



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 24 May 2017
9am

at

Guyra Council Chambers

Members

Administrator, Dr Ian Tiley

AGENDA

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10.2	FOR INFORMATION: Armidale Driver Training Facility <i>As this report deals with advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege (Section 10A(2)(g) 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>	
10.3	FOR DECISION: Proposal to purchase property as detailed in the Report <i>As this report deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>	

10.4 FOR DECISION: Outstanding Debt Write Off - Guyra Pre School

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.

10.5 FOR DECISION: Sale of Land for Overdue Rates and Charges

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.

Item: 6.1 **Ref:** AINT/2017/04923
Title: FOR DECISION: Memorandum of Understanding between Armidale Regional Council, Armidale Business Chamber, Guyra and District Chamber of Commerce and Armidale Locals 4 Locals **Container:** ARC16/1177
Author: Ian Tiley, Administrator
Attachments: 1. Draft MoU ARC Armidale Business Chamber Guyra District Chamber and Locals 4 Locals

RECOMMENDATION:

- a) **That Council enters into a Memorandum of Understanding with the Armidale Guyra Business Alliance (AGBA), which comprises the Armidale Business Chamber, Guyra and District Chamber of Commerce and the Armidale Locals 4 Locals;**
- b) **That Council makes an annual contribution of \$20,000, for a period of three years, to fund activities that promote business in the region; and**
- c) **That the AGBA be established as a Business Advisory Committee.**

Introduction:

The fostering of close and mutually beneficial relationships between Council and key local community organisations and institutions has been one of the most satisfying achievements of my term as Administrator. This has been reflected in the formalisation of seven Memorandums of Understanding to date, which will make an invaluable contribution and provide an enduring legacy to the social, cultural and educational well being of the Armidale Region.

The economic wellbeing of our community is also of vital importance and it is for that reason that I have sought to pursue a relationship with the Armidale Guyra Business Alliance (AGBA) in the form of a Memorandum of Understanding (MOU).

The AGBA is a collaboration of the Armidale Business Chamber, Guyra and District Chamber of Commerce and Armidale Locals 4 Locals. This collaboration represents the interests of a wide cross section of businesses located in the Armidale Region. The proposed MOU commits both Council and the AGBA to a cooperative arrangement to promote a climate of open exchange on matters of mutual interest.

A specific initiative of the draft MOU that I wish to highlight is the creation of a Business Advisory Committee of Armidale Regional Council. It is proposed that representatives of the Armidale Business Chamber, Guyra and District Chamber of Commerce and Armidale Locals 4 Locals comprise the Business Advisory Committee. The committee will have direct access to the Council to make recommendations and to provide general advice.

So as to support the operations and initiatives of the AGBA, the draft MOU commits Council to an annual contribution for the term of the MOU to fund activities that promote business in the region including the continuation of financial support for the Armidale Regional Business Awards and the Welcome to Armidale Region events already in place.

Conclusion

The prosperity of businesses in the Armidale Region is critical to the strength of the local economy and vibrancy of our town centres. Importantly, it is the vitality of business, and in

particular small business, that is pivotal. For these reasons the development of an MOU between Council and the Armidale Business Guyra Alliance has been a priority and I am delighted that it be tabled for consideration.

Item:	7.1.1	Ref: AINT/2017/06255
Title:	FOR DECISION: Planning Proposal No. 13 - Part 111 Cookes Road, Armidale	Container: ARC16/0970
Author:	Jocelyn Ullman, Strategic Planner	
Attachments:	1. Planning Proposal No 13 - May 2017	

RECOMMENDATION:

- a) **That Planning Proposal No.13 to amend Armidale Dumaresq Local Environmental Plan 2012, which proposes to:**
- **Rezone Part Lot 40 DP 1215012 at 111 Cookes Road, Armidale, from R2 Low Density Residential to R1 General Residential, and**
 - **Alter the lot size standard for Part Lot 40 DP 1215012 from 4,000m² to 500m²,**
- be forwarded to the Department of Planning and Environment with a request for a Gateway Determination, in accordance with section 56 of the *Environmental Planning and Assessment Act 1979*.**
- b) **That a further report be provided to Council following public exhibition of Planning Proposal No. 13 to amend Armidale Dumaresq Local Environmental Plan 2012.**
- c) **That the proponent be advised of Council's resolution.**

Background

Council has received a Planning Proposal to amend Armidale Dumaresq Local Environmental Plan 2012 (ADLEP 2012) from McCloy Dumaresq Pty Ltd, the owners of the property at 111 Cookes Road, Armidale. The Planning Proposal applies to Part of Lot 40 DP 1215012 (the Site) which is part of the property north of Dumaresq Creek. Lot 40 is on the western edge of the property and is a former road reserve that was purchased by McCloy Dumaresq Pty Ltd from the adjoining landowner in 2015.

The objective of the Planning Proposal is to zone the Site from R2 Low Density Residential to R1 General Residential and reduce the lot size standard from 4,000m² to 500m² to enable future residential subdivision of this part of the property.

On 13 March 2017 council granted development consent for a 250 lot subdivision over 111 Cookes Road (Subdivision Site). Development of the approved subdivision is proposed to be carried out in stages, commencing on the western side of the Subdivision Site along Cookes Road and progressing east with the final stages including the Site. The Planning Proposal seeks to amend ADLEP 2012 so the zoning and lot size standards applying to the Site are consistent with adjoining land in the Subdivision Site. By doing so, this will enable future subdivision of the western part of the Subdivision Site to be reconfigured with the potential to increase the residential lot yield.

This report recommends that the Planning Proposal submitted by McCloy Dumaresq Pty Ltd, as reviewed and amended by council, be forward to the Department of Planning and Environment with a request for a Gateway Determination. Council will seek to use its local plan making delegations as the Planning Proposal is considered to be of local significance, subject to the agreement of the Gateway.

Report:

Planning Proposal No 13 submitted by McCloy Dumaresq Pty Ltd has been reviewed and amended by council staff and is in Attachment 1.

Planning Proposal No 13

Planning Proposal No 13 applies to Part of Lot 40 DP 1215012 (the Site), which was a former road reserve and forms part of an approved subdivision at 111 Cookes Road (Subdivision Site). The Site is currently zoned R2 Low Density Residential with a minimum lot size of 4,000m².

The total area of Lot 40 DP 12150112 is 1.581ha and is bounded by Dumaresq Creek to the south. The Subdivision Site is approximately 42.362 hectares and the Site occupies a relatively small area of approximately 1.2 hectares, or approximately 2.8% of the Subdivision Site.

On 23 July 2013 council granted development consent (DA-117-2012) for a 210 lot subdivision over the Subdivision Site. A subsequent application to increase the lot yield to 250 lots was granted development consent on 13 March 2017. The Planning Proposal proposes to rezone the Site to R1 General Residential with a minimum lot size of 500m². The proponent has indicated that the proposed rezoning of the Site will allow for a more logical and efficient subdivision of the entire property whilst providing a greater choice in lot sizes to the market. The Planning Proposal will facilitate an increase in the potential lot yield for the Subdivision Site of approximately 20 residential lots.

Extensive investigations and reporting, including the following, were carried out as part of the original subdivision application:

- Archaeological Study
- Flora and Fauna Study
- Traffic Study
- Bushfire Study
- Geotechnical Study
- Initial Assessment of Contaminated Lands
- Utility Services Investigations.

A review of these studies as part of preparing the Planning Proposal has not identified any significant constraints to the proposed rezoning and reduction in the lot size standard for the Site.

Request for Gateway Determination and local plan making delegations

The next step in progressing the Planning Proposal is to refer it to the Department of Planning and Environment (DP&E) with a request for a Gateway Determination.

The Planning Proposal meets the types of proposed LEP amendments that are routinely delegated to councils. Council will be seeking to use its local plan making delegations on the basis that the proposed LEP amendment is considered to be of local significance.

Integrated Planning and Reporting Framework

By providing for additional housing sites, the Planning Proposal is considered to support:

- the following Strategic Objectives in council's *Community Strategic Plan 2013-2028*:
 - Our People – to have a strong and resilient local economy
 - Our Environment – to manage the landscape for improved water quality and riparian stability

- the Strategic Direction: *growth prosperity and economic development* in council's Draft Community Strategic Plan 2017-2027, publicly exhibited up to 24 February 2017.

Stakeholder Engagement

Part 5 of Planning Proposal No 13 suggests that community consultation comprise public exhibition of the proposal for 14 days, including notification to adjoining landowners. The final form of the community consultation will be specified in the Gateway Determination.

The review of the submitted Planning Proposal by council's Strategic Planning staff involved consultations with relevant staff, including Engineering services.

Financial Implications

Clause 11 of the *Environmental Planning and Assessment Regulation 2000* (EPA Regulation) allows Council to enter into an agreement or arrangement with a person who requests preparation of a Planning Proposal for the payment of the costs and expenses incurred by Council in undertaking studies and other matters required in relation to the Planning Proposal. Council has entered into an agreement with the landowner for Planning Proposal No. 13 to pay for costs associated with preparing the proposal in accordance with the Fees Schedule in Council's Operational Plan 2016-2017.

The Site is subject to council's development contributions plans that propose to:

- connect the existing pedestrian cycleway in the Creeklands to the Subdivision Site
- upgrade Cookes Road bridge over Dumaresq Creek.

Good Governance

Statutory

An LEP is a statutory document and preparing and making of an amending LEP must be in accordance with the EPA Act and EPA Regulation. Section 55(2) of the EPA Act sets out the matters to be included in a Planning Proposal.

Section B of the Planning Proposal also considers whether the Planning Proposal is consistent with relevant State Environmental Planning Policies (statutory plans) and Ministerial Directions under section 117 of the EPA Act.

The Planning Proposal is considered to be consistent with applicable State Environmental Planning Policies and applicable section 117 Directions, except for section 117 direction 4.3 *Flood Prone Land*. However, the inconsistency is considered to be of minor significance and therefore justified.

Policy and risk management

The *Armidale Flood Study Review and Update – Stage 3* (BMT WBM, 2014) identifies a small section (approximately 20m x 2m) at the southern end of the Site as being below the Flood Planning Level (FPL). The Planning Proposal proposes to rezone this part of the Site below the FPL to R1 General Residential so that it corresponds with the adjoining R1 zone boundary. A Floodplain Risk Management Plan (FRMP) is being prepared for the urban reaches of Dumaresq Creek in Armidale in accordance with the State government's *Floodplain Development Manual 2005*. The planning controls, including LEP provisions, applying to the Site will be reviewed along with those applying to other flood prone land in Armidale as part of preparing the FRMP.

In the intervening period, between the Site being zoned in accordance with the Planning Proposal and any changes to planning controls as a result of the FRMP, risks associated with flooding on the Site will be managed as follows:

- development of land below the FPL will be subject to the current provisions of the EPA Act and ADLEP 2012. Clause 6.2 *Flood Planning* in ADLEP 2012 applies to land below the FPL and seeks to minimise flood risks to life and property associated with the use of the land as well as avoiding significant adverse impacts on flood behaviour and the environment.
- the proposed rezoning of the Site below the FPL is unlikely to impact on future residential development of the Subdivision Site. That part of the Site below the FPL is approximately 40m² and sufficient land would be available above the FPL to enable a future residential subdivision to have flood free access roads and residential lots.

The Site is approximately 125m south of land shown on council's Bushfire Prone Land map certified by the NSW Commissioner of the NSW Rural Fire Service. Due to the proximity of bushfire prone land to the Site the Planning Proposal will be referred to the NSW Rural Fire Service following the Gateway Determination in accordance with section 117 direction 4.4 *Planning for Bushfire Protection*.

Sustainability Assessment

Social and physical infrastructure

The Planning Proposal will potentially provide for an additional 20 residential lots on the Subdivision Site. However, due to the scale of future development the impact on existing social infrastructure is considered to be limited. The Site is in proximity to schools and bus routes and within walking/cycling distances to recreation areas. Other social infrastructure can be readily accessed by public transport (buses and taxis) and private vehicles. Adequate physical infrastructure (eg water supply, sewerage services, roads, power and telecommunications) is available, or can be made available, to serve future development of the Site.

Heritage

An Aboriginal Heritage Report was carried out as part of DA-117-2012 which identified one Potential Archaeological Deposit (PAD) located south of the Site. There are no European heritage items on or in the vicinity of the Site.

Item: 7.2.1 **Ref:** AINT/2017/06912
Title: FOR DECISION: Part Day Public Holiday for the Armidale Cup
Container: ARC16/0483
Author: Peter Wilson, Senior Governance Officer
Attachments: Nil

RECOMMENDATION:

- a) **That Council undertake public consultation on retaining the part day public holiday for the annual Armidale Jockey Club's "Armidale Cup", which is to be held on Monday 19 March 2018; and**
- b) **That a decision on whether to apply for a part day public holiday be made at the July 2017 Ordinary Meeting of Council, after consideration of submissions received.**

Introduction:

The Armidale Cup is held on the third Monday in March each year and is hosted by the Armidale Jockey Club. The meeting coincides with the annual Autumn Festival. The date for 2018 is Monday 19 March.

The Armidale Cup half day public holiday had been supported by Council for over 50 years, however Council did not support the public holiday gazettal in the three year period 2014 – 2016.

In response to a submission from the Jockey Club to reinstate the public holiday and subsequent positive community support, Council resolved in October 2016 to make application for the appointment of a part day public holiday from 12 midday to 5pm on Monday 20 March 2017. The Ministerial Order was published on the NSW legislation website on 22 February 2017.

Key Issues and Risks

There is a potential risk to Council associated with this matter. Regardless of what decision Council makes, there may be some dissatisfaction within the community.

The options available to Council are:

- 1) Retain the part day public holiday for the Armidale Cup race day;
- 2) Apply for a local event day for the race day;
- 3) Make a biennial public holiday application for 2018 and 2019; or
- 4) Do not apply for either the part day public holiday or local event day for the race day;

Guidelines for Local Public Holiday and Local Event Day Applications assist the making of applications to the Minister for Industrial Relations for the declaration of local public holidays and local event days.

The guidelines have been amended to provide for the making of biennial public holiday applications. The amendment enables Councils to make applications for the declaration of full or part-day public holidays and local event days for two consecutive years to reduce the administrative burden on Councils regarding the process for the making of annual applications under the Act. Under the amended guidelines, Councils may still elect to make applications on an annual basis if more convenient to do so.

