



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 23 August 2017
9am

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 - 26 July 2017,</i>	
3	Declarations of Interest	
4	Have Your Say On An Agenda Item	
5	Deputations by Community Groups/Organisations	
6	Administrator Minutes	
6.1	FOR INFORMATION: CEO Half-Yearly Performance Review	3
7	Reports of Officers	
7.1	Our Environment	
7.1.1	FOR DECISION: Suspension of Alcohol Free Zone - Bradley and Nincoola Streets, Guyra - Guyra Troutfest.....	5
7.2	Our Governance	
7.2.1	FOR DECISION: Terms of Reference - Community Wellbeing Advisory Committee	7
7.2.2	FOR DECISION: Armidale Cup - Sunday 4 March 2018	8
7.2.3	FOR INFORMATION: Cash & Investments Report July 2017.....	9
7.2.4	FOR INFORMATION: Quarterly Water Adjustment Report Report.....	13
7.3	Our Infrastructure Nil	
7.4	Our People	
7.4.1	FOR DECISION: Learner Driver Mentor Program request to waive Traffic Education Centre Fees	14
8	Committee Reports	
8.1	FOR DECISION: Gayinyaga Committee - minutes of the meeting held 12 July 2017	15
8.2	FOR DECISION: Regional Sports Council Committee - Minutes of the meeting held 25 July 2017	16
8.3	FOR DECISION: Traffic Advisory Committee - Minutes of the Meeting held 1 August 2017	17
9	Public Forum	

Item: 6.1 **Ref:** AINT/2017/14258
Title: FOR INFORMATION: CEO Half-Yearly Performance Review **Container:**
ARC17/2240
Author: Ian Tiley, Administrator
Attachments: Nil

RECOMMENDATION:

That the Administrator Minute be adopted and the CEO Mr Dennis be congratulated for his high achievement, integrity, and competency as CEO during the first six months of his employment with Armidale Regional Council.

Introduction

On 30 January 2017, the Council Chief Executive Officer Mr Peter Dennis commenced duties with Council. Clause 7.5 of the relevant contract requires Council to ensure that the CEO performance is reviewed at least annually. In is normal practice in NSW local government to also conduct a mid-year review.

The new Council will appoint a Performance Review Committee to conduct future half yearly and annual Reviews. Usually this Committee comprises the Mayor, Deputy Mayor and one or perhaps two other Councillors.

To assist in the important first process, the services of Mr Stephen Blackadder of Blackadder and Associates were retained. I convey thanks to Stephen for his guidance and support during the review which was conducted on 9 August 2017.

Background:

As Administrator, in the early months of my role, I quickly formed the view that the Council required an organisational structure review which included an overhaul of all senior management positions. Such review commenced in September 2016 and therefore Mr Peter Dennis was appointed as the CEO to the merged council. Mr Blackadder provided invaluable assistance in the recruitment phase as well as with the organisation review.

The Review

The CEO provided a first-class report detailing his key achievements over the review period. These included communicating his leadership commitment, securing the senior leadership team in place, completing the organisational restructure. He developed a strong focus on workplace safety. Other achievements in the early months included launching of the new Brand, revamping internal communications, and establishing a leadership performance framework and leadership team roadmap.

Mr Dennis also reported to the Review, the considerable progress in building community networks, which will also be a key future focus and includes a strong focus on customer and community services and the completion and implementation of an Arts and Cultural Strategy.

During the period, there was a continuum of major capital projects delivery including at the new library, Regional Airport, Regional Landfill, and Kolora Aged Care Facility.

Another key focus was the imperative of achieving long term financial sustainability with the sign off a Financial Strategy and establishment of an ELT Financial Review Committee.

Excellent initiatives also commenced in capital governance, risk management and development of a more commercial focus.

Important initiatives are under way to securing funding for various projects.

Conclusion

Over the years I have participated in many performance reviews of General Managers and without doubt I consider that the Performance Report presented by CEO Peter Dennis is one of the very best I have ever received. From my position as Administrator of the full six-month period, I verify that CEO Peter Dennis has performed with high achievement, competence, and satisfaction.

