Armidale Dumaresq Council for 2015/16.

Report:

The planned adjustments are included in the table below. These adjustments were not made due to the proclamation of Armidale Regional Council on 12 May 2016.

Financial Implications:

Function	Net Change to Budget
Administration Net Improvement	-884,984.43
Material Changes to Budget	
Reduced Budget Expenditure	-960,886.77
Reduced Budget Income	75,902.34
Community Services Net Improvement	-58,145.27
Material Changes to Budget	
Increased Budget Expenditure	31,650.75
Increased Budget Income	-89,796.02
Economic Affairs Net Improvement	-314,601.05
Material Changes to Budget	
Reduced Budget Expenditure	-93,070.60
Increased Budget Income	-221,530.45
Environment Net Improvement	-547,955.38
Material Changes to Budget	
Reduced Budget Expenditure	-9,082,272.98
Reduced Budget Income	8,534,317.60
Governance Net Improvement	-2,717.00
Material Changes to Budget	

<i>Reduced Budget Expenditure</i>		-2,717.00
General Purpose Revenues	Net Improvement	-61,087.34
<i>Material Changes to Budget</i>		
<i>Reduced Budget Expenditure</i>		-41,482.53
<i>Increased Budget Income</i>		-19,604.81
Health	Net Improvement	-5,541.37
<i>Material Changes to Budget</i>		
<i>Increased Budget Expenditure</i>		70,402.48
<i>Increased Budget Income</i>		-75,943.85
Housing and Community	Net Improvement	-193,512.38
<i>Material Changes to Budget</i>		
<i>Reduced Budget Expenditure</i>		-288,584.79
<i>Reduced Budget Income</i>		95,072.41
Mining Manufacturing and Construction	Net Movement	14,513.14
<i>Material Changes to Budget</i>		
<i>Increased Budget Expenditure</i>		14,513.14
Public Order and Safety	Net Improvement	-12,338.30
<i>Material Changes to Budget</i>		
<i>Increased Budget Expenditure</i>		25,170.91
<i>Increased Budget Income</i>		-37,509.21
Recreation and Culture	Net Improvement	-579,003.13
<i>Material Changes to Budget</i>		
<i>Increased Budget Expenditure</i>		59,468.42
<i>Increased Budget Income</i>		-638,471.55
Sewer	Net Improvement	-940,506.00
<i>Material Changes to Budget</i>		
<i>Reduced Budget Expenditure</i>		-620,001.00
<i>Increased Budget Income</i>		-320,505.00
Transport and Communication	Net Improvement	-380,760.81
<i>Material Changes to Budget</i>		
<i>Increased Budget Expenditure</i>		649,891.50
<i>Increased Budget Income</i>		-1,030,652.31
Water	Net Improvement	-2,676,452.00
<i>Material Changes to Budget</i>		
<i>Reduced Budget Expenditure</i>		-2,602,452.00
<i>Increased Budget Income</i>		-74,000.00
Net Change in Cash Result From 2nd Quarter to 3rd Quarter		-6,643,091.32

Environmental Implications:

Not applicable.

Policy Issues:

Not applicable.

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

Not applicable.

Risk Management Issues:

Not applicable.

Legal Issues:

Not applicable.

Item: 6.2.12 **Ref:** INT/2016/06089
Title: Third Quarter Budget Review - 2015-2016 (GSC) **Container:**
ARC16/0001
Author: Chief Finance and Information Officer
Attachments: Nil

RECOMMENDATION:

- (a) That the Third Quarter Budget Review for the 2015/2016 financial year as required by the Local Government General Regulation 2005 become the final end of period financial report for Guyra Shire Council as at 12 May 2016.**
- (b) These report are due for completion and audit by December 2016 as established in the proclamation of Armidale Regional Council on 12 May 2016.**

Introduction:

Section 203 (1) of the *Local Government Regulation (General) 2005* requires Council's Responsible Accounting Officer to prepare and submit a Quarterly Budget Review Statement (QBRs) to Council within two months from the end of each quarter. The Regulations also require that a budget review statement must include or be accompanied by a report as to whether or not the Responsible Accounting Officer (RAO) believes that QBRs indicates that Council's financial position is satisfactory, having regard to the original estimate of income and expenditure.

As Armidale Regional Council was proclaimed on 12 May 2016, the third quarter budget review is redundant and the actual results will become the final financial position for Guyra Shire Council for 2015/16.