- **Half Day Local Event Day**

Local Event Days (or part day Local Event Days) may be requested to commemorate a day of special significance to the local community. There is no shop trading restrictions for a Local Event Day.

- **Part Day Public Holiday 12-5pm**

Public Holidays (or part day Public Holidays) may be requested also to commemorate a day of special significance to the local community. The Public Holiday provisions contained in the National Employment Standards of the Fair Work Act 2009 apply to local Public Holidays declared under the Public Holidays Act 2010.

This means that all employees, irrespective of their former entitlements and whose place of work is within a local public holiday area, will be entitled to be absent from work on the day or part day that is the local public holiday. In addition, employees who work on the day or part day may then have an entitlement to penalty rates under a relevant award or enterprise agreement where previously that entitlement may not have existed.

In regard to the applicable area, this year the area was restricted to the “Old Armidale City” boundary. Other options include the whole of the local government area or specific town/village localities within the LGA.

Integrated Planning and Reporting Framework

The decision on this type of event is consistent with CSP community outcomes of community engagement and the visitor economy generates additional revenue to boost the local economy and creates opportunities for more vibrant cultural activities.

Stakeholder Engagement

The Armidale Jockey Club has made application to Council for a part day public holiday in 2018. The Club in its application thanked Council for its support this year and commented that *“the day was a huge success with our crowds doubling from previous years when the half day holiday was not gazetted. Many family and friends returned to Armidale for the terrific weekend of the Autumn Festival and races. A lot of these people have not been back to Armidale for many years but because they could enjoy the festivities with their family and friends it certainly made a difference. This was a win for Armidale and a great celebration to show off our city.”*

Feedback and comments should be sought from the community and local schools, bus companies, Local Traffic Committee, Armidale and Guyra Chambers of Commerce, Armidale Jockey Club, Australian Hotels Association, Local Police and the UNE.

In 2016 Council received 48 formal submissions in response to its community engagement program, with 30 in support and 18 opposing the half day public holiday. Submissions opposing the holiday focused on the impacts on essential services such as schools, aged care providers and other key businesses.

Submissions and media coverage post Cup day raised concerns about there being no extra bus services for school children, disruption for working parents, it supported gambling, UNE did not recognise the public holiday and that it impacted on local businesses. There were also some enquiries as to why the area was not inclusive of the new local government area.

On a positive note the Jockey Club reported a significant increase in patronage and the increase in visitation numbers would have been a boost to the local economy.

NSW Industrial Relations have suggested that if Council is planning to make application for 2018 then the application should be submitted in early October to enable it to be processed by the end of the year. Given that the event is held in the first quarter of the calendar year, early approval notification would benefit the event planning.

Financial Implications

The council staff costs can be accounted for in the annual budgeting process. There is a financial impact on local businesses due to staff penalty rates.

Next Steps

Prior to Council making a decision, a community engagement program needs to be undertaken and consideration given to the impact the application will have upon the businesses and communities located within the LGA.

Item: 7.2.2 **Ref:** AINT/2017/07244
Title: FOR DECISION :Third Quarter Budget Review **Container:** ARC16/0441
Author: John Duggan, Senior Financial Accountant
Attachments: Nil

RECOMMENDATION:

- (a) **That the Third Quarter Budget Review Statement for the 2016/2017 financial year as required by the Local Government General Regulation 2005 be noted.**
- (b) **The Responsible Accounting Officer Declaration of satisfactory be noted.**
- (c) **That Council approve net changes to budget as detailed in the consolidated operating statement with a projected operating result as at 30 June 2017, of \$22,951,000.**
- (d) **Council note the movement in General Fund from an original budget operating deficit of \$607,000 to an operating surplus of \$15,934,000 which takes into consideration the one off merger grant as explained in this report.**
- (e) **Council approve a net decrease in capital budget by \$10,212,000 due to major works now spanning two financial years.**

Introduction:

Section 203 (1) of the Local Government Regulation (General) 2005 requires Council's Responsible Accounting Officer to prepare and submit a Quarterly Budget Review Statement (QBRS) to Council within two months from the end of each quarter.

The Regulations also require that a budget review statement must include or be accompanied by a report as to whether or not the Responsible Accounting Officer (RAO) believes the QBRS indicates that Council's financial position is satisfactory, having regard to the original estimate of income and expenditure. **Council's projected QBRS result for the year ending June 2017 has been declared to be satisfactory as at March 2017.**

It should be noted that for this year only the merger timing and process has provided major budget changes during the year. The original budget adopted by Council was simply the joining of the two prior organisation budgets for a twelve month period based on their individual operating plans. The merger increased the budget term to 13 ½ Months. (13 May 2016 to 30 June 2017). The finalisation of financial statements in February meant that certainty about transactions being recorded in this financial year (2016/17) could not be accurately completed until the end of February. This movement of transactions and lengthening of the budget term has necessitated many more budget transactions and changes than is normal. **Amounts in the period May to June 2016 are reflected in the financial reports as carry forwards.**

As part of the Merger the NSW Government provided Armidale Regional Council with \$15mill made up of \$5mill for Merger Costs, 1 Mill for Community Grants, \$9mill for Stronger Community Development. At this review it is expected that at 30 June, \$5mill will have been spent and \$10mill has been committed to projects in the 17/18 Budget.

Council must recognise income when it receives it as per Australian Accounting Standards. Noting that the \$15mill is not a normal operating grant, if we notionally adjust the operating statement to exclude this grant the underlying result would be a surplus of \$934k compared to a deficit of \$607k originally adopted.

Report:

As required by the *Code of Accounting Practice and Financial Reporting* (the Code) and in accordance with clause 203(3) of the Local Government General Regulations 2005 the following reports are provided.

- Consolidated Income Statement, Cash flow Statement and Financial Performance Indicators
- Income Statement by Fund
- Contracts' Register
- Capital budget review
- Cash and Investments Restrictions
- Responsible Accounting Officer Recommendations

Income Statement

Consolidated All Funds

During the quarter budgeted project costs have been adjusted to recognise actual costs. Council's Consolidated Budgeted Income Statement result as at the third quarter, is summarised in the following table;

	Original Budget Operating Result (million) Surplus / (Deficit)	December 2016 2 nd Quarter Revised Budget Operating Result (million) Surplus / (Deficit)	March 2017 3 rd Quarter Revised Budget Operating Result (million) Surplus / (Deficit)
Including Capital Income	\$16.081	\$16.361	\$22.951
Excluding Capital Grant Income	\$0.813	\$11.932	\$17.376

Significant movements in the 3rd quarter include:

- \$3.0 million for Other Grants (Financial Assistance Grants and Transport grants for roads and received between 13 May 2016 and 30 June 2017)
- \$3.9 million in Interest on Investments due to holding cash reserves longer than anticipated
- Airport Grant of \$0.355 million
- Reduced income for fees and charges \$2.165 million attributable to lower than expectation in property development and use of facilities
- Reduction in operating expenditure by \$1.5 million through aligning budget with actual and recognising a higher allocation of internal resources to capital works.

The operating result does not include capital expenditure movements. These are included in the Cash Flow Statement.

Armidale Regional Council

Quarterly Budget Review Statement
 for the period 13/05/16 to 31/03/17

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2017

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2016/17	Approved Changes		Revised Budget 2016/17	Variations for this Mar Qtr	Notes Projected Year End Result	Actual figures as at 31/3/17
		Carry Forwards	Dec QBRS				
Income							
Rates and Annual Charges	26,263		33	26,296	(375)	25,921	26,648
User Charges and Fees	19,752	905	(842)	19,815	(190)	19,625	19,207
Interest and Investment Revenues	1,937	1,480	47	3,464	2,507	5,971	1,272
Other Revenues	1,891	90	(43)	1,938	20	1,958	1,746
Grants & Contributions - Operating	11,824	15,869	(1,292)	26,401	2,743	29,144	22,913
Grants & Contributions - Capital	15,268	591	(11,430)	4,429	1,146	5,575	2,576
Net gain from disposal of assets	815	72	117	1,004	(761)	243	131
Total Income from Continuing Operations	77,750	19,007	(13,410)	83,347	5,090	88,437	74,493
Expenses							
Employee Costs	23,589	1,801	104	25,494	(4,709)	20,785	17,667
Borrowing Costs	1,756		(557)	1,199	(5)	1,194	1,218
Materials & Contracts	11,934	1,164	2,760	15,858	3,592	19,450	12,680
Depreciation	16,029		(40)	15,989	-	15,989	11,992
Other Expenses	8,361	274	(189)	8,446	(378)	8,068	6,426
Total Expenses from Continuing Operations	61,669	3,239	2,078	66,986	(1,500)	65,486	49,983
Net Operating Result from All Operations	16,081	15,768	(15,488)	16,361	6,590	22,951	24,510
Net Operating Result before Capital Items	813	15,177	(4,058)	11,932	5,444	17,376	21,934

Note: Amounts in the period May to June 2016 is reflected in the financial report as carry forwards.

The above income statement as at 31 March 2017 shows a net operating result of \$21.934 Million. We expect further grant, interest and user charges to be received in the 4th quarter exceeding expenditure, which will bring the actual result in line with the \$17.376 Million projected budget.

Income Statement by Fund

The following tables summarises the above consolidated budgeted operating result statement for each of Councils 3 funds.

General Fund	Original Budget Operating Result (million) Surplus / (Deficit)	December 2016 2 nd Quarter Revised Budget Operating Result (million) Surplus / (Deficit)	March 2017 3 rd Quarter Revised Budget Operating Result (million) Surplus / (Deficit)
Including Capital Income	\$14.006	\$12.794	\$20.854
Excluding Capital Grant Income	(\$0.607)	\$8.684	\$15.934

Council must recognise income when it receives it as per Australian Accounting Standards. Noting that the \$15mill is not a normal operating grant, if we notionally adjust the operating statement to exclude this grant the underlying result would be a surplus of \$934k compared to a deficit of \$607k originally adopted.

Water Fund	Original Budget Operating Result (million) Surplus / (Deficit)	December 2016 Revised Budget Operating Result (million) Surplus / (Deficit)	March 2017 Revised Budget Operating Result (million) Surplus / (Deficit)
Including Capital Income	\$1.406	\$1.207	\$1.426
Excluding Capital Grant Income	\$1.006	\$0.708	\$1.026

Sewer Fund	Original Budget Operating Result (million) Surplus / (Deficit)	December 2016 Revised Budget Operating Result (million) Surplus / (Deficit)	March 2017 Revised Budget Operating Result (million) Surplus / (Deficit)
Including Capital Income	\$0.670	\$0.625	\$0.671
Excluding Capital Grant Income	\$0.415	\$0.472	\$0.416

In the short term, it is essential that Council concentrate on improving the non-consolidated budgeted result to a surplus of between 1.5% to 2% total recurrent revenue for each fund. The Office of Local Government financial sustainability performance indicator looks at Council's ability to have an operating surplus over the medium to longer term. New financial reforms in place will allow the Government to intervene for those Councils who have difficulty in achieving these benchmarks.

Cash-Flow Statement

Consolidated All Funds

Council's Consolidated Cash Flow Budget Statement, following the third quarter review and taking into account recommended adjustments, has projected an increase in cash for the year ending 30 June 2017 to a surplus of \$14.730 million which will have an internal restriction of \$10mill for merger projects committed in 2017/18.

Major changes to the cash flow from the original adopted budget are:

- Net Decrease in Capital Expenditure due Airport, Kolora, and Landfill projects now crossing 2 financial years - \$4.8 million.

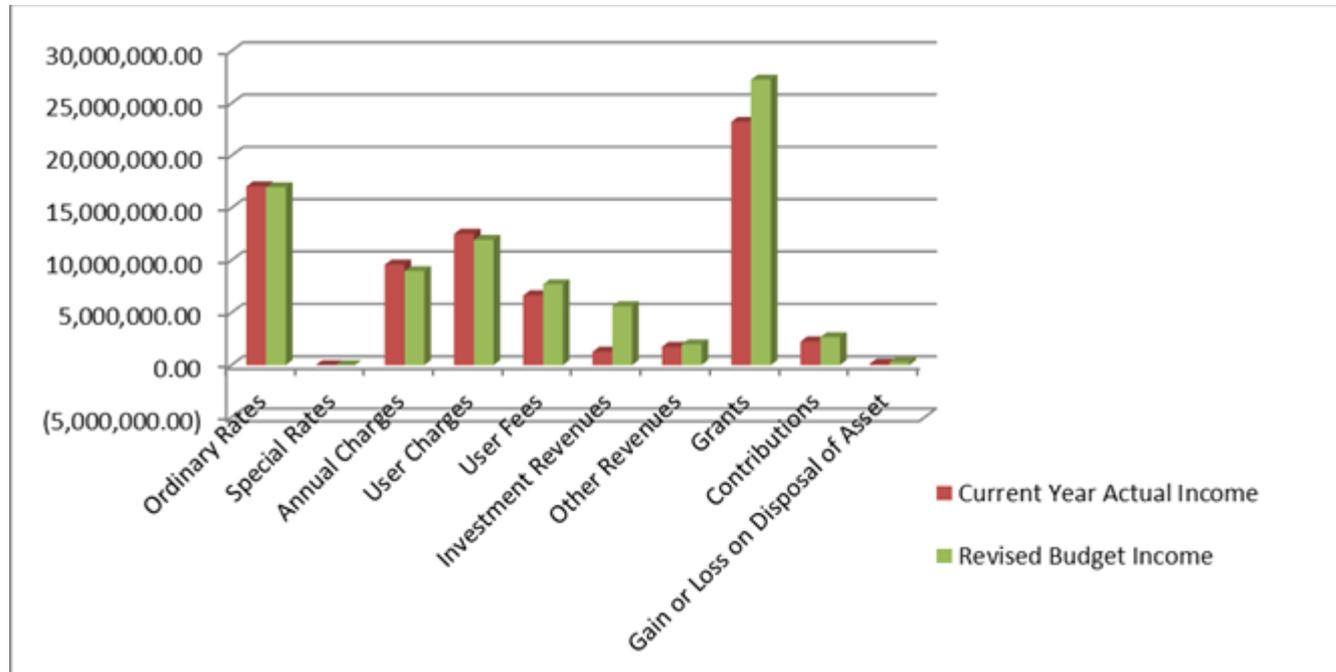
- Increase in operating Revenues - \$3.9 million from interest.
- Increase in Grants - \$18.0 million.
- Decrease in Fees and Charges as detailed above in the operating statement - \$2.2 million.
- Recognition of drawing down loan for Airport - \$3 million.