Item:	7.1.1	Ref: AINT/2017/12938
Title:	FOR DECISION: Suspension of Alcohol Free Zone - Bradley and Nincoola Streets, Guyra - Guyra Troutfest	Container: ARC16/0722
Author:	Linda Graham, Town Planner	
Attachments:	Nil	

RECOMMENDATION:

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

- a) **Suspend the declaration of that portion of the Guyra alcohol free zone from 9.30am to 3.30pm on Saturday the 30 September 2017, which it is proposed to be used for the Guyra Troutfest and includes Bradley Street, subject to the following conditions:**
- i. **Tasting cups are to be served in plastic drinking apparatus of not more than 100ml capacity (for beer), 50ml (for wine) and 15ml (for spirits) and may only be consumed within the suspended areas.**
 - ii. **The lifting of the prohibition does not preclude Council or the Police from taking any action considered necessary under the provisions of all relevant legislation.**
 - iii. **Any necessary liquor licences through the Office of Liquor and Gaming must be obtained prior to the period's identified events.**
- b) **Notify the officer in charge of the Guyra Police district of the proposed suspension of the alcohol free zone.**
- c) **Remove or cover the alcohol free zone signs in the subject area and carry out required notification in relevant local newspaper.**

Background:

Council has received a request from Mrs Lynne Chapman, Festival Coordinator for the Guyra Troutfest, to temporarily suspend that part of the Guyra alcohol free zone which is located along Bradley Street, Guyra (refer to Figure 1). This is to facilitate the holding of the Guyra Troutfest from the 29 September 2017 until the 1 October 2017. This is the second year the event has been held.

In relation to the service of alcohol, it is requested that the suspension occur on the 30 September 2017, between the hours of 9.30am and 3:00pm. A similar request was made and approved by Council last year in relation to the service of alcohol during the event. The 2016 approval gave permission for the Alcohol Free Zone to be temporarily suspended on the 1 October 2016, between the hours of 10:00am to 3.30pm.

Council has been advised that the Guyra Troutfest Committee has made application to the Office of Liquor and Gaming for the issue of a "wine show or producer's market/fair" licence. This licence permits the sale of packaged alcohol products and associated tastings.