Item: 6.2.13 **Ref:** INT/2016/06073
Title: Plant Hire External July 2016 - June 2018 Tender Panel of Vendors
Container: ARC16/0001
Author: Chief Finance and Information Officer
Attachments: Nil

RECOMMENDATION:

- (a) That all tenders be accepted for a panel for the Hire of Plant to Armidale Regional Council, for the period 1 July 2016 to 30 June 2018.**
- (b) That the most cost efficient and most operationally suitable plant item will be selected from the accepted tender list when external plant is to be engaged.**
- (c) That when external plant is unavailable from the accepted plant hire list, outside hire will be sourced under the same conditions as the current plant hire agreement.**
- (d) That the Interim General Manager be authorised to sign relevant contract documents.**
- (e) That the Plant Manager be authorised to add additional contractors when the existing panel can not provide required plant or additional plant is offered.**

Introduction:

This report recommends acceptance of tenders for renewal of Council's contract for Hire of Plant.

Report:

Armidale Dumaresq Council's former annual contract for external hire of plant concludes on 30 June 2016 and tenders for renewal of the contract for the period from 1 July 2016 to 30 June 2018 have been called. The contract establishes a database of contractors offering a range of common use plant to Council to hire at a fixed price in accordance with prescribed conditions. It provides for an annual price adjustment. The tender was conducted by Armidale Dumaresq Council but includes Guyra Shire Council in accepting tenders and use of this contract.

While Council owns and operates a variety of plant and equipment, from time to time it requires hired plant from external organisations to supplement its resources to meet programmed construction and maintenance works.

Tenders closed on 3 May 2016 and twenty eight (28) tenders were received, from the following suppliers for the specified items of plant:

- A & S Cuthel Pty Ltd
- Accurate Asphalt & Road Repairs Pty Ltd
- Advance Sweepers Pty Ltd
- BMR Quarries Pty Ltd
- Coates Hire Operations Pty Ltd
- Conplant Pty Ltd
- Dr Crabb Family Trust ATF
- Texas Earthmoving Contractors Pty Ltd
- Ducats Earthmoving Pty Ltd
- Earth Plant Hire Pty Ltd

- Ellis Profiling Pty Ltd
- GD & AG Tibbs
- Hubbard Hire
- Hunternet Sharpe Bros
- Hyroll Pty Ltd
- J & K Blanch
- MPC Earthmoving Pty Ltd
- Norwest Plant Hire
- Onsite Rental Group Operations Pty Ltd
- Osbuild Constructions
- RA & RG Nelson
- Ridley Mini Skips
- SA & RA Tibbs
- Stabilcorp Pty Ltd
- Terry Rhodes Bobcat Service
- The Mining Pty Ltd
- Tutt Bryant Hire
- Wal Schalk Earthmoving
- World of Hire Pty Ltd.

The resulting list will provide Council with a suitable panel from which to hire plant. Plant will be hired on the basis of the most cost efficient and operationally suitable plant available from the panel at the time of the proposed hire.

On occasions Council may be required to hire plant items outside the contract, due to non availability of an item under contract. Any plant so required will be hired in accordance with Council's plant hire agreement. Approval is also sought to add additional suppliers if the capacity demands, by the Plant Manager, who facilitates the contract arrangement.

Financial Implications:

Plant Hire cost circa \$200,000 per annum. The costs are included in the annual delivery plan.

Environmental Implications:

Not applicable.

Policy Issues:

None

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

Not applicable.

Risk Management Issues:

Not applicable.

Legal Issues:

Tendering is covered by the *Local Government Act 1993* and Regulations.

Item:	6.3.1	Ref: INT/2016/06074
Title:	Kilcoy Cemetery	Container: ARC16/0001
Author:	Director of Regional Infrastructure	
Attachments:	1. Transfer of control of Crown public road gazetted in notice no. 23 dated 1 April 2016	

RECOMMENDATION:

- a) **That Council note the approval of the NSW Lands Department to open the road to Kilcoy Cemetery.**
- b) **That Council write to Mr Roy Robertson to thank his family for allowing the long term access to the Kilcoy Cemetery across his land and the support they have shown to the community.**

Introduction:

The NSW Lands Department notified Armidale Dumaresq Council that the closed road providing direct access to Kilcoy Cemetery is now transferred to Council.

Report:

Council at its meeting resolved to open the crown road that leads directly from Chandler Road to the Kilcoy Cemetery. The NSW Lands Department has advised that the road has now been transferred as per the attached advice. Council can now proceed to construct the road and install a gate across the road under the *Roads Act 1993* to prevent the escape of stock from the adjacent lands.

Council is also requested to write to Mr Roy Robinson and his family to thank them for allowing access across their land via a private road. The Kilcoy Cemetery is located within a small land parcel surrounded by the property owned by the Robinson family and the access has cross these lands for around 30 years.