Armidale Regional Council	
CASH FLOW STATEMENT - CONSOLIDATED	
	Projected Year End Result
	\$
Cash Flows from Operating Activities	
Receipts:	
Rates & Annual Charges	29,377,191
User Charges & Fees	20,833,009
Interest & Investment Revenue Received	5,982,541
Grants & Contributions	34,437,848
Other	6,791,598
Payments:	
Employee Benefits & On-Costs	(20,259,945)
Materials & Contracts	(18,811,166)
Borrowing Costs	(1,278,367)
Other	(7,967,532)
Net Cash provided (or used in) Operating Activities	49,105,176
Cash Flows from Investing Activities	
Receipts:	
Sale of Investment Securities	4,082,956
Sale of Infrastructure, Property, Plant & Equipment	169,475
Payments:	
Purchase of Infrastructure, Property, Plant & Equipment	(39,237,489)
Net Cash provided (or used in) Investing Activities	(34,985,058)
Cash Flows from Financing Activities	
Receipts:	
Proceeds from Borrowings & Advances	3,000,000
Payments:	
Repayment of Borrowings & Advances	(2,389,757)
Net Cash Flow provided (used in) Financing Activities	610,243
Net Increase/(Decrease) in Cash & Cash Equivalents	14,730,360
plus: Cash, Cash Equivalents & Investments - beginning of year	10,278,000
Cash & Cash Equivalents - end of the year	25,008,360

ACTUAL vs BUDGET KPI (Consolidated)

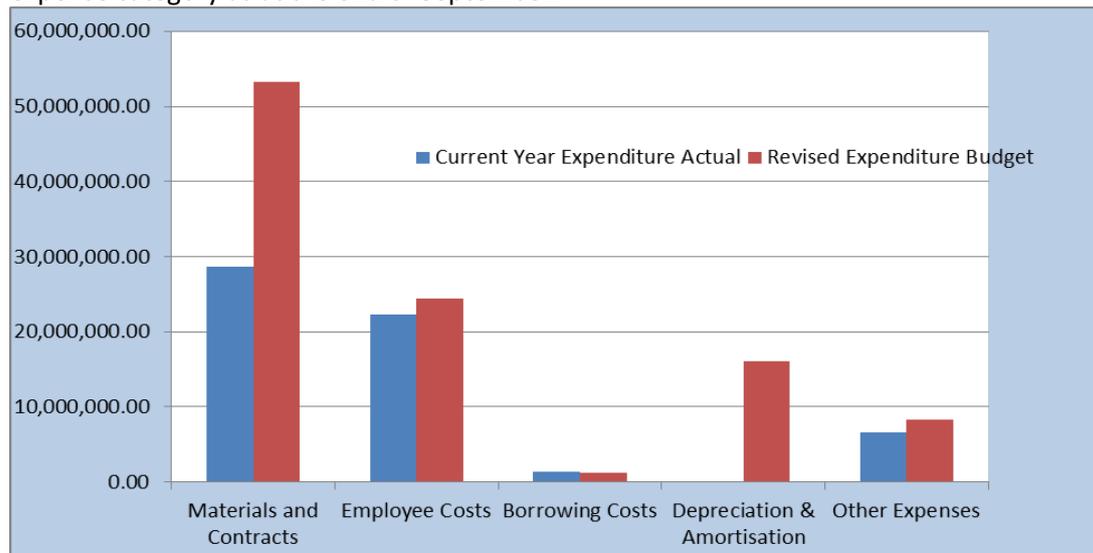
Operating Income

Income at the end of the third quarter is in line with expectation and is generally either at 75% or greater.



Operating Expenditure (Consolidated)

Expenditure levels to date are generally very close to the 75 percent level as they should be except depreciation. The following chart demonstrates the actual to total budget for each expense category as at the end of September.



Budget Review of Contracts, Consultancies and Legal Expenses

Armidale Regional Council

Quarterly Budget Review Statement
 for the period 13/05/16 to 31/03/17

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	1,484,850	Yes
Legal Fees	138,706	Yes

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Legal Expenses

Function	Orig Budget	Budget	Actual
Administration	57,320	64,087	53,087
Community Services & Education	3,570	0	0
Economic Affairs	12,000	0	0
Environment	5,300	9,849	7,969
Governance	15,000	7,258	7,258
General Purpose Revenue	80,000	71,041	68,076
Housing & Community Amenities	20,000	7,138	2,185
Public Order and Safety	10,000	0	0
Transport and Communication	1,530	667	131
	204,720	160,040	138,706

Consultancies

Function	Orig Budget	Budget	Actual
Administration	236,000	417,976	338,756
Community Services & Education	74,702	53,272	47,207
Economic Affairs	29,400	54,810	54,810
Environment	196,000	223,448	226,044
Governance	84,217	141,241	158,144
Health	8,290	9,064	1,161
Housing & Community Amenities	299,202	44,940	39,496
Public Order and Safety	5,000	5,800	4,600
Recreation and Culture	20,400	69,086	69,086
Sewerage Services	195,300	196,675	102,653
Transport and Communication	262,040	209,261	193,811
Water Supplies	305,000	307,110	249,082
	1,715,551	1,732,683	1,484,850

Details of specific contracts for the 2016/17 year are included below:

Armidale Regional Council		Quarterly Budget Review Statement for the period 13/05/16 to 31/03/17		
Contracts Budget Review Statement				
Budget review for the quarter ended 31 March 2017				
Part A - Contracts Listing - contracts entered into during the quarter				
Contractor	Contract detail & purpose		Budgeted (Y/N)	Notes
GHD Pty Ltd	QA Engineer Landfill	155,723.00	Yes	
Hunter H2O Holdings	Arm & Guyra WTP & STP cond ass	106,254.00	Yes	
Interflow	Sewer House Line Replacement program 2016	132,178.15	Yes	
Strategy Hunter	ARC Development contributions plan	25,982.00	Yes	
GHD Pty Ltd	Puddledock dam break study	43,824.00	Yes	
Fitt Resources	Sewer Rehabilitation	72,897.00	Yes	
Staples	PPE	36,336.30	Yes	
Stabilised Pavement Aus	Heavy Patching	217,000.00	Yes	
Overlanda Caravans	Supply of work site caravan	62,628.70	Yes	
BMR Quarries	Dangars Falls Road Rehabilitation	119,458.57	Yes	
SC Lennon & Associates P/L	Development of Economic Development Strategy	92,015.00	Yes	
Kent Woodcock (K Brennan)	ARC New Regional Brand Strategy	63,470.00	Yes	
AW Edwards	Airport terminal construction	9,880,952.40	Yes	
Wood Research & Development	Level 3 Bridge Inspections	53,639.30	Yes	
Straight Talk	Community Strategic Plan	104,302.00	Yes	
No Award	Pivot upgrades & telemetry control	148,000.00	Yes	
O'Donnell & Hanlon	Kolora Guyra Residential Aged Care	7,094,729.40	Yes	
Bridgebuild & Civil P/L	Tenterden Road Bridge	649,000.00	Yes	
Fenech Group P/L	CCTV sewer and stormwater	132,354.05	Yes	
Keller Civil Engineering	Landfill intersection Waterfall Way	559,200.00	Yes	
Vince Williams	Monkton Aquatic Cetnre Upgrade Electrical Equipment	45,454.31	Yes	
CJ & SL Lute	Landfill Perimeter Fencing	114,363.97	Yes	
Rice Constructions	Community Recycling Centre Upgrade	254,133.15	Yes	
		20,163,895.30		

Capital Budget Review Statement

Council is required to report quarterly on the capital budget and how it is funded. The following table illustrates Council's total capital budget, any variations included in this review.

It is expected that the capital budget will continue along its current trend so that funding and expenditure will approximate the revised budget figure.

Armidale Regional Council

Quarterly Budget Review Statement
 for the period 13/05/16 to 31/03/17

Capital Budget Review Statement

Budget review for the quarter ended 31 March 2017

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2016/17	Approved Changes		Revised Budget 2016/17	Variations for this Mar Qtr		Projected Year End Result	Actual figures at 31/3/17
		Carry Forwards			Notes			
Capital Expenditure								
New Assets								
- Plant & Equipment				-			-	
- Land & Buildings				-			-	
- Other	12,756			12,756		(6,500)	6,256	5,822
Renewal Assets (Replacement)								
- Plant & Equipment	2,666			2,666			2,666	1,158
- Land & Buildings	9,584			9,584		(5,343)	4,241	1,481
- Roads, Bridges, Footpaths	6,285			6,285		900	7,185	7,800
- Water Assets	6,044			6,044		118	6,162	1,545
Loan Repayments (Principal)								
- Sewerage assets	2,772			2,772		613	3,385	495
- Other Assets	9,342			9,342			9,342	2,647
Total Capital Expenditure	49,449	-	-	49,449		(10,212)	39,237	20,948
Capital Funding								
Rates & Other Untied Funding	12,266			12,266		3,434	15,700	13,581
Capital Grants & Contributions	15,268			15,268		(2,800)	12,468	2,522
Reserves:								
- External Resrtrictions/Reserves	12,756			12,756		(5,769)	6,987	4,687
- Internal Restrictions/Reserves	5,344			5,344		(5,077)	267	
New Loans	3,000			3,000			3,000	
Receipts from Sale of Assets								
- Plant & Equipment	815			815			815	158
Total Capital Funding	49,449	-	-	49,449		(10,212)	39,237	20,948
Net Capital Funding - Surplus/(Deficit)	-	-	-	-		-	-	-

Note: Amounts in the period May to June 2016 is reflected in the financial report as carry forwards.

Reserves and Cash Working Funds

After accounting for budget movements at 31 March 2017 from reserve, Council's restricted assets register status is per the following table:

Armidale Regional Council

Quarterly Budget Review Statement
 for the period 13/05/16 to 31/03/17

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 March 2017

Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2016/17	Approved Changes		Revised Budget 2016/17	Variations for this Mar Qtr		Projected Year End Result	Actual figures at 31/3/17
		Carry Forwards			Notes			
Externally Restricted ⁽¹⁾								
Developer Contributions	613	1,627	2,240			2,240	3,036	
Unexpended grants	383	546	929	9,940		10,869	11,872	
Domestic Waste Management	270		270			270	270	
Water Fund	10,937	7,942	18,879	(3,408)		15,471	24,720	
Sewer Fund	9,958	1,852	11,810	(675)		11,135	15,626	
Unexpended loans	-	14,339	14,339	(6,500)		7,839	9,652	
Unexpended Contributions	23	1,367	1,390			1,390	990	
Bonds		1,990	1,990			1,990	1,998	
Total Externally Restricted	22,184	29,663	51,847	(643)		51,204	68,164	
<small>(1) Funds that must be spent for a specific purpose</small>								
Internally Restricted ⁽²⁾								
Plant replacement	(97)	97	-			-	-	
Other community projects	(783)	783	-			-	-	
Carry over Works	(108)	108	-			-	-	
Asset Backlog	694	(694)	-			-	-	
Sports Council	116	(116)	-			-	-	
ELE	2,500	400	2,900			2,900	2,900	
Computer replacement	210	(210)	-			-	-	
Other reserves	75	(75)	-			-	-	
Total Internally Restricted	2,607	293	2,900	-		2,900	2,900	
<small>(2) Funds that Council has earmarked for a specific purpose</small>								
Unrestricted (ie. available after the above Restriction)	2,160	7,694	9,854	11,290		21,144	6,859	
Total Cash & Investments	26,951	37,650	64,601	10,647		75,248	77,923	

Note: Amounts in the period May to June 2016 is reflected in the financial report as carry forwards.

It can be noted from the above that Council currently has unrestricted cash of \$6.859 million. Council needs to consistently maintain a surplus cash position to ensure ongoing financial sustainability.

The internal restrictions are at Council's discretion; however, due to limited available cash at bank the internal restrictions have been limited. As previously presented, Council continually needs the interest from reserves to fund operations. Council should, as a minimum, be running an operating cash surplus equivalent to the amount of interest income received per annum.

Responsible Accounting Officer's Statement

Reconciliations

Subsidiary Accounting Ledgers have been reconciled to the General Ledger as at the end of each month.

Investments

As at the end of March the year to date cash and investments has been reconciled with the funds invested in accordance with the adopted Investments Policy and the Minister's Investment Order.

Cash

Council's working fund bank accounts have been reconciled and recorded in the register as per table;

Period Ending	Date Reconciled and Signed off
January	7 th February
February	16 th March
March	6 th April

Financial Position

In accordance with section 203 (2) of the Local Government (General) Regulation 2005, it is my opinion that the Quarterly Budget Review Statement for Armidale Dumaresq Council for the quarter ended 31 March 2017 indicates that Council's projected financial position at 30 June 2017 will be satisfactory, having regard to the projected estimated of income and expenditure and the original budgeted income and expenditure. However in making this statement, it must be noted that a significant number of active projects required a budget adjustment, due to changes in the operating plan during the financial year, from the inclusion of merger projects and activities not known at the time of adoption. This has been achieved by reallocating funds between projects not commenced and readjusting future works programs.

Signed: Keith Lockyer
Responsible Accounting Officer

19 May 2017

Financial Implications:

The budget result is contained due to the favourable changes off setting the unfavourable outcomes and prudent financial management.

Council needs to be vigilant in its commitment to maintaining a budget surplus and improve the asset renewal rate and needs to consider the long term implications of current decisions and continue to run operating deficits by over-committing.

Council's future budgets need to have sufficient working funds of at least 2% of total turnover in order to absorb small variations to budget. To achieve this figure this year, Council should be aiming for a surplus budget equal or greater than of \$0.8 million.

Good Governance

The third quarter review is due before Council within two months of the end of the period.

Sustainability Assessment

The operating result in this review is a "one off" improvement because of the inflow of grants. Council needs to remain vigilant in achieving medium and long term sustainability and to become 'fit'.

Next Steps

That the budget changes be noted.

Item: 7.2.3 **Ref:** AINT/2017/07134
Title: FOR DECISION: Community Transport Contract **Container:** ARC17/1959
Author: Greg Meyers, Director Planning and Environmental Services
Attachments: Nil

RECOMMENDATION:

- a) **That Council proceeds to enter into a Direct Support Services Provision Contract with Uralla Shire Council Tablelands Community Transport, for the continued operation of and the provision of transport services for eligible clients through the Guyra Home Support Services.**
- b) **That the Administrator and Chief Executive Officer be authorised to sign and affix Council seal to the contract as required.**

Background:

This report outlines the proposed agreement between Uralla Shire Council, Tablelands Community Transport and Armidale Regional Council, Guyra Home Support Services for the provision of transport services under brokerage arrangement between the services. The proposed agreement is a continuation of previous agreements entered into between the two services.