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

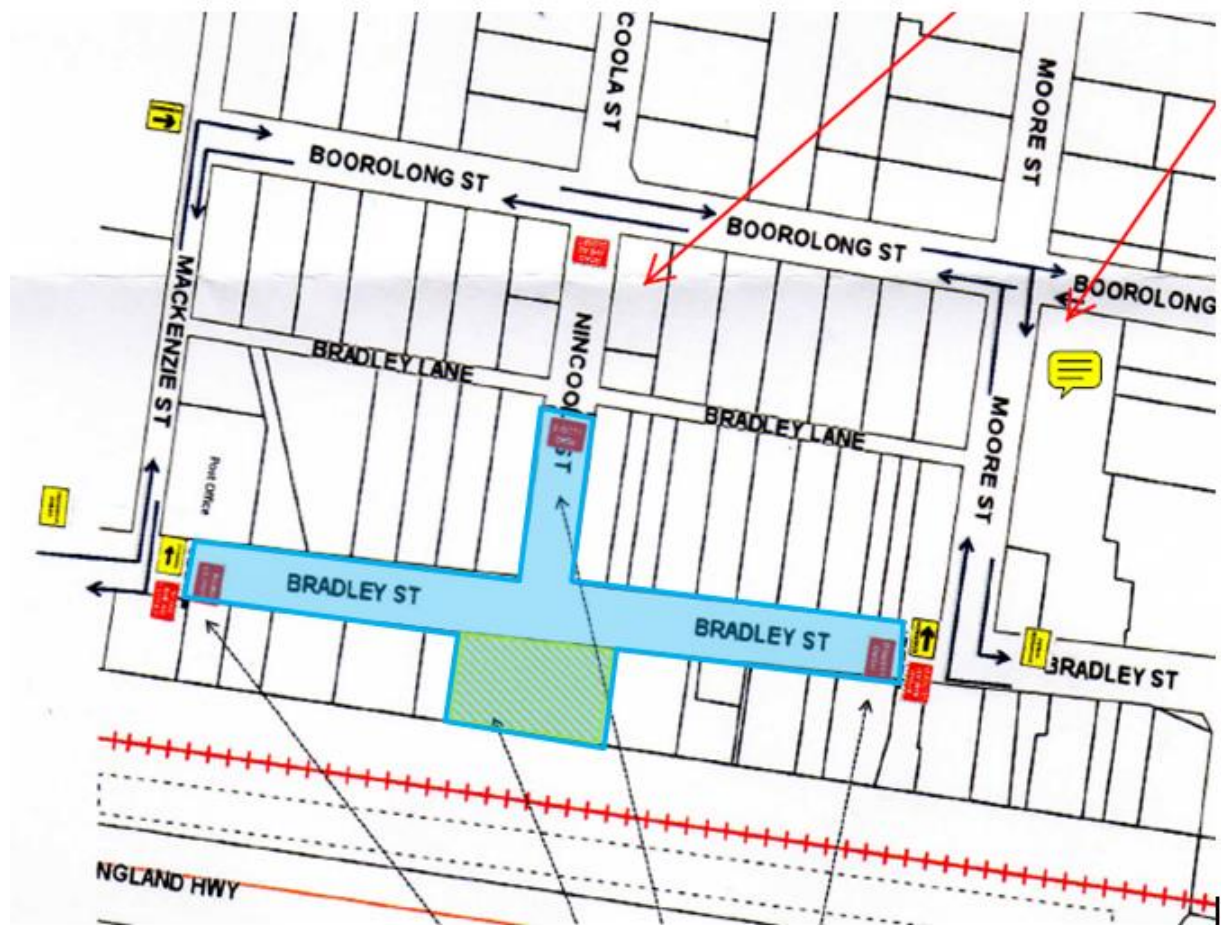


Figure 1: Map showing the area which will the event will be held (area coloured blue). Bradley Street is located within the blue area.

Key Issues and Risks

Required road closures have been sought by the applicant.

Integrated Planning and Reporting Framework

Required reporting has been undertaken.

Stakeholder Engagement

Relevant notifications will be carried out prior to the event.

Financial Implications

It is anticipated that the event will have a positive effect upon the local economy.

Next Steps

Notification to the Department of Liquor and Gaming in relation to Council's resolution.

Item: 7.2.1 **Ref:** AINT/2017/12939
Title: FOR DECISION: Terms of Reference - Community Wellbeing Advisory Committee **Container:** ARC16/1052
Author: Nathalie Heaton, Service Leader Governance, Risk and Corporate Planning
Attachments: 1. Community Wellbeing Advisory Committee

RECOMMENDATION:

That the Terms of Reference for the Community Wellbeing Advisory Committee be adopted.

Background:

At the Ordinary Council meeting held on 24 May 2017, Council reviewed its Committees and resolved the following (Minute No 128/17):

"...That the Council's Community Safety Advisory Committee be dissolved and replaced by the creation of a Community Wellbeing Advisory Committee to be governed through a revised Terms of Reference".

Key Issues and Risks

The terms of reference are designed to set the rules of engagement for the Committee. They are written to provide guidelines and support to assist the Committee members.

Integrated Planning and Reporting Framework

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

Staff have been involved in drafting the Terms of Reference.

Financial Implications

There are no financial implications noted at this stage.

Next Steps

That the Terms of Reference be circulated to interested parties.

Item: 7.2.2 **Ref:** AINT/2017/13591
Title: FOR DECISION: Armidale Cup - Sunday 4 March 2018

Container: ARC16/0483

Author: Nathalie Heaton, Service Leader Governance, Risk and Corporate Planning

Attachments: 1. Advice and Guidelines for Local Public Holiday and Local Event Day applications for 2018 and 2019

RECOMMENDATION:

That the report advising that the Armidale Cup is to be held on Sunday 4 March 2018, be noted.

Background:

In the past the Armidale Cup has been held on a Monday and last year a half day public holiday was gazetted to support the Armidale Cup.

Key Issues and Risks

The community has been divided in relation to the half day public holiday or local event day being gazetted. Representatives from schools and businesses have written to advise that they do not support Council in its decision to gazette a half day public holiday or local event day. The Armidale Jockey Club however has recognised Council's support for the Armidale Cup.