Mr Roy Robinson met with the General Manager recently to clarify discussions and information contained in a previous report to Council. He indicated that his family supported the retention of the current access and that the original application to the Lands Department stated that the road should remain open to the Kilcoy cemetery at no cost; and that Council and the community may have been misguided by comments in the report. Council recognises that many rural residents provide support to the community in various forms and in this instance the provision of access to the cemetery been vital for the residents and traditional families in the area.

Council will now construct a basic road to access the cemetery due to the low traffic volumes and make provision to install gates on the road. Council will review the future needs for water and will look at the best process to provide this for families to fill vases and for headstone rehabilitation.

Financial Implications:

Provision to be made from existing budget allocations. Council will look at future grant funding opportunities to fund water storage and capture.

Environmental Implications:

Not applicable.

Policy Issues:

Not applicable.

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

Not applicable.

Risk Management Issues:

Not applicable.

Legal Issues:

Legal road access now made available and Council should construct the road to the cemetery.

Item:	6.3.2	Ref: INT/2016/06095
Title:	Request to relinquish Council road	Container: ARC16/0001
Author:	Director Of Engineering	
Attachments:	1. Tenterden Station Road closures 2. Tenterden Station - Request to Relinquish Unformed Council Road - 1075 Tenterden Road Tenterden	

RECOMMENDATION:

That the request by Mr Jim Knox of Tenterden Station Pty Ltd to relinquish the road that runs through the following lots:

- Lot 57 DP 753669
- Lot 54 DP 753669
- Lot 52/53 DP 753669
- Lot 50/51 DP 753669
- Lot 34 DP 753669

be agreed to on the following conditions:

- All survey and legal costs to be met by the landowner, and
- The roads be sold at their value established by an independent valuer.

Introduction:

A request has been received to relinquish a Council Reserve that runs through a property.

Report:

Jim Knox, the owner of Tenterden Station has written to Council seeking Councils support in relinquishing a series of Council road reserves that run through his property. They have come to light in view of process of closing some crown roads.

The roads in question are marked on the attached plan (prepared by staff) and are contained entirely within the property. Properties to the north have access via Inverness Road (not shown on map) and so the proposed road closure and sale to Tenterden Station will not affect any other landowner.

Financial Implications:

The Roads should be closed and sold to the adjoining landowner at a cost. All survey and legal costs should also be met by the landowner.

Environmental Implications:

Not applicable.

Policy Issues:

No policies were presented at this meeting

Integrated Planning and Reporting Issues:

Nil.

Social Implications:

Not applicable.

Risk Management Issues:

Not applicable.

Legal Issues:

Not applicable.

Item:	6.3.3	Ref: INT/2016/06107
Title:	Guyra Bike Plan	Container: ARC16/0001
Author:	Director Of Engineering	
Attachments:	1. Guyra Shire Bike Plan BIKE201507-01(3)	

RECOMMENDATION:

a) **That the Guyra Bike Plan be put on public display for 30 days with the following additions:**

- **Priority 3 – Shared path from Caravan Park to Tenterden Road along New England Highway**
- **Priority 4 – Shared path from Sole Street to Ollera St along New England Highway.**

b) **And further, that Council endorse the project for 2016-17, for which 50% funding has been secured from RMS, being:**

- **Construct shared path along Abercrombie St, Guyra total cost \$80,000**
- **Construct shared path along Ruby St, Tingha total cost \$60,000**
- **Install bicycle parking in Guyra CBD total cost \$10,000.**

Introduction:

The completed Guyra Bike plan (which includes Tingha) is attached for Council's adoption.

Report:

The Guyra Bikeplan was completed by the Project Manager, Ned Mozell almost 12 months ago, but the completed plan was inadvertently not submitted to Council for endorsement. The completed plan was instrumental in Council securing 50% funding from RMS for the following projects next financial year:

- Construct shared path along Abercrombie St, Guyra total cost \$80,000
- Construct shared path along Ruby St, Tingha total cost \$60,000
- Install bicycle parking in Guyra CBD total cost \$10,000

These projects are detailed on page 18 of the Plan and represent priorities 1, 2 and 5. RMS require Council's commitment to fund its share of 50% in the next financial year by the end of May 2016. Since Council will not be adopting the budget until its June meeting, it is recommended that it approve these projects now.

It is also recommended that the following projects be added as priority 3 and 4 (in front of the existing priority 3 and 4):

- Construct shared path between Caravan Park and Tenterden Street, along the New England Highway.
- Construct shared path between Sole St and Ollera St, along the New England Highway.

The recent fatal pedestrian accident that occurred along the New England Highway has highlighted the fact that visitors to the caravan park have nowhere to walk to get to the CBD from South Guyra. Similarly, from the northern end of town, the footpath surface is uneven and could do with a concrete shared path. Both these projects are potentially fully funded by the RMS because they adjoin a state highway.