Guyra Home Support Services currently receives funding from the Department of Social Services to provide four services types to frail aged members of the community (people over the age of 65). The services types include meals in home or meals in Centre, group social support, individual social support and transport. The service has use of a 19 seater bus to transport clients to and from group activities and outings and a sedan motor vehicle which is used to transport clients and other eligible community members to medical appointments. The transport portion of the funding received by the Department of Social Services (\$22,020 per year) is used predominantly to run the service bus to pick up clients to and from group social support at the centre each Wednesday and to transport clients to Armidale each Friday for shopping and access. The funding is only available for Community Home Support Program (CHSP) eligible clients. It is not available to provide services for persons under the age of 65 years, or for persons no longer living in their own homes.

Uralla Tablelands Community Transport has historically received a portion of their funding to deliver services to clients in the Guyra area, however they do not have the capacity to provide these services themselves and therefore in recent years have brokered these trips to Guyra Home Support Services who do have capacity to provide the service. The main benefit of having an arrangement with Tablelands Community Transport to provide transport services to clients in the Guyra area is in the allocation of funding. Tablelands Community Transport receives funding to provide trips to CHSP eligible clients (our target group) Community Transport (CTP) Clients (people of any age living in the community and people living in residential care) and CCSP clients (clients with a disability registered for NDIS). Therefore other council auspiced services including Kolora Hostel and the Guyra Preschool and Long Day Care Centre are able to benefit from this funding. A successful partnership with these services is already in place and both services are utilising the service bus for some of their trips.

The proposed brokerage arrangement allows for the following trips from 1 January 2017 to 30 June 2017:

658 CHSP trips (\$20,174.28)

692 CTP trips (17,680.60)

24 CCSP trips (\$1,141.68)

It is likely that the current funding allocated to the Guyra area will continue into 2017/2018.

Key Issues and Risks

This service is a key direct service to eligible community members within the former Guyra Shire Council area. It is a widely used and needed service for which a considerable number of community members use. As outlined above other Council services are able to utilise the service from our very young at the Pre School through to our mature residents of Kolora.

Not proceeding with the Contract would have a significant and detrimental impact on the ability and opportunity for community members to travel and access social, medical and other appointments.

Integrated Planning and Reporting Framework

This report and services falls under the Our People guiding principle outlined under the former Guyra Shire Council Community Strategic Plan and aligns with the Objective: Our Ageing & Disability - Provide services and access to elderly residents and persons with disability.

Stakeholder Engagement

The Home Support Service have a community advisory committee through which community input and representation is offered, provided and received.

Financial Implications

The service operates within the funding and user charges received.

Next Steps

Signing of the contract will enable the receipt of funds and the continuation of the service.

Item: 7.2.4 **Ref:** AINT/2017/07212
Title: FOR DECISION: Naming of Roads - Armidale Regional Airport Industrial Subdivision **Container:** ARC16/0043
Author: Greg Meyers, Director Planning and Environmental Services
Attachments: Nil

RECOMMENDATION:

- a) That in accordance with the Community Recognition Program Policy and subject to compliance with the Geographical Names Board Addressing User Manual, the roads, streets and cul de sacs proposed in the Armidale Regional Council industrial subdivision adjacent the Armidale Regional Airport be named to recognise persons who have contributed to or have been associated with the establishment, development and promotion of the Armidale Regional Airport.
- b) That in recognition of the contribution toward the airport and associated activities, the road between the existing access and the connector road to the new roundabout be named Don Tydd Boulevard.
- c) The names to be applied to the remaining roads in the subdivision to be deferred until the data has been gathered for the Chronological History of the airport.

Background:

At the Council meeting on 5 October 2016, minute 154/16 was passed which stated that a new structure or other facility at the Armidale Regional Airport be named after the late Peter Moffatt in recognition of his contribution to the development of the airport whilst he was a Councillor for the former Dumaresq Shire Council. Mr John Harvey (a former Mayor and Councillor with the Dumaresq Shire) also addressed this meeting where he asked that other citizens who had contributed to the development of the airport also be recognised.

Then at the Council meeting on 16 November 2016, minute 204/16 was passed that a Chronological Historical Display be established at Armidale Regional Airport in conjunction with planned developments. The collection of data for this task is currently underway.

Council recently adopted a Community Recognition Program Policy which amongst many things identifies the naming of roads and places as a means of acknowledging significant contributions to the community and the achievements of individuals or groups associated with the LGA

Key Issues and Risks

The process for the naming of roads, places and things are controlled by various legislation. The Geographic Names Board are the authority in NSW which ultimately has the last say on the appropriateness for naming roads, places and things. To support this, the GNB have developed a user guideline to assist all other authorities in this process.

Council also has a Road Naming Policy which refers to and supports the GNB manual. The policy and manual state - *The use of given names or given and family name combinations should, as far as possible, be avoided. Exceptions may be made where it is necessary to appropriately honour the person referred to.*

The recommendation above supports the use of both Mr Tydd's given and family name due to his significant contribution toward the airport in his time as Shire Clerk and General Manager of the former Dumaresq Shire Council.

The contribution made by Mr Tydd has been supported through recent correspondence by the Chief Executive Officer of the Regional Australia Bank when it is stated that "one of Don's passions has been the Armidale Airport".. "he has been involved in Council Committees to advance the current re-development of the Armidale Airport which bring great opportunities to Armidale".

It is therefore proposed that the road connecting the existing airport intersection and running parallel to the New England Highway to the south back to the proposed new roundabout access road (Saumarez Road), be named Don Tydd Boulevard.

Integrated Planning and Reporting Framework

This report supports the Our People and Our Infrastructure elements of the Community Strategic Plan

Stakeholder Engagement

The Community Recognition Program Policy and the Road Naming Policy have both been through a community consultation process and the proposed naming accords to those Policies.

The proposed name will still need to be advertised as required.

Financial Implications

There are no financial implications as the costs for the advertising and road naming signs are covered in the budget for the industrial subdivision.

Next Steps

That the proposed names be referred to the Geographic Names Board for ratification.

Item: 7.2.5 **Ref:** AINT/2017/07698
Title: FOR DECISION: Fixing of Mayor and Councillors Fees for 2017-2018
Container: ARC16/1146
Author: Peter Wilson, Senior Governance Officer
Attachments: Nil

RECOMMENDATION:

- a) That Council fix the 2017/18 fee payable to Councillors, under section 248 of the Local Government Act 1993, at the maximum of \$19,310; and
- b) That Council fix the 2017/18 fee payable to the Mayor, under section 249 of the Local Government Act 1993, at the maximum of \$42,120.

Background:

The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 2.5% to mayoral and councillor fees for the 2017/18 financial year, with effect from 1 July 2017.

Key Issues and Risks

Following the creation of 20 new councils in 2016, the Tribunal, in consultation with the sector, has conducted a review of the categories of councils and mayoral offices pursuant to section 239 of the Local Government Act 1993.

The determination provides for the retention of five existing categories (some with new titles) and the creation of two new categories. In accordance with section 239, the categories of general purpose councils have been determined as follows:

Metropolitan	Non-metropolitan
Principal CBD	Regional City
Major CBD	Regional Strategic Area
Metropolitan Large	Regional Rural
Metropolitan Medium	Rural
Metropolitan Small	

Each council is allocated into one of these categories, based on criteria identified by the Tribunal. The new Armidale Regional Council is categorised as 'General Purpose Council – Non-metropolitan - Regional Rural' along with 36 other councils, including Clarence Valley, Coffs Harbour, Dubbo, Mid-Coast and Tamworth. The former Armidale Dumaresq Council was categorised as Regional Rural.

The following criterion applies to the category - Regional Rural:

Councils categorised as Regional Rural will typically have a minimum population of 20,000. Other features which distinguish them from other non-metropolitan councils include:

- a major town or towns with the largest commercial component of any location in the surrounding area;
- a significant urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages or may be located on or close to the coast with high levels of population and tourist facilities;

- provide a full range of higher-order services including business, office and retail uses with arts, culture, recreation and entertainment centres;
- regional services to the wider community through principal referral hospitals, tertiary education services and major regional airports; and
- these councils may also attract large visitor numbers to established tourism ventures.

The Tribunal's report and determination is available on the Office of Local Government's website www.olg.nsw.gov.au and on the NSW Remuneration Tribunal's website www.remtribunals.nsw.gov.au.

Integrated Planning and Reporting Framework

The role and responsibilities of the elected members is an integral component of the Local Government good governance framework.

Stakeholder Engagement

Sections 248 and 249 of the Act require councils to fix and pay an annual fee based on the Tribunal's determination for the 2017/18 financial year.

Financial Implications

The Tribunal's determination provides for an increase of 2.5% only, which is consistent with the Government's public sector wages policy cap on increases of 2.5%.

Pursuant to section 241 of the Act, the annual fees to be paid to Councillors and the Mayor effective on and from 1 July 2017 are determined as follows:

Annual Fee – Councillor: Minimum \$8,750 and Maximum \$19,310

Annual Fee – Mayor: Minimum \$18,630 and Maximum \$42,120

The fees are payable monthly in arrears for each month (or part of a month) for which the councillor holds office. The maximum increase has been budgeted in the 2017/18 budget, based on a 75% (9 months) pro rata basis. The annualised budget is \$254,530.

Next Steps

A council may pay the deputy mayor a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee. This will be a decision for the new Council to determine.

Item:	7.2.6	Ref: AINT/2017/07714
Title:	FOR DECISION: Australian Accounting Standards Board (AASB) 124 Related Party Disclosures	Container: ARC17/2140
Author:	Peter Wilson, Senior Governance Officer	
Attachments:	1. Related Party Disclosures Policy	

RECOMMENDATION:

That the Related Party Disclosures Policy be adopted.

Background:

From 1 July 2016, AASB 124 Related Party Disclosures will apply to local government. While these disclosures have been long-standing in the private sector, they are a new requirement for the public sector.

Changes detailed in AASB 124 provide that Council must disclose Related Parties of Key Management Personnel (KMP) and all material and significant Related Party Transactions including outstanding balances and commitments, in its Annual Financial Statements. The effective date is annual reporting periods beginning on or after 1 July 2016 (i.e. reporting period ending 30 June 2017) financial statements for councils.

The impact of AASB 124 will be on disclosures only in the Annual Financial Statements. There is no impact on Council's reported financial position or performance.

KMP are defined as those persons who have authority and responsibility, either directly or indirectly, for planning, directing and controlling the activities of the Council. A related party is any person or entity that is related to Council. The Code of Accounting Practice and Financial Reports – Update #24 define a person or a close member of that person's family as being related to Council if that person:

- has control or joint control of the Council;
- has significant influence over the Council; or
- is a member of the key management personnel of the Council.

Key Issues and Risks

Establishment of a policy to define the parameters for related party transactions and the level of disclosure and reporting required for Council is necessary to achieve compliance with AASB 124.

To assist Council to comply with AASB 124, Council's KMP will be required to declare full details of any Related Parties and Related Party Transactions. Once the Related Party Disclosures Policy is adopted, management will distribute a notice of intention to collect information to each KMP relating to transactions between Council and related parties that may be disclosed in the financial statements for 2016-2017 onwards.

The Code of Accounting Practice and Financial Reports – Update #24, defines a related party transaction as 'a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.' Council will need to disclose the nature of the relationship with the related party, as well as sufficient information about the transactions and outstanding balances, including commitments, necessary for users of the financial statements to understand the potential effect of the relationship on the financial statements.

Parties are related where one can control or influence the other's financial and operating decisions. Council's related parties include KMP and entities that Council has control or significant influence over eg joint ventures and subsidiaries. Based on the premise that KMP are those persons that have the responsibility to *plan, direct and control* the activities of Council, the Policy identifies KMP as the Mayor, Councillors, CEO and Group Leaders. Recognising KMP down to the Executive Leadership Team will provide a level of transparency required. AASB 124 also includes the close family members of each KMP and the entities that KMP or their close family members control or jointly control as related parties.

Under this policy, the Related Party Disclosures made by KMP and the Register of Related Party Transactions are not intended to be available for inspection by the public. Information provided by KMPs and other related parties will be held for the purpose of compliance with Council's legal obligations and shall be disclosed where required for compliance or legal reasons only. KMP compensation will be disclosed on an aggregate basis only (KMP will not be named).

In regard to data collection, the approach will be to collect information about transactions from those persons and entities where a transaction has or is likely to occur, in contrast to transactions that *may* occur.

Integrated Planning and Reporting Framework

CSP Theme – 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

The policy has been developed in consultation with the Finance and Governance Programs. The agreement of the NSW Auditor General with the proposed approach is required. In the event that the Auditor requires alteration, amendments will be proposed.

Financial Implications

Council must comply with AASB 124. This requires Council to declare, where necessary, details of any Related Parties and Related Party Transactions in Council's Annual Financial Statements.

Next Steps

The effective date is annual reporting periods beginning on or after 1 July 2016 (i.e. reporting period ending 30 June 2017) financial statements for councils. There is also potential to combine Related Party Disclosures with Disclosure of Interests Returns, however the purpose of the disclosures, the information captured and the audience suggests that separate disclosures are more practicable.

Item: 7.2.7 **Ref:** AINT/2017/08001
Title: FOR DECISION: Review of Council's Committee Structure **Container:**
ARC16/0759
Author: Peter Wilson, Senior Governance Officer
Attachments: Nil

RECOMMENDATION:

- a) **That the following Armidale Regional Council Committees be retained:**
- **Armidale Regional Reserve Trust Committee (Committee of the Whole)**
 - **Audit and Risk Committee**
 - **Traffic Advisory Committee (RMS)**
 - **Gayinyaga Aboriginal Advisory Committee**
 - **Regional Growth Advisory Committee**
 - **Civic Advisory Committee**
 - **Guyra CBD Advisory Committee**
 - **Armidale Regional Sports Council**
 - **Environmental Sustainability Advisory Committee**
 - **Arts and Cultural Advisory Committee**
 - **Floodplain Management Advisory Committee**
- b) **That the Council's Community Safety Advisory Committee and Access Advisory Committee be dissolved and both Committees be replaced by the creation of a Community Wellbeing Advisory Committee to be governed through a revised Terms Of Reference;**
- c) **That the following Council Committees be dissolved and replaced by Reference Groups to be coordinated and managed through ARC Operational Functions:**
- **Home Support Services Committee – to be managed through the Community and Customer Services function;**
 - **Australia Day Committee – to be managed through the Tourism, Marketing and Events function;**
 - **Guyra Showground Advisory Committee – to be managed through the Parks and Facilities function;**
 - **Guyra Aged Care Advisory Committee – to be managed through the Community and Customer Services function;**
 - **Armidale Regional Youth Advisory Committee – to be managed through the Community and Customer Services function;**
 - **Pine Forest Advisory Committee – to be managed through the Parks and Facilities function;**
- d) **That a Business Advisory Committee be created and include members of the Armidale-Guyra Business Alliance.**

Background:

The merger of the former Armidale Dumaresq Council and Guyra Shire Council in May 2016 was the catalyst for a review of all Council Committees to be created by the new Armidale Regional Council at that time and a paper detailing the proposed changes and recommendations was presented at the June 2016 Council Meeting at which the proposed range of recommendations were adopted.

