



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 27 June 2018
1pm

at

Guyra Council Chambers

Members

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

AGENDA

INDEX

1	Civic Prayer and Recognition of Traditional Owners	
2	Statement in relation to live streaming of Council Meeting	
3	Apologies	
4	Disclosure and Declaration of Interests	
5	Have Your Say	
	Mr Chris Jordan, Police Association of NSW speaking for item 8.1 FOR DECISION: Representation to State Government Calling For End To Prisoner Transfer Escorts	
6	Confirmation of Minutes <i>Ordinary Council - 23 May 2018</i> <i>Closed Council - 23 May 2018</i> <i>Extraordinary Council - 1 June 2018</i> <i>Extraordinary Closed Council Meeting - 1 June 2018</i>	
7	Mayoral Minute	
8	Notices of Motion	
8.1	FOR DECISION: Representation to State Government Calling For End To Prisoner Transfer Escorts	4
9	Reports for Decision - Leadership for the Region	
9.1	FOR DECISION: Adoption of Three Year Delivery Program, Operational Plan 2018-2019, Revenue Policy 2018-2019 and Resourcing Strategy	6
9.2	FOR DECISION: Making of Rates and Charges 2018-2019	12
9.3	FOR DECISION: Acquisition of Drainage Reserves - 191A Rusden Street, Armidale and 127A Donnelly Street, Armidale	17
10	Reports for Decision - Growth, Prosperity and Economic Development	
11	Reports for Decision - Environment and Infrastructure	
11.1	FOR DECISION: Public Exhibition of Local Approvals Policy - Solid Fuel Heating Appliances	20
11.2	FOR DECISION: Endorsement of Draft Cattle Grids Policy for Public Exhibition	23
11.3	FOR DECISION: Guyra Main Street Upgrade	25
12	Reports for Decision - Our People and Community	
12.1	FOR DECISION: Public Display Of Former Mayoral Portraits	28
13	Reports for Information	
13.1	FOR INFORMATION: Status Report on New Council Implementation Fund (NCIF)	30
13.2	FOR INFORMATION: Procurement - Acceptance of Tenders Under CEO Delegated Authority.....	32
13.3	FOR INFORMATION: Cash & Investments Report for May 2018	34
14	Requests for Leave of Absence	

15	Authority to Affix Council Seal	
16	Committee Reports	
16.1	FOR INFORMATION: Minutes - Audit and Risk Committee - 22 May 2018	38
16.2	FOR INFORMATION: Minutes - Arts, Cultural and Heritage Advisory Committee - 24 May 2018	39
16.3	FOR DECISION: Minutes - Traffic Advisory Committee Meeting - 5 June 2018	40
17	Matters of an Urgent Nature	
18	Questions on Notice	
19	Closed Session	
19.1	FOR INFORMATION: Debt Recovery for Unpaid Rates <i>As this report deals with personnel matters concerning particular individuals (Section 10A(2)(a) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>	
19.2	FOR DECISION: Tenders for Design & Construct contract for a water supply pipeline from Malpas Dam to Guyra Water Treatment Plant <i>As this report deals with commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A (2)(d)(ii) of the Local Government Act 1993). Council closes 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>	
19.3	FOR DECISION: Application For Writing Off Of Outstanding Rates Under Hardship Provisions <i>As this report deals with the personal hardship of any resident or ratepayer (Section 10A(2)(b) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>	
19.4	FOR DECISION: Armidale Regional Council potential to participate in the TfNSW Autonomous Vehicle Trial <i>As this report deals with commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A (2)(d)(ii) of the Local Government Act 1993). Council closes 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>	
20	Close of Ordinary Meeting	

Item:	8.1	Ref: AINT/2018/11386
Title:	FOR DECISION: Representation to State Government Calling For End To Prisoner Transfer Escorts	Container: ARC16/0025
Author:	Peter Wilson, Acting Service Leader Governance, Risk and Corporate Planning	
Attachments:	Nil	

Submitted by Councillor O'Brien

MOTION

- a) That Council note with concern reports that police within the Armidale Regional Council area are routinely being tasked to perform lengthy and time consuming prisoner escorts, which are taking police away from their primary duty of providing a policing service within the region; and
- b) That Council calls on the NSW Government to properly fund and resource the NSW Department of Justice so that these prisoner escorts are conducted by Corrective Services staff and not our region's police.

Acting CEO Report

The Police Association of NSW Website contains the following News item, dated 14 May 2018, in relation to this matter.

"THE police association claims local towns are being left at risk and without adequate policing because of long prisoner escorts taking officers away from the frontline in New England.

The Armidale branch of the NSW Police Association (PANSW) says a police vehicle was taken off the road for three eight-hour round trips to transport prisoners to Kempsey jail last week alone.

Armidale branch chair Chris Jordan told Fairfax Media there was also no police truck available in a New England town for six hours while officers transported a prisoner to Lismore.

"Local police do have to go away, and they feel they leave communities at risk through this process," he said.

Mr Jordan said the issue of prisoner transports – taking officers off the frontline to do escorts between stations and jails – had been around for longer than his 18 years with the force.

The talks have gone on for a long time and enough is enough, we've got to come up with something better than this.

Armidale branch chair Chris Jordan

"It's been an issue since then, it was an issue way before then, it just hasn't gone away and the association has been talking to minister for a long time," he said.

"The talks have gone on for a long time and enough is enough, we've got to come up with something better than this."

The issues has been simmering for sometime with the Industrial Relations Commission (IRC) ordering NSW Police and the PANSW into compulsory conciliation, preventing any industrial action by officers.

Mr Jordan said officers feel the community needs to know that towns like Armidale, Uralla, Guyra, Glen Innes, Inverell and Tenterfield are being left without a full contingent of officers on the frontline to respond to emergencies and crime call outs, as well as proactive policing.

He said not only were local police routinely called upon to transport officers to jails or holding centres in Tamworth, Moree and the coast, but officers also had to escort custodies to hospital wards like Banksia mental health unit in Tamworth for specialist mental health assessments.

Some of these towns are left with no first response vehicle to respond to incidents, sometimes for hours at a time, with sector police or officers from other stations called to provide back-up.

Armidale branch chair Chris Jordan

“Corrective Services should be properly resourced to undertake this function,” Mr Jordan said.

“Some of these towns are left with no first response vehicle to respond to incidents, sometimes for hours at a time, with sector police or officers from other stations called to provide back-up.”

New England police were unavailable for comment on Monday. The parties will head back to the IRC in June.”

The issue received media coverage in the Northern Daily Leader on 14 May 2018 and the Armidale Express on 1 June 2018.

Item:	9.1	Ref: AINT/2018/09433
Title:	FOR DECISION: Adoption of Three Year Delivery Program, Operational Plan 2018-2019, Revenue Policy 2018-2019 and Resourcing Strategy	Container: ARC17/1962
Author:	Peter Wilson, Acting Service Leader Governance, Risk and Corporate Planning	
Attachments:	<ol style="list-style-type: none">1. Delivery Program 2018-20212. Operational Plan 2018-20193. Revenue Policy 2018-2019 Part A - Fees and Charges4. Revenue Policy 2018-2019 Part B - Ordinary Rates and Annual Charges5. Resourcing Strategy [Incorporating LTFP and Operational Budget 2018-2019]6. Copy of Submissions #1 - #67. Summary of Submissions and Fee Options - Airport Landing Fees8. Revenue Policy - Fees and Charges - Armidale Regional Airport Amendments	

RECOMMENDATION:

- a) That the community submissions be acknowledged and Council responses to the submissions be noted;**
- b) That the Three Year Delivery Program 2018-2021 be adopted;**
- c) That the Operational Plan 2018-2019 be adopted;**
- d) That the Revenue Policy (Part A) – Fees and Charges be adopted, subject to the amendments as outlined in the report relating to Airport Landing Fees, Guyra HACC Program and Kolora Aged Care Facility;**
- e) That the Revenue Policy (Part B) – Ordinary Rates and Annual Charges be adopted; and**
- f) That the Resourcing Strategy, incorporating the Long Term Financial Plan and Operational Budget 2018-2019 be adopted.**

Background

The purpose of this report is to report on the submissions received following the public exhibition and seek adoption of the various Plans, required to be prepared under the Integrated Planning and Reporting (IP&R) Framework, within the statutory timeframes.

Key Issues and Risks

The NSW Local Government Amendment (Planning and Reporting) Act 2009 introduced a new planning and reporting framework for local government including:

- A Community Strategic Plan (10 Years +);
- A Delivery Program (4 Year Plan);
- An Operational Plan (1 Year Plan);

- A Resourcing Strategy – comprising the Long Term Financial Plan (10 Year Plan), Workforce Management Plan (4 Year Plan) and Asset Management Strategy (10 Year Plan)

The IPR suite of documents were prepared in accordance with the Framework and legislative requirements.

The Delivery Program (DP) and Operational Plan (OP) provide detail of how the community aspirations in the Community Strategic Plan (CSP) are systematically translated into actions that lie within the responsibility and resourcing (time, money, assets and people) capacity of Council.

The IPR Framework is built on the quadruple bottom line (QBL), that is, the pillars of sustainability of economy, community, environment and civic leadership. The plans reinforce the imperative of the integration of sustainability into Council's core business as outlined in the DP and OP.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

L2.3 – Council's strategic planning documents are integrated in a way which delivers community outcomes while effectively managing budgets, asset management and workforce planning

L2.3.1 – Develop and review Integrated Planning and Reporting Framework in line with statutory requirements

Stakeholder Engagement

Under the provisions of the Act the IPR suite of documents must be exhibited for public comment for a period of 28 days.

The Draft Revenue Policy – Fees and Charges 2018–2019 (Part A) and Ordinary Rates and Annual Charges 2018-2019 (Part B) were endorsed by Council on 26 April 2018 and placed on public exhibition from 30 April 2018 to 28 May 2018. Four (4) submissions were received from the community in response to the exhibition.

The Draft Delivery Program, Operational Plan and Resourcing Strategy, incorporating the Operational Budget, Long Term Financial Plan, Workforce Management Plan and Asset Management Plan were endorsed by Council on 16 May 2018 and placed on public exhibition from 18 May 2018 to 18 June 2018. Six (6) submissions were received from the community in response to the exhibition.

The Community Engagement Strategy involved widespread promotion through advertisements, media releases, e-newsletters, Engagement HQ online hub and social media. Hard copies could be viewed at the Armidale and Guyra offices.

Pop ups were held at the Armidale Markets (27 May) and Guyra (29 May). A Reference Group Meeting was held on 30 May. Public Forums were also held in Armidale (13 June) and Guyra (14 June).

All submissions received during the two exhibition periods are summarised in the Table below together with Council's response.

Table of Submissions

Submissions – Public Exhibition - Integrated Planning and Reporting Framework	
Submission	Council Response
Delivery Program 2018-2021, Operational Plan 2018-2019 and Operational Plan 2018-2019 (Budget)	
<p>#1 Individual [TRIM AINT/2018/11243]</p> <ul style="list-style-type: none"> Review current Bicycle Strategy or develop a new strategy as <i>“not particularly happy with the final document.”</i> (Operational Plan E4.4.5) Supports the provision of education and promotion to increase awareness of the benefits of cycling (Operational Plan E4.4.6) 	<p>The Armidale Dumaresq Council Bicycle Strategy and Action Plan were adopted in June 2012.</p> <p>The Operational Budget 2018-2019 does not provide funding for the development of a new Bicycle Strategy.</p>
<p>#2 Individual [TRIM AI/2018/15150]</p> <ul style="list-style-type: none"> Review current Bicycle Strategy 	<p>Refer to response on Submission #1</p>
<p>#3 New England Greens Armidale/Tamworth (NEGAT) [TRIM AI/2018/15262]</p> <ul style="list-style-type: none"> NEGAT endorses the Council’s observations that our unique environment needs to be protected, preserved and made accessible and that we need to promote and support biodiversity. The submission encourages Council to develop and implement a range of policies, strategies, promotional material and signage. NEGAT encourages Council to undertake initiatives to improve the health of waterways and air quality. Other points include: <ul style="list-style-type: none"> - the retention and redevelopment of the Court House for public use - development of youth engagement programs - need for a purpose built Women’s Refuge building as the current property is not suitable 	<p>Council notes the constructive feedback.</p> <p>Council is looking at implementing real time air quality monitoring devices in Armidale by introducing purple air monitors. Grant funding opportunities are also being explored in order to implement further initiatives to improve air quality.</p> <p>Council continues to lobby the State Government for the old Court House to be accessible to the community.</p> <p>Council has established a Regional Youth Advisory Committee and a new youth advisory committee is being formed in Guyra to help generate events and other initiatives for young people in the area.</p> <p>The Womens Refuge building is not owned by council. However council can play an advocacy role in relation to this community service issue.</p>

<ul style="list-style-type: none"> • Concern was expressed at the lack of financial detail in the Plans. • Note that an appendix was attached to the submission on woodsmoke, health material and data 	<p>The Long Term Financial Plan and Operational Budget are incorporated into the Resourcing Strategy and provide significant detail in relation to next years budget and council’s financial sustainability.</p>
<p>#4 Sustainable Living Armidale Transport Group [TRIM AI/2018/15268]</p> <ul style="list-style-type: none"> • New Bicycle Strategy to be developed in-house utilising internal expertise in order to minimise cost. Suggest that \$15,000 of the operating budget be reallocated to the development of the strategy and that matching grant funds could be made available. • More spending on cycleway maintenance, signage and capital works. • Request a summary of cycleway expenditure since 2011 and planned operational and capital work expenditure. 	<p>Refer to response on Submission #1</p> <p>2018-2019 Budget is based on maintaining existing service levels, deliver an affordable and responsible budget and set a plan for financial sustainability</p> <p>Inappropriate use of council resources to compile historical data</p>
<p>#5 Save our Councils Coalition (SOCC) [TRIM AI/2018/15299]</p> <ul style="list-style-type: none"> • No comparative budget data pre merger to enable the community to track the new council’s progress. • Council should detail the amalgamation savings and costs from amalgamation (16 May 2016) to 2021-2022 compared to the proposal, including the full cost of IT changes and service and wage equalisation costs. • Council must inform the community why the amalgamated council is apparently doing financially less well than the two separate councils and what can be done to address the situation. 	<p>The direct comparison of the 2016-2017 Financial Statements to the 2018-2019 Draft Budget is difficult.</p> <p>The results for the 2016-2017 financial year is actual. There were many positions that had vacancies for part or most of that year, for example, the CEO position was vacant for 6 months. The new organisation structure was also being finalised during this year, with many of the appointments not being completed until later in the financial year, thereby resulting in employment cost savings.</p> <p>A number of people left the organisation following the merger which also reduced the employment leave provisions.</p> <p>The budgeted salaries for 2018-2019</p>

	<p>provide for the funding of a full employed workforce. Any comparatives would also need to be adjusted for compulsory award increases, increments etc.</p> <p>In summary the years following the merger (2016-2017 and 2017-2018) were far from normal and it is not a period where comparing what happened along the way to where council is now, is at all easy or adds significant value to decision making.</p>
<p>#6 Individual [TRIM AI/2018/15303]</p> <ul style="list-style-type: none"> • Suggested changes/corrections to Census facts and figures in the Delivery Program. • More financial details required in relation to Council's business units. • Suggested additional wording and the inclusion of more specific Strategies, Actions and Activities in the Delivery Program and Operational Plan. Also provides some good ideas on initiatives to improve health services, renewable energy and sustainability. • Provides feedback on bicycle strategy and air pollution 	<p>Changes made where applicable.</p> <p>Council will be undertaking a significant service delivery review in the back half of 2018, aimed at sustaining and improving the level and quality of services provided to our community. The business units will be a key part of this review. The review will incorporate extensive community engagement.</p> <p>No changes have been made to the plans in response to the suggestions. The feedback and ideas however have merit and should be taken on board by the council when considering specific actions and activities.</p> <p>Refer to council response to other submissions.</p>
<p>Revenue Policy (Part A) – Fees and Charges 2018-2019</p>	
<p>#7 RM Aircraft [TRIM AINT/2018/11253]</p> <ul style="list-style-type: none"> • The submission relates to Airport Landing Fees and the issues raised are outlined in the Attachment to the report 	<p>The recommendation is that the Airport Landing Fees be amended to incorporate:</p> <ul style="list-style-type: none"> ▪ a mix of exemption and unlimited annual concession charges ▪ a three year phasing and harmonisation of annual concessions for Commercial Fixed Wing and Helicopters own site parking equal and all Private aircraft being subject to a 10% premium ▪ Light aircraft parking to include Apron and Grass options ▪ Applications to be required for charities and specialist aircraft concessions ▪ Leasehold and freehold airside land

	<p>having equivalent fees</p> <p>The Revenue Policy - Fees and Charges (page 41) has been amended to reflect the proposed changes and will be incorporated into the parent document when adopted by Council [See Attachment]</p>
<p>#8 Superair [TRIM AINT/2018/10758]</p> <ul style="list-style-type: none"> The submission relates to Airport Landing Fees and the issues raised are outlined in the Attachment to the report 	<p>Refer to response on Submission #7</p>
<p>#9 Edwards Aviation [AI/2018/13076]</p> <ul style="list-style-type: none"> The submission relates to Airport Landing Fees and the issues raised are outlined in the Attachment to the report 	<p>Refer to response on Submission #7</p>
<p>#10 Fleet Helicopters [AI/2018/13074]</p> <ul style="list-style-type: none"> The submission relates to Airport Landing Fees and the issues raised are outlined in the Attachment to the report 	<p>Refer to response on Submission #7</p>
<p>#11 Council (Internal)</p> <ul style="list-style-type: none"> A review of the health related transport costs provided under the Guyra HACC Program has highlighted increased costs in providing the service Council is in the process of finalising a tender for the management and operation of the new Kolora Aged Care Facility. Completion of the process is expected to take place in August 2018. At the commencement of the management and operation period, fees and charges will be set by the successful tenderer 	<p>Each of the proposed Health Related Transport fees from Guyra and Tingha to specific destinations, detailed in the Draft Fees and Charges to be increased by \$1.00 per trip.</p> <p>At the commencement of the management and operation period, fees and charges will be set by the successful tenderer.</p>
<p>Revenue Policy (Part B) – Ordinary Rates and Annual Charges 2018-2019</p>	
<p>No submissions received</p>	

Financial Implications

The Delivery Program and Operational Plan outline a range of projects, programs and activities to be completed over the three year timeframe of the Delivery Program. The DP and OP are underpinned by the Resourcing Strategy.

A statement on the 2018-2019 Fees and Charges is detailed in the separate Revenue Policy (Part A) document and the Revenue Policy (Part B) provides statements on the 2018-2019 Ordinary Rates and Annual Charges.

Next Steps

Council is required to adopt the Delivery Program, Operational Plan, Resourcing Strategy and Revenue Policy by 30 June 2018.

Item: 9.2 **Ref:** AINT/2018/11276
Title: FOR DECISION: Making of Rates and Charges 2018-2019 **Container:** ARC17/1962
Author: John McIlwain, Revenue Officer
Attachments: Nil

RECOMMENDATION:

a) That in relation to Ordinary Rates, Council apply the 2.3% rate increase as determined by the Independent Pricing and Regulatory Tribunal;

b) That pursuant to Section 494 of the NSW Local Government Act 1993, Council make and levy the following Ordinary Rates for the year 1 July 2018 to 30 June 2019;

Category & Sub-Category	Base Amount \$	Base Amount %	Ad-Valorem Rate in the \$
Residential – Armidale (Non Urban)	485.00	44.25	0.002368
Residential – Armidale	467.60	43.40	0.004596
Residential - Wollomombi	200.00	36.61	0.015672
Residential - Ebor	200.00	37.93	0.009093
Residential - Hillgrove	200.00	34.31	0.015194
Residential – Guyra (Non Urban)	258.80	49.76	0.002273
Residential - Guyra	238.00	47.16	0.004426
Residential - Tingha	242.50	46.68	0.067018
Residential – Village	170.00	49.60	0.004412
Business – Armidale (Non Urban)	737.30	43.79	0.003563
Industrial – Armidale	882.20	19.15	0.012040
Business – Armidale	791.00	18.89	0.012040
Business – Guyra	409.80	46.47	0.008229
Business – Tingha	258.60	43.69	0.082971
Business – Guyra (Village)	106.70	42.32	0.003396
Farmland - Armidale	1,321.60	39.58	0.002278
Farmland – Guyra	468.00	19.18	0.002137
Farmland – Guyra Intensive	1,146.90	19.23	0.009327
Mining - Armidale	995.30	17.72	0.035268
Mining – Guyra	252.30	47.30	0.009058

c) That in relation to water supply charges and pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following charges for water supply services for the year 1 July 2018 to 30 June 2019;

Water Service Access Charges	Standing Charge
------------------------------	-----------------

Water Service Access - Armidale	\$220.00
Water Service Access – Guyra	\$220.00
Water Service Access – Tingha	\$220.00

Water Consumption Charges	Stepped Tariff Unit Charge \$ per Kilolitre
Armidale Residential	0 – 100kl \$2.50 101 - 250kl \$3.35 251 & Higher \$3.80
Armidale Commercial	0 – 100kl \$2.50 101 - 250kl \$3.35 251 & Higher \$3.80
Armidale Non-Rateable	Flat rate \$3.50
Armidale Non-Profit Sporting	Flat Rate \$2.60
Armidale Untreated Water	0 – 100kl \$1.22 101 - 250kl \$2.18 251 & Higher \$2.68
Armidale Dialysis Users	0-25kl \$0.00 26-100kl \$2.33 101-250kl \$3.13 251 & Higher \$3.80
Guyra Residential & Commercial	0-100kl \$2.05 101-250kl \$2.40 250kl & Higher \$2.60
Guyra Intensive Horticulture Water Tariff (in accordance with heads of agreement)	Flat Rate \$2.13
Guyra Dialysis User	0-25kl \$0.00 26-100kl \$2.05 101-250kl \$2.40 250kl & Higher \$2.60
Tingha Residential & Commercial	0-100kl \$2.05 101-250kl \$2.40 250kl & Higher \$2.60
Tingha Dialysis User	0-25kl \$0.00 26-100kl \$2.05 101-250kl \$2.40 250kl & Higher \$2.60

d) That in relation to sewerage service charges pursuant to Sections 501, 502 and 551 of the NSW Local Government Act 1993, Council make and levy the following rates and charges for sewerage services for the year 1 July 2018 to 30 June 2019:

Sewerage Service Access Charge	Standing Charge
Armidale – Residential Occupied	\$410.00
Armidale – Unconnected Sewer	\$205.00

Armidale – Commercial (Minimum)	\$410.00
Armidale – Commercial (Ad-Valorem) Commercial properties are charged either the Ad-Valorem rate or the Minimum if the calculated Ad-valorem rate does not reach the minimum charge.	\$0.0047
Guyra – Residential Occupied	\$627.00
Guyra - Unconnected	\$408.00
Guyra - Commercial	\$627.00
Tingha – Residential Occupied	\$450.00
Tingha - Unconnected	\$140.00
Tingha - Commercial	\$450.00

Multiple Sewerage Charges	Unit Charge
Armidale Flats/Units	\$360.00
Armidale WC's – Hotels & Motels	\$135.00
Armidale WC's – Colleges, etc	\$135.00
Armidale WC's – Hospitals	\$65.00
Armidale WC's – Schools & Churches	\$65.00
Armidale WC's – Non-rateable	\$120.00
Armidale – Urinals Rateable	\$60.00
Armidale – Urinals Non-rateable	\$60.00
Guyra – Flats & Units	\$627.00
Guyra – 1st WC/Urinal	Included in Service Access Charge
Guyra – 2-6 Urinals	\$264.00
Guyra – Each Additional WC/Urinal	\$138.00
Guyra – WC's Non-rateable	\$138.00
Tingha – Duplex	\$900.00

e) That in relation to waste management charges pursuant to Sections 496, 501 and 502 of the NSW local Government Act 1993, Council make and levy the following annual charges for waste management services for the year 1 July 2018 to 30 June 2019:

Waste Charge Description	Standing Charge	Unit Charge
Waste Services Provided in Armidale		
Domestic Waste Management 140lt		\$355.00

Additional 140lt Domestic Service		\$130.00
Additional Domestic 240lt Organic Service		\$135.00
Commercial Waste Service 240lt		\$370.00
Commercial Organics 240lt Fortnightly		\$135.00
Commercial Organics 240lt Weekly		\$200.00
Commercial Organics 240lt 2 x Weekly		\$320.00
Commercial Organics 240lt 3 x Weekly		\$440.00
Additional Commercial Organics 240lt		\$135.00
Commercial Recycling Service		\$140.00
Vacant Domestic Waste Management	\$125.00	
Rural Waste Management	\$125.00	
New Landfill Charge	\$175.00	
Waste Services Provided in Guyra & Tingha		
Domestic Waste Management 240lt		\$470.00
Domestic Waste Management 140lt		\$280.00
Commercial Waste Management 240lt		\$370.00
Rural Waste Management	\$25.00	
Vacant Domestic Waste Management	\$84.00	

f) That in relation to stormwater management services (drainage charges) pursuant to Section 496A of the NSW Local Government Act 1993, Council make and levy the following annual charge for stormwater management services for the year 1 July 2018 to 30 June 2019.

Charge Description	Standing Charge \$
Armidale Drainage Charge	\$50.00
Guyra Stormwater Management Charge	\$25.00

g) That the interest rate on overdue rates and charges, pursuant to Section 566(3) of the NSW Local Government Act 1993, Council be the maximum rate of interest payable on overdue rates and charges for the 2018-2019 rating year of 7.5% as determined by the Office of Local Government;

Background:

This report is to formally make the rates and charges for the 2018-2019 rating year in accordance with the legislative requirements. Once adopted the recommended rates will be applied to all properties in the Local Government Area.

The general property rates have been prepared in accordance with the Government's Merger legislation to maintain the rate path for the previous Councils.

Key Issues and Risks

Council's General rate income is in accordance with the rate path protection legislation.

Integrated Planning and Reporting Framework

Forms part of the IPR legislative framework.

Stakeholder Engagement

Revenue policy has been on public exhibition and several forums held with stakeholders. The introduction of the Rural Waste Management Charge to properties in the former Guyra Shire Council LGA, will require affected property owners to complete a declaration of vacant land to facilitate the removal of the charge.

Financial Implications

Forms an essential component of Councils own source of revenue.

Next Steps

Levy Rates and Charges 1 July 2018.

Item: 9.3 **Ref:** AINT/2018/11072
Title: FOR DECISION: Acquisition of Drainage Reserves - 191A Rusden Street, Armidale and 127A Donnelly Street, Armidale **Container:** ARC18/2711
Author: Kylie Steel, Support Officer
Attachments: Nil

RECOMMENDATION:

- a) That Council approve the transfer of the 'Drainage Reserves' described as:
 - i) Lot C DP 389160, from Eva Mary Elizabeth Morley to Armidale Regional Council
 - ii) Lot C DP 398704, from John Kerr to Armidale Regional Council;
- b) That a notice be published in the Government Gazette notifying that Lot C DP 389160 and Lot C DP 398704 are to be vested in Council as Drainage Reserves;
- c) That the Council seal be affixed to the documents associated with the transfer of these parcels; and
- d) That Lot C DP 389160 and Lot C DP 398704 be classified as Operational Land on acquisition.

Background:

- i) Lot C DP 389160 is a strip of land approximately 139.1m² located within the Armidale TAFE campus located on Lot 2 DP 1026380 (see picture 1 below). A Title Search on Lot C DP 389160 records the owner as Eva Mary Elizabeth Morley.



Picture 1

Lot C DP 389160 was created when Lot 3 DP 1315 was subdivided on 14 July 1953 by the owner, Eva Mary Elizabeth Morley, and is shown as a 'Drainage Reserve' on the DP 389160. The parcel was valued by the Valuer General in 2013/2014, triggering a Rate Liability. The Drainage Reserve status of Lot C DP 389160 was not discovered until

investigation of properties to be sold for unpaid rates.

- ii) Lot C DP 398704 is a strip of land approximately 297.29m² that runs between Wade Avenue and Donnelly Street, Armidale (see Picture 2 below). A Title Search on Lot C DP 398704 records the owner as John Kerr.



Picture 2

Lot C DP 398704 was created when Allotment 8 Section 111 in Crown Grant 1123 Fol 63 was subdivided on 9 November 1949 by the owner, John Kerr and is shown as a 'Drainage Reserve' on DP 398704. The parcel was valued by the Valuer General in 2015/2016, triggering a Rate Liability. The Drainage Reserve status of Lot C DP 398704 was not discovered until investigation of properties to be sold for unpaid rates.

Key Issues and Risks

Prior to 16 June 1964, when a subdivision created the 'drainage reserve,' the parcel of land remained in the name of the registered proprietor on the title preceding the subdivision, unless Council directed that it vest in its name. This is the case for each of the above Lots as recorded on the First Schedule of the title searches.

Under Section 50 of the Local Government Act 1993, Council can still direct that a drainage reserve vest in its name, if the subdivision creating the parcel was approved prior to 1964, which applies to Lot C DP 409378 and Lot C DP 398704, as the subdivisions were registered in 1953 and 1949 respectively.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

A notice will be published in the NSW Government Gazette on Friday 22 June 2018 notifying that the land is vested in Council as a Drainage Reserve.

Financial Implications

The budget makes provision for land dealing costs including associated legal expenses.

Next Steps

1. Advertise Council's acquisition in the Government Gazette.
2. Advise Council's Solicitors of the approval to lodge Request 11R with the NSW Land Registry Services to transfer Lot C DP 409378 into Council's ownership.
3. Update the parcel as Operational Land.

Item:	11.1	Ref: AINT/2018/11079
Title:	FOR DECISION: Public Exhibition of Local Approvals Policy - Solid Fuel Heating Appliances	Container: ARC16/1082
Author:	Christopher Bonning, Environmental Health Officer	
Attachments:	1. Draft Local Approvals Policy - Solid Fuel Heating Appliances	

RECOMMENDATION:

- a) That the Draft Local Approvals Policy – Local Approvals Policy for Solid Fuel Heating Appliances be endorsed;
- b) That the Draft Local Approvals Policy be placed on public exhibition for 28 days and be open for submissions for a period of no less than 42 days, in accordance with the legislation;
- c) That additional public notice be given in accordance with Regulation 77 of the Local Government (General) Regulation 2005; and
- d) That the Draft Local Approvals Policy – Local Approvals Policy for Solid Fuel Heating Appliances be submitted to the Departmental Chief Executive of the Office of Local Government for approval, prior to the Policy being adopted by Council, as the Policy contains exemptions for approval under Section 68 Local Government Act 1993.

Background:

Council must give notice of the exhibition of the Draft Local Approvals Policy for Solid Fuel Heating Appliances in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005. A Local Approvals Policy can be adopted under S161 of the Local Government Act 1993 to provide the framework for determining approvals that relate to the installations of Solid Fuel Heating Appliances.

A Local Approvals Policy is revoked within 12 months of a newly elected Council unless it is re-adopted during the intervening period. The Local Approvals Policy acts as a guidance document which sets out the framework and criteria for installing a Solid Fuel Heater in the Armidale Regional Council Local Government Area.

The Local Approvals Policy for Solid Fuel Heating Appliances outlines minimum criteria for assessment when determining approvals for the installation of Solid Fuel Heating Appliances within the Armidale Regional Council Local Government Area. The Policy also provides a range of other factors for consideration when installing a solid fuel heating appliance such as minimum installation standards and requirements for consideration of neighbouring dwellings and structures in relation to nuisance smoke.

Under the proposed Local Approvals Policy, from September 2019, any solid fuel appliance to be installed in the Armidale Urban Area shall have an overall average efficiency of not less than 60% as tested and calculated in accordance with Standard 4012, and have an appliance particulate emission factor, as tested and calculated in accordance with Standard 4013, not greater than:

- 1g/kg (for heaters without catalytic combustors), or
- 0.8 g/kg (for heaters with catalytic combustors).

The area remaining of the Local Government Area outside of Armidale Urban Area shall be subject to an exemption under the Policy where no S68 application is required for the installation of a Solid Fuel Heating Appliance, subject to specific conditions.

Approval to install a solid fuel heating appliance is not required outside of the Armidale Urban area (see Appendix 1) subject to the following conditions:

1. The appliance must have a certificate issued by a body approved by the EPA and certifying that all heaters of that model:
 - comply with Standard 4012 Domestic solid fuel burning appliance - Method for determination of power output and efficiency and Standard 4013 AS/NZS 4013 – Domestic Solid fuel burning appliances - Method of determination of flue gas emission, and
 - have an overall average efficiency of not less than 60% as tested and calculated in accordance with Standard 4012, and
 - have an appliance particulate emission factor, as tested and calculated in accordance with Standard 4013, not greater than:
 - A. 1.5 g/kg (for heaters without catalytic combustors), or
 - B. 0.8 g/kg (for heaters with catalytic combustors).
2. Be installed by a suitably experienced and qualified person in accordance with the requirements of the National Construction Code Australia, AS/NZS 2918 – Domestic Solid fuel burning appliances – Installation, and with consideration of guidelines outlined in the NSW EPA document “Selecting, installing and operating Domestic Fuel Heaters.”

(Refer to copy on Council’s Website within the Solid Fuel Heaters section)

Key Issues and Risks

The adoption of any Local Approvals Policy must be conducted in accordance with the requirements of the Local Government Act 1993. The exhibition and submissions period as required under s160 of the Act will allow for transparent engagement with the community.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

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

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

A Councillor workshop was held on the 6 June 2018 to brief councillors on the Draft Local Approvals Policy. This process, conducted in accordance with the requirements of the Local Government Act 1993 and associated regulation, will ensure a transparent community engagement process.

Public Notice is to be given in the Armidale Express on the 11 July 2018, 1 day prior to the official public exhibition and submission period. Both periods commence on 12 July 2018 and the exhibition period will cease on 8 August 2018. Fourteen days prior to the completion of the submission period, a further Public Notice will be given in the Armidale Express on the 8 August 2018 outlining that submissions will cease on 22 August 2018.

The Draft Local Approvals Policy for Solid Fuel Heating Appliances will be on display at Council's Civic Administration Building, 135 Rusden Street, Armidale and Guyra Office 158 Bradley Street Guyra from Thursday, 12 July 2018 to Wednesday 8 August 2018. The Draft Policy will also be accessible on Council's website.

Submissions on the Draft Local Approvals Policy for Solid Fuel Heating Appliances are invited and should be lodged no later than Wednesday 22 August 2018.

Section 162 of the Local Government Act 1993 states "A council has no power to adopt that part of a draft local approvals policy that specifies circumstances in which (if the policy were to be adopted) a person would be exempt from the necessity to obtain a particular approval of the council, unless the council has received the Departmental Chief Executive's consent to the adoption of that part."

After the exhibition period closes Council will seek consent from the Chief Executive of the Office of Local Government for the policy to be then adopted.

Financial Implications

The public exhibition of the policy will incur advertising costs.

Next Steps

Submissions received as part of the proposed exhibition period will be considered in accordance with Section 161 of the Local Government Act 1993 before any further recommendation is put to the Council regarding adoption of the Policy.

Prior to Council adopting the policy Council will seek consent from the Office of Local Government.

Item:	11.2	Ref: AINT/2018/09546
Title:	FOR DECISION: Endorsement of Draft Cattle Grids Policy for Public Exhibition	Container: ARC16/0652
Author:	Rob Shaw, Service Leader Roads and Parks	
Attachments:	1. Draft Cattle Grids Policy	

RECOMMENDATION:

- a) **That the Draft Cattle Grids Policy be endorsed;**
- b) **That the Draft Cattle Grids Policy be placed on public exhibition for a period of not less than 28 days, from Wednesday 4 July 2018 to Tuesday 31 July 2018;**
- c) **That a further report be provided to a future Council meeting for consideration of any submissions received; and**
- d) **That if no submissions are made within the submission period, then the Cattle Grids Policy be adopted retrospectively.**

Background:

In the former Guyra Shire Council, there were 80 cattle grids on public roads, and the property owner was responsible for installation and maintenance of the grid and associated signs plus maintenance of the road for a distance of 20 metres on both sides of the grid.

In the former Armidale Dumaresq Council, there were 205 cattle grids on public roads and the owner was required to pay for the installation of a grid, but Armidale Dumaresq Council was responsible for maintenance of the road and the grid. Where grids were found to be no longer required, they were removed from the road by Council, and in some cases given to the landowner if they wanted to reuse them on their own land.

It has been requested by outdoor staff that a common and consistent policy for the maintenance of grids be adopted for the new Armidale Regional Council area.

Proposed new consistent policy:

The attached document sets out the recommended policy for installation and management of cattle grids on Council maintained public roads. In summary it proposes that the land owner be responsible for the cost of installation of a new cattle grid if approved, and for maintenance of the grid and associated fences and gates and signs, but Council be responsible for maintenance of the road including the approaches to the grid.

Key issues and risks

The lack of a common and consistent policy is creating uncertainty for staff with regard to who is responsible for maintenance of the grids.

Cattle grids on public roads have been tolerated by previous councils in the past purely for the land owner's benefit as an alternative to the cost of fencing the property boundaries, but it would be preferable to Council and the general community for the cattle grids to be removed wherever possible because they present a maintenance issue for Council and a safety hazard for the travelling public.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

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

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

- The proposed policy was discussed and agreed with staff in both the northern and the southern areas of Armidale Regional Council.
- Discussions have been held with rural residents at various Local Area Committee meetings over the last 12 months, and with members of the Road Users Group, with general support for the proposed policy.
- Cattle grid policies at other rural councils have been obtained and discussed with the relevant Shire Engineers, including Walcha, Narrabri, Inverell, Kyogle, and Byron Councils.
- Advice has been obtained from the Australian Road Research Board with regard to the maintenance of cattle grids and the road approaches to the grids.
- It is now recommended that the proposed policy be placed on exhibition for 28 days to allow public comment on the proposed policy.
- If the policy is adopted by Council, it is then proposed to do an audit of all of the 285 cattle grids, inspecting them all, with the land owner present wherever possible, not only to check the condition of the grids for conformance with Council standard and safety requirements, but also to establish if the grid is still required or can be removed (see next steps below).

Financial Implications

The cost of installing new cattle grids on public roads is covered in Council's Fees and Charges under the item:- ***Ramp supply and installation on public roads - \$18,825 incl GST (full cost of purchase and installation)*** (reference 2017/18 Fees and Charges).

Council will save maintenance funds where grids in the south will now have to be maintained by the land owner, but will incur an increase in road maintenance cost in the north where the road approaches to the grid will now be maintained by Council. However on balance it is expected that the policy will be cost neutral with regard to ongoing annual maintenance.

The cost of conducting the audit and the cost removing any unnecessary grids will be funded by the roads maintenance budget.

Next Steps

1. Policy to be placed on public exhibition for 28 days,
2. Report results to Council if any dissenting comments are received,
3. If the Policy is adopted by Council, detailed procedures covering the approval process, application form, construction standards, inspection of grids, penalties for non-compliance and failure to maintain, will all be provided in a separate document entitled the Armidale Regional Council Cattle Grids Management Plan, and the Plan will be posted on Council's web site,
4. Conduct an audit of all 285 cattle grids, preferably in the presence of the land owner, to check the condition of the structure for conformance to Council's standard, and to confirm whether the grid is still required.
5. Where it is agreed that cattle grids can be removed, a programme will be developed to progressively remove those grids. If the grid was purchased or installed at the land owners expense, the removed grid will be offered to the land owner for reuse on their own property.

Item: 11.3 **Ref:** AINT/2018/11458
Title: FOR DECISION: Guyra Main Street Upgrade **Container:** ARC17/1518
Author: Rob Shaw, Service Leader Roads and Parks
Attachments: Nil

RECOMMENDATION:

- a) That the scope of work on the Guyra Main Street Upgrade project be reduced to match the funds available, as per Option 1 in the report.
- b) That an update report be submitted to Council at the 50% completion stage.

Background

In 2016, Council resolved to proceed with the upgrade of Guyra's main street, to be funded as follows:-

Stronger Regions Funding	2,004,113
Water Fund contribution	575,347
Sewer Fund contribution	30,156
Section 94 contribution	<u>160,000</u>
Total =	\$2,769,616

In the interim, a significant amount of community consultation has taken place, which resulted in changes to the design and a delayed start to the project.

A detailed design has now been completed, and the revised estimate of cost for the full scope of works based on the detailed design is now \$3,445,000.

The contributions from Water Fund and Sewer Fund will be approximately \$532,000 and \$2,400 respectively, because the detailed design has actually reduced the amount of work required for those services. So unless the scope of work is revised, the shortfall which will need to be found from Section 94 or other sources is \$524,000.

The estimate of cost has risen due to the following extra items which were not allowed for in the preliminary estimate:

1. Cost of additional design work and extended community consultation
2. Allowance for paint for businesses to repaint shopfronts
3. Street art
4. Smart power poles and LED street lights
5. Structural inspections and reporting on street awnings
6. Reconstruction of the McKenzie St roundabout to align with new street shape
7. Selection of high quality footpath pavers in consultation with the community has also boosted the cost estimate.

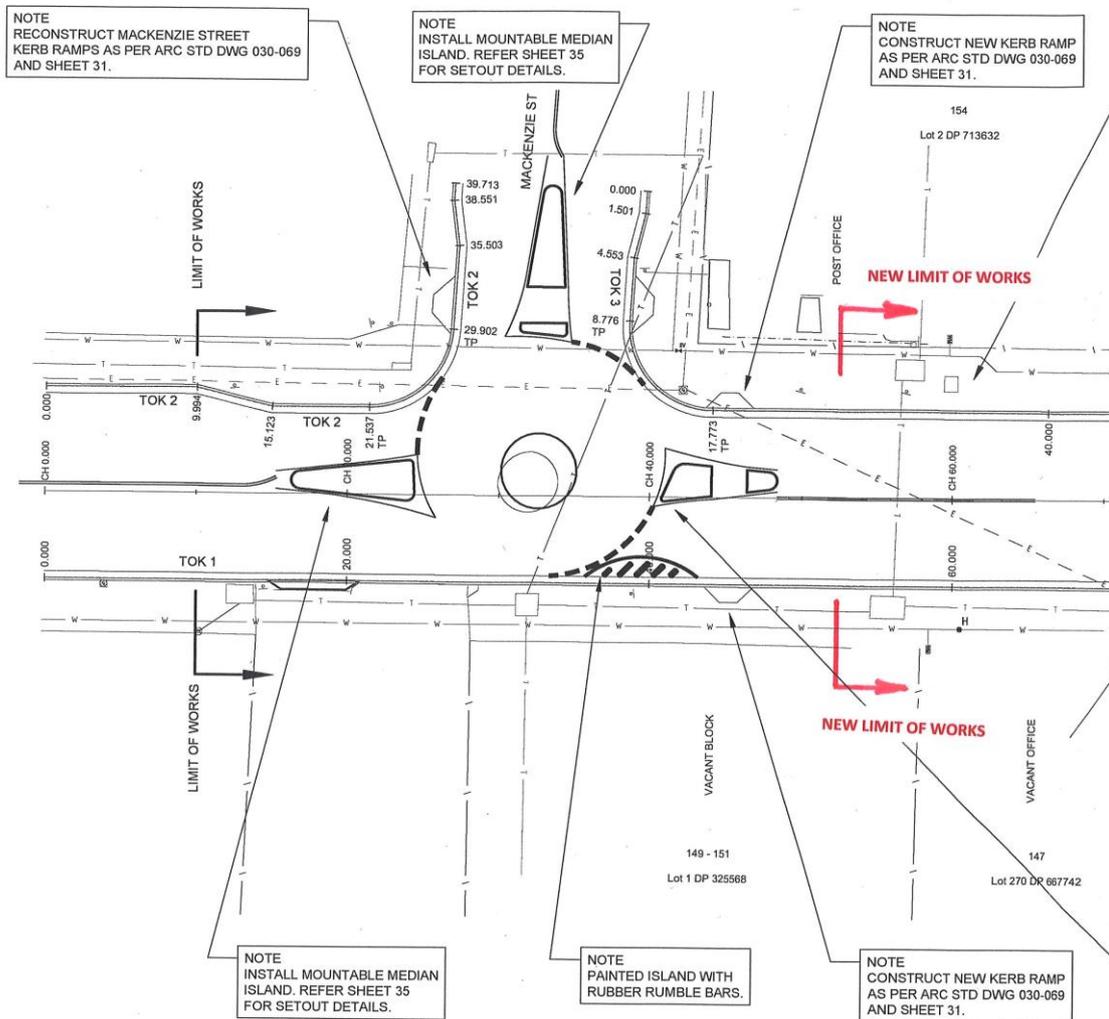
The project is programmed to commence on 16 July and to be completed by mid December 2018.

Options for consideration

1. Reduce the scope of work to match the funds available

Measures which could reduce the scope of work to match the funds available are as follows:

- a. Start the work in front of the Post Office instead of in front of the Council office (see diagram below). This would eliminate reconstruction of the roundabout at Mackenzie Street and save approximately \$260,000.
- b. Standard street poles and sodium street lights instead of smart poles and LED lights would save another \$40,000.
- c. Selection of cheaper footpath pavers has the potential to save approximately \$50,000 to \$100,000 subject to competitive tendering for supply.
- d. Further savings of approx. \$140,000 will be investigated during construction, in order to keep the costs to budget, with an update report to Council at the 50% completion stage.



2. Transfer of additional funds to allow the full scope of work to proceed

The second option is to transfer sufficient funds from other capital works, to allow for the construction of the full scope of works as designed.

The additional funds could be transferred from:-

a. Stronger Regions Fund allocation to Rockvale Road*	\$440,000
b. Stronger Regions Fund contribution to bridge works**	<u>\$84,000</u>
Total:-	\$524,000

Note *

The \$440,000 allocation to Rockvale Road was a recent resolution of Council following a recommendation of the Stronger Regions Fund Assessment Panel that the quarantined funding of \$440,000 not required for Kempsey Road upgrade be allocated to Rockvale Road.

Note **

The Stronger Regions Fund allocated an amount of \$2,900,000 towards the upgrade of timber bridges, of which an amount of \$592,633 is required to match grant funding. The Stronger Regions Fund Assessment Panel has disbanded, but Council would need approval from the Office of Local Government to vary the allocations of the fund.

Key Issues and Risks

Community acceptance of the final design.

Integrated Planning and Reporting Framework

Community Strategic Plan – Environment and Infrastructure

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

G3.6.1 – Develop and implement CBD revitalisation programs for Armidale and Guyra

Stakeholder Engagement

Reducing the scope of work to meet the available funds would require further consultation with the community working party, in respect to the extent of work (I.e. stopping in front of the Port Office), pavers and street lighting standards.

Financial Implications

The recommended action will result in no change to the General Fund allocation for this project. A reduction of approximately \$70,000 in the contributions from Water and Sewer Funds. No change in the contribution from Section 94 Funds.

Next Steps

Consultation with the community working party.

Commencement of work as planned on 16 July 2018.

Item: 12.1 **Ref:** AINT/2018/11306
Title: FOR DECISION: Public Display Of Former Mayoral Portraits **Container:**
ARC16/0025
Author: Joanna Harrison, Program Leader Media, Communications and
Engagement
Attachments: Nil

RECOMMENDATION:

That the Mayoral Portraits of the former Dumaresq, Armidale City and Armidale Dumaresq Council Mayors be preserved and managed by the Armidale Folk Museum.

Background:

Last year council unveiled an online historical resource of the history of mayors for Guyra Shire Council, Armidale City Council, Dumaresq Shire Council and Armidale Dumaresq Council. Council staff painstakingly digitised mayoral portraits and collected brief biographies on each of the former Mayors.

This resource is available on the Council website at www.armidaleregional.nsw.gov.au.

The actual framed photographic prints that did hang in the Armidale council building foyer have been stored carefully until a suitable place can be found for their display.

The extent of the collection of mayoral photographs was becoming too vast for the foyer space located in the Armidale Civic Administration Building. Council also upgraded the foyer area with new paint and a rotating art exhibition managed by NERAM. The foyer space will also be used to showcase council projects and initiatives.

Key Issues and Risks

Three options have been identified for the public display of the mayoral portraits:

1. Armidale Folk Museum

The Armidale Folk Museum is custodian to a significant collection of historical artefacts and records of the history of the Armidale region. The extensive collection of framed mayoral portraits dating back to 1863 is best placed to be preserved and managed by the Armidale Folk Museum.

The mayoral portraits would be stored at the Armidale Folk Museum and displayed on a rotational basis subject to the exhibitions' program developed each year. The museum is patronised by school students, the community and visitors to the region as well as people conducting historical research. The mayoral portraits and the online resource will play an important role in telling the history of Armidale and the people that have governed and shaped the Armidale community we see today. By providing an online resource of the mayors including a photo and short biography online the significant collection will find a greater audience in the community as opposed to only relying on a collection of framed photographs in one public space.

Council management considers this the most appropriate option.

2. The Armidale War Memorial Library – Upstairs Meeting Room

The upstairs meeting room at the library has wall space suitable to hang the extensive collection. The meeting room is available to the public and can also be accessed by the public during library hours when meetings are not being held. As mayors are added to the collection this space may become unsuitable due to limited wall space.

3. Armidale and District Historical Society Rooms (Faulkner Street)

The Armidale and District Historical Society (ADHS) have offered to permanently display the mayoral portrait collection in their rooms on Faulkner Street 'Dumaresq Chambers'. Council will provide a hanging system and install the collection. The portraits would be included in the Armidale Folk Museum collection and may, from time to time be displayed in the museum, subject to the exhibitions' program developed each year. The ADHS rooms are open to the public Monday to Friday 10am-12pm and 2-4pm.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

L1 – The community receives customer service provision from Council

L1.4 – Implement an online communication strategy to provide the community with user-friendly access to more online content and information about Council and its services

L1.4.3 – Develop and implement electronic documents for customers

Community Strategic Plan – Our People and Community

P3 – Events and cultural activities provide the community with an opportunity to celebrate the unique culture and lifestyle of the region

P3.2 – Deliver annual program of events which reflect the social and cultural needs of the community

P3.2.1 – Plan and deliver an annual program of events, awards and programs

Stakeholder Engagement

At the Ordinary Council Meeting held on 26 April 2018 Council resolved for a report to be prepared on options to reinstatement to public display the Mayoral Portraits of the former Dumaresq, Armidale City and Armidale Dumaresq Mayors.

The Interim Museum Team Leader of the Folk Museum was consulted to determine the suitability of the mayoral portraits for inclusion in the Folk Museum collection and exhibition program status.

The Interim Program Leader – Community Services was consulted for a suitable location within the Armidale War Memorial Library.

The President of the Armidale and District Historical Society (ADHS) was also consulted after the ADHS had expressed a desire to hang the collection in their rooms on Faulkner Street, if the collection could not be hung in the Council Administration Building.

Financial Implications

Council's facilities team have a budget to cover staff time for installation and an existing hanging system is available.

Next Steps

Council's facilities team will install the mayoral portrait collection in the preferred location.

Item: 13.1 **Ref:** AINT/2018/11166
Title: FOR INFORMATION: Status Report on New Council Implementation Fund (NCIF) **Container:** ARC16/01113-3
Author: Deborah Walls, Accountant
Attachments: Nil

RECOMMENDATION:

That Council note the current status of projects funded by the New Council Implementation Fund.

Background:

On 12 May 2016 Armidale Dumaresq Council and Guyra Shire Council merged to become the Armidale Regional Council. As part of the merger, the newly formed council received \$5 million to streamline administrative processes as part of the Stronger Communities Funding.

Key Issues and Risks

The following table outlines the project completion status as at 10 June 2018:

Merger Project	Funding Allocated to Project	Project Expenditure %
Development Contribution Plan	120,000.00	34%
Develop a Media and Communications Framework	86,000.00	37%
Review and Enhance the New Armidale Regional Council Website	40,000.00	1%
Review staff accommodation and future ways of working	98,551.62	77%
Develop and implement a new Intranet site including electronic form submission internally	120,000.00	53%
Implement streaming of Council meetings and enhance teleconference facilities between the two office locations	120,000.00	69%
New Council Domain - Active directory, Service Desk, Anti-virus, Application servers, Hardware replacement, Storage upgrade	300,000.00	76%
Review and update the Business Continuity Plan (BCP)	30,000.00	84%
Develop an organisation wide process for Project Management	50,000.00	68%
Dumaresq Creek Master Plan	80,000.00	99%
Develop and implement a Customer Relations Strategy	31,000.00	0%
Review and enhance Development Application lodgement processes in line with community expectation and statutory obligations (including digitised lodgement and processing options)	4,000.00	0%
Configure and merge licencing modules to manage Council owned properties and licences	2,000.00	0%
Develop Strategic Business Plans for the Business Unit services	40,000.00	0%
Review and consolidate Section 94 and 94A Developer Contribution Plans	75,000.00	6%
Develop the 2017-2027 Community Strategic Plan	145,524.97	100%
Certificates of title review and rationalisation / consolidation	20,000.00	0%
Boundary Adjustment	20,000.00	0%
Arts and Culture Precinct Master Plan	105,000.00	15%
Consolidate and Review Enterprise Risk Management Framework	30,000.00	1%
Implement the Corporate Performance Management (CPM) module to enhance reporting on the Integrated Planning and	75,000.00	1%

Reporting Framework		
Community Engagement Merger Project Stream	526,005.00	60%
Undertake Staff Cultural Survey and leadership development	150,000.00	95%
Undertake a high level safety assessment	50,000.00	11%
Workforce Planning / Change Workshops	200,000.00	15%
Asset Reporting & Framework ARC Merger Funds	126,365.63	100%
Organisation Structure Merger Project Stream	1,316,647.16	99%
Asset Management Plan Merger Project Stream	100,020.73	100%
Develop sound financial sustainability modelling to inform the Long Term Financial Plan	46,470.92	100%
Reconfigure software to single entity implementation	155,479.35	100%
Develop Smart City Plan	39,999.99	100%
Develop Economic Development Strategy	90,900.00	100%
Undertake rates modelling for beyond 2020	38,681.13	90%
Transition Organisation to Sept 2017 elections through PMO	223,542.00	100%
Develop an Arts and Cultural Plan	51,551.01	95%
Review and Document Council's Internal Procedures using PROMAP	72,727.27	100%
HR Services for Recruitment of Leadership Team	99,805.07	100%
Integrated SCADA System	120,000.00	100%
TOTAL	\$5,000,271.85	

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

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

L2.2.1 – Report on the transition to a Stronger Council

Stakeholder Engagement

The Stronger Communities Fund (SCF) and New Council Implementation Fund (NCIF) Funding Agreement requires Council to submit six-monthly reports to the Office of Local Government.

Financial Implications

With the allocated funding to the projects, the budget for the merger projects will be balanced. At this point 57% of all projects are completed.

Next Steps

Monitor and regularly review the progress and expenditure of each project to ensure the project is on track and on budget, as unspent funds will need to be reallocated.

Item:	13.2	Ref: AINT/2018/09457
Title:	FOR INFORMATION: Procurement - Acceptance of Tenders Under CEO Delegated Authority	Container: ARC17/2016
Author:	Peter Wilson, Acting Program Leader Governance, Risk and Legal	
Attachments:	Nil	

RECOMMENDATION:

That the report on the acceptance of tenders, under the CEO delegated authority to accept tenders with a contract value of up to \$500,000, up to 31 March 2018, be received and noted.

Background:

The introduction of the Local Government Amendment (Governance and Planning) Bill 2016, resulted in changes to Section 377 of the Local Government Act 1993 (the Act) regarding the general power of the council to delegate. The Act now provides the Council with the ability to delegate acceptance of most types of tenders to the CEO.

Council subsequently resolved that the CEO be delegated the acceptance of tenders, up to the value of \$500,000, where all other tender requirements of the Act and Local Government (General) Regulation 2005 (the Regulation) are met.

Key Issues and Risks

Section 55 of the Act and Part 7 of the Regulation sets out all of the statutory requirements for a Council to procure goods and services through Tendering. Previously Section 377 of the Act expressly denied delegation of acceptance of tenders:

General power of the council to delegate

(1) 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 the following:

- (i) the acceptance of tenders which are required under this Act to be invited by the council.*

The changes to the Act that were introduced through the Local Government Amendment (Governance and Planning) Bill 2016 have resulted in the following replacement Section:

General power of the council to delegate

(1) 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 the following:

- (i) the acceptance of tenders to provide services currently provided by members of staff of the council.*

It should be noted that the delegation excludes acceptance of tenders for services currently provided by members of staff of the council (which could therefore result in a reduction of staff positions, or increase operational resourcing), and the Regulation still requires a council resolution where tenders for a proposed contract are not accepted and an alternate option is required, as per Regulation 178.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

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

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

The Executive Leadership Team (ELT) considers all tenders and minutes the CEO determinations and all tenders approved under delegation will be reported to council quarterly.

This report was deferred from the April Council Meeting and is resubmitted for information.

Financial Implications

The delegated authority has reduced the amount of tendering reports that are required to go to Council for a resolution, and has also resulted in a faster procurement process. This assists service providers and operational activities, by ensuring a more efficient process, where appropriate.

Tenders approved under delegated authority up to September 2017 are:

- Upgrade Pivot Irrigation & Telemetry Control at Armidale Effluent Reuse Farm – Pivot Irrigation & Pumping - \$285,933
- Water Service Line Replacement – Dundalk - \$70,620
- Provision for Legal Services – Legal Panel - \$ Schedule of Rates
- Design & Install Solar Voltaic Arrays at various Council sites – Epho Pty Ltd - \$363,866
- Cluny Road Upgrade – Ducats Earthmoving - \$221,133
- CCTV Inspection of Sewer & Stormwater Mains – Flowpro - \$280,159

Tenders approved under delegated authority for the period October 2017 to March 2018 are:

- Design of internal water & sewer reticulation at Airport – Coastal Works (Coffs Harbour City Council) - \$433,921
[Note that Section 55 Local Government Act – What Are The Requirements For Tendering? does not apply to a contract entered into by a council with another council s55(3)(c)]

Next Steps

The quarterly report for June 2018 will be submitted to the July 2018 council meeting for information.

Item: 13.3 **Ref:** AINT/2018/10600
Title: FOR INFORMATION: Cash & Investments Report for May 2018
Container: ARC17/2209
Author: Deborah Walls, Accountant
Attachments: 1. May 2018 ARC Investment & Cash Dashboard

RECOMMENDATION:

That Council note the Cash & Investments Report, as at 31 May 2018, reporting Investments held of \$59,326,235.06 and a consolidated Bank Account balance of \$6,866,544.51, excluding the Trust Fund.

Background:

Cash and Investments for the month of May 2018.

The following is the cash and investments particulars for the period 1 May 2018 to 31 May 2018. At the end of the May period, Council held \$59,326,235.06 in investments and a consolidated bank account balance of \$6,866,544.51 excluding the Trust Fund.

During the month of May, total payments and receipts were \$12 million and \$9.4 million respectively. Council's bank account balance as per bank statements at the end of the period 31 May 2018 are as follows:

Bank Accounts	
General Fund	6,865,544.51
Trust Fund	1,293,726.24
Total Bank Balances	8,160,270.75

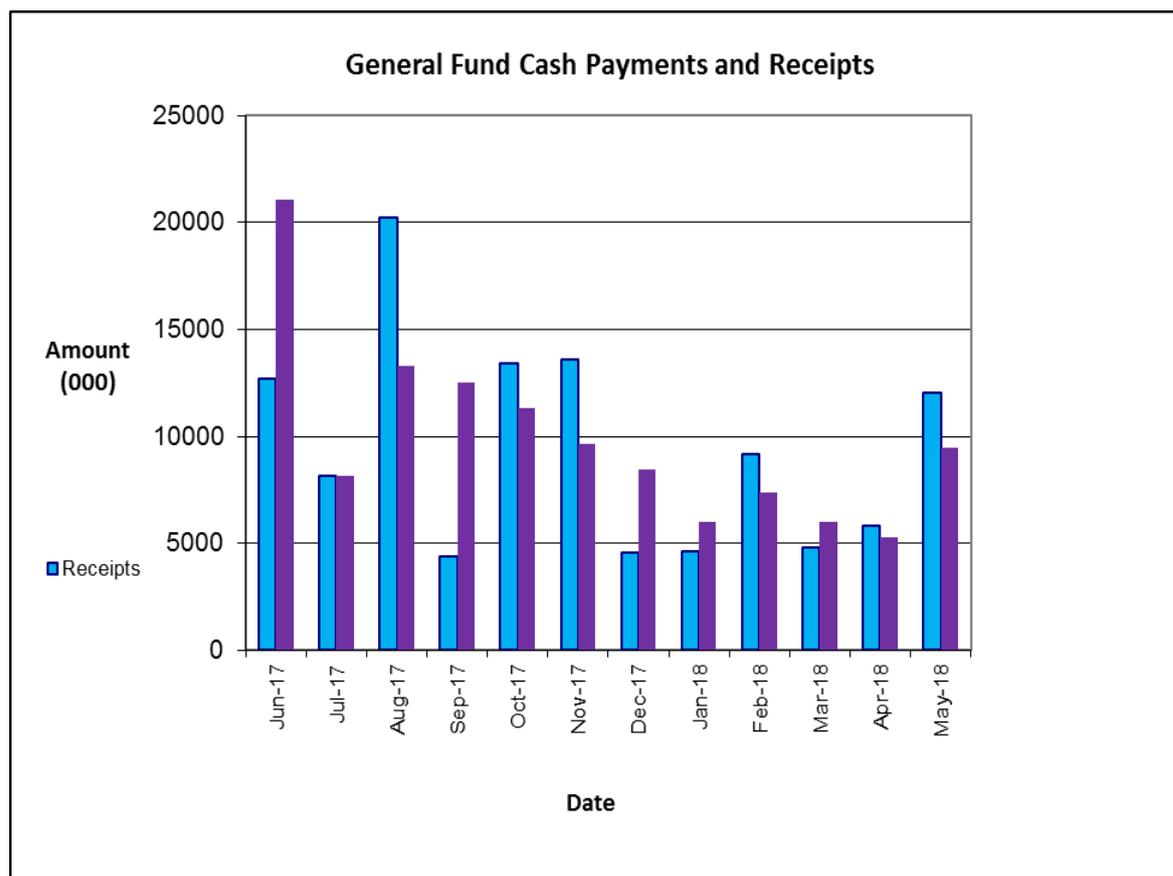
	%
30 day BBSW Index	1.60
Average Interest Rate on Term Deposit Investments	2.60

Investments Register

At the end of the May period Council held \$59,326,235.06 in investments, this is a net decrease of \$987,665.68 from the end of the April period. General fund bank account balances have increased by approximately \$2,503,618.58

Investment Summary

Opening Balance at the beginning of the Period	61,313,900.74
Redemption term Deposit to NAB General Fund	(2,000,000.00)
Increased principal from roll over of funds	12,334.32
Closing Balance at the end of the Period	59,326,235.06



Investment	Sum of Investment at Market Value	Average of Interest Rate %
AMP	5,000,000	2.69%
Bank of Queensland	4,000,000	2.58%
Bendigo Bank Australia	1,000,000	2.45%
Beyond Bank Australia	6,000,000	2.61%
Credit Union Australia	2,000,000	2.55%
Westpac	5,000,000	2.55%
ING	7,000,000	2.55%
ME Bank	5,000,000	2.61%
NAB	12,565,824	2.65%
Rural Bank	5,000,000	2.62%
T-Corp Hour Glass Account	5,109,559	NA
NAB High Interest At Call Savings Account	1,650,852	NA
Grand Total	59,326,235	2.60%

Key Issues and Risks

As per the attached dashboard, Council has a deficiency of approximately \$5.1 million in unrestricted funds as at 31 May 2018. This deficiency has decreased by \$1.5 million resulting in an improvement in the position of unrestricted cash for the Council.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

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

L2.1.3 – Develop effective financial management systems

Stakeholder Engagement

An Investment Report is required to be tabled at the monthly Ordinary Meeting of Council.

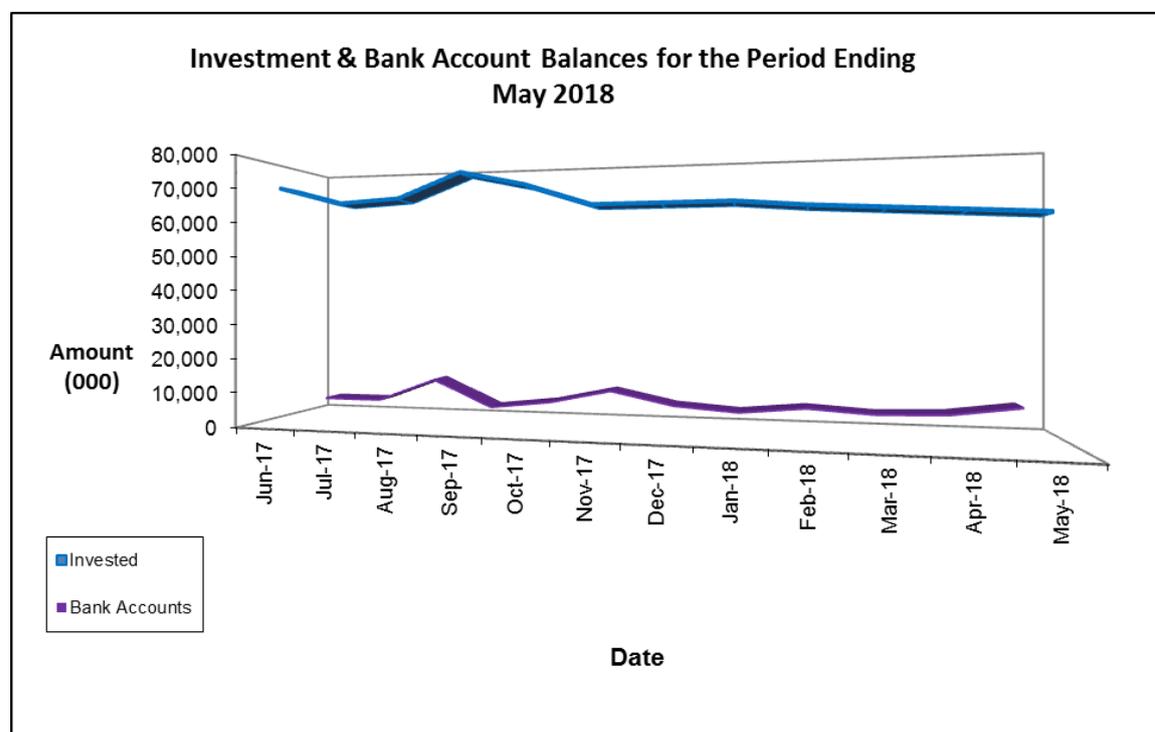
All of Council's investments for the period ending are in accordance with:

- 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.

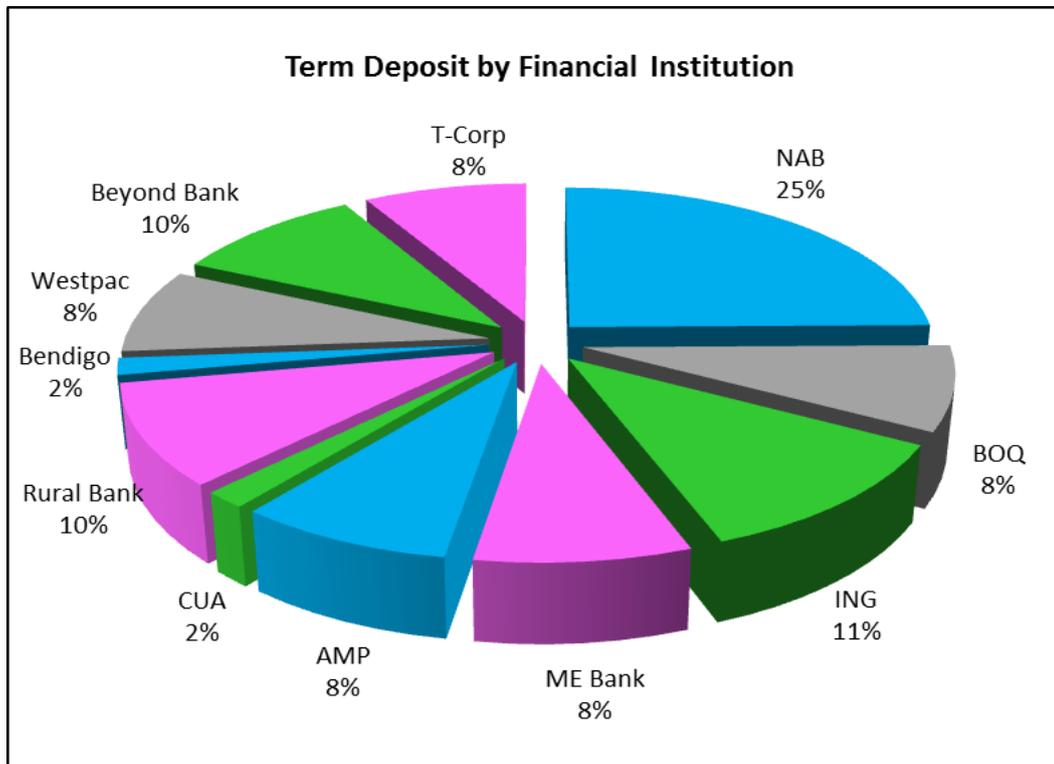
The Investment Policy covers aspects of risk associated with interest rates and bank security.

Financial Implications

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



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



Next Steps

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

Item: 16.1 **Ref:** AINT/2018/09936
Title: FOR INFORMATION: Minutes - Audit and Risk Committee - 22 May 2018
Container: ARC16/0522
Author: Peter Wilson, Acting Service Leader Governance, Risk and Corporate Planning
Attachments: 1. Minutes - Audit and Risk Committee - 22 May 2018

RECOMMENDATION:

That Council note the Minutes of the Audit and Risk Committee meeting held on 22 May 2018, as there were no committee recommendations that require a council decision.

Item: 16.2 **Ref:** AINT/2018/10960
Title: FOR INFORMATION: Minutes - Arts, Cultural and Heritage Advisory
Committee - 24 May 2018 **Container:** ARC16/0217
Author: Hayley Ward, Interim Museum Team Leader
Attachments: 1. Minutes - Arts, Cultural and Heritage Advisory Committee - 24 May
2018

RECOMMENDATION:

That Council note the Minutes of the Arts, Cultural & Heritage Advisory Committee meeting held on 24 May 2018, as there were no committee recommendations that require a council decision.

Item: 16.3 **Ref:** AINT/2018/10954
Title: FOR DECISION: Minutes - Traffic Advisory Committee Meeting - 5 June 2018 **Container:** ARC16/0168
Author: Belinda Ackling, Personal Assistant
Attachments: 1. Minutes - Traffic Advisory Committee - 5 June 2018

RECOMMENDATION:

That the following recommendations from the Traffic Advisory Committee Meeting held on 5 June 2018 be adopted:

- (a) That approval be provided for the road closures of Taylor Street, from Dumaresq Street to Donnelly Street and Kirkwood Street, between Taylor Street and Douglas Street, from 7.30am until 6.00pm on Sunday 12 August, for the 2018 Armidale and District Football Carnival;**
- (b) That the temporary road closure of Ruby Street, between Amethyst and Opal Street Tingha, for the NAIDOC Week march and celebrations, to be held on Monday 9 July 2018 from 10.45am and reopening at 11.45am be endorsed;**
- (c) That the requested temporary road closure of Bradley Street, Guyra from 6.30am until 3.00pm on 29 September 2018 be approved, in conjunction with the activities of the Guyra Spring TroutFest scheduled to be held from 28 September to 1 October 2018;**
- (d) That the request for a Loading Zone to be installed in Donnelly Street, in front of the O'Connor Catholic College Benilde building be denied, and that the School should consider the timing for unloading goods and not do this during School Zone activation times;**
- (e) That the four 1 hour parking spaces in Rusden Street, in front of St Marys School be changed to "No Parking" between 8.00 - 9:30am and 2:30 - 4.00pm;**
- (f) That the request to install a Pedestrian Crossing or Pedestrian Refuge in Moore Street, in front of the Armidale Court House, be denied on the grounds that it doesn't meet the warrant and would remove 4 to 6 parking spaces;**
- (g) That the current ½ hour parking restrictions in front of 82 Rusden Street, be replaced with a 2 hour parking limit in keeping with the current parking restrictions for Rusden Street between Taylor and Marsh Streets;**
- (h) That the BS S1 line marking be replaced by BB lines for 70 metres in length on Long Swamp Road, so as to extend across the Mays Road intersection;**
- (i) That the BS S1 line marking be replaced by BB lines for 300 metres in length on Long Swamp Road, so as to extend across Lucas Lane intersection; and**
- (j) That the RMS be provided with the correspondence raising speeding concerns in Ebor for their consideration and to investigate and respond to Mr Williams.**