Financial Implications:

Council has included its contribution for next years approved projects in its budget..

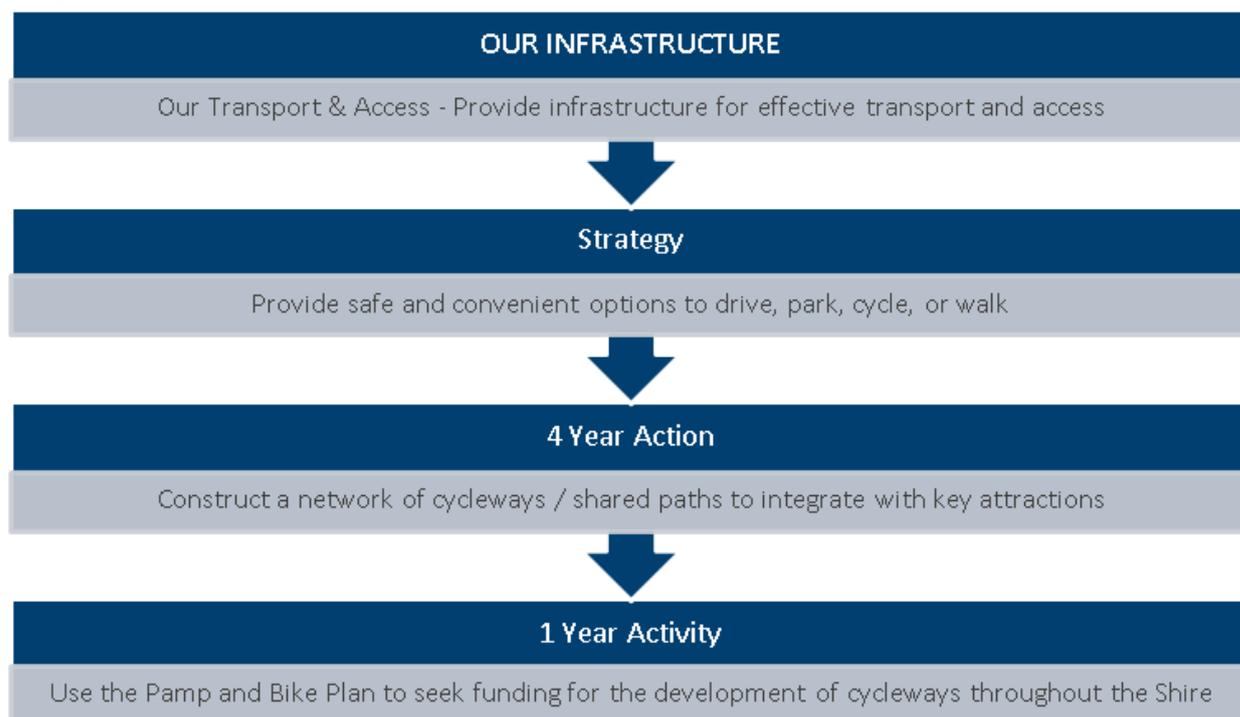
Environmental Implications:

Not applicable.

Policy Issues:

No policies were presented at this meeting

Integrated Planning and Reporting Issues:



Social Implications:

The shared paths will meet the aims outlined in the bike plan.

Risk Management Issues:

The shared paths will provide a safe, level, all weather surface for pedestrians and cyclists to use.

Legal Issues:

Not applicable.

Item: 6.4.1 **Ref:** INT/2016/06075
Title: Review of Recreation Access Program **Container:** ARC16/0001
Author: Director of Planning and Environmental Services
Attachments: Nil

RECOMMENDATION:

That Council note the community engagement process currently being undertaken with Recreation Access Program clients and families.

Introduction:

During the consideration of the 2015/16 budget, Armidale Dumaresq Council was faced with the challenges of reviewing the level of contributions it made to its externally funded programs.

The Recreation Access Program was one program which was identified where its expenditure was to match grant funds. The funding for this program also faced uncertainty as a result of the roll out of the National Disability Insurance Scheme (NDIS).

The NDIS will rollout in the New England region on 1 July 2016. The roll out of the NDIS means that all state government block funding currently administered through the NSW Department of Ageing, Disability and Home Care (ADHC) will cease on 30th June 2016. At best Council will receive 3 months funding from 1 July 2016 to 31st October 2016. Given the progress with the rollout of the NDIS and the previous resolution of Council, the Recreation Access Program is again being reviewed.