Since that time Council has installed a new Executive Team who has recently undertaken a

further review of the requirements of Council Committees with a view to explore opportunities to consolidate the existing Committees where appropriate and to create a more effective Committee structure where required. The Executive Team has used this review to attempt to reduce or consolidate the number of Committees operating and thereby reduce the impost on Council, management and staff to administer these Committees and where required, to improve the overall effectiveness of the Committee structure.

From this review a number of opportunities have been identified to consolidate the Committees and/or convert a number of Committees to Reference Groups that can be more appropriately managed through Council Operations.

The review identified:

1. That the following Committees should be maintained:
 - Armidale Regional Reserve Trust Committee (Committee of the Whole)
 - Audit and Risk Committee
 - Traffic Advisory Committee (RMS)
 - Gayinyaga Aboriginal Advisory Committee
 - Regional Growth Advisory Committee
 - Civic Advisory Committee
 - Guyra CBD Advisory Committee
 - Armidale Regional Sports Council
 - Environmental Sustainability Advisory Committee
 - Arts and Cultural Advisory Committee
 - Floodplain Management Advisory Committee

2. That the following Committees should be combined to form a new Committee (Community Wellbeing Advisory Committee) with an updated terms of reference:
 - Community Safety Advisory Committee
 - Access Advisory Committee

3. That the following Committees should be converted to Reference Groups to be managed more effectively and efficiently through ARC's operational functions:
 - Home Support Services Committee
 - Australia Day Committee
 - Guyra Showground Advisory Committee
 - Guyra Aged Care Advisory Committee
 - Armidale Regional Youth Advisory Committee
 - Pine Forest Advisory Committee

4. That the following Committee be created to better meet the needs of Council for input, advice and initiative development from local business groups, including Armidale and Guyra Business Chambers:
 - Business Advisory Committee

Key Issues and Risks

Good governance is central to ensuring that Committees are effective and that they meet their responsibilities. The Terms of Reference will be revised to clearly articulate their roles, responsibilities and strategic focus.

Integrated Planning and Reporting Framework

Council's Integrated Planning and Reporting (IPR) Framework has been used to assist with the Review of ARC's Committee Structure. The scope of the Committees will in some cases be broadened to provide a more holistic, aligned and strategic focus.

Stakeholder Engagement

Relevant Committee Members and staff will be consulted via an engagement process that will include communications about the requirement for change and seek input on the formulation of new or revised terms of reference and membership as required.

The decision has also been taken to cease committee meetings prior to the 9 August, in line with the commencement date of the statutory caretaker period for the Local Government Election on 9 September.

The revised Committee Structure will need to be ratified by the new Council following the election.

Financial Implications

The outcome of this proposal is not expected to have any material financial implications.

Next Steps

Good systems and processes for Committees will help Council to perform in a sustainable and effective way and will impact on our quadruple bottom line performance.

Item: 7.2.8 **Ref:** AINT/2017/07129
Title: FOR INFORMATION: Cash & Investments Report April 2017 **Container:**
ARC16/0291
Author: Chief Finance and Information Officer
Attachments: 1. April 17 Investments Register

RECOMMENDATION:

That the Cash & Investments report for Armidale Regional Council as at 30 April 2017 be received and noted.

Introduction:

Cash and Investments for the month of April 2017.

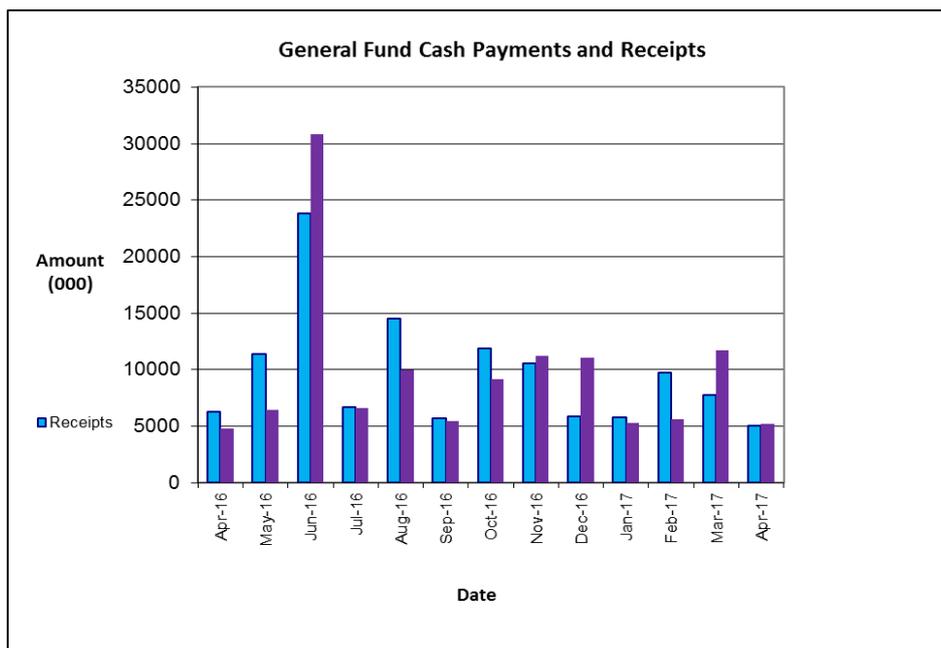
Report:

The following is the cash and investments particulars for the period 1 April 2017 to 30 April 2017. At the end of the April period, Council held \$71,247,681.05 in investments and a consolidated bank account balance of \$5,386,695.75 excluding the Trust Fund.

During the month of April, total payments and receipts were \$5.08 million and \$5.22 million respectively. Council's bank account balance as per bank statements at the end of the period 30 April 2017 are as follows:

General Fund	5,386,695.75
Trust Fund	1,165,735.31
Total Bank Balances	6,552,431.06

	%
30 day BBSW Index	1.63
Average Interest Rate on Term Deposit Investments	2.71

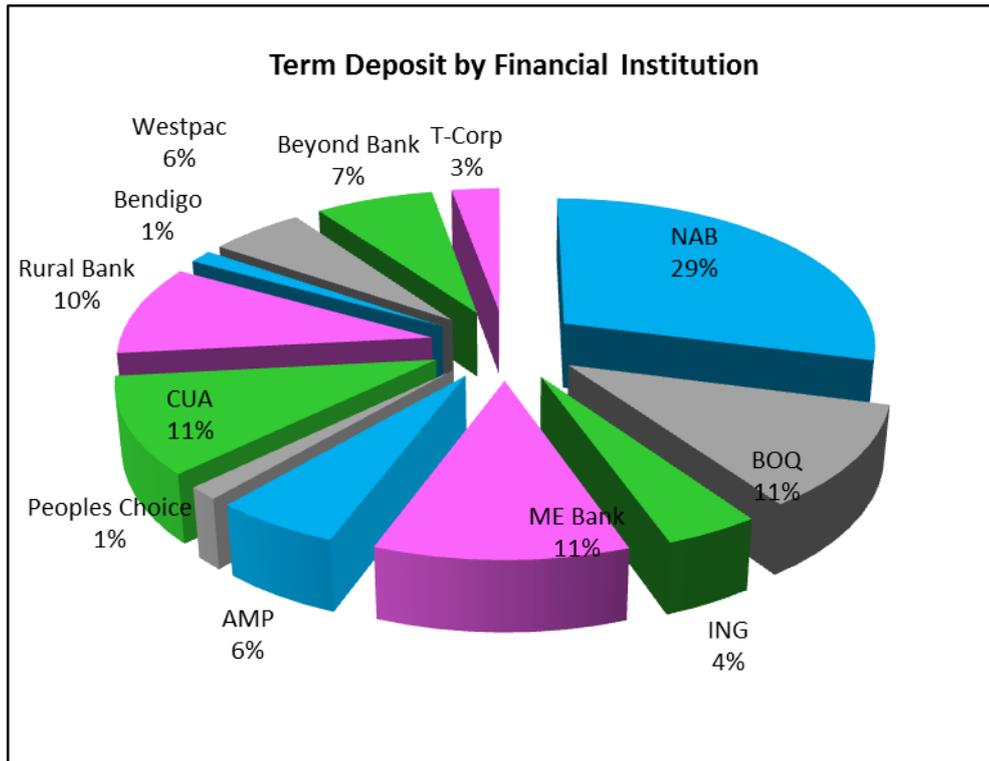


Investments Register

At the end of the April period Council held \$71,247,681.05 in investments, an increase of \$11,736.18 from the end of the February period.

Opening Balance at the beginning of the Period	71,235,944.87
Redemptions to the NAB General and Business A/c's	
Funds Transferred from the NAB General and Business A/c's	
Increased principal due to roll over of funds	11,736.18
Closing Balance at the end of the Period	<u><u>71,247,681.05</u></u>

Institution	Sum of Investment at Market Value	Average of Interest Rate %
AMP	4,000,000.00	2.8%
Bank of Queensland	8,000,000.00	2.7%
Bendigo Bank	1,000,000.00	2.7%
Beyond Bank	5,000,000.00	2.8%
Credit Union Australia	7,500,000.00	2.7%
High Interest At Call Savings Account	6,105,649.78	
ING	3,000,000.00	2.7%
ME Bank	8,000,000.00	2.8%
NAB	14,619,140.27	2.7%
Peoples Choice Credit Union	1,000,000.00	2.8%
Rural Bank	7,000,000.00	2.6%
T-Corp Hour Glass Account	2,022,891.00	
Westpac	4,000,000.00	2.6%
Grand Total	71,247,681.05	2.7%

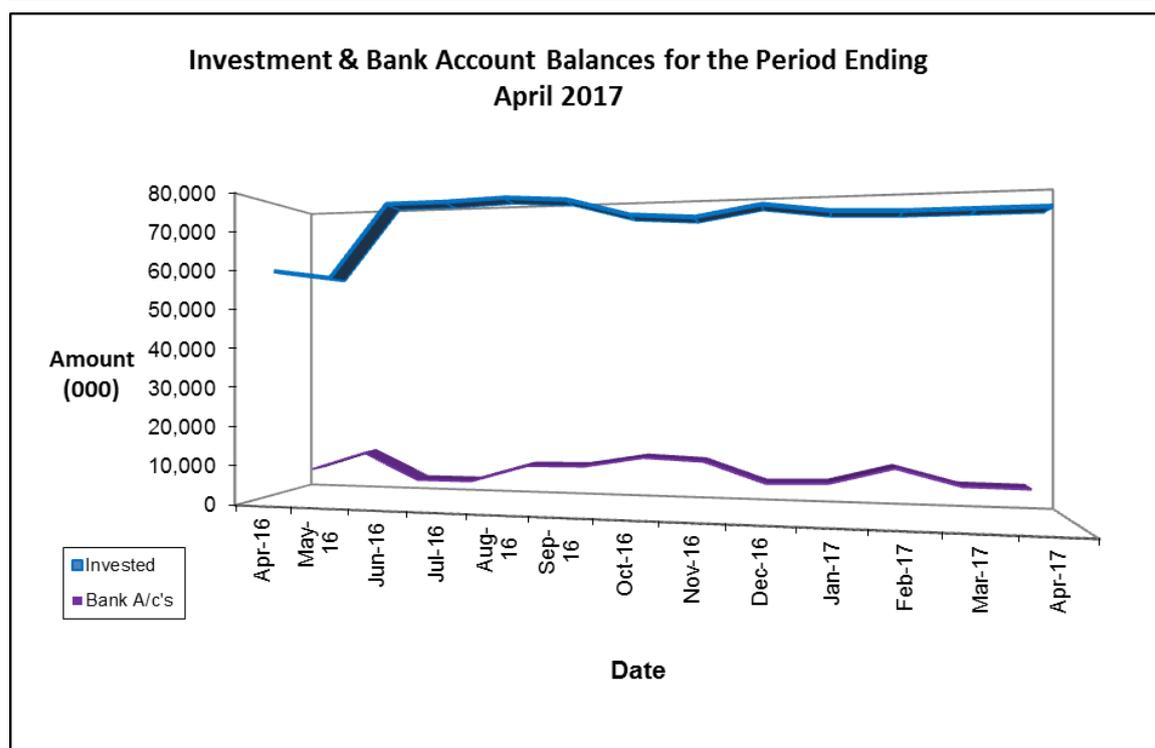


Community Engagement and Internal Consultation

This monthly report provides the community with a snapshot of Council’s cash and investment particulars for the period 1 April 2017 to 30 April 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: 7.2.9 **Ref:** AINT/2017/07033
Title: FOR INFORMATION: Quarterly Water Adjustment 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 \$10,769.34

Introduction:

Quarterly report detailing value adjustments made to water assessments for the third quarter of the 2016-17 Financial Year.

Report:

This report relates to adjustments to water accounts under the provisions of Policy 238. For the quarter 1 January 2017 to 31 March 2017 water adjustments determined under the provisions of Policy 238 Water Account Adjustment Management were:

- Assessment 30238.0 was adjusted by -\$250.72
- Assessment 28335.8 was adjusted by -\$1238.88
- Assessment 29517.0 was adjusted by -\$7264.54
- Assessment 54249.8 was adjusted by -\$575.88
- Assessment 26437.4 was adjusted by -\$124.72
- Assessment 30835.3 was adjusted by -\$1314.60

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 \$10,769.34.

Next Steps

Nil to be considered

Item:	7.3.1	Ref: AINT/2017/07138
Title:	FOR DECISION: Bicycle Track Grants	Container: ARC16/0533
Author:	Rob Shaw, Director of Regional Infrastructure	
Attachments:	Nil	

RECOMMENDATION:

That Council investigate design and funding opportunities for an on-road rural cycle route along Dangarsleigh Road – Old Gostwyck Road – Platform Road – Kelly’s Plains Road.