Council has been advised that Racing NSW have requested that the Armidale Jockey Club move the race to Sunday, 4 March 2018. The Armidale Jockey Club has agreed to moving the date. Council is therefore not required to gazette a half day public holiday or local event day. On the basis of the information provided Council will not be seeking to gazette a half day public holiday for the Armidale Cup in March 2018.

Integrated Planning and Reporting Framework

Our People and Community: Events and cultural activities provide the community with an opportunity to celebrate the unique culture and lifestyle of the region.

Stakeholder Engagement

A media release will be sent closer to the date advising people that the Armidale Cup is to be held on Sunday 4 March 2018.

Financial Implications

Productivity Improvement Outcome for internal staff affected by the public holiday which is estimated to be \$30,000. Regional impacts would be significant.

Next Steps

Should the event be successful, that Council consider negotiating with Racing NSW and the Armidale Jockey Club to hold the Armidale Cup on a Sunday for future cup days.

Item: 7.2.3 **Ref:** AINT/2017/13645
Title: FOR INFORMATION: Cash & Investments Report July 2017 **Container:**
ARC17/2153
Author: Keith Lockyer, Service Leader Finance and Information Technology
Attachments: 1. July 2017 Investment Register

RECOMMENDATION:

That the Cash & Investments report for Armidale Regional Council as at 31 July 2017 be received and noted.

Introduction:

Cash and Investments for the month of July 2017.

Report:

The following is the cash and investments particulars for the period 1 July 2017 to 31 July 2017. At the end of the July period, Council held \$65,744,321.26 in investments and a consolidated bank account balance of \$3,582,307.82 excluding the Trust Fund.

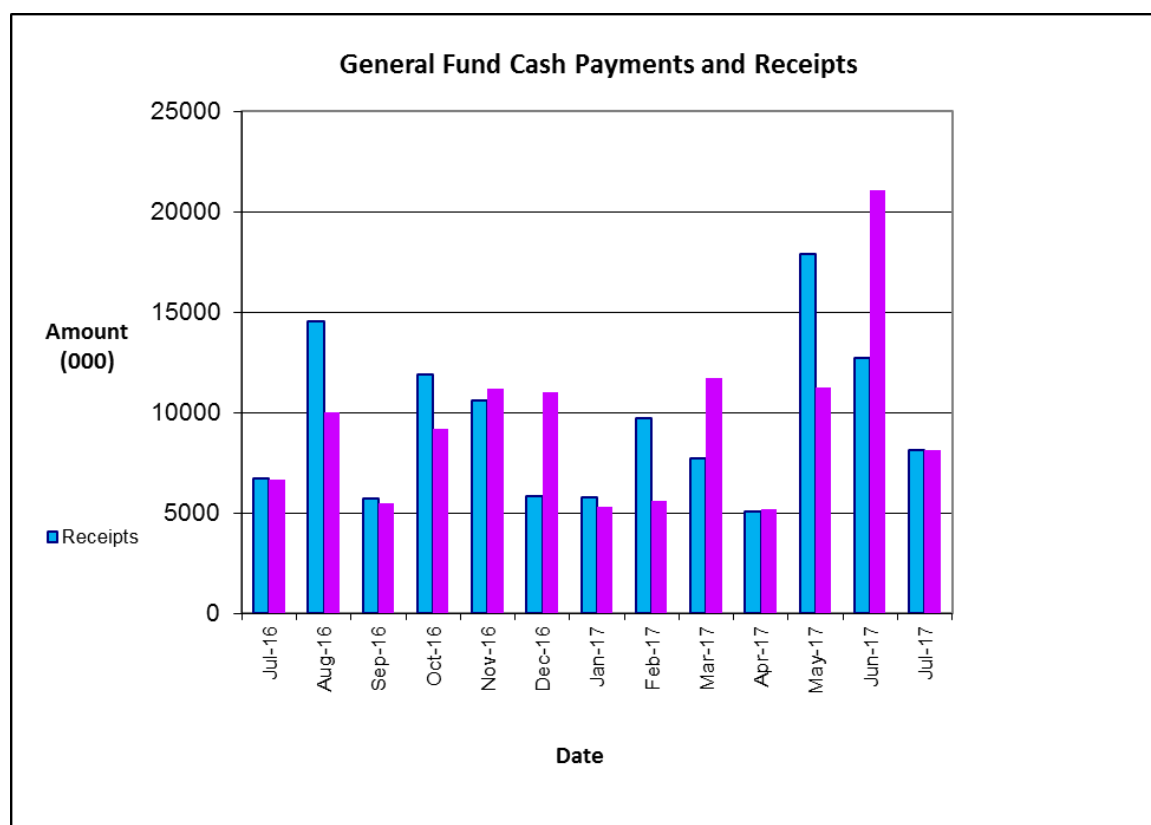
During the month of July, total payments and receipts were \$8.16 million and \$8.13 million respectively. Council's bank account balance as per bank statements at the end of the period 31 July 2017 are as follows:

General Fund	3,582,307.82
Trust Fund	1,229,624.95
Total Bank Balances	4,811,932.77
	%
30 day BBSW Index	1.62
Average Interest Rate on Term Deposit Investments	2.68

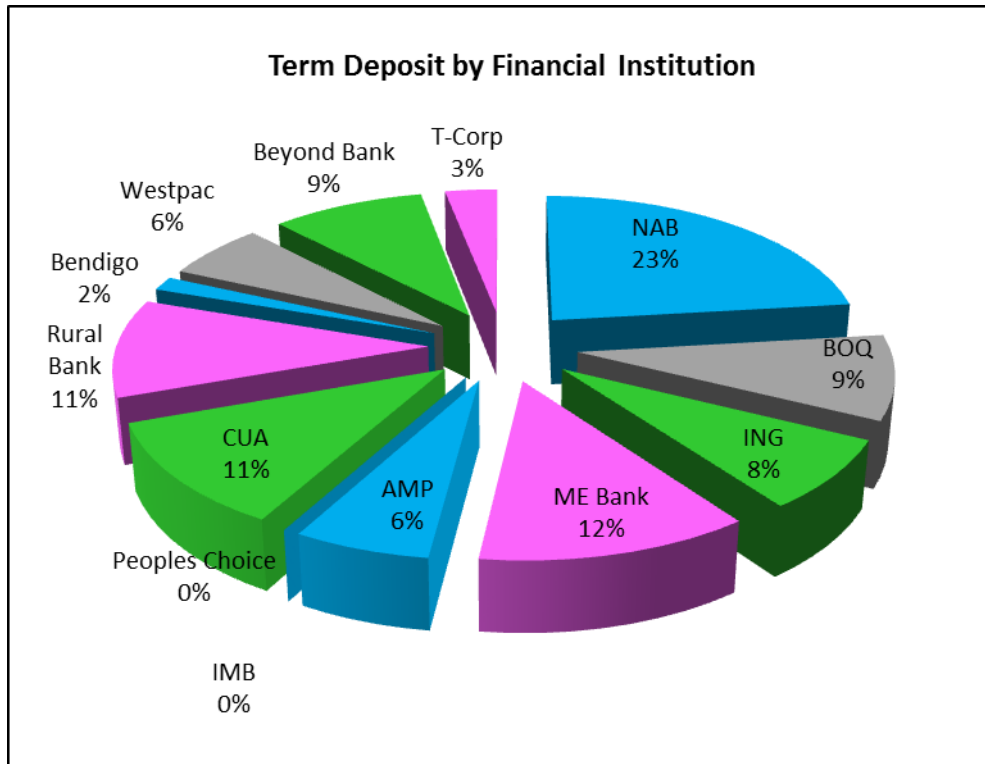
Investments Register

At the end of the July period Council held \$65,744,321.26 in investments, an decrease of \$4,987,716.21 from the end of the June period. General fund bank account balances have remained constant.