Report:

The roll out of the NDIS in the New England requires all disability support services to review their operations and to consider how the NDIS changes the way they do business. The NDIS creates a competitive business environment for disability service providers and this is unfamiliar territory for many service providers.

Part of revising the Recreation Access Program is to look closely at the local disability services sector and investigate how, or if, it can operate within an NDIS framework. One of the preliminary findings from this review is that local support services are diversifying and expanding. Some services are now offering activities once uniquely offered by the Recreation Access Program.

Over the past 12 months the Recreation Access Program has experienced a vast reduction in client participation. There are many reasons for this decline in participation including duplication of program delivery within the sector.

The current Coordinator who commenced in October 2015 has revitalised the program offering centre based activities which have never been offered before. However, as the competition ramps up so have the choices now available for people living with disability in Armidale.

Below is a summary of client participation and activities offered by the Recreation Access Program since October 2015 to the present.

Month	Activity	Number of members
<i>October 2015</i>	<i>Meet and greet BBQ</i>	<i>25</i>
<i>November</i>	<i>Disco</i>	<i>13</i>
	<i>Drumming</i>	<i>16</i>
	<i>Garden</i>	<i>2</i>
	<i>Art and craft</i>	<i>4</i>
	<i>Cooking</i>	<i>19</i>
<i>December</i>	<i>End of Year celebration</i>	<i>13</i>
	<i>International Day disabilities</i>	<i>5</i>
	<i>Drumming</i>	<i>16</i>
	<i>Art and Craft</i>	<i>7</i>
	<i>Cooking</i>	<i>10</i>
<i>January 2016</i>	<i>Guyra trip away</i>	<i>15</i>
	<i>Drumming</i>	<i>7</i>
	<i>Cooking</i>	<i>3</i>
<i>February</i>	<i>Art and craft</i>	<i>5</i>
	<i>Cooking</i>	<i>4</i>
	<i>Dance ability</i>	<i>18</i>
	<i>Drumming</i>	<i>16</i>
<i>March</i>	<i>Drumming</i>	<i>15</i>
	<i>Day trips</i>	<i>8</i>
	<i>Cooking</i>	<i>4</i>
	<i>Art and craft</i>	<i>2</i>
<i>April</i>	<i>Weekend activity</i>	<i>14</i>
<i>OTHER ACTIVITIES</i>	<i>Day on the green tickets</i>	
	<i>First aid for volunteers</i>	

Part of the review includes an audit of local disability support services and to look at any duplication which may account for the Recreation Access Program's low participation rates.

Under the NDIS the activities the Recreation Access Program delivers falls within the **"Participation in community, social and civic activities"** cluster. The Recreation Access Program has never offered a "one-on-one" support service nor offered support services which focus on important issues like home care; health, employment, housing, education, advocacy and income.

The following diagram and information showcases the number of non-government support services currently available to people living with disability in the Armidale community, as well as what programs and services they now offer. There is also a number of community based activities and mainstream activities people living with disability also access.



The following information provides a brief on what programs and activities which fall within the **“Participation in community, social and civic activities”** cluster each of the abovementioned organisations currently offer in Armidale.

1. Ascent Group www.ascentgroup.org.au

Criteria: - under 65 years with a developmental disability. Clients must come with an individualised funding package.

Capacity to take new clients: There is no waiting list for support services. The Ascent Group has a staff of 120 people, most of which are either casual or part-time. Only 20 are full time. If the Ascent Group experienced a growth in demand they would expand their existing support programs to cater for this growth.

Participation in community, social and civic activities: - Day programs at Leones Place include dancability; percussion; cooking and art therapy, life skills programs; day trips; week-ends away; regular birthday celebrations; participation in local community events like the Autumn Festival, Turning on of the Christmas Lights and the Medieval Easter Festival.

Specific examples of program activities taken place in 2016 including:

- Glendower Gang – Harley motor bike rides
- Outdoor Cinema Night at Leones Place
- Turning on of the Christmas Lights
- Christmas party at Leones Place
- Australia Day Celebrations
- Autumn Festival participation (Ambassador Rhiannon Gray)
- Easter Medieval Festival
- Royal Sydney Easter Show
- Working with horses at the Armidale Showgrounds
- Working at the Mens Shed
- Work experience at the NERAM Café’ 52
- Art Display at the Armidale Show

- The Eagles v Creedance Tribute Show at the Armidale Bowling Club
- Shannon Noll concert at the Armidale Services Club
- Family Fun Day & NDIS Information Session
- PCYC Cooking
- NERAM Art Exhibition
- The Billabong Zoo at Port Macquarie
- The Pet Porpoise Pool at Coffs Harbour

2. Challenge Tamworth www.challengecommunity.org.au

Criteria: under 65 years with a disability who have an individualised funding package.