Background:

In 2012 Armidale Dumaresq Council produced a Bicycle Strategy and Action Plan for the city of Armidale.

Report:

Council has received a request from a resident and cycle club member that on-road cycle lanes be provided on a popular rural cycling route to improve safety for cyclists. The route is along Dangarsleigh Road – Old Gostwyck Road – Platform Road – then returning via Kelly’s Plains Road. This 17 km loop was identified in the 2012 Bicycle Strategy and Action Plan as a possible future rural cycle route and is already popular with recreational cyclists.

In order to provide on-road cycle lanes on this route, Council would need to widen the road pavement and widen culverts, as well as providing line marking and signage. A rough estimate of the cost is \$900,000, but a more accurate cost estimate could be calculated after a project investigation is carried out. This project is not currently listed in Council’s forward works programme, and funds are not available.

The RMS has in the past made grant funds available for walking and cycling projects. In 2015/16 and 2016/17 approximately \$40 million each year was provided to councils throughout NSW for cycling paths and shared paths under its Walking and Cycling Programme. Councils who benefitted from these grant programmes included Guyra, Inverell, Bellingen, Clarence Valley and Tamworth. These grant programmes are generally provided to councils on a 50:50 funding basis, so Council would need to commit to its share of the cost of the project if a grant application was successful.

Key Issues and Risks

Design of on-road cycleways need to be in accordance with Austroad guidelines.

Integrated Planning and Reporting Framework

The proposal is not currently listed in Council’s IP&R.

Stakeholder Engagement

Community engagement would form part of the investigation.

Financial Implications

Funds are not currently available. Council would need to commit to its share of the cost of the project if a grant application was successful.

Next Steps

Investigate design and funding opportunities.

Item:	7.3.2	Ref: AINT/2017/07145
Title:	FOR DECISION: Australian Transport Museum request for leased land within Airport Industrial Precinct	Container: ARC16/0342
Author:	Harold Ritch, Project Manager	
Attachments:	1. Draft Business Plan	

RECOMMENDATION:

a) **That Armidale Regional Council agree to leasing an area of 5000sq metres of land within the airport industrial precinct to the Australian Transport Museum (ATM) and:**

- **The land (5000sq metres) be excised from lot 72 (service centre lot)**
- **A lease agreement be drawn up to reflect a peppercorn lease of \$365 per year**
- **The lease have a term of ten years with an option of ten years.**

Introduction:

A local group with interest in transport and antique transport collecting/collections hatched the concept to create a transport museum in Armidale back in 2000. The group formed a not-for-profit company with the assistance of Council at the time with a view to building a museum and creating a new tourist attraction.

The aim of the group is to 'create a world class transport museum' (see attached draft business plan).

The development of the Armidale Regional Airport precinct offers an opportunity to establish such a facility with the assistance of Council.

Report:

Tourism is a significant driver of the local economy and the region.

Armidale is located halfway between Sydney and Brisbane, is on the New England Highway and boasts a significant array of iconic and noted Heritage, Historical, Environmental, Sporting, Recreational, Educational and Cultural attractions including

- Saumarez Homestead a historic preserved two storey, 30-bedroom Edwardian Home
- Mother of Ducks Lagoon
- The Smart Farm
- University of New England (including Zoology and Antiquities museums)
- TAFE New England – Digital Headquarters
- Little Llangothlin Reserve (a Ramsar Wetland)
- New England Regional Art Museum (NERAM)
- Armidale Folk Museum
- The Aboriginal Cultural Centre and Keeping Place
- Cultural heritage sites
- Recreation and sporting venues
- and an array of spectacular natural wonders in the New England High Country (National Parks, waterfalls and gorges)

In essence; the region has an Australian and world-wide audience keen to savour all that is on offer here.

By strengthening our offering and providing the means for a new major attraction to be built will have a significant impact on the local economy. The ability of operators to package and market our 'product' would be enhanced.

The Australian Transport Museum proponents need the confirmation of a building site for their museum so that they can source government funding to assist them to bring their vision to fruition.

Key Issues and Risks

Museum not built – lease agreement will outline timelines and land reverting to Council if project not commenced within three years.

Integrated Planning and Reporting Framework

Consistent with current Tourism strategy.

Stakeholder Engagement

Consultation with relevant organisations has been ongoing since 2000.

Financial Implications

Lease and legal agreements will ensure land remains in Council ownership and will be returned to council should project fold during lease period.

Next Steps

If recommendation accepted:

That:

- The land (5000sq metres) be excised from lot 72 (service centre lot)
- A lease agreement be drawn up to reflect a peppercorn lease of \$365 per year.

Item: 7.3.3 **Ref:** AINT/2017/07242
Title: FOR DECISION: Consideration of the former Armidale Regional Council War Memorial Library in Faulkner Street for office accommodation
Container: ARC17/2102
Author: Lindsay Woodland, Group Leader, Organisational Services
Attachments: Nil

RECOMMENDATION:

- a) **That the former Armidale Regional Council War Memorial Library in Faulkner Street and Library Administration building:**
- i. **Initially be used as a Returning Office and Counting Centre from 29 June to 29 September 2017 for the Armidale Regional Council Elections on 9 September 2017; and**
 - ii. **Thereafter, be utilised for new office accommodation for ARC administration staff.**
- b) **That the Old Dumaresq Shire Offices Building (situated next door to the old War Memorial Library) be considered as a potential site for the Armidale Historic Society Offices.**

Background:

The recent completion and opening of the new Armidale Regional War Memorial Library and the subsequent vacating of the former Armidale Regional Council War Memorial Library "Library", has created an opportunity for the old Library to be used for other purposes. In the near term it is proposed that the old Library will be used as the Returning Office and Counting Centre for forthcoming Council Elections from 29 June to 29 September. Beyond the Council Elections, it is proposed to repurpose the old Library and utilise the premises for ARC staff accommodation.

The NSW Electoral Commission has requested assistance from the Armidale Regional Council to provide suitable premises for the forthcoming council elections to be held on 9 September 2017 as a Returning Office and Counting Centre, which will need to be operational from 26 June to 29 September. The premises will need to meet the following requirements of the Electoral Commission:

- At least 400-450 square metres - large enough to accommodate a shopfront, general office facilities, storage and basic amenities.
- Ground floor location
- Open plan layout
- Convenient location for pre-poll voters, close to the centre of town and public transport
- Secure, with deadlocks fitted and preferably an alarm installed
- Easily accessible by people with limited mobility (e.g. wheelchair access)
- Able to provide 24 hour access to the building
- Parking for staff and public parking nearby
- Easy access for deliveries
- Lockable storage room

Given the Library's central location and proximity to Council Offices, and suitability in meeting the Electoral Commission requirements, it provides an ideal location for the secure storage of voting materials, training of polling place managers, pre-polling voting, voting on election day and the counting of ballot papers.

The objectives of the Armidale Regional Council Staff Accommodation Project are to support the delivery of the strategic direction of ARC by providing an environment for:

- Contemporary 21st Century work practices and enhanced employee collaboration to drive a high performance and customer focussed culture underpinned by team work;
- Exceptional customer service and community engagement; and
- Improved facilities and functionality for Council and Councilors.

The development of a staff accommodation strategy has commenced to determine ARC's immediate and future accommodation needs and the feasibility of the old Library to be used to support Council's accommodation requirements. Although the project is in its early stages, the securing of the old Library premises for ARC's own office accommodation purposes is viewed as paramount as it provides a very suitable option for Council to meet its immediate and future accommodation needs.

The accommodation requirements for ARC staff have grown over a number of years and the available space in the Council Administration building is no longer adequate. ARC staff are currently located across a number of city buildings and in the overcrowded Council Administration building. The original administration offices were designed for 50-60 employees (prior to the merger with Dumaresq Council) but now house 158 people.

The availability of the old Library building to be repurposed for staff accommodation is both timely and opportune. Acquisition of another suitable property in close proximity to the Council office is unlikely and would prove very costly. The Library provides a floor plate that can easily become a fresh, modern and efficient environment that will help Council to drive the delivery of exceptional customer service, a high performing culture and has the potential to create an environment with stronger community interfaces. It provides the much needed space and is in close proximity to the current Council offices that will continue to house up to 100 Council employees in the future.

When examining the floor space available in the Council Administration Building and Library excluding toilets, voids, foyers, stairwells, kitchens and dedicated (cleaner) storage spaces, the acquisition of the Library would provide an additional 573m². Early assessments estimate that Council will need 1700 – 2000m² for future staff accommodation. This would provide for consolidation of staff based outside of both locations to be based in either one of the two locations moving forward and free up space in the Council Administration building for staff to be accommodated more comfortably.

Ground floor library:	435m ²
First floor library:	138m ²
Ground floor Council:	623m ²
First floor Council:	692m ²

The Civic Administration building was opened in 1985. The building requires a number of remedial works. Leaks in the building have existed since the building was opened. The climate control system in the building is aged and requires upgrading. In 2000 corner work station clusters and internal walls were installed and caused a major disruption of natural airflow that continues. The ceiling lighting in the building has not kept pace with the changing workstation layouts and potential energy efficiency improvements. Emergency and fire egress paths have suffered with the changing work station layouts and numbers of staff, with some paths of travel not satisfying the Building Code of Australia entirely. The building design code requires the use of egress through fire exit doors as a matter of course to move throughout the building. The building has not been painted nor had new floor coverings in over 20 years.

There are also several accommodation issues with the old Council Chambers where the Council's Information Technology and Business Systems and Assets are located, including no disabled access, outside toilets, poor kitchen facilities and fire egress paths which are not compliant.

Council receives many 1000s of customer and community enquires each year and a high proportion of these are through face to face interactions. The Executive's goal is to improve the environment and manner in which ARC staff engages and interacts with customers and community members.

Council staff is spread across a number of Council properties which creates disparate sub-cultures and operating silos. The Executive Team is planning to eliminate silos and create a more collaborative organisational culture and seamless service delivery that is more aligned to the needs of customers and the community.

There is extensive research available that confirms that the environment in which employees work is a key contributor to driving cultural change. The current out-dated office environment does not reflect or support the development of a modern, progressive and customer focused workforce.

Best practise organisations have flexible and productive work spaces that attract and retain top talent and engage employees in an inspiring work environment. A revitalised environment will also improve the moral of employees and signal to staff that they are valued and that management is investing in the future of the Council.

The recent vacating of the old Dumaresq Shire Offices building (also utilised by Library staff until the recent opening of the new Armidale War Memorial Library) now provides an opportunity for use by the Armidale Historic Society who are in need of improved office accommodation for their staff, volunteers and the storage of historic records.

The old Dumaresq Shire Offices building provides an ideal location of historic importance which is viewed by Council as a very appropriate location for the housing of the Armidale Historic Society. Dependent upon the outcome of Council's Accommodation review and the full consideration of the current and future accommodation needs of Council, it is proposed to provide the old Dumaresq Shire Offices to the Armidale Historic Society on a peppercorn lease basis for a minimum five year term.

Key Issues and Risks

The intent of the staff accommodation strategy is to assess current work space allocations against established guidelines and to propose adherence with best practise in the future.

The current amenity, environment and safety of the Council buildings will be improved and repaired to ensure minimum standards with legislation. Any legislative requirements of the NSW Government will be met.

Integrated Planning and Reporting Framework

The review of staff accommodation and work locations projects has been identified in the Armidale Regional Council's Merger and Transition Plan and has been budgeted accordingly.

In the Community Strategic Plan 2027 – the community receives customer service provision from Council and ARC's Accommodation Strategy will address improvements in customer service delivery.

Via the draft Delivery Program 2017-2021/Operational Plan 2017-2018 - Council staff is supported to deliver high quality services to the community through training, sufficient staff resourcing and awareness of Council's strategic objectives.

Stakeholder Engagement

Staff are being consulted via an engagement process that will include management interviews and focus groups on future workplace design over the coming months.

Alternate proposals on the future use of the Library have been received. Council may wish to undertake a community consultation process to determine the future use of this building, which may have an impact on the outcomes of the staff accommodation review.

Financial Implications

The outcome of this proposal will determine the financial implications of the staff accommodation strategy and will need to be addressed in future budgets.

Next Steps

Better office accommodation will improve service delivery capability, including flexibility to meet the changing community needs. There will also be greater employee satisfaction and productivity improvements within the work environments that will drive the delivery of outstanding customer service and a high performing culture.

Item:	7.3.4	Ref: AINT/2017/07638
Title:	FOR DECISION: Examine Options to Develop a Multi-Purpose Performing Arts Centre for Armidale	Container: ARC17/2108
Author:	Lindsay Woodland, Group Leader, Organisational Services	
Attachments:	Nil	

RECOMMENDATION:

- a) **That a community engagement process commence to examine a range of options for the potential development of a multi-purpose Performing Arts Centre in Armidale;**
- b) **Related to Recommendation (a), that a Master Plan of the NERAM precinct be developed and include a feasibility study for building a Performing Arts Centre within that precinct.**

Background:

The push from a range of community stakeholder groups within the Armidale region over recent years proposing and/or advocating for the development of a medium to large scale Performing Arts Centre/Civic Centre in Armidale, while unsuccessful to date, has resonated with Council.

More recently a proposal to build a Civic Centre Complex that included a multi-function performing arts and conference centre, including the new Library, within the Armidale CBD precinct was not successful as the investment required in the development of this ambitious project did not meet Council's expectations in terms of its ability to secure the funding required and the ongoing risks related to the financial viability of the project.

Council remains supportive of pursuing the development of a multi-purpose Performing Arts Centre. Council is now of the view that a more cost effective and measured approach is required to give this project the best chance of success. Council is now working to a range of guiding principles for this potential development including the following:

- The proposed Performing Arts Centre must provide a genuine ongoing benefit to the various communities and stakeholders within the Armidale Region;
- The land used for the site of the proposed Performing Arts Centre project is ideally owned by council or is crown land that can be leased at an affordable rate for the specific purpose;
- To maximise its viability, the Performing Arts Centre must be designed and built for multiple purposes including the potential to stage a broad range of performing arts, theatre and music events, conferences, and public events; and
- The ongoing costs of operations and maintenance of the centre must be affordable and viable – the rate payers of Armidale Region should not be asked to fund the centre on an ongoing basis – the centre needs to be run on a fully commercial basis.