Opening Balance at the beginning of the Period	70,732,037.47
Redemptions to the NAB General and Business A/c's	- 5,000,000.00
Increased principal due to roll over of funds	12,283.79
Closing Balance at the end of the Period	65,744,321.26



Institution	Sum of Investment at Market Value	Average of Interest Rate %
AMP	\$ 4,000,000.00	2.70%
Bank of Queensland	\$ 6,000,000.00	2.60%
Bendigo Bank	\$ 1,000,000.00	2.65%
Beyond Bank	\$ 6,000,000.00	2.70%
Credit Union Australia	\$ 7,500,000.00	2.74%
High Interest At Call Savings Account	\$ 1,608,221.73	
ING	\$ 5,000,000.00	2.67%
ME Bank	\$ 8,000,000.00	2.79%
NAB	\$ 13,600,711.53	2.60%
Rural Bank	\$ 7,000,000.00	2.57%
T-Corp Hour Glass Account	\$ 2,035,388.00	
Westpac	\$ 4,000,000.00	2.59%
Grand Total	\$ 65,744,321.26	2.68%

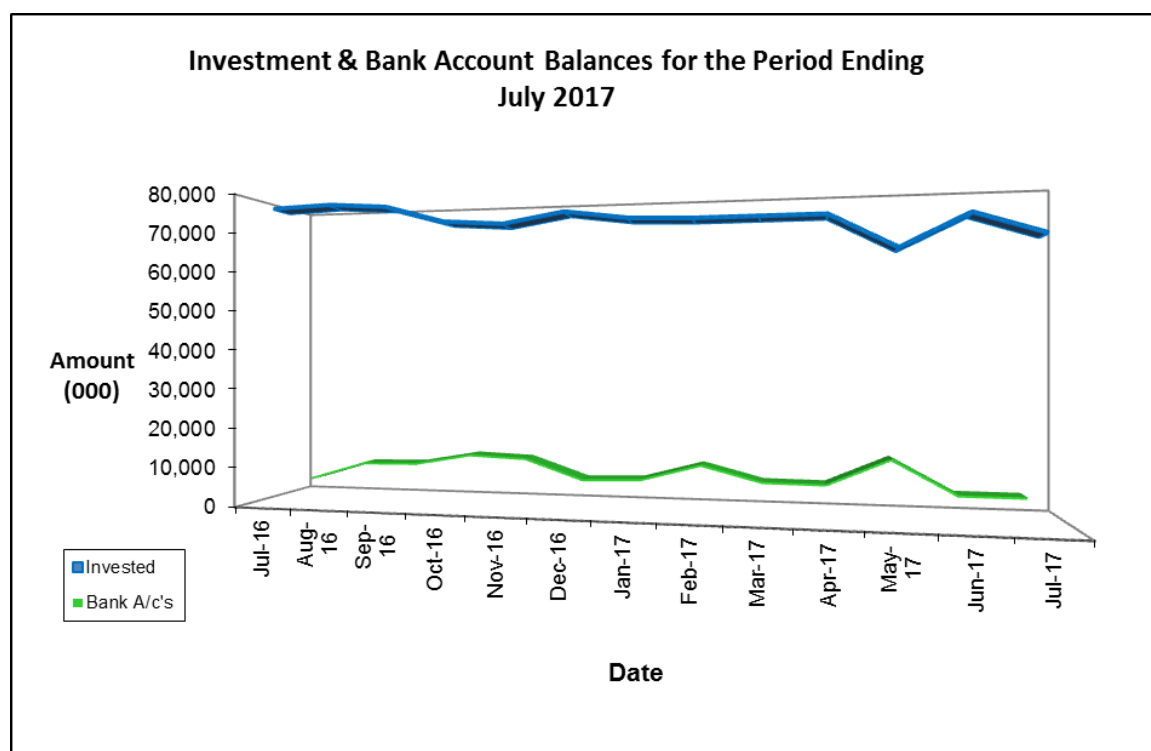


Community Engagement and Internal Consultation

This monthly report provides the community with a snapshot of Council’s cash and investment particulars for the period 1 July 2017 to 31 July 2017.

Financial Implications:

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



Good Governance

All of Armidale Regional 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.

Integrated Planning and Reporting Issues:

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

Sustainability Assessment

Council's financial position is a key component in its economic sustainability in the future.

Item: 7.2.4 **Ref:** AINT/2017/13835
Title: FOR INFORMATION: Quarterly Water Adjustment Report Report
Container: ARC16/0045-3
Author: Sarah Everett, Revenue Officer
Attachments: Nil

RECOMMENDATION:

That this report be noted and the total adjustments to water accounts contained within this report be noted as totalling \$8,702.17

Background:

Quarterly report detailing value adjustments made to water assessments for the fourth quarter of the 2016-2017 Financial Year.