Capacity to take new clients: There is no waiting list and new clients are welcomed.

Participation in community, social and civic activities: At their premises, 98 Rusden Street, Monday to Thursday – 6 hours per day – centre based activities are delivered including cooking, drumming, craft, board games, also trips to local parks, going to the movies and local bush walking day trips.

Monday to Friday an after school program is offered to high school aged clients operating from 3.30 – 6pm. The activities include drama, walks to town and to local parks, cooking. The activity program is flexible and the aim is to meet the needs and wishes of the clients.

Flexible week-end respite is also offered at 98 Rusden Street where the client stays over night to give their carers a break.

3. Life without barriers www.lwb.org.au

Criteria: under 65 years with a disability and individualised funding package.

Capacity to take new clients: The service is actively looking for new clients.

Participation in community, social and civic activities: There are no facilities to offer centre based activities however the organisation does offer “one-on-one” support services to individuals.

The organisation has a group house, 74 Ohio Street, Armidale. However there are no clients in the house.

4. Lifestyle Solutions www.lifestylesolutions.org.au

Criteria: under 65 years. Lifestyle Solutions will take clients as young as 13. Clients can access the service if they are eligible under the NDIS including people with mental health who may suffer from bipolar or be on the autism spectrum.

Capacity to take new clients: There is capacity to take new clients.

Participation in community, social and civic activities: Lifestyle Solutions tends to use existing services and prefers to access more mainstream facilities than purpose built facilities. There is a strong focus on choice on offering “one-on-one” support, and clients are encouraged to choose their own support worker, or share a support worker/mentor so they can enjoy doing activities together or in small groups. The activities are identified by the clients and facilitated by support workers/mentors.

5. House with No Steps www.hwns.com.au

Criteria: - under 65 years with a disability – physical or psychological – who have an individualised funding package.

Capacity to take new clients: There is no waiting list and anyone who fits the criteria is encouraged to come and discuss with the services their needs. Based on this information an individualised program is developed.

Participation in community, social and civic activities: House with No Steps have always developed unique, individualised programs for clients. It may be a case where services are brokered in on behalf of the client, or referrals are made to other local service providers who can meet the needs of the client.

House with No Steps do not run a specific program ie centre based day weekly/monthly programs.

Clients accessing House with No Steps advise the service what they need and what they want and a program is developed around these needs. House with No Steps often find some clients come to them who wish to participate in mainstream services and not disability specific services so the service caters for their wishes. The service also finds that some clients do not wish to participate in large group activities and would rather just do activities with one or two people or their friends. The service caters for this wish and then develops an appropriate program.

6. Northcott Disability Services www.northcott.com.au

Criteria: under 65 years with a disability who have an individualised funding package

Capacity to take new clients: There is no waiting list and new clients are welcomed.

Participation in community, social and civic activities: Northcott Disability Services offer programs within the New England region. There are workers located in Tamworth and Moree. Northcott offer assistance to their clients, and anyone who wishes to access their service, to access local community activities and offer group activities. There are staff in Armidale who offer “one-on-one” support services.

7. Sunnyfield Disability Services (Tamworth) www.sunnyfield.org.au

Criteria: under 65 with an intellectual disability. Clients must come with an individualised funding package.

Capacity to take new clients: New clients are welcome. Sunnyfield wants to expand their services into Armidale however they currently only have 2 clients who live independently in the Armidale community.

Social support programs: All of the programs operate out of Tamworth. Sunnyfield advised they would run their own programs however, they currently do not have the client base to warrant running their own programs or the facilities. Their clients currently access local support services including home care and social support programs. In Armidale, clients receive “one-on-one” support to access local activities.

There are also a number of community based organisations that work directly with people living with disability. These include:

- Sailability
- Magic Circle Saturday Theatre Group
- Riding for the Disabled
- Special Olympics

Part of the revision includes a community engagement strategy which includes hosting a series of meetings with clients and carers and families at the Kent House Community Centre. The first meeting was held on Thursday 28 April at 5pm. Invitations were sent out to 60 clients, carers and family members to participate. At this meeting 3 clients and 2 carers participated, plus 3 Council staff. There were 4 apologies.

Further meetings are scheduled for 12 & 26 May and 9 June. This offers the opportunity to contribute and participate in the revision of the Recreation Access Program. A letter has also been sent to all clients and carers and family members advising them of these meeting dates.

At the meeting held on 28 April a number of topics were discussed including the future of the Recreation Access Program and the decrease in client participation. Clients who attended acknowledged the client numbers in the activities is low and identified program duplication and an increase in the range of activities now available were factors. Clients also commented on the expense now associated with attending activities and how they need to carefully plan their involvement in activities.

The possibility of establishing a community based incorporated body was also discussed. This would operate outside of the NDIS. The concerns and challenges identified in establishing such an entity included the initial and ongoing costs and reporting responsibilities associated with incorporation, maintaining an interest and a commitment from members. It was also discussed that the burden of fundraising often falls on just a few members who could burn out quickly.

Whilst, the general feeling of the 5 clients and carers at the meeting was that the ongoing interest and support for the RAP has dwindled. It was agreed to hold a series of meetings to gather more information from other clients, carers and family members to assist with the transition process aligned to the rollout of the NDIS.

Grant Funds

The current funding for the RAP must be acquitted and any unspent funds returned to the funding body as required within the agreement. It is proposed to ensure that the grant funds received are completely expended on the program as permitted.

As a result, there is not likely to be any contribution required from General Fund.

Financial Implications:

The draft 2016/17 budget has provided for a balanced result for the Recreation Access Program with expenditure matching expected grant funds. However with the NDIS rolling out from 1 July 2016 the amount of funding Council is likely to receive will be for 3 months totalling around \$15,250 covering 1 July 2016 to 31 October 2016. There is no guarantee of any funding past 1 November 2016.

It is proposed that part of these funds could be used to ensure that Recreation Access Program clients are supported in their transition to the other providers if necessary, whether this is by engaging the other providers to run programs at Kent House to assist with the transition.

Environmental Implications:

There are no environmental implications with this report.

Policy Issues:

There are no Policy issues with this report.

Social Implications:

With the many other local service providers now providing **Participation in community, social and civic activities** the clients and carers of the Recreation Access Program have a much wider choice of programs and activities which is a positive outcome for the residents of the Armidale Dumaresq LGA.

Integrated Planning and Reporting Issues:

Council has identified in its CSP under the Strategic Objective – *Provide services and access to elderly residents, persons with disability and our youth; and to provide an advocacy service for people living with disability through Kent House Community Centre.* The Kent House Community Centre will continue to be available to run **Participation in community, social and civic activities** through the normal booking process.

Risk Management Issues:

Council is aware that the block government funding for the Recreation Access Program will end 30th June 2016. In conjunction with the roll out of the NDIS the current review process is part of Council's community engagement process which aims to ensure all clients and carers are aware and involved in any transition processes and are not disadvantaged by any decision made by Council.

Legal Issues:

There are no legal issues. The current funding agreement will finish 30th June 2016. Council will need to wait to see if the state government offers a further 3 month funding contract. Any funding identified in a funding agreement must be used to continue to offer Recreation Access Program activities.

Item: 6.4.2 **Ref:** INT/2016/06076
Title: Round Two 2015-16 Community Assistance Small Grants **Container:** ARC16/0001
Author: Communications Officer
Attachments: Nil

RECOMMENDATION:

(a) That Council approve funding under the 2015/16 Community Assistance Small Grants for the following organisations:

- **Armidale Men's Group (Stuff for Men booklet \$540)**
- **St Vincent De Paul Society (Vinnies Sleep-out \$970.50)**
- **Diocesan Desk for Migrant & Itinerant People of the Philippines Community – Philippines Independence Day (Town Hall fee waiving \$990.20)**
- **Armidale Sanctuary Humanitarian Settlement Inc (Wednesday ESL Homework Centre \$1000)**
- **Saumarez Homestead (Glasshouse irrigation project \$1000)**
- **Armidale Eisteddfod (Towards the running of the annual eisteddfod \$1000)**
- **Young Life Australia – New England (Youth training program – garden at 'Coventry' \$1000)**
- **My Future My Choice Disability Community Links Expo (Expo costs \$1000)**
- **New England Burns Club (Highland Dancing Competition \$1000)**
- **Armidale and New England Gumbaynggirr Descendants (Healthy Lifestyle Exercise Program \$1000)**
- **Drummond Park Pre-School (Milpera project \$496.45)**
- **Rotary Club of Armidale AM (Arboretum lookout beautification \$980)**
- **Rotary Club of Armidale AM (Markets Music \$960)**
- **St Peters Preschool (Seed funding for solar power \$1000)**
- **Armidale Pipe Band (Uniform Caps \$1000)**
- **The Africa Association of New England (Celebrating Africa Day in Australia \$965)**
- **Armidale Hospital Social Club and Community Pantomime (Costs towards staging Community Pantomime \$1000)**
- **Wollomombi Hall Committee (Purchase of BBQ \$1000)**

Introduction:

Armidale Dumaresq Council advertised and accepted applications for Round Two – 2015/2016 Community Assistance Small Grants.