In considering options for the potential location of the proposed performing arts centre, Council is in favour of examining the option to locate the centre within the NERAM precinct on a parcel of crown land adjacent to Kentucky Street and in close proximity to the New England Regional Arts Gallery (NERAM).

A Master Plan for the NERAM precinct is proposed and a key element of this work will be a feasibility study for the performing arts centre.

Key Issues and Risks

Good governance is central to ensuring that the Performing Arts Centre project is supported by the Armidale Region Community and a commercially feasible and optimal outcome for location, scale and design is achieved on behalf of the Community.

Integrated Planning and Reporting Framework

During the recent consultation for the 2017-2021 Community Strategic Plan the desire for a performing arts centre was expressed. This has been incorporated within the draft 2017-2021 Delivery Plan under item G3.5.1 "Explore options for a dedicated performing arts centre"

Stakeholder Engagement

Engagement with a range of Community Stakeholders has commenced to test the appeal of this project and the location option. A broader community engagement process is proposed to ensure that the Performing Arts Centre project and its potential location has the support of the community and key stakeholders.

Financial Implications

The development of a Master Plan for the NERAM precinct will require an investment in the order of \$90,000 which will be allocated from the current financial year budget.

Next Steps

It is imperative that the proposed multi-function Performing Arts Centre is financially viable; and is planned and designed to operate on a commercially sustainable basis.

Item:	7.3.5	Ref: AINT/2017/07889
Title:	FOR DECISION: Preservation of the Original Armidale Airport Terminal Building	Container: ARC16/1342
Author:	Lindsay Woodland, Group Leader, Organisational Services	
Attachments:	1. Armidale Regional Airport Users Group - Old Airport Terminal Request	

RECOMMENDATION:

- a) **Council adopt the recommendation to preserve the original Airport Terminal Building and to use the building for the purpose of housing part of the Aviation Hall of Fame collection and/or housing relevant aviation memorabilia and artefacts for the communities of Armidale Region;**
- b) **Related to Recommendation (a), should the Armidale Transport Museum (ATM) project proceed, that the original Armidale Airport Terminal Building be relocated to the proposed site of the ATM and at a time that aligns with the completion of the construction of the Museum; and**
- c) **Council retain ownership of the original Airport Terminal Building regardless of its location to ensure the preservation of our aviation history.**

Background:

Council has recently received a request from the Chairman of the Armidale Regional Airport Users Group to consider the preservation of the original Armidale Airport Terminal Building which has significant historic value.



SOUTHERN CROSS VISITING ARMIDALE IN THE EARLY 1950'S

The original Armidale Airport Terminal timber building was first used by East West Airlines when the Company commenced airline services from Armidale to Brisbane and Sydney in 1949. The proposal from the Armidale Airport Users Group is to preserve this historic building and to repaint it in the livery and colours of East West Airlines and restore the building to the extent possible to its original state.

It is proposed that the original airport terminal building will be used to house relevant aviation memorabilia and artefacts and potentially use the building to house part of the Australian Aviation Hall of Fame collection if the Armidale Airport Users Group is successful in its application for that collection.

The building is able to be transported and it is therefore proposed to relocate it a short distance away to a more suitable site and ideally co-locate the building with the proposed Armidale Transport Museum (ATM) in the new Airport Service Centre precinct once the construction of that building has been completed. This will provide access to Armidale's and Australia's aviation history for the communities of the Armidale Region and to the visitors and tourists to our region.

The Armidale Regional Council owns the original airport terminal building and it is currently being used to accommodate staff at the Airport and part of the building is leased to a commercial business. The commercial lease is short term. The original airport terminal building will be vacated once ARC staff relocate to the new terminal currently being constructed at the airport and due for completion in 2017.

The Armidale Regional Council will continue to own the original airport terminal to ensure that it is preserved, regardless of its future location.

Key Issues and Risks

The preservation of an important piece of Armidale's aviation history aligns with Council's sustainability goals. The maintenance of the building is expected to be low cost and potentially funded through visitor donations once relocated to the Armidale Transport Museum site.

Integrated Planning and Reporting Framework

The preservation of the original Armidale Airport Terminal aligns with the Community Strategic Plan specifically to support tourism to the Armidale Region as well as preserving Armidale's aviation history and providing access to this history for the local community.

Stakeholder Engagement

Engagement with the Armidale Airport Users Group and the Australian Transport Museum Group has been undertaken and all are in agreement that the original airport terminal building has significant historic value and should be preserved for the purposes outlined above.

Financial Implications

It is not expected that there will be any material financial impact to Council for the relocation of the building to a new site or for the repainting or refurbishment of the building. Council will enlist the support of the Armidale Airport Users Group and the Armidale Transport Museum for these activities and commercial arrangements will be put in place to support the ongoing maintenance of the building.

Next Steps

The Armidale Regional Council will continue to own the original airport terminal to ensure that it is preserved, regardless of its future location.

Item: 7.3.6 **Ref:** AINT/2017/08125
Title: FOR DECISION: Paid for Parking - Community Engagement Strategy
Container: ARC17/2000
Author: Tim Weeks, Airport Manager
Attachments: 1. Engagement Strategy - Paid Overnight Airport Parking

RECOMMENDATION:

- a) **That community engagement be undertaken with stakeholders located within the New England Region to inform and to consult upon the proposal to implement Paid Overnight Parking at Armidale Regional Airport.**
- b) **That community feedback, concerns and recommendations be incorporated into a summary report to be used to inform council's decision to implement paid overnight parking.**

Introduction:

Paid parking at Armidale Regional Airport presents an opportunity to better manage and to slow the demand for parking; reducing the financial burden upon residents through the introduction of a 'user-pays' system.

As Armidale Regional Airport serves a catchment area including Walcha, Uralla, Glen Innes, Tenterfield and Inverell Shires and serves ARC towns including Ebor, Guyra, Hillgrove and Wollomombi, it is important that these communities and businesses be informed and consulted on the proposal to introduce paid parking at the Airport.

Report:

Background

Armidale is the only airport with daily commercial airline services to multiple destinations that does not use paid parking to achieve a user pays revenue source to upgrade and maintain parking facilities.

The greater percentage (80%+) of those parking at the airport stay overnight and a significant number stay from three to five nights or more. The cost to provide parking infrastructure is significant and is a burden that currently falls upon ARC ratepayers. Paid parking offers a more equitable way to introduce the concept of 'user pays'. Revenues achieved after the initial equipment investment will be available to maintain, upgrade and/or expand available parking facilities, without the need to seek additional funding on a regular and ongoing basis.

It is proposed that the attached Engagement Strategy be implemented to both inform and to seek the feedback of key Stakeholders and the general community; and to consider all options to fund future financial needs. Community and stakeholder feedback will be summarised into a report to inform the decision regarding the implementation of paid-for parking.

Financial Analysis

The introduction of paid parking will likely result in an initial 30% reduction in overnight parking numbers. This will result from those drivers choosing to park in the privately operated Secure Car Park, those drivers choosing to take a taxi and/or those drivers wishing to avoid the parking fee by availing themselves of the services of friends and family.

Overnight parking in 2016 totalled 27,677 with parking in 2017 estimated to be 30,000.

It is proposed that a parking fee is only levied for overnight parking and that parking during the day remain free of charge. It is suggested that the initial overnight parking fees is \$10.00 (possibly reducing after, five nights).

Financial analysis suggests that income from paid parking would pay back the equipment cost within approximately one year and recoup the cost of the proposed upgrade to the car park within seven years. The alternative to paid parking would impose a \$2M burden on ARC ratepayers.

Community Engagement and Internal Consultation

The attached Engagement Strategy sets-out a program to inform and consult with the New England community regarding the implementation of paid parking at Armidale Regional Council. The recommendation of this report is to undertake this engagement to inform the decision to proceed.

Financial Implications

Funding has not yet been identified for the capital works to upgrade and expand the current car parking area; these works will be required prior to the implementation of any parking charges. Once infrastructure works are completed, paid parking will produce positive revenue that will show a payback on the total investment in the car park of \$2.225M within seven years of installation.

Good Governance

Appropriate purchase and tender procedures will be applied. An external Feasibility Study is currently being undertaken.

Integrated Planning and Reporting Framework

Consistent with capital works identified within IP&R regarding growth and development of Armidale Regional Airport.

Sustainability Assessment

Ongoing maintenance expenses will be funded out of Airport Operational Revenues which will be supplemented with revenues received from paid parking.

Item: 7.4.1 **Ref:** AINT/2017/06351
Title: FOR DECISION: Donation to the 7th Bridge to Bridge Charity Ride
Container: ARC16/0058-2
Author: Hayley Ward, Administration Officer
Attachments: Nil

RECOMMENDATION:

- a) **That Council provide a donation of \$1,000, under Section 356 LGA, to the 7th annual Bridge 2 Bridge Cycle Charity Ride, on 29 April to 6 May 2017 to raise funds and awareness for brain cancer research.**

Background:

The Bridge to Bridge Charity Ride was first organised in 2011 by an individual who experienced brain cancer. Five riders cycled in the first Bridge to Bridge (Brisbane to Sydney) and the success of this ride prompted rides in subsequent years. A landmark seventh Bridge to Bridge with some 15 riders is being run in 2017. The charity ride focuses on regional communities to promote awareness and educate the public about brain cancer as well as raise funds toward finding a cure.

The charity ride begins at Brisbane's Story Bridge and then proceeds to Warwick, Stanthorpe and then on to Tenterfield via Wallangarra. The riders then cycle through the towns of Glen Innes, Armidale, Tamworth and Quirindi, then to the Hunter Valley and on to Sydney culminating at Dawes Point under the Harbour Bridge. The ride through Armidale will occur on 3 May 2017.

Collectively, the rides have raised well over \$200,000. As well as raising funds, the ride presents an opportunity to educate the community about brain cancer through local media and interaction with community groups and schools. As such, this charity ride has developed a definite regional focus.

Although the ride begins and ends in a capital city, its route deliberately avoids the more heavily populated and traversed coastal strip to encompass a number of regional agricultural communities. As such, the ride recognises the brain tumour issues that affect those living in the regions. It recognises the difficulties in managing appropriate responses as regional people may not have as ready access to support services as city folk.

Key Risks and Issues

The proposal to donate \$1,000 toward the 7th Annual Bridge to Bridge Charity Ride is not considered to impact on council's long term financial sustainability.

Under Section 356 all donations must be approved by Council. The recipient of the donation is Cure Brain Cancer which is the peak organisation for brain cancer research, advocacy and awareness in Australia.

Integrated Planning and Reporting Framework

Under Our People and Community: Community Outcome 5: Services and activities are provided for all ages and segments of our community to promote life-long learning, healthy living and community well-being.

Stakeholder Engagement

Internal consultation has occurred in relation to the legislative requirements for the granting of financial assistance.

Financial Implications

There are sufficient funds in the Donations budget to support the provision of financial assistance.

Next Steps

If approved, that the donation be provided.

Item: 7.4.2 **Ref:** AINT/2017/06202
Title: FOR DECISION: UNE Lions Women's Sevens Proposal for Sponsorship
Container: ARC16/0202
Author: Lindsay Woodland, Group Leader, Organisational Services
Attachments: 1. Attachment 1 - UNE Lions Media coverage

RECOMMENDATION:

That Council approve the sponsorship of \$10,000 for the University of New England Women's Sevens (Rugby Union) Team for the inaugural Aon National Sevens University Series 2017.

Introduction:

Council has been approached by SportUNE to consider a sponsorship opportunity for the UNE Lions – Women's Sevens Team who have been selected as one of eight participating rugby union teams in the inaugural Aon National Sevens University Series for 2017.

Report:

The University of New England (UNE) Lion's Women's Sevens Team has recently been selected (out of 25 Universities nationally) to compete in the inaugural Aon National Sevens University Series. The National Domestic Sevens Competition is the first in Australia for women's rugby and UNE is the only National franchise in regional Australia to be included.

Eight university teams across Australia were selected to participate in the series, which is the biggest opportunity ever for women in the region to crack into the women's national rugby sevens scene. The other universities involved are University of Canberra, University of Adelaide, University of Tasmania, Macquarie University (NSW), Bond University (QLD), University of Queensland and Griffith University (QLD).

Selections for the UNE Lions team commenced on 12 March 2017, with over 80 registered girls from Northern NSW trialling to form part of the wider training squad.

From March to June 2017 these athletes will travel to Armidale to attend development and match play weekends against each other and in June a final squad of approximately 20 players from the wider training squad is expected to be selected to form the 2017 UNE Lions that will contest the National Series.

Throughout August and September 2017, the National Series will hold fixtures in Launceston, Sydney, Brisbane and the Gold Coast. The UNE Lions in conjunction with SportUNE, will be running an extensive marketing and public relations campaign around this long term development program, culminating in the tournaments listed above.

While it is not yet confirmed, the Australian Rugby Union (ARU) is currently negotiating with providers with the hope of securing national television coverage of the four tournaments. Organisations can also expect a high level of exposure across local and regional media, including media outlets NBN and Prime7 TV; as well Fairfax media outlets the Northern Daily Leader, Armidale Express and the Coffs Coast Advocate. The program has already received national exposure through media promotion carried out by the ARU. Attachment 1 includes some of the national and local coverage received to date by the UNE Lions and the ARU for the program.

The cost of the sponsorship is \$10,000 for the season which includes the following:

- Brand displayed on players jersey for the National Competition including branding at four national tournaments;
- Australian Pearls and UNE Lion representatives to record a personal thank you to ARC for support of the business;
- Player appearances at our business (ARC);
- Brand association with the UNE Lions and opportunities to build the ARC brand at both a local level and throughout other states;
- Supports our broader MoU and strategic relationship with UNE.

Community Engagement and Internal Consultation

Engagement with UNE has occurred and consultation with ELT members.

Financial Implications

The \$10,000 can be allocated and funded from the existing Marketing Budget.

Good Governance

Internal consultation has occurred with council officers and ELT.

Integrated Planning and Reporting Framework

Consistent with current tourism strategy goal of growing sports tourism.

Sustainability Assessment

This is a one year agreement.

Item: 7.4.3 **Ref:** AINT/2017/07214
Title: FOR DECISION: Fee Waiver Requests **Container:** ARC16/0290-2
Author: Jane Guilfoyle, Manager Community Services
Attachments: Nil

RECOMMENDATION:

That Council waiver the fees for the use of the Town Hall and the Kent House Community Centre and supports the Reconciliation Walk scheduled for Sunday 28th May 2017.