Report:

This report relates to adjustments to water accounts under the provisions of Policy 238. For the quarter 1st April 2017 to 30th June 2017 water adjustments determined under the provisions of Policy 238 Water Account Adjustment Management were:

- Assessment 51754.0 was adjusted by -\$1,336.76
- Assessment 23175.3 was adjusted by -\$1,079.70
- Assessment 24467.3 was adjusted by -\$813.60
- Assessment 53418.0 was adjusted by - \$5,472.11

Key Issues and Risks

Nil to be considered

Integrated Planning and Reporting Framework

This is a statutory report

Stakeholder Engagement

As per Policy 238

Financial Implications

Reduction in Council water billing charges of \$8,702.17

Next Steps

Nil to be considered

Item:	7.4.1	Ref: AINT/2017/14257
Title:	FOR DECISION: Learner Driver Mentor Program request to waive Traffic Education Centre Fees	Container: ARC16/0164
Author:	Lindsay Woodland, Group Leader Organisational Services	
Attachments:	Nil	

RECOMMENDATION:

That Council provide a donation of \$62.00 to waive Traffic Education Centre fees for use of the skid pan and highway circuit access facilities by the Learner Driver Mentor Program in accordance with S356 of the *Local Government Act 1993*.

Background:

Jobs Australia Enterprises are coordinating the Armidale Learner Driver Mentor Program. As part of their service, they provide resources for disadvantaged youth to be able to sit for their P1 drivers licence by providing the resources they need to secure their 120 log book hours.

Jobs Australia has requested the Traffic Education Centre booking fees to be waived and for keyed security access to be provided to enable the program to access the skid pan and 2km highway circuit for "off road" driving practice. Program organisers have advised they are willing to book on a monthly basis and have a very small number of participants registered before October, when the program is due for review.

These facilities are available to a number of users including commercial driver/rider trainers, community groups, organisations and members of the public. A facilities booking system has existed for a number of years and is managed by Council caretakers.

Key Issues and Risks

There would be times when the facilities would not be available e.g. the NSW Fire and Rescue driver training programs 3 to 4 times per year over a 7-8 day period.

Integrated Planning and Reporting Framework

This request is consistent with supporting local community groups and vulnerable groups within our community.

Stakeholder Engagement

Council's Property Team Leader has proposed a monthly booking schedule for an allocated amount of time. No community consultation has been undertaken in relation to this waiving of fees as listed in Council adopted fees and charges.

Financial Implications

The adopted 2017-2018 Fees and Charges are: Highway Circuit \$31.00 per hour; Skid Pan \$31.00 per hour. At the time of this report the Learner Driver Mentor Program has one registered participant until October. It is proposed the waiver of the fees will total \$62.00, which is not considered significant.

Next Steps

N/A.

Item: 8.1 **Ref:** AINT/2017/12180
Title: FOR DECISION: Gayinyaga Committee - minutes of the meeting held 12 July 2017 **Container:** ARC16/0605
Author: Hayley Ward, Administration Officer
Attachments: 1. Minutes - Gayinyaga Committee - 12 July 2017

RECOMMENDATION:

That the Minutes of the Gayinyaga Committee meeting held on 12 July 2017 be noted and the following recommendations endorsed:

- a) **That the Traffic Committee review the traffic calming measures installed on Cookes Road and Long Swamp Road to monitor their effectiveness in reducing speeding drivers.**
- b) **That the Traffic Committee request that police presence be increased in Cookes Road and Long Swamp Road and a stationary speed camera is considered to monitor speeding drivers.**
- c) **That Council create a wall celebrating past and present Aboriginal employees.**
- d) **That Gayinyaga provide \$1000 from the Aboriginal Community Sport and Cultural Development Fund to support Zac Ahoy who has successfully made the NSW Boccia Team to attend the New Zealand Boccia National Championships in October 2017.**

Council further includes:

- e) **That with respect to recommendation c) this item be considered by the incoming Council in conjunction with a statement of reconciliation.**