The grant closed on Friday 29 April 2016. 20 applications were received and assessed by a panel to allocate funding. The applications received showed value to the community through the project outcomes that each applicant proposed. Unfortunately not all applications could receive funding.

Financial Implications:

\$30,000 is allocated from the annual budget through two grant rounds.

Round Two of the 2015/16 Community Assistance Small Grants had a total of \$21,718 available. The recommended projects total was \$16,902.15¢

Environmental Implications:

Not applicable.

Policy Issues:

Funding has been allocated as per the funding guidelines.

Social Implications:

Funding will assist community based organisations to deliver projects that support the community.

Integrated Planning and Reporting Issues:

This funding is in accordance with the Community Strategic Delivery Program 2014-2018.

Risk Management Issues:

Not applicable.

Legal Issues:

Not applicable.

Item:	7.1	Ref: INT/2016/06077
Title:	Local Traffic Committee - Minutes of the Meeting held 3 May 2016	Container: ARC16/0001
Author:	Director of Regional Infrastructure	
Attachments:	1. Minutes - Local Traffic Committee - 03 May 2016 2. Proposed Layout plan for closure of Link Road 3. Link Road Closure with emergency vehicle track	

RECOMMENDATION:

That the Minutes of the Local Traffic Committee meeting held on 3 May 2016 be noted and the following recommendations endorsed.

- (a) That while the Local Traffic Committee supports Council's proposal to close Link Road the Local Traffic Committee requests that Council rescind that part of the resolution "that the Link Road Closure include the installation of removable bollards to allow an alternate route for Emergency Services and the provision of access for pedestrians and cyclists".**
- (b) That the formal processes for the Link road closure be carried out by Council staff.**
- (c) That it be noted that the Armidale Athletic Club's Wednesday Winter Social Cross-Country event for 2016, as per the Special Event Transport Management Plan was approval by the Local Traffic Committee for via email on the 22 April 2016.**
- (d) That no restricted parking spaces will be installed at 126 Barney Street.**

Director's Note:

This note relates to Recommendation (a) above. At the Armidale Dumaresq Council meeting on 26 April 2016, Council resolved (90/16):

"That Council approve the permanent road closure of Link Road to traffic between Netherton Park Avenue and the New England Highway, in North Armidale, with the closure to include removable bollards to allow for an alternative route for emergency vehicles and the provision of access for pedestrians and cyclists."

Report:

Attachment 2 is the drawing produced by the developer's consultant showing how the proposed road closure will be achieved. This work was proposed by and funded by the developer as part of the voluntary planning agreement.

Attachment 3 is a new drawing produced by Council's design staff which shows the same layout with the addition of a 3m wide concrete track for emergency vehicles and bicycles with a removable bollard, in accordance with Council's resolution. The additional work to provide for emergency vehicles and bicycles is estimated to cost \$4,433 but is not funded in Council's operational plan.

The Local Traffic Committee considered Council's resolution and the new drawing (Attachment 3) on 3 May 2016. The Committee members said that connecting the two proposed cul-de-sacs with a track for emergency vehicles and bicycles was not a good idea, and they considered that

removable bollards would not work. They noted that pedestrians will have a concrete footpath, cyclists will be able to cross the grassed area easily enough, and if emergency vehicles need to get across to the eastern side they can travel on the footpath, or go around via Homefield Drive.

As recorded in the minutes of the Local Traffic Committee which are included elsewhere in the agenda for this Ordinary Meeting, the Committee supports Council's proposal to close Link Road, but requests that Council remove that part of the resolution "...that the Link Road closure include the installation of removable bollards to allow an alternative route for emergency vehicles and the provision of access for (pedestrians and) cyclists".

It is also drawn to Council's attention that at a previous meeting of the Local Traffic Committee on 1 December 2015, it was reported that should the B-Double route need to be changed due to a closure of Link Road, some modifications would need to be made to the Link Rd/Holmfield Drive intersection to accommodate 25m and 26m B-Double vehicles. The intersection is already difficult for standard 19m semi-trailers to negotiate without tracking onto the opposing lane. These intersection modifications would be at Council's expense and have not been investigated or estimated at this stage. No allowance for the cost of the work has been made in Council's operational plan.

If it is proposed in the future to change the B-Double route as a result of the closure of Link Road, then any required modifications to the Link Road/Holmfield Drive intersection would be investigated and reported to Council at that time.

Financial Implications:

The estimated cost of the additional concrete track for emergency vehicles and bicycles of \$4,433 is not presently funded in Council's Operational Plan.

Environmental Implications:

Not applicable.

Policy Issues:

Not applicable.

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

Not applicable.

Risk Management Issues:

Not applicable.

Legal Issues:

Not applicable.