Background:

Council has been approached for support and fee waivers by a number of community groups.

1. The use of the town hall on 3 May for a presentation by the Armidale Community Drug Action Team (CDAT) for "The Other Talk" presentation, an information session aimed at assisting parents with the skills to be able to talk to their children about drugs and alcohol, the risks, the harm and the consequences. It talks about the laws as well as how to help your child/teen plan and host safe parties.
2. The use of the rooms in the Kent House Community Centre by Northern Settlement Services (NSS) and the University of the Third Age (U3A).
3. Support for Australians for Native Title and Reconciliation (ANTaR) Reconciliation Bridge Walk in the Creeklands by providing chairs, a marquee and a PA system.

Key Issues and Risks

All requests are from community groups who have limited funding. Risks assessments are carried out for all community events.

Integrated Planning and Reporting Framework

In line with supporting local community groups and vulnerable groups within our community.

Stakeholder Engagement

All these community groups have a long partnership working with Council.

Financial Implications

\$350.00

Next Steps

All these community groups deliver support services to vulnerable groups in our community.

Item: 7.4.4 **Ref:** AINT/2017/07366
Title: FOR DECISION: Sponsorship for New England Yard Dog Championships
- May 2017 **Container:** ARC16/0443
Author: Anthony Broomfield, Economic Development Project Officer
Attachments: Nil

RECOMMENDATION:

- a) That the report recommending sponsorship of the 2017 New England Yard Dog and Cattle Trialling Championships be accepted.
- b) That the sponsorship be for the amount of \$1,000 ex GST.

Background:

The New England Yard Dog Championship has been running since 1986 and is to be run 26-28 May 2017. This year's event will for the first time, include a cattle trial.

The Backtrack Youth program has been recognised for its success with dog handling and high jumping as a part of the program, the next logical step is to include cattle trialling.

Event organiser's plan to bring expert dog handlers to spend time with Backtrack students and young people locally, to share knowledge and to assist in their development of dog and livestock handling skills. It is proposed to name the inaugural cattle trial as the "Armidale Regional Council Junior Cattle Trial".

Sponsorship monies contribute to the costs of running the event and providing prizes.

Key Issues and Risks

The event has been successfully run over a period of many years.

Integrated Planning and Reporting Framework

The proposal is consistent with the objective to improve services for the youth.

Stakeholder Engagement

Internal consultation has occurred in relation to the legislative requirements for the granting of financial assistance.

Financial Implications

Funds are available within the Community Small Grants Scheme.

Next Steps

Funds, upon approval, to be made available.

Item: 7.4.5 **Ref:** AINT/2017/07669
Title: FOR DECISION: Sponsorship of NSW Country Cricket Championships 2017/18 **Container:** ARC16/0083
Author: Anthony Broomfield, Economic Development Project Officer
Attachments: Nil

RECOMMENDATION:

a) That Council agrees to be host sponsor of *one* of the following divisions in the 2017/18 NSW Cricket Championships at a cost to Council not exceeding \$3,500:

- U15 or U18 Girls
- U14, U16 or U18 Boys
- Open (male adult)

b) That the cost be budgeted in the 2017/18 financial year.

Background:

Armidale Cricket Association has been approached to put Armidale forward as a host city for the NSW Country Cricket Championships to be held during the 17/18 cricket season. In a move to lessen the cost of running the championships host cities are being asked to pay a hosting fee. Whilst there is no prescribed amount it has been proposed to offer \$3500, same as that paid by Clarence Valley Council last year.

Hosting a division would bring approximately 14 teams (13 players per team) plus support staff/parents etc. to the region and would support the Armidale region's reputation as a major NSW sporting hub.

Key Issues and Risks

Sports tourism is a significant economic driver valued at \$17 million to the local economy in the 2016 calendar year.

Armidale and Guyra boast excellent cricket facilities and importantly a proactive Cricket Association who are recognised for their ability to deliver successful events. Apart from the obvious benefit of bringing visitors to the region such events provide an opportunity for the clubs to generate income (BBQ's etc.) which is important to their own viability as well as involving many community members who volunteer their time.

Grafton hosted a division of the 2016/17 NSW Country Cricket Championships and a press article noted the economic impact of the event at \$250,000.

Integrated Planning and Reporting Framework

This sponsorship is consistent with the current tourism strategy.

Stakeholder Engagement

Consultation with Vice Chair Armidale Sports Council and Chair Armidale Cricket Association.

Financial Implications

Hosting fee of \$3500 to be paid out of the 2017/18 tourism budget.

Good Governance

Consulted with respective organisations.

Sustainability Assessment

This sponsorship is for a one off event.

Next Steps

That the sponsorship be provided.

Item: 7.4.6 **Ref:** AINT/2017/07209
Title: FOR INFORMATION: Arts & Cultural Plan Discussion Paper **Container:**
ARC16/0485
Author: Jane Guilfoyle, Manager Community Services
Attachments: 1. Armidale Regional Arts & Cultural Plan Discussion Paper Final 08-05-17

RECOMMENDATION:

That the Arts & Cultural Plan Discussion Paper is noted.

Background:

In November 2016 Council employed the services of Positive Solutions to complete an Arts & Cultural Strategy for the new Council. In May 2017 Positive Solutions presented to Council a Discussion Paper which details the findings from their research and community engagement to date.

The Discussion Paper provides the foundation for Council to work with the community on in finalising the Regions Arts and Cultural plan.

Key Issues and Risks

Key findings are identified in the Discussion Paper. The Discussion Paper may not have captured all the community's thoughts and aspirations. Council circulated this discussion paper to key stakeholders in the community and sought feedback by 15 May 2017 on work undertaken to date.

Integrated Planning and Reporting Framework

The Arts and Cultural Plan for Armidale Regional Council is a key part of our IP&R framework and informs the Resourcing Plan.

Stakeholder Engagement

A comprehensive community engagement strategy was entered into including a series of focus group meetings and an online survey. The discussion paper was presented to Council's Arts and Cultural Advisory Committee and the Executive Leadership Team.

Financial Implications

The delivery of the Arts and Cultural Strategic Plan has been factored into the 2017/18 Operational Plan and Program.

Next Steps

Council will work with the consultant and the Arts and Cultural Advisory Committee to finalise the strategy. Once finalised the Arts & Cultural Strategic Plan will be placed on public exhibition for 28 days. A final Arts & Cultural Strategic Plan is expected to be presented to the July 2017 Council meeting.

Item: 8.1 **Ref:** AINT/2017/06126
Title: FOR DECISION: Civic Advisory Committee - Minutes of the meeting
held on 11 February 2017 **Container:** ARC16/0389
Author: Ian Greenhalgh, Librarian
Attachments: 1. Minutes - Civic Advisory Committee - 11 February 2017

RECOMMENDATION:

That the Minutes of the Civic Advisory Committee meeting held on 11 February 2017 be noted.

Item: 8.2 **Ref:** AINT/2017/04600
Title: FOR INFORMATION: Community Safety Advisory Committee - Minutes
of the meeting held 14 March 2017 **Container:** ARC16/0560
Author: Hayley Ward, Administration Officer
Attachments: 1. Minutes - Community Safety Advisory Committee - 14 March 2017

RECOMMENDATION:

That the Minutes of the Community Safety Advisory Committee meeting held on 14 March 2017 be noted.

Item: 8.3 **Ref:** AINT/2017/06365
Title: FOR DECISION: Traffic Advisory Committee - Minutes of the meeting held 4 April 2017 **Container:** ARC16/0771
Author: Rob Shaw, Director of Regional Infrastructure
Attachments: 1. Minutes - Local Traffic Committee - 04 April 2017

RECOMMENDATION:

- a) That the Minutes of the Traffic Advisory Committee meeting held on 4 April 2017 be noted.
- b) That the Cookes Road LATM Scheme - Option 3 be approved.
- c) That the application for the 2017 Armidale Athletic Club's Wednesday Winter Social Cross-Country be approved, as per the Special Event Transport Management Plan.
- d) That approval was granted due to timeframe restrictions, for the Tingha RSL to conduct the Tingha 2017 Anzac Day March and Commemoration Service that will occur on Tuesday 25 April 2017, in accordance with the provided traffic control plan.
- e) That approval was granted due to the timeframe restrictions, for the rolling road closure to celebrate the official Opening of the New Armidale War Memorial Library taking 30 minutes from Faulkner/Rusden Street roundabout through to Markham Street on Monday 24th April 2017.
- f) That approval was granted due to the timeframe restrictions, for the temporary road closures for the Armidale 2017 ANZAC Day March and Commemoration Service that will occur on Tuesday 25 April 2017, for Faulkner Street from Dumaresq Street to Beardy Street and the connecting intersections with Moore Street, East Mall and Rusden Street.
- g) That approval was granted due to the timeframe restrictions, for the temporary road closures for the 2017 Guyra ANZAC Day March and Commemoration Service that will occur on Tuesday 25 April 2017.
- h) That additional 50kph speed signs be installed for south bound traffic 20m south of Eleanor Street.
- i) That "Single Lane" bridge advisory signs, be installed either side of the Cookes Road Bridge.
- j) That the hill prior to Dumaresq Rd (6.7km from 50/100 signs), the curve at the intersection of Claremont Rd, and the crest to the north on the property "Marchvilla" on Boorolong Road be included in Council's linemarking programme.
- k) That the unformed section of Box Hill Drive be closed to traffic for safety reasons.
- l) That the proposal be placed on public exhibition for a period of 28 days, and if submissions are received, a further report considering any submissions be presented to Council.

- m) Should no submissions be received, a recommendation to close Box Hill Drive as advertised, be presented to Council.**

- n) That the action of approving the Tingha Fun Run 5 April 2017 event (in view of the timeframe available) be endorsed.**

Item: 8.4 **Ref:** AINT/2017/06143
Title: FOR INFORMATION: Civic Advisory Committee - Minutes of the meeting held 8 April 2017 **Container:** ARC16/0389
Author: Ian Greenhalgh, Librarian
Attachments: 1. Minutes - Civic Advisory Committee - 08 April 2017

RECOMMENDATION:

That the Minutes of the Civic Advisory Committee meeting held on 8 April 2017 be noted.

Item: 8.5 **Ref:** AINT/2017/06360
Title: FOR INFORMATION: Community Safety Advisory Committee -
Inquorate notes of the meeting held 11 April 2017 **Container:**
ARC16/0560
Author: Hayley Ward, Administration Officer
Attachments: 1. Minutes - Community Safety Advisory Committee - 11 April 2017

RECOMMENDATION:

That the Inquorate Notes of the Community Safety Advisory Committee meeting held on 11 April 2017 be noted.

Item: 8.6 **Ref:** AINT/2017/06363
Title: FOR INFORMATION: Gayinyaga - Inquorate notes of the meeting held
on 12 April 2017 **Container:** ARC16/0605
Author: Hayley Ward, Administration Officer
Attachments: 1. Minutes - Gayinyaga Committee - 12 April 2017

RECOMMENDATION:

That the Inquorate Notes of the Gayinyaga Committee meeting held on 12 April 2017 be noted.

Item:	8.7	Ref: AINT/2017/06899
Title:	FOR DECISION: Environmental Sustainability Advisory Committee - Minutes of meeting held 20 April 2017	Container: ARC16/0864
Author:	Dianne Scopel, Division Assistant	
Attachments:	1. Minutes - Environmental Sustainability Advisory Committee - 20 April 2017	

RECOMMENDATION:

That the minutes of the Environmental Sustainability Advisory Committee meeting held on Thursday 20 April be noted and that Council supports the ongoing education initiatives recommended by the Committee and that other matters as recommended be considered by the new Council following the election in September 2017 (*Update as at 22 May 2017 to replace resolution below*).

That the Minutes of the Environmental Sustainability Advisory Committee meeting held on Thursday 20 April be noted and the following recommendations endorsed:

- a) The Sustainability Strategy project manager to schedule an integrated workshop for the Environmental Sustainability Advisory Committee and Internal Working Group members late May.

- b) That Council adopts the recommendations of the Environmental Sustainability Advisory Committee as follows:
 1. That Council acknowledge there is no safe level of PM2.5 pollution and notes the health and community benefits of an effective woodsmoke program.
 2. That Council should not permit the installation of new wood heaters in the Armidale urban residential area after 1 July 2018. Investigations in Guyra and other smaller residential areas should be considered.
 3. That Council considers phasing out all existing wood heaters in the Armidale urban area, and any other areas identified as being in a wood smoke risk area by 2030, following extensive community consultation.
 4. That Council improves and extends monitoring of wood smoke emissions by purchasing and using the "Purple Air Monitor" in conjunction with the current "Dust Track" Monitor.
 5. That Council reinstates and promotes the wood heater replacement program, offering at least \$1,500 to replace wood heaters with reverse cycle air conditioners (heat pumps), gas or solar. Council to consider means-tested top-up payments and subsidised interest payments with cooperating institutions.
 6. Council should prioritise investigation of all possible sources of continued funding to ensure that National Air Quality Standards are met as soon as possible.
 7. Council continue and intensify education and publicity efforts regarding the health effects of woodsmoke.
 8. That Council streamline and enforce compliance for excessively polluting households.

Director's comment: the recommendations above identified as 4,5,6 and 7 which have a budgetary impact should be noted and referred for consideration in the 2017/18 budget process.

Item: 8.8 **Ref:** AINT/2017/07147
Title: FOR DECISION: Traffic Advisory Committee - Minutes of the meeting held 2 May 2017 **Container:** ARC16/0168
Author: Rob Shaw, Director of Regional Infrastructure
Attachments: 1. Minutes - Local Traffic Committee - 02 May 2017

RECOMMENDATION:

- a) That the Minutes of the Traffic Advisory Committee meeting held on 2 May 2017 be noted.
- b) 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 6pm on Sunday 6th August, for the 2017 Armidale and District Football Carnival.
- c) That three parking spaces be made available in Tingcombe Lane for building contractors to undertake some heritage based refurbishment of the toilet block at Central Park from 8 May through until end of August 2017, preferred parking spaces to be identified by staff.

Item: 8.9 **Ref:** AINT/2017/07002
Title: FOR INFORMATION: New England Weeds Authority - Minutes of the Meeting held 7 February 2017 **Container:** ARC16/0463
Author: Jessica Bower, Executive Officer
Attachments: 1. New England Weeds Authority Minutes - 7 February 2017

RECOMMENDATION:

That the minutes from the New England Weeds Authority meeting on 7 February 2017 be noted.