Item: 8.2 **Ref:** AINT/2017/12990
Title: FOR DECISION: Regional Sports Council Committee - Minutes of the meeting held 25 July 2017 **Container:** ARC16/0330
Author: Alex Piddington, Sports Coordinator
Attachments: 1. Minutes - Regional Sports Council - 25 July 2017 Special
2. Regional Sports Council - Priority List - 2017_18

RECOMMENDATION:

That the Minutes of the Regional Sports Council Committee meeting held on 25 July 2017 be noted and the following recommendations endorsed:

- a) That Council continue to support the Northern Inland Academy of Sport (NIAS) financially as NIAS celebrates 25 years since it was first established in Armidale.
- b) That Council endorses the updated Regional Sports Council Priority list (attached) and the Sports Council funding allocations to the following projects from the 2017/18 Sports Development fund:
 - 1) Guyra Recreation Ground Canteen Refurbishment Stage 1 - \$20,000.00
 - 2) Newling Oval Field Refurbishment - \$30,000.00.
- c) The Armidale Regional Sports Council (ARSC) Executive recommend to Council that following the September elections the structure of the ARSC committee remain the same with the possible addition of two Councillors with an interest in Sport.
- d) That Council endorses the Sports Council Small Grant funding applications to Greg Blanch - Swimming (\$250) and Mia Emanuel - Hockey (\$250) from the 2017/18 small grant fund. The application by Zac Ahoy - Boccia (\$250) was declined due to Zac receiving a grant from the Gayinyaga Committee (Meeting held 12 July 2017).

Council further includes:

- e) That with respect to recommendation c) Council supports the addition of two Councillors with one of the Councillors fulfilling the role of Committee Chair.

Item: 8.3 **Ref:** AINT/2017/13349
Title: FOR DECISION: Traffic Advisory Committee - Minutes of the Meeting held 1 August 2017 **Container:** ARC16/0168
Author: Rob Shaw, Service Leader Roads and Parks
Attachments: 1. Minutes - Local Traffic Committee - 01 August 2017

RECOMMENDATION:

- a) That the Minutes of the Traffic Advisory Committee meeting held on 1 August 2017 be noted.
- b) That the Armidale City Public School Bus Zone located in Faulkner Street remain its original length.
- c) That the requested for the temporary road closure of Bradley Street, Guyra from 7.00am until 3pm on 30th September 2017 be approved, in conjunction with the Guyra Spring TroutFest scheduled to be held from 29 September to 1 October 2017 provided that evidence of appropriate insurance cover is provided.
- d) That approval be granted for the routes provided by the Armidale Triathlon Club for the 2017/2018 event season commencing 22 October 2017 and concluding 11 March 2018, consisting of a cycle course from The Armidale School grounds via the southern gate into Kennedy St, left turn into Kentucky Street, right turn into Long Swamp Road then proceeding out along Long Swamp Road, returning to the school via the same route, and then followed by laps around The Armidale School, be approved in accordance with the submitted Transport Management Plan and any other conditions imposed by NSW Police.
- e) That the Special Event Transport Management Plan for the 2017 Alive and Well Ride for the Chopper be endorsed.
- f) That the applicants seek approval for the Special Event Transport Management Plan for the 2017 Alive and Well Ride for the Chopper from the other Councils involved and any further conditions imposed by RMS and NSW Police must be adhered to.
- g) That approval be granted for the Special Event Transport Management Plan for the Tour de North West to be held on Sunday 1 October 2017, and any other conditions imposed by NSW Police.
- h) That the insurance renewal for the Special Event Transport Management Plan for the Tour de North West is provided prior to the release of the event approval.
- i) That speed controls and parking continue to be monitored for Long Swamp Road and Galloway Street outside Minimbah School.
- j) That Council investigate a pedestrian safety fence and pick up area for students in Long Swamp Road outside Minimbah School, and report to a future meeting.
- k) That Council replace the existing "Buses Only" sign with "No Entry Buses and Taxis Excepted" to operate during School Zone times, at Ben Venue Public School.
- l) That Council install "Bus Zone" signs to improve bus parking at Ben Venue Public School.

- m) That Council install a "Taxi Zone" at the start of the bus zone at Ben Venue Public School.**

- n) That Council install 1/4P Parking during School Zone times on eastern side of Rockvale Rd between the entry and exit of the bus bay at Ben Venue Public